



Create user-created report

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Log on to the next year pay frequency.

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It is recommended to create a user-created report to identify employee contract begin dates in late July or August and their corresponding calendar codes. This report will be used in a later step to copy 10-month employees starting in those months (who won't receive their first paycheck until September) to the current year. Employees starting in September should not be included in this copy process.

- Select **Active Employees Only** to only include active employee records on the report.
- Under **Employee Demographic**, select **Employee Nbr**, **First Name**, and **Last Name**.
- Under **Job Information**, select **Contract Begin Dt**.
- Click **Create Report** to generate the report.

After you create the report, use the Sort/Filter options to sort by the **Contract Begin Dt**.