



# **ASCENDER - Position Management: Update NYR Positions and Move Employees to CYR Payroll**



## Table of Contents

<b>ASCENDER - Position Management: Update NYR Positions and Move Employees to CYR Payroll</b> .....	i
<b>ASCENDER - Position Management: Update NYR Positions and Move Employees to CYR Payroll</b> .....	1



# ASCENDER - Position Management: Update NYR Positions and Move Employees to CYR Payroll

This guide provides the necessary steps to update next year positions and move 12-, 11-, and 10-month employees to the current year payroll.

This guide assumes you are familiar with the basic features of the ASCENDER Business system and have reviewed the [ASCENDER Business Overview guide](#).

## 12-month Employees

This process moves employees who receive their first paycheck in July from next year Position Management to current year Position Management. It also updates some of the fields on the following Maintenance tabs in the current year (see step 7 for detailed information):

- Employment Info
- Pay Info
- Job Info
- Distributions

A separate simulation needs to be set up for employees who receive their first paycheck in July. This is necessary because the position in the next year Position Management reflects the current year's salary information. The simulation updates the fields in the next year positions for the new school year and clears the **Accept Changes** field. The new salary information from the next year position is updated in the current year, updating both the current year Position Management and the Staff Job/Pay Data fields for those employees. As 12-month employees do not accrue, it is not necessary to move them to the next year payroll. Contact your regional ESC consultant to discuss moving 12-month employees to the next year payroll.

**Note:** Depending on the LEA, it may not be necessary to set up separate simulations. If the LEA has determined next year salaries and completed all interfacing to Budget for the year, one simulation can be used when moving employees. Contact your regional ESC consultant to discuss this option.

It is important to consider how this process affects the budget. If you update 12-month positions with the new salary amount for the next school year in the next year Position Management, running the simulation a second time at a later date for all employees gives the 12-month employees an additional increase. If you were unable to update the budget with accurate salaries for all employees prior to rolling 12-month employees, it is necessary to update Budget with multiple simulations. Reference the [Interface to Budget Checklist](#).

The following checklist assumes the LEA has interfaced the payroll salaries to Budget using the

## Salary Simulation process in Position Management.



**TIP:** Be sure to complete service records and extract June TRS before continuing this process. This process updates the begin and end contract dates for 12-month employees in the current year payroll. Service records must reflect the begin and end dates from the current school year, and these dates are used to calculate the days and hours worked for TRS purposes. This process will overwrite the employee's calendar with the calendar for the new year. If June TRS has not been extracted, the system is unable to calculate this information for June.

1. [Verify account code fiscal years.](#)

[Position Management > Utilities > Update Fiscal Year by Fund](#)

Verify that the account code fiscal years are accurate. This tab provides a list of the fund/fiscal years that are set up in the positions. This process increments the position distribution fiscal year by 1.

**Note:** Since the account codes are validated against the budget, there should not be any fiscal years less than the next year. If there are, generate a user-created report to identify the positions and manually update the information.

2. [Generate a user-created report.](#)

[Position Management > Reports > User Created Reports > CYR/NYR Positions](#)

Generate a PMIS user-created report to verify that the **Increase Eligible** field is selected for applicable positions. It is possible that the field is not selected for new LEA employees from last year.

**It is recommended** to verify the **Nbr Remain Payments** field prior to calculating salaries.

Select the following fields on the user-created report:

Reports > User Created Reports > CYR/NYR Positions Position Management

Save Create Report Delete Reset Year: C Frequency: 6

Employee Nbr:  PMIS Position/Distribution Export File Auto Select Options

PMIS Position Control  PMIS Position Distribution

Position Nbr:

PMIS Position Control

<input type="checkbox"/> CYR/NYR Flag	<input type="checkbox"/> Contract Beg Date	<input type="checkbox"/> Day Empld Pct	<input type="checkbox"/> Extra Duty Code	<input type="checkbox"/> Inactive Reason Code	<input type="checkbox"/> Occ Pay Type
<input checked="" type="checkbox"/> Position Nbr	<input type="checkbox"/> Contract End Date	<input type="checkbox"/> Pct of Year	<input type="checkbox"/> Supplement Type	<input type="checkbox"/> Vacate Reason	<input type="checkbox"/> Suppl Recalculate
<input checked="" type="checkbox"/> Billet Nbr	<input type="checkbox"/> Payoff Date	<input type="checkbox"/> Pay Concept	<input type="checkbox"/> Supplement Max Amt	<input type="checkbox"/> Pay Grade	<input type="checkbox"/> Ign Pct Day For Sal Calcs
<input checked="" type="checkbox"/> Position Type	<input type="checkbox"/> Nbr Days Off	<input type="checkbox"/> EEOC Code	<input type="checkbox"/> Base Suppl On Dly Rate	<input type="checkbox"/> Pay Step	<input type="checkbox"/> Ign Pct Yr For Sal Calcs
<input type="checkbox"/> Position Description	<input type="checkbox"/> Act Hrly Dly Rate	<input type="checkbox"/> Workers' Comp	<input type="checkbox"/> Supplement Pay 1 Time	<input type="checkbox"/> Pay Schedule	<input type="checkbox"/> New Employee
<input checked="" type="checkbox"/> Position Status	<input type="checkbox"/> Salary Amount	<input type="checkbox"/> TRS Position Code	<input type="checkbox"/> Date Supplement 1 Time	<input type="checkbox"/> FTE - Equiv Units	
<input type="checkbox"/> Position School Year	<input checked="" type="checkbox"/> Nbr Remain Payments	<input type="checkbox"/> Max Days	<input type="checkbox"/> Accept Change	<input type="checkbox"/> Midpoint Base	
<input type="checkbox"/> Frequency	<input type="checkbox"/> Job Category	<input type="checkbox"/> Max Payments	<input type="checkbox"/> Date Create/Update	<input type="checkbox"/> Percent of Midpoint	
<input type="checkbox"/> Occ Employee Nbr	<input type="checkbox"/> Supplement Attached	<input type="checkbox"/> Ovtm Elig Flg	<input type="checkbox"/> Date Fill	<input type="checkbox"/> Unemployment Elig Flag	
<input type="checkbox"/> Primary Job	<input type="checkbox"/> Job Code	<input type="checkbox"/> State Minimum Days	<input type="checkbox"/> Fill Position Reason	<input type="checkbox"/> FICA Elig	
<input checked="" type="checkbox"/> Increase Elig	<input type="checkbox"/> 1st Pay Date Code	<input type="checkbox"/> Spvsr Position Nbr	<input type="checkbox"/> Date Criteria	<input type="checkbox"/> TRS Status Code	
<input type="checkbox"/> Occ Pay Grade	<input type="checkbox"/> Calendar Code	<input type="checkbox"/> Spvsr Billet Nbr	<input type="checkbox"/> Date Authorization	<input type="checkbox"/> Budget Amount	
<input type="checkbox"/> Occ Pay Step	<input type="checkbox"/> Campus ID	<input type="checkbox"/> Supplement Extra Days	<input type="checkbox"/> Date Authorization End	<input type="checkbox"/> Budget Salary Override	
<input type="checkbox"/> Occ Pay Schedule	<input type="checkbox"/> Dept	<input type="checkbox"/> Suppl to Pos Nbr	<input type="checkbox"/> Date Entry	<input type="checkbox"/> Actual/Budget Ind	
<input type="checkbox"/> State Step	<input type="checkbox"/> Hrs Per Day	<input type="checkbox"/> Suppl to Pos Billet	<input type="checkbox"/> Date Inactive	<input type="checkbox"/> Pay Type	

PMIS Position Distribution

<input type="checkbox"/> CYR/NYR Flag	<input type="checkbox"/> Job Code	<input type="checkbox"/> Function	<input type="checkbox"/> Ed Span	<input type="checkbox"/> Expense 373
<input type="checkbox"/> Position Nbr	<input type="checkbox"/> Account Type	<input type="checkbox"/> Object	<input type="checkbox"/> Project Detail	<input type="checkbox"/> Contrib Acct Flag
<input type="checkbox"/> Billet Nbr	<input type="checkbox"/> Pay Activity	<input type="checkbox"/> Sub Object	<input type="checkbox"/> Account Amount	
<input type="checkbox"/> Position Type	<input type="checkbox"/> Workers' Comp	<input type="checkbox"/> Organization	<input type="checkbox"/> Account Percent	
<input type="checkbox"/> Distribution Sequence	<input type="checkbox"/> File ID	<input type="checkbox"/> Fiscal Year	<input type="checkbox"/> TRS Grant Code	
<input type="checkbox"/> Frequency	<input type="checkbox"/> Fund	<input type="checkbox"/> Program Intent	<input type="checkbox"/> Extra Duty Code	

Employee Demo

First Name  Middle Name  Last Name  Generation

Click **Create Report**. The report is displayed. Use the sort/filter functionality to group the applicable data.

**Note:** The number of remaining payments reflected on the report is displayed on the Job Info tab as the number of annual payments and the number of remaining payments for the employee for any P position type. If the LEA uses S acct types or business allowances for extra duties, S position types on this report should reflect the correct number of remaining payments. Prior to continuing, make the necessary position corrections.

### 3. Verify retiree information.

#### Position Management > Maintenance > PMIS Position Modify > Budget

Verify that the **TRS Status** field is set to 5 - *Retired* for retirees. If the TRS status is incorrect, there is a possibility that the status will be incorrect (TRS-eligible) when the employee is moved to the current year payroll.

4. Identify employees to be moved to current year payroll.

**Log on to the current year.**

Payroll > Reports > User Created Reports

Generate a user-created report to identify the employees who begin their new contract in July. It is possible that the employees are inactive in the current year, be sure that the **Active Employees Only** field is not selected.

Employee Nbr:   Active Employees Only

Employee Demographic

<input type="checkbox"/> Employee Nbr	<input type="checkbox"/> Staff ID/SSN	<input type="checkbox"/> Maiden Name	<input type="checkbox"/> Phone Area Cd	<input type="checkbox"/> Last Change Date	<input type="checkbox"/> Emer Contact	<input type="checkbox"/> Hispanic/Latino
<input type="checkbox"/> Texas Unique Staff ID	<input type="checkbox"/> Address Number	<input type="checkbox"/> Former Prefix	<input type="checkbox"/> Phone Nbr	<input type="checkbox"/> Citizenship	<input type="checkbox"/> Relationship	<input type="checkbox"/> American Indian
<input type="checkbox"/> Name Prefix	<input type="checkbox"/> Street/P.O. Box	<input type="checkbox"/> Former First Name	<input type="checkbox"/> Bus Phone Area	<input type="checkbox"/> Marital Stat	<input type="checkbox"/> Emer Notes	<input type="checkbox"/> Asian
<input checked="" type="checkbox"/> First Name	<input type="checkbox"/> Apt	<input type="checkbox"/> Former Middle Name	<input type="checkbox"/> Bus Phone Nbr	<input type="checkbox"/> Other Language	<input type="checkbox"/> Emer Area Cd	<input type="checkbox"/> African American
<input type="checkbox"/> Middle Name	<input type="checkbox"/> City	<input type="checkbox"/> Former Last Name	<input type="checkbox"/> Bus Ext	<input type="checkbox"/> Local Use 1	<input type="checkbox"/> Emer Phone Nbr	<input type="checkbox"/> Pacific Islander
<input checked="" type="checkbox"/> Last Name	<input type="checkbox"/> State	<input type="checkbox"/> Former Generation	<input type="checkbox"/> Cell Area Cd	<input type="checkbox"/> Local Use 2	<input type="checkbox"/> Emer Ext	<input type="checkbox"/> White
<input type="checkbox"/> Generation	<input type="checkbox"/> Zip	<input type="checkbox"/> Driver's License	<input type="checkbox"/> Cell Phone Nbr	<input type="checkbox"/> Email		
<input type="checkbox"/> Sex	<input type="checkbox"/> Zip+4	<input type="checkbox"/> DL State	<input type="checkbox"/> Local Restriction	<input type="checkbox"/> Home Email		
<input type="checkbox"/> DOB	<input type="checkbox"/> Addr Country	<input type="checkbox"/> DL Expir Date	<input type="checkbox"/> Public Restriction	<input type="checkbox"/> Employee Notes		

Job Information

<input type="checkbox"/> Job Code	<input type="checkbox"/> Percent Assigned	<input checked="" type="checkbox"/> Payoff Date	<input type="checkbox"/> Pay Grade	<input type="checkbox"/> Daily Rate	<input type="checkbox"/> Overtime Eligible	<input type="checkbox"/> Workers' Comp Cd
<input type="checkbox"/> Job Descr	<input type="checkbox"/> Department	<input type="checkbox"/> Nbr Days Employed	<input type="checkbox"/> Pay Step	<input type="checkbox"/> Hrly Rate	<input type="checkbox"/> Overtime Rate	<input type="checkbox"/> Workers' Comp Annual
<input type="checkbox"/> Primary Job	<input type="checkbox"/> Pay Type	<input type="checkbox"/> Nbr Days in Contract	<input type="checkbox"/> Pay Schedule	<input type="checkbox"/> Pay Rate	<input type="checkbox"/> Hours/Day	<input type="checkbox"/> Workers' Comp Remain
<input type="checkbox"/> Prim Campus	<input type="checkbox"/> Calendar Code	<input type="checkbox"/> Local Contract Days	<input type="checkbox"/> State Step	<input type="checkbox"/> Base Annual	<input type="checkbox"/> TRS Position Cd	<input type="checkbox"/> Exempt Status
<input type="checkbox"/> Campus Name	<input type="checkbox"/> Contract Begin Dt	<input type="checkbox"/> Nbr of Annual Pymts	<input type="checkbox"/> Contract Total	<input type="checkbox"/> Accrual Cd	<input type="checkbox"/> State Minimum Salary	<input type="checkbox"/> Incr Pay Step
<input type="checkbox"/> Nbr Mon Contr	<input type="checkbox"/> Contract End Dt	<input type="checkbox"/> Remaining Pymts	<input type="checkbox"/> Contact Balance	<input type="checkbox"/> Accrual Rate	<input type="checkbox"/> TRS Year	<input type="checkbox"/> Vacant Position
<input type="checkbox"/> Yrs of Job Exper	<input type="checkbox"/> Yrs in Career Ladder	<input type="checkbox"/> Wkly Hrs Sched	<input type="checkbox"/> Wholly Sep Amt	<input type="checkbox"/> Reg Hrs Worked	<input type="checkbox"/> Retiree Exception	

Distribution

<input type="checkbox"/> Job Cd	<input type="checkbox"/> Acct Type	<input type="checkbox"/> Extra Duty Cd	<input type="checkbox"/> Workers' Comp	<input type="checkbox"/> Pay Acct	<input type="checkbox"/> Acct Amt	<input type="checkbox"/> Acct Pct	<input type="checkbox"/> TRS Grant Cd	<input type="checkbox"/> Expense 373
<input type="checkbox"/> Fund	<input type="checkbox"/> Function	<input type="checkbox"/> Object	<input type="checkbox"/> Sub Object	<input type="checkbox"/> Organization	<input type="checkbox"/> Fiscal Year	<input type="checkbox"/> Program Intent	<input type="checkbox"/> Ed Span	<input type="checkbox"/> Project Detail
<input type="checkbox"/> Contrib Acct Flg	<input type="checkbox"/> Perf Pay							

Deductions

<input type="checkbox"/> Deduction Cd	<input type="checkbox"/> Employee Amt	<input type="checkbox"/> Employer Amt	<input type="checkbox"/> Remain Pymts	<input type="checkbox"/> Refund	<input type="checkbox"/> Caf 125	<input type="checkbox"/> Emplr Contrib Factor	<input type="checkbox"/> TEA Contrib Factor
---------------------------------------	---------------------------------------	---------------------------------------	---------------------------------------	---------------------------------	----------------------------------	---	---

- Prepare a list of new hires as a supplement to this list. Sort by the **Payoff Date** to verify that all employees who have a June payoff date have the same date. For example, it is possible that an employee has a payoff date that is a day before or after the actual June payoff date.
- Generate a user-created report again to verify that all of the data is accurate. Filter the report using your LEA's June payoff date (YYYYMMDD).

Sort/Filter

Sort Criteria

Filter Criteria

Add Criterion Delete Selected

Column	Operator	Value	Logical
Payoff Date	=	20220625	AND

OK Cancel

Print or save the report.

5. Create a salary simulation.

**Log on to the next year.**

Prior to setting up and performing salary simulations, review the [Position Management: Salary Simulations Overview](#) guide for a description of the Salary Simulation pages and samples of the available simulation reports.

[Position Management > Utilities > Salary Simulation > Simulation Options](#)

Utilities > Salary Simulation

Position Management

Save

Simulation Name: 12MO    Simulation Description: 12 MONTH STAFF FOR PR

SIMULATION OPTIONS    FIRST PAY DATE CODES    FUND/FISCAL YEAR EXCLUSIONS    LOCAL ANNUAL    HOURLY/DAILY    EXTRA DUTY    MIDPOINT    DEDUCTIONS    UPDATE

Retrieve    Add Simulation    Execute    Delete

If updating tables, please create export for Budget Tables prior to using this utility.

Simulation Name: 12MO    Simulation Description: 12 MONTH STAFF FOR PR    User ID:

**Calculation Options**

- Include Proposed Positions: No
- Include Vacant Supplement Positions:** No (This field is circled in red)
- Increment Pay Steps: No
- Maximum Annual Pay Step: 40
- Maximum Hourly/Daily Pay Step: 0
- Increment State Steps: Yes
- Include TRS On-Behalf Calculations: Yes
- Expenditure Account for TRS On-Behalf Calculations: XXX-XX-6144.XX-XXX-XXXXXX
- For Midpoint Salaries - Basis of Salary Change: C - Use position hrly/dly rate
- For Midpoint Salaries - Increase Pay Rate to Minimum: No
- Include TEA Health Insurance: Yes

**Update Options**

- Update for Active Positions Only: B - Move Actual Amount to Budget Amount
- Update Forecast:** Yes (This field is circled in red)
- Update Budget: N - Do not update Budget
- Update Budget Amount: R - Recommended Amount
- Round Budget Amount to nearest dollar: Yes

Complete the following:

- **(Recommended)** In the **Include Vacant Supplement Positions** field, select *No*.
- In the **Update Forecast** field, select *No*.
- In the **Update Budget** field, select *N - Do Not Update Budget*.
- Include all first pay date codes for 12-month employees who receive their first paycheck in July. Include all local/annual, hourly/daily, midpoint (if applicable), and extra duty tables.
- If increases are not provided to 12-month employees in July, do not include an increase in the salary tables. If increases are provided to 12-month employees in July, update the salary tables with the increase data.
- If the LEA decides to interface the simulation to Budget, add the deductions with the annual amount for the Employer Contribution.

Click **Save**.

Click **Execute**. Review the Simulation Process Error Listing and correct any errors prior to continuing the process.

- Generate the simulation reports and review all salaries.
- Review the user-created report to confirm that all 12-month employees or positions are included in the simulation. The reflected salaries are the amounts that are used to pay employees in the current year payroll.

If necessary, continue making corrections and running the simulation until all of the salary amounts are correct.

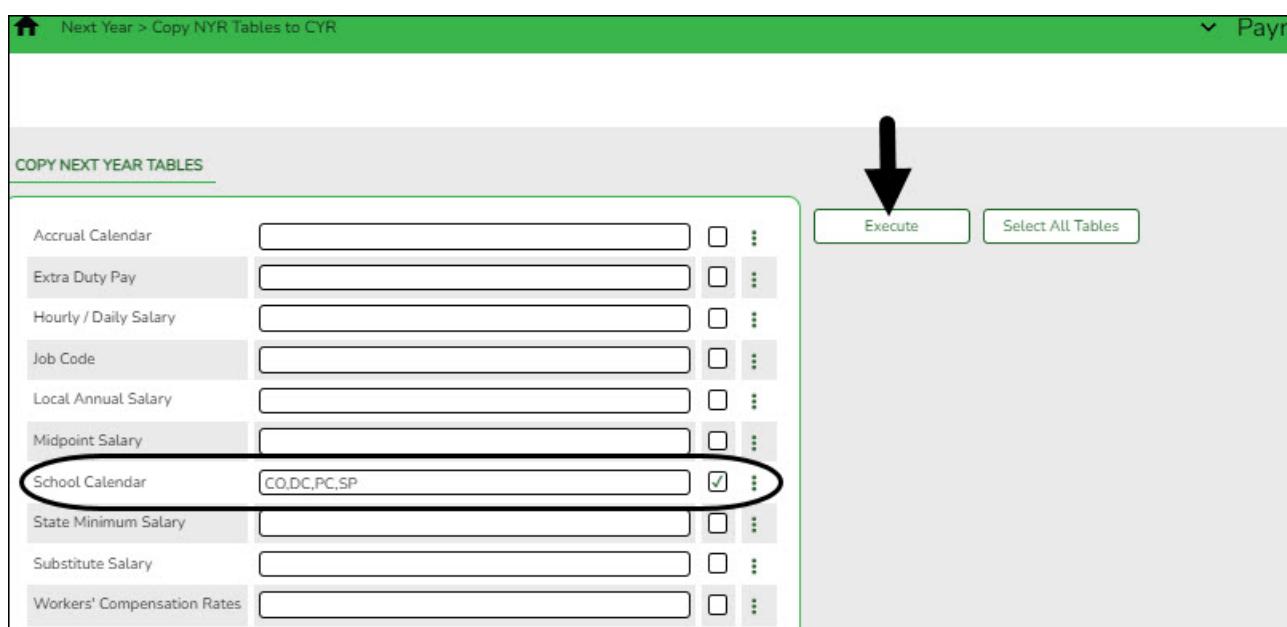
Run the final simulation. This process updates the included state step, pay step, and salary amount in the next year PMIS for all 12-month positions and clears the **Accept Changes** field.

- In the **Update Forecast** field, select Yes.
- Click **Save**.
- Generate and save the reports.
- Click **Process** to process the simulation. [Create a backup](#).

6. [Copy school calendars from next year to current year payroll.](#)

**Log on to the next year.**

[Payroll > Next Year > Copy Next Year Tables](#)



The screenshot shows a software interface for copying payroll tables. On the left, there is a list of tables with checkboxes and dropdown menus. The 'School Calendar' table is circled in red and has a checked checkbox in its dropdown menu. On the right, there are two buttons: 'Execute' and 'Select All Tables'. A large black arrow points from the 'Execute' button towards the 'School Calendar' field.

In the **School Calendar** field, select only the 12-month employee calendars.



**TIP:** The calendar code is displayed in the first pay date code on the simulation (e.g., J40 includes calendar code 40).

Click **Execute**.

**Note:** If changes were made to the next year payroll tables (extra duty pay, hourly/daily salary, job code, local annual salary, etc.), copy the tables from the next year payroll to the current year payroll.

7. [Generate a user-created report.](#)

**Log on to the current year.**

Payroll > Reports > User Created Reports

Generate a user-created report with the **Hrs Per Day** field selected. This field is overwritten when positions are moved from the next year to the current year.

8. Move forecast to current year position and payroll

**Log on to the next year.**

Position Management > Utilities > Move Forecast to CYR Position and Payroll

This process is used to move payroll and position forecast records to the current year PMIS with the same information that is set up in the next year PMIS records.

It also updates fields on the following Maintenance tabs: Employment Info, Pay Info, Job Info, Distribution

The **Accept Changes** field must be cleared when moving position records from forecast to current; otherwise, position records cannot be moved. The **Accept Changes** field is cleared after running a simulation with the **Update Forecast** field set to Yes. Similarly, you cannot run a simulation for positions without the **Accept Changes** field selected.

<b>Select Pay Frequency</b>	Click  to select the pay frequency where you want to move to the current year. This is a required field.
<b>Include Vacant Supplements</b>	Select to include the vacant supplement positions.  <b>Recommendation:</b> Do not select this field unless it is your final move.
<b>Validate Accounts against General Ledger</b>	This field is selected by default. Clear this field to not validate the accounts against the general ledger.  <b>Recommendation:</b> Select this field if you are doing your first test move. By doing so, the appropriate errors are generated to inform you of incorrect account codes in PMIS. If not selected, those account codes are moved to Payroll if each account component is valid.
<b>Update TRS Year Flag</b>	Select to update the <b>TRS Year</b> field on the Payroll > Staff/Job Pay Data > Job Info tab.  <b>Recommendation:</b> Select this field if the employees being moved will receive a contract payment prior to the first pay date of the new school year (i.e., July and August starts).
<b>Update Workers' Comp Annual and Remaining Payments</b>	Select to update the <b>WC Ann Pymts</b> and <b>WC Remain</b> fields on the Payroll > Staff/Job Pay Data > Job Info tab.  The <b>WC Ann Pymts</b> field indicates the number of annual workers' compensation payments for the contract period and the <b>WC Remain</b> field indicates the number of remaining workers' compensation payments to be made during the contract period.
<b>Add Additional Workers' Comp Payments</b>	Type the number of additional workers' compensation payments. The field accepts any value between 0-9.  This field is helpful as it can be difficult to identify which months have a third payroll for the biweekly frequency. You can use this field to add one or two to the contract months times two.
<b>Select State Minimum Salary Table (CYR/NYR)</b>	Click  to select the current year or next year. This is a required field.  This selection determines which salary table is referenced when calculating the state foundation salary.
<b>Select First Pay Date Codes or blank for ALL</b>	Select the first pay date codes that begin their new contract payout. Type the pay date codes, separating multiple pay date codes with a comma but no space (e.g., 1,17,88,A1). Or, click  to search for pay date codes. Otherwise, leave blank to use all pay date codes.
<b>Include Extra Duty</b>	Select to include extra duty in the process. If not selected, no extra duty will be processed even if extra duty codes are selected.

<b>Select Extra Duty Codes or blank for ALL</b>	Select all of the supplements as only those supplements that are tied to an employee being moved based on the first pay date code will be selected. You can select a supplement even if it is tied to an employee who you do not want to pay yet. Type the extra duty codes, separating multiple extra duty codes with a comma but no space (e.g., 08,20,A2,TF). Or, click  to search for extra duty codes. Otherwise, leave blank to use all extra duty codes.
<b>Select Positions or blank for ALL (Includes ALL billets for selected positions Blank for ALL not processed when Positions/Billets selected)</b>	Type the position codes, separating multiple position codes with a comma but no space (e.g., PRIN,T187). Or, click  to search for position codes. Otherwise, leave blank to use all position codes.
<b>Select Positions/Billets or blank for ALL</b>	Type the position/billet codes, separating multiple position/billet codes with a comma but no space (e.g., PRIN/00001,PRIN/00006). Or, click  to search for position/billet codes. Otherwise, leave blank to use all position/billet codes.
<b>Select Supplement Positions or blank for ALL (Includes ALL billets for selected supplement positions Blank for ALL not processed when Supplements/Billets selected)</b>	Type the supplement position codes, separating multiple supplement position codes with a comma but no space (e.g., PRIN,T187). Or, click  to search for supplement position codes. Otherwise, leave blank to use all supplement position codes.
<b>Select Supplement Positions/Billets or blank for ALL</b>	Type the supplement position/billet codes, separating multiple supplement position/billet codes with a comma but no space (e.g., PRIN/00001,PRIN/00006). Or, click  to search for supplement position/billet codes. Otherwise, leave blank to use all supplement position/billet codes.
<b>Clear Job Years</b>	Select to reset the job years to the default value (blank) on the employee's job record.  If not selected and the employee's forecast position job code is the same as the current year job master record, then the new job record is populated with the values from the current year job master record.
<b>Clear Job Weekly Hours Scheduled</b>	Select to reset the weekly hours scheduled to the default value (blank) on the employee's job record.  If not selected and the employee's forecast position job code is the same as the current year job master record, then the new job record is populated with the values from the current year job master record.

Click **Execute** to execute the process. The following reports are available:

Utilities > Move Forecast to CYR Position and Payroll

Process      Cancel

Processing Reports

Select	Report Name
<input type="checkbox"/>	Move Forecast Process Error Listing
<input type="checkbox"/>	Update CYR Positions From Forecast
<input type="checkbox"/>	Update CYR Payroll From Forecast by Employee Name
<input type="checkbox"/>	Update CYR Payroll From Forecast by Campus ID

Generate Reports    Select All    Unselect All

- Move Forecast Process Error Listing [Important errors](#)

Error Message	Description
<b>Warning: The employee has Contract Balance amounts not equal to zero for current jobs.</b>	The employee has not been paid off by payroll.
<b>Failure: Position Accept Changes Flag set to Y</b>	The position will not be moved to the current/payroll.
<b>Failure: Emp Nbr must have one position declared as primary.</b>	<p>The error does not necessarily reference the <b>Primary Job</b> field on the position. If an employee has a regular position and a supplement position, but there is an error that causes the primary position to fail, this message often indicates that there is only a supplement position to be moved. It is recommended to review and correct any errors that begin below this message about primary positions. After making those corrections, run the process again. This may resolve the primary job errors.</p> <p>This error also occurs when calendars have not been copied to the current year.</p>

Error Message	Description
<b>Warning: Emp Nbr has multiple supplement positions for the same job; however, one or more of the following do not match: Campus ID, Dept, TRS Status Code, FTE Units, Incr Elig, Max Paymts, FICA Elig, Unemp Elig, EEOC, Workers Comp, Supplement Extra Days or Category Cd. The values from lowest Supplement Position Number/Billet may be used if new rows are inserted for the Pay Info and Job Info tabs.</b>	<p>This error indicates that the fields on the Payroll &gt; Tables &gt; Salaries &gt; Extra Duty tab do not match those selected on a supplemental position.</p> <p>Use the Position Management &gt; Inquiry &gt; PMIS Staff Inquiry to determine the Position Number and Billet for any supplemental positions for the employee. Then, use the Position Management &gt; Maintenance &gt; PMIS Supplement Modify page to retrieve the position and billet and compare the fields on the position to the Payroll &gt; Tables &gt; Salary &gt; Extra Duty tab for the extra duty number on the supplement. For example, in some cases the W/C code on the position may not match the W/C code on the table. Or, the <b>Exp 373</b> field on the position may be selected, but the <b>Exp 373</b> on the table for that extra duty code may not be selected. Either the table or the position needs to be updated so that they both match. If changes are made to the Extra Duty table, it is necessary to move the table to the current year payroll before proceeding.</p>

Move Forecast to CYR Position and Payroll Errors				ISD	Page: 1 of	4
Position Nbr	Billet Nbr	Pos Typ	Error Message			
			Failure: Emp Nbr 000007 must have one position declared as primary.			
			Failure: Emp Nbr 000128 must have one position declared as primary.			
			Failure: Emp Nbr 000148 must have one position declared as primary.			
			Failure: Emp Nbr 000200 has unprocessed Reg Hours, Ovtm Hours, or Abs Ded transmittals.			
			Failure: Emp Nbr 000200 must have one position declared as primary.			
			Failure: Emp Nbr 000498 must have one position declared as primary			

- Update CYR Positions From Forecast - The error report lists any funds that need to be set up in the Finance tables.

Update CYR Positions From Forecast				ISD	Page: 1 of	1
Position Nbr	Billet Nbr	Pos Typ	Description	Employee Number	Employee Name	
			No Rows	No Rows	Vacant	
End of Report						

- Update CYR Payroll From Forecast by Employee Name

Date Run: Cnty Dist: School Year:		Update NYR Payroll From Forecast by Employee Name ISD						Page: 1 of 1	
Emp Nbr		Employee Name							
Field	Old	New	Field	Old	New	Field	Old	New	
No Rows	Vacant		Freq:						
Employment Date			Campus			Contract Amount			
Pay Status			Primary Job			Contract Remain Amt			
FICA Eligible			Overtime Eligible			Pay Rate			
Unemp Eligible			Increase Eligible			Hrly/Dly Rate			
TRS Status			Calendar Code			Overtime Rate			
Job Code			State Step			Dock Rate			
Pay Concept			TRS Year			State Min Salary			
Pay Type			TRS Position Code			Nbr Mon Contr			
Contract Begin Date			Accrual Code			Nbr Annl Pynts			
Contract End Date			Exempt Status			Nbr Rem Pynts			
Payoff Date			Nbr Days Contract			Job Pct Assgnd			
Pay Grade			Nbr Days Empld			Pct Day Empld			
Pay Step			Max Days			Hrs Per Day			
Sched			Wrk's Comp Annl			Nbr Days Off			
EEOC Code			Wrk's Comp Remain						

- Update CYR Payroll From Forecast by Campus ID

Date Run: Cnty Dist: School Year:		Update NYR Payroll From Forecast by Campus ID ISD						Page: 1 of 1	
Emp Nbr		Employee Name							
Field	Old	New	Field	Old	New	Field	Old	New	
No Rows	Vacant		Freq:						
Employment Date			Campus			Contract Amount			
Pay Status			Primary Job			Contract Remain Amt			
FICA Eligible			Overtime Eligible			Pay Rate			
Unemp Eligible			Increase Eligible			Hrly/Dly Rate			
TRS Status			Calendar Code			Overtime Rate			
Job Code			State Step			Dock Rate			
Pay Concept			TRS Year			State Min Salary			
Pay Type			TRS Position Code			Nbr Mon Contr			
Contract Begin Date			Accrual Code			Nbr Annl Pynts			
Contract End Date			Exempt Status			Nbr Rem Pynts			
Payoff Date			Nbr Days Contract			Job Pct Assgnd			
Pay Grade			Nbr Days Empld			Pct Day Empld			
Pay Step			Max Days			Hrs Per Day			
Sched			Wrk's Comp Annl			Nbr Days Off			
EEOC Code			Wrk's Comp Remain						

- Click **Generate Reports**. The selected reports are displayed. [Review the report](#).
- Click **Continue** to view the next report. Or, click **Return** to return to the report selection page.
- After reviewing all of the reports and correcting all errors, return to the report selection page and click **Process** to move the forecast records to the current year. You are prompted to create a [backup](#).

After the process is completed, the actual update is performed. If the update is successful, a message is displayed indicating that the move forecast updates were processed successfully.

**Reminder:** If fund/fiscal year(s) were added to Finance based on the error report listing, they should be deleted at this point.

Click **Cancel** to return to the Move Forecast to CYR Position and Payroll page without moving the forecast records to the current year.

If corrections are processed, repeat this step.

Generate and save each report. Compare the Update CYR Positions From Forecast report to the user-created report that was previously generated to confirm that all 12-month employees are included. The last two reports contain the same information; one is sorted by employee name and the other by campus ID. These reports reflect the existing salary in the current year payroll and the new salary, which overwrites the current year payroll amounts. Review the reports for accuracy.

## 9. Confirm that CYR salaries are accurate.

### Log on to the current year.

Verify the current year data to confirm that the salaries are correct. The following fields are updated:

Maintenance > Staff Job/Pay Data

Payroll

Employee:

Save

PAY INFO JOB INFO DISTRIBUTIONS DEDUCTIONS LEAVE BALANCE

Pay Status:  Tax Exempt:

Pay Campus:  Unemployment Elig:

Pay Dept:  FICA Eligibility:

Dock Rate:  W4 Marital Status: Married

Nbr of Exemptions: 6

**W-4 Withholding Certificate**

1: Filing Status:

2: Multi-Jobs:

3: Children under 17:

3: Other Dependents:

3: Other Exemptions:

4a: Other Income:

4b: Other Deductions:

**TRS**

Status:  Begin Date:  End 90 Day Period:

**FSP Staff Salary Data**

Health Ins Code:  FSP Staff Data Code:

**Totals**

State Min. Salary: 45,510.00  
Extra Duty: 0.00  
Contract Amt: 81,370.00  
Contract Balance: 81,370.00

**Extra Duty Pay**

Delete	Extra Duty Pay Code	Type	Amount	Remain Amt	Remain Pymts
No Rows					

Refresh Type/Amount  Add

**Bank Info**

Delete	Bank	Bank Acct Nbr	Bank Acct Type	PreNote	Bank Acct Amt
No Rows					

**Maintenance > Staff Job/Pay Data** ▼ Payroll 

**PAY INFO** **JOB INFO** **DISTRIBUTIONS** **DEDUCTIONS** **LEAVE BALANCE**

Delete	Selected	Job Code	Primary	% Assigned	Pay Type
		1158 - TECHNOLOGY TECHNICIANS	<input checked="" type="checkbox"/>	100%	Non-contracted emp

Primary Campus: 701 701 School  Dept:

Rows: 1 of 1

**Contract Info**

Pay Type: 2 Non-contracted.emp.	Pay Grade: PG4	Pay Step: Sched	Max Days: 0.000	Incr Pay Step: <input checked="" type="checkbox"/>
Total: 28,306.00	Balance: 28306.00	# of Annual Pymts: 24	Remaining Pymts: 24	Concept: Use midpoint table
# of Months in Contract: 12	State Min Days: 000 TRS - Non contract	Base Annual: 25,651.00	<input type="button" value="Calculate"/>	
Daily Rate: 125.248	= Contract Total: 28,306.00	/ # of Days Empld: 226	# Days Off: 0.0	Vacant Job: <input type="checkbox"/>
Pay Rate: 1179.42	= Contract Total: 28,306.00	/ # Annual Pymts: 24	Payoff Date: 06-30-2022	Wkly Hrs Sched: 40
Reg Hrs Worked: 0.00	OVTM Elig: <input checked="" type="checkbox"/>	OVTM Rate: 0.00	Hrly Rate: 0.00	Exempt Status: <input type="checkbox"/> EEOC: 15 Clerical/Sec staff

**State Info**

State Step: <input type="checkbox"/>	Yrs in Career Ladder: <input type="checkbox"/>	TRS Year: <input checked="" type="checkbox"/>	TRS Member Pos: 03 Support staff	Wholly Sep Amt: 0.00
State Min Salary: 0.00	= Foundation Daily Rate: 0.000	X % Assigned: 100%	X # of days Empld: 226	

**Calendar/Local Info**

Calendar/Local Options: CO - 226 STAFF	Begin Date: 07-01-2021	End Date: 06-30-2022	# of Days Empld: 226
Years Job Exp: <input type="checkbox"/>	Local Contract Days: 0		

**Workers' Comp Info**

WC Code: B868-PROF/AIDES/ADMS 0.002436	WC Ann Pymts: 24	WC Remain: 24
--	------------------	---------------

**Accrual Info**

Code: <input type="checkbox"/>	Accrual Rate: 0.000	= Total: 28,306.00	/ # of Days Empld: 226
--------------------------------	---------------------	--------------------	------------------------

**Maintenance > Staff Job/Pay Data** ▼ Payroll 

**PAY INFO** **JOB INFO** **DISTRIBUTIONS** **DEDUCTIONS** **LEAVE BALANCE**

Delete	Details	Job Code	Extra Duty	Account Type	Account Code	Amount	Percent
		1158 - TECHNOLOGY TECHNICIANS	<input type="checkbox"/>	G	199-53-6129.00-995-299000	28,306.00	100.000%
Total: 28,306.00 100.000%							

Rows: 1 of 1

**Distributions**

Job Code: 1158 - TECHNOLOGY TECHNICIANS	Activity Code: 80 Base Salary	<input type="button" value="Re-sort"/>
Extra Duty Code: <input type="checkbox"/>	TRS Grant Code:	
Account Type: G Standard gross pay	Worker's Comp Code: 8868-PROF/AIDES/ADMS	
Account Code: 199-53-6129.00-995-299000	Expense 373: N Account not used in ASB distr	<input type="checkbox"/>
Description:	Employer Contribution: <input checked="" type="checkbox"/>	
Amount: 28,306.00 out of 28,306.00	Performance Pay: <input type="checkbox"/>	
Percent: 100.000%		

---

## 10. Mass update fiscal year.

### Log on to the current year.

Payroll > Utilities > Mass Update > Employee

Skip this step if your LEA has a 7/1 fiscal year.

Mass update the fiscal year to the current school year for all employees.

Select **Fiscal Year** and type the current year fiscal year. Before processing, stop to consider if the LEA uses other fiscal years in the account codes for employees. If the entered year is not the only used fiscal year, additional parameters may need to be selected.

Contact your regional ESC consultant if you need assistance.

---

Identify those employees with a June payoff date and mass update the **Hrs Per Day** field.

- For LEAs that use the hours per day functionality in the current year payroll, select the **Hrs Per Day** field and type the number of hours per day for the majority of employees.
- Use the parameters to select specific groups of employees for the update.

## 11-month Employees

This process moves employees who receive their first paycheck in August from next year Position Management to current year Position Management. It also updates some of the fields on the following Payroll > Maintenance > Staff Job/Pay Data and Personnel > Maintenance > Employment Info tabs in the current year payroll (see step 16 for detailed information):

- Employment Info
- Pay Info
- Job Info
- Distributions

A separate simulation will be set up for 10-month employees at a later date. This is necessary because the position in the next year PMIS reflects the current year salary information. The simulation updates the fields in the next year positions for the new school year and clears the **Accept Changes** field. The new salary information from the next year position is updated in the current year, updating both the current year PMIS and the Staff Job/Pay Data fields for the employees. If 11-month employees accrue, it is important to move them to the next year payroll in order to perform the accrual process.

**Note:** Depending on the LEA, it may not be necessary to set up separate simulations. If the LEA has determined next year salaries and completed all interfacing to Budget for the year, one simulation can be used when moving employees. Contact your regional ESC consultant

to discuss this option.

It is important to consider how this process affects the budget. If you update 11-month positions with the new salary amount for the next school year in the next year PMIS, running the simulation a second time at a later date for all employees gives the 11-month employees an additional increase. If you were unable to update Budget with accurate salaries for all employees prior to moving the 12-month employees, it is necessary to update Budget with multiple simulations. Reference the Interface to Budget Checklist located at the end of this document.

The following checklist assumes that the LEA has interfaced the payroll salaries to Budget using the PMIS Salary Simulation process.

1. [Verify account code fiscal years.](#)

[Position Management > Utilities > Update Fiscal Year by Fund](#)

Verify that the account code fiscal years are accurate. This tab provides a list of the fund/fiscal years that are set up in the positions. This process increments the position distribution fiscal year by 1.

**Note:** Since the account codes are validated against the budget, there should not be any fiscal years less than the next year. If there are, generate a user-created report to identify the positions and manually update the information.

2. [Generate a user-created report.](#)

[Position Management > Reports > User Created Reports > CYR/NYR Positions](#)

Generate a PMIS User Created Report to verify that the **Increase Eligible** field is selected for applicable positions. It is possible that the field is not selected for new LEA employees from last year.



**TIP:** For 10- and 11-month employees, **it is recommended** to verify the **Nbr Remain Payments** field prior to calculating salaries.

Select the following fields on the user-created report:

- **First Name**
- **Last Name**
- **Position Nbr**
- **Billet Nbr**
- **Position Type**

- **Increase Elig**
- **Nbr Remain Payments**

Reports > User Created Reports > CYR/NYR Positions

Position Management

Save    Create Report    Delete    Reset

Report Title:

Employee Nbr:

PMIS Position/Distribution Export File Auto Select Options

PMIS Position Control    PMIS Position Distribution

Position Nbr:

PMIS Position Control

<input type="checkbox"/> CYR/NYR Flag	<input type="checkbox"/> Contract Beg Date	<input type="checkbox"/> Day Empd Pct	<input type="checkbox"/> Extra Duty Code	<input type="checkbox"/> Inactive Reason Code
<input checked="" type="checkbox"/> Position Nbr	<input type="checkbox"/> Contract End Date	<input type="checkbox"/> Pct of Year	<input type="checkbox"/> Supplement	<input type="checkbox"/> Vacate Reason
<input checked="" type="checkbox"/> Billet Nbr	<input type="checkbox"/> Payoff Date	<input type="checkbox"/> Pay Concept	<input type="checkbox"/> Supplement Max Amt	<input type="checkbox"/> Pay Grade
<input checked="" type="checkbox"/> Position Type	<input type="checkbox"/> Nbr Days Off	<input type="checkbox"/> EEOC Code	<input type="checkbox"/> Base Suppl On Dly Rate	<input type="checkbox"/> Pay Step
<input type="checkbox"/> Position Description	<input type="checkbox"/> Act Hrly Dly Rate	<input type="checkbox"/> Workers' Comp	<input type="checkbox"/> Supplement Pay 1 Time	<input type="checkbox"/> Pay Schedule
<input checked="" type="checkbox"/> Position Status	<input type="checkbox"/> Salary Amount	<input type="checkbox"/> TRS Position Code	<input type="checkbox"/> Date Supplement 1 Time	<input type="checkbox"/> FTE - Equiv Units
<input type="checkbox"/> Position School Year	<input checked="" type="checkbox"/> Nbr Remain Payments	<input type="checkbox"/> Max Days	<input type="checkbox"/> Accept Change	<input type="checkbox"/> Midpoint Base
<input type="checkbox"/> Frequency	<input type="checkbox"/> Job Category	<input type="checkbox"/> Max Payments	<input type="checkbox"/> Date Create/Update	<input type="checkbox"/> Percent of Midpoint
<input type="checkbox"/> Occ Employee Nbr	<input type="checkbox"/> Supplement Attached	<input type="checkbox"/> Ovtrm Elig Flg	<input type="checkbox"/> Date Fill	<input type="checkbox"/> Unemployment Elig Flag
<input type="checkbox"/> Primary Job	<input type="checkbox"/> Job Code	<input type="checkbox"/> State Minimum Days	<input type="checkbox"/> Fill Position Reason	<input type="checkbox"/> FICA Elig
<input checked="" type="checkbox"/> Increase Elig	<input type="checkbox"/> 1st Pay Date Code	<input type="checkbox"/> Spvsr Position Nbr	<input type="checkbox"/> Date Criteria	<input type="checkbox"/> TRS Status Code
<input type="checkbox"/> Occ Pay Grade	<input type="checkbox"/> Calendar Code	<input type="checkbox"/> Spvsr Billet Nbr	<input type="checkbox"/> Date Authorization	<input type="checkbox"/> Budget Amount
<input type="checkbox"/> Occ Pay Step	<input type="checkbox"/> Campus ID	<input type="checkbox"/> Supplement Extra Days	<input type="checkbox"/> Date Authorization End	<input type="checkbox"/> Budget Salary Override
<input type="checkbox"/> Occ Pay Schedule	<input type="checkbox"/> Dept	<input type="checkbox"/> Suppl to Pos Nbr	<input type="checkbox"/> Date Entry	<input type="checkbox"/> Actual/Budget Ind
<input type="checkbox"/> State Step	<input type="checkbox"/> Hrs Per Day	<input type="checkbox"/> Suppl to Pos Billet	<input type="checkbox"/> Date Inactive	<input type="checkbox"/> Pay Type

PMIS Position Distribution

<input type="checkbox"/> CYR/NYR Flag	<input type="checkbox"/> Job Code	<input type="checkbox"/> Function	<input type="checkbox"/> Ed Span	<input type="checkbox"/> Expense 373
<input type="checkbox"/> Position Nbr	<input type="checkbox"/> Account Type	<input type="checkbox"/> Object	<input type="checkbox"/> Project Detail	<input type="checkbox"/> Contrib Acct Flag
<input type="checkbox"/> Billet Nbr	<input type="checkbox"/> Pay Activity	<input type="checkbox"/> Sub Object	<input type="checkbox"/> Account Amount	
<input type="checkbox"/> Position Type	<input type="checkbox"/> Workers' Comp	<input type="checkbox"/> Organization	<input type="checkbox"/> Account Percent	
<input type="checkbox"/> Distribution Sequence	<input type="checkbox"/> File ID	<input type="checkbox"/> Fiscal Year	<input type="checkbox"/> TRS Grant Code	
<input type="checkbox"/> Frequency	<input type="checkbox"/> Fund	<input type="checkbox"/> Program Intent	<input type="checkbox"/> Extra Duty Code	

Employee Demo

First Name    Middle Name    Last Name    Generation

Click **Create Report**. The requested report is displayed. Use the sort/filter functionality to group the applicable data.

**Note:** Only positions with the **Increase Elig** field set to Y will receive a salary increase. The number of remaining payments reflected on this report is the number of annual payments and the number of remaining payments for the employee on the [Payroll > Maintenance > Staff Job/Pay Data > Job Info](#) tab. Perform any position corrections prior to continuing the process.

3. Identify the employees to be moved to the current year payroll.

## Log on to the current year.

### Payroll > Reports > User Created Reports

Generate a user-created report to identify the employees who begin their new contract in August. It is possible that the employees are inactive in the current year, be sure that the **Active Employees Only** field is not selected.

The screenshot shows the 'Reports > User Created Reports' screen in the Payroll module. At the top, there are buttons for 'Save', 'Create Report', 'Delete', and 'Reset'. To the right, there are fields for 'Year: C', 'Frequency: 6', and a 'Change' button. Below these are sections for 'Report Template' and 'Report Title'. The main area contains a large list of checkboxes under several categories: 'Employee Demographic', 'Job Information', 'Distribution', and 'Deductions'. The 'Employee Nbr' field and the 'Active Employees Only' checkbox are highlighted with a red box. The 'Payoff Date' checkbox in the 'Job Information' section is also highlighted with a red box.

- Prepare a list of new hires as a supplement to this list. Sort by the **Payoff Date** to verify that all employees with a July payoff date have the same date. For example, it is possible that an employee has a payoff date that is a day before or after the actual July payoff date.
- Use the current year payroll [Payroll > Maintenance > Staff Job/Pay Data > Job Info](#) tab to make corrections as needed.
- Generate a user-created report again to verify that all of the data is accurate. Filter the report using the LEA's July payoff date (YYYYMMDD).

Sort/Filter

Sort Criteria

Filter Criteria

Column	Operator	Value	Logical
Payoff Date	=	20220725	

Add Criterion Delete Selected

OK Cancel

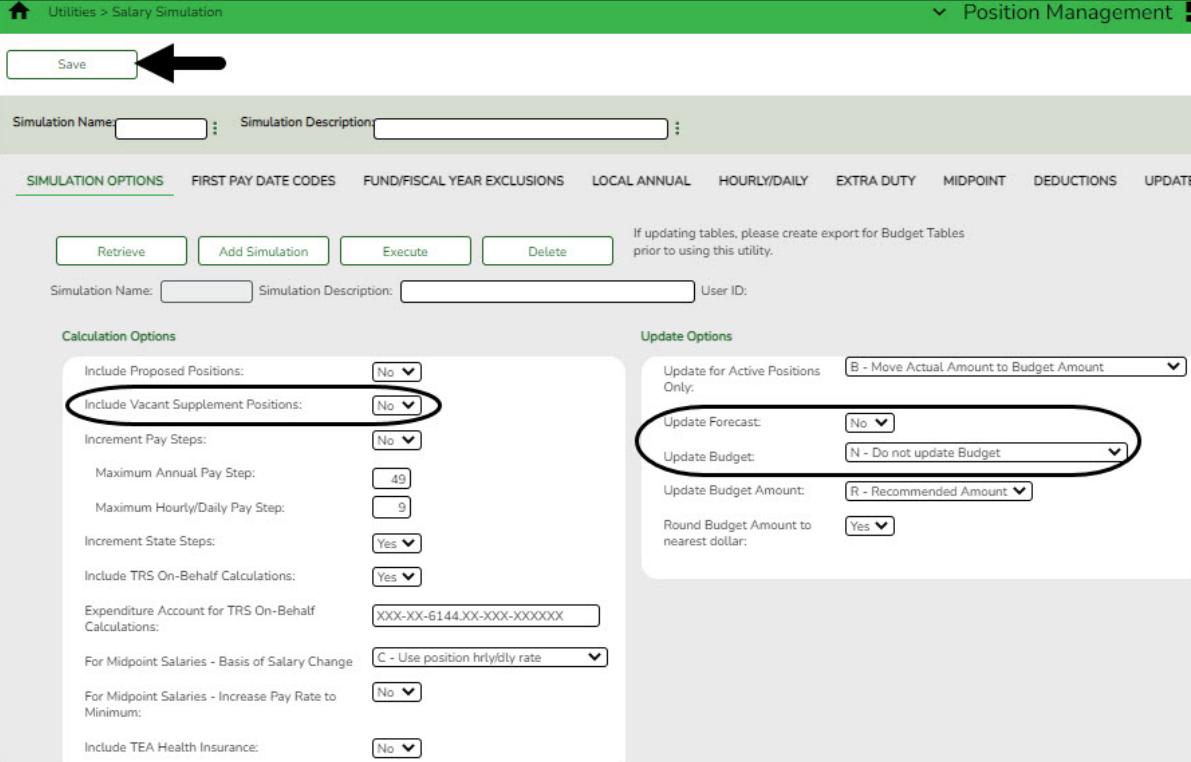
Print or save the report for verification purposes.

4. Create a salary simulation.

**Log on to the next year.**

Prior to setting up and performing salary simulations, review the [Position Management: Salary Simulations Overview](#) document for a description of the Salary Simulation pages and samples of the available simulation reports.

[Position Management > Utilities > Salary Simulation > Simulation Options](#)



Utilities > Salary Simulation

Position Management

Save

Simulation Name:  Simulation Description:

SIMULATION OPTIONS FIRST PAY DATE CODES FUND/FISCAL YEAR EXCLUSIONS LOCAL ANNUAL HOURLY/DAILY EXTRA DUTY MIDPOINT DEDUCTIONS UPDATE

Retrieve Add Simulation Execute Delete

If updating tables, please create export for Budget Tables prior to using this utility.

Simulation Name:  Simulation Description:  User ID:

**Calculation Options**

- Include Proposed Positions:
- Include Vacant Supplement Positions:  (highlighted with a red oval)
- Increment Pay Steps:
- Maximum Annual Pay Step:
- Maximum Hourly/Daily Pay Step:
- Increment State Steps:
- Include TRS On-Behalf Calculations:
- Expenditure Account for TRS On-Behalf Calculations:
- For Midpoint Salaries - Basis of Salary Change:
- For Midpoint Salaries - Increase Pay Rate to Minimum:
- Include TEA Health Insurance:

**Update Options**

- Update for Active Positions Only:
- Update Forecast:  (highlighted with a red oval)
- Update Budget:  (highlighted with a red oval)
- Update Budget Amount:
- Round Budget Amount to nearest dollar:

Complete the following:

- **(Recommended)** In the **Include Vacant Supplement Positions** field, select **No**.
- In the **Update Forecast** field, select **No**.
- In the **Update Budget** field, select **N - Do Not Update Budget**.
- Include all first pay date codes for 11-month employees who receive their first paycheck in August. Include all local/annual, hourly/daily, midpoint (if applicable), and extra duty tables.
- If increases are not provided to 11-month employees in August, do not include an increase in the salary tables. If increases are provided 11-month employees in August, update the salary tables with the increase data.
- If the LEA wants to interface the simulation to Budget, add the deductions with the annual amount for the Employer Contribution.

Click **Save**.

Click **Execute**. Review the Simulation Process Error Listing and correct any errors prior to continuing the process.

- Generate the simulation reports and review all salaries.
- Review the user-created report to confirm that all 11-month employees or positions are included in the simulation. The reflected salaries are the amounts that are used to pay employees in the current year payroll.

If necessary, continue making corrections and running the simulation until all of the salary amounts are correct.

Run the final simulation. This process updates the state step, pay step, and salary amount in the next year PMIS for all 11-month positions and clears the **Accept Changes**

field.

- In the **Update Forecast** field, select Yes.
- Click **Save**.
- Generate and save the reports.
- Click **Process** to process the simulation. Create a backup.

5. (If applicable) Move employees to next year payroll.

**Log on to the next year.**

Position Management > Utilities > Move Forecast to NY Payroll

If your LEA uses ASCENDER Grade Reporting and/or accrues, 11-month employees may need to be moved to next year payroll.

□ Complete the following:

- In the **Select Pay Frequency** field, select the frequency that represents the LEA's next year payroll.
- Select **Update TRS Year Flag**.
- In the **Select First Pay Date Codes or blank for ALL**, select the first pay date codes that represent the 11-month employees.
- Select **Include Extra Duty** pay.

The additional fields can be used to move select employees and positions. V CV Click **Execute**. Generate the Move Forecast Process Error Listing and correct any errors prior to continuing the process.

Utilities > Move Forecast to NYR Payroll

Position Ma

Process

Processing Reports

Select	Report Name
<input checked="" type="checkbox"/>	Move Forecast Process Error Listing
<input type="checkbox"/>	Update NYR Payroll From Forecast by Employee Name
<input type="checkbox"/>	Update NYR Payroll From Forecast by Campus ID

Generate Reports Select All Unselect All

After completing any corrections, generate and save all of the processing reports.

- Click **Process** to process the final simulation.

Contact your regional ESC consultant if you need assistance.

## 6. Copy school calendars from next year to current year payroll.

### Log on to the next year.

Payroll > Next Year > Copy NYR Tables to CYR > Copy Next Year Tables

Next Year > Copy NYR Tables to CYR

Payr

COPY NEXT YEAR TABLES

Accrual Calendar	<input type="checkbox"/>	
Extra Duty Pay	<input type="checkbox"/>	
Hourly / Daily Salary	<input type="checkbox"/>	
Job Code	<input type="checkbox"/>	
Local Annual Salary	<input type="checkbox"/>	
Midpoint Salary	<input type="checkbox"/>	
School Calendar	<input checked="" type="checkbox"/>	
State Minimum Salary	<input type="checkbox"/>	
Substitute Salary	<input type="checkbox"/>	
Workers' Compensation Rates	<input type="checkbox"/>	

Execute Select All Tables

- In the **School Calendar** field, select only the 11-month employee calendars.



**TIP:** The calendar code is displayed in the first pay date code on the simulation (e.g., J40 includes calendar code 40)

- Click **Execute**.

**Note:** If changes were made to any of the next year payroll tables (extra duty pay, hourly/daily salary, job code, local annual salary, etc.), copy the tables from the next year payroll to the current year payroll.

7. [Generate a user-created report.](#)

**Log on to the current year.**

[Payroll > Reports > User Created Reports](#)

Generate a user-created report with the **Hrs Per Day** field selected. This field is overwritten when positions are moved from the next year to the current year.

8. [Move forecast to current year position and payroll.](#)

**Log on to the next year.**

[Position Management > Utilities > Move Forecast to CYR Position and Payroll](#)

This process is used to move payroll and position forecast records to the current year PMIS with the same information that is set up in the next year PMIS records.

It also updates fields on the following Maintenance tabs: Employment Info, Pay Info, Job Info, Distribution

The **Accept Changes** field must be cleared when moving position records from forecast to current; otherwise, position records cannot be moved. The **Accept Changes** field is cleared after running a simulation with the **Update Forecast** field set to Yes. Similarly, you cannot run a simulation for positions without the **Accept Changes** field selected.

Utilities > Move Forecast to CYR Position and Payroll

Position Management

Execute

Select Pay Frequency: 5 - Semimonthly CYR

Include Vacant Supplements:

Validate Accounts against General Ledger:

Update TRS Year Flag:

Update Workers' Comp Annual and Remaining Payments:

Add Additional Workers' Comp Payments: 0

Select State Minimum Salary Table (CYR/NYR): N - Next Year

Select First Pay Date Codes or blank for ALL: JCO

Include Extra Duty:

Select Extra Duty Codes or blank for ALL:  ...

Select Positions or blank for ALL: (Includes ALL billets for selected positions  
Blank for ALL not processed when Positions/Billets selected)  ...

Select Positions/Billets or blank for ALL:  ...

Select Supplement Positions or blank for ALL: (Includes ALL billets for selected supplement positions  
Blank for ALL not processed when Supplements/Billets selected)  ...

Select Supplement Positions/Billets or blank for ALL:  ...

Clear Job Years:

Clear Job Weekly Hours Scheduled:

- In the **Select Pay Frequency** field, select the payroll frequency to be updated. LEAs with multiple frequencies must individually process each frequency.
- Do not select **Include Vacant Supplements**.
- Do not select **Validate Accounts against General Ledger** at this time. Distribution accounts in next year PMIS reflect the fiscal year for the upcoming school year. Finance still reflects the current year for the fiscal year in the general ledger. When running this process, the error report reflects funds for employees who are included in the process. It is necessary to create the funds with the new fiscal year on the Finance > Tables > Account Codes > Fund tab. It is NOT necessary to set up codes in the Chart of Accounts.
- Select **Update TRS Year**. If an employee has this field selected but they are now a 10-month employee, the **TRS Year** field is cleared when the 10-month move is processed.
- Select **Update Workers' Comp Annual and Remaining Payments** if the LEA expenses worker's compensation in ASCENDER. The system references the **# of months in Contract** and makes the **WC Ann Pymts** and **WC Remaining Pymts** match this field.
- Leave the **Additional Workers' Comp Payments** field blank. It is not necessary to populate this field even if the LEA expenses workers' compensation in ASCENDER.
- In the **Select a Stat Minimum Salary Table (CYR/NYR)** field, select the year (current or next) that contains the tables with the updated amounts. If it is a legislative year and the state minimum amounts are updated.
- In the **First Pay Date Codes or blank for ALL** field, select only the first pay date codes for employees who receive their first paycheck in July.
- Select **Include Extra Duty** to include the supplement pay with the regular pay.

Click **Execute** to execute the process. The following reports are available:

Utilities > Move Forecast to CYR Position and Payroll

**Process** **Cancel**

**Processing Reports**

Select	Report Name
<input type="checkbox"/>	Move Forecast Process Error Listing
<input type="checkbox"/>	Update CYR Positions From Forecast
<input type="checkbox"/>	Update CYR Payroll From Forecast by Employee Name
<input type="checkbox"/>	Update CYR Payroll From Forecast by Campus ID

Generate Reports    Select All    Unselect All

- Move Forecast Process Error Listing [Important errors](#)

Error Message	Description
<b>Warning: The employee has Contract Balance amounts not equal to zero for current jobs.</b>	The employee has not been paid off by payroll.
<b>Failure: Position Accept Changes Flag set to Y</b>	The position will not be moved to the current/payroll.
<b>Failure: Emp Nbr must have one position declared as primary.</b>	<p>The error does not necessarily reference the <b>Primary Job</b> field on the position. If an employee has a regular position and a supplement position, but there is an error that causes the primary position to fail, this message often indicates that there is only a supplement position to be moved. It is recommended to review and correct any errors that begin below this message about primary positions. After making those corrections, run the process again. This may resolve the primary job errors.</p> <p>This error also occurs when calendars have not been copied to the current year.</p>

Error Message	Description
<b>Warning: Emp Nbr has multiple supplement positions for the same job; however, one or more of the following do not match: Campus ID, Dept, TRS Status Code, FTE Units, Incr Elig, Max Paymts, FICA Elig, Unemp Elig, EEOC, Workers Comp, Supplement Extra Days or Category Cd. The values from lowest Supplement Position Number/Billet may be used if new rows are inserted for the Pay Info and Job Info tabs.</b>	<p>This error indicates that the fields on the Payroll &gt; Tables &gt; Salaries &gt; Extra Duty tab do not match those selected on a supplemental position.</p> <p>Use the Position Management &gt; Inquiry &gt; PMIS Staff Inquiry to determine the Position Number and Billet for any supplemental positions for the employee. Then, use the Position Management &gt; Maintenance &gt; PMIS Supplement Modify page to retrieve the position and billet and compare the fields on the position to the Payroll &gt; Tables &gt; Salary &gt; Extra Duty tab for the extra duty number on the supplement. For example, in some cases the W/C code on the position may not match the W/C code on the table. Or, the <b>Exp 373</b> field on the position may be selected, but the <b>Exp 373</b> on the table for that extra duty code may not be selected. Either the table or the position needs to be updated so that they both match. If changes are made to the Extra Duty table, it is necessary to move the table to the current year payroll before proceeding.</p>

Date Run:	Move Forecast to CYR Position and Payroll Errors			Page: 1 of 4
Cnty Dist:	ISD			
Position Nbr	Billet Nbr	Pos Typ	Error Message	
			Failure: Emp Nbr 000007 must have one position declared as primary.	
			Failure: Emp Nbr 000128 must have one position declared as primary.	
			Failure: Emp Nbr 000148 must have one position declared as primary.	
			Failure: Emp Nbr 000200 has unprocessed Reg Hours, Ovtm Hours, or Abs Ded transmittals.	
			Failure: Emp Nbr 000200 must have one position declared as primary.	
			Failure: Emp Nbr 000488 must have one position declared as primary	

- Update CYR Positions From Forecast - The error report lists any funds that need to be set up in the Finance tables.

Date Run:	Update CYR Positions From Forecast			Page: 1 of 1	
Cnty Dist:	ISD				
Position Nbr	Billet Nbr	Pos Typ	Description	Employee Number	Employee Name
			No Rows	No Rows	Vacant
End of Report					

- Update CYR Payroll From Forecast by Employee Name

Date Run: Cnty Dist: School Year:		Update NYR Payroll From Forecast by Employee Name ISD						Page: 1 of 1		
Emp Nbr		Employee Name		Field		Old	New	Field	Old	New
No Rows	Vacant	Field	Old	New	Field	Old	New	Field	Old	New
					Freq:					
		Employment Date		Campus				Contract Amount		
		Pay Status		Primary Job				Contract Remain Amt		
		FICA Eligible		Overtime Eligible				Pay Rate		
		Unemp Eligible		Increase Eligible				Hrly/Dly Rate		
		TRS Status		Calendar Code				Overtime Rate		
		Job Code		State Step				Dock Rate		
		Pay Concept		TRS Year				State Min Salary		
		Pay Type		TRS Position Code				Nbr Mon Contr		
		Contract Begin Date		Accrual Code				Nbr Ann Pymts		
		Contract End Date		Exempt Status				Nbr Rem Pymts		
		Payoff Date		Nbr Days Contract				Job Pct Assgnd		
		Pay Grade		Nbr Days EmpId				Pct Day EmpId		
		Pay Step		Max Days				Hrs Per Day		
		Sched		Wrk's Comp Annl				Nbr Days Off		
		EEOC Code		Wrk's Comp Remain						

- Update CYR Payroll From Forecast by Campus ID

Date Run: Cnty Dist: School Year:		Update NYR Payroll From Forecast by Campus ID ISD						Page: 1 of 1		
Emp Nbr		Employee Name		Field		Old	New	Field	Old	New
No Rows	Vacant	Field	Old	New	Field	Old	New	Field	Old	New
					Freq:					
		Employment Date		Campus				Contract Amount		
		Pay Status		Primary Job				Contract Remain Amt		
		FICA Eligible		Overtime Eligible				Pay Rate		
		Unemp Eligible		Increase Eligible				Hrly/Dly Rate		
		TRS Status		Calendar Code				Overtime Rate		
		Job Code		State Step				Dock Rate		
		Pay Concept		TRS Year				State Min Salary		
		Pay Type		TRS Position Code				Nbr Mon Contr		
		Contract Begin Date		Accrual Code				Nbr Ann Pymts		
		Contract End Date		Exempt Status				Nbr Rem Pymts		
		Payoff Date		Nbr Days Contract				Job Pct Assgnd		
		Pay Grade		Nbr Days EmpId				Pct Day EmpId		
		Pay Step		Max Days				Hrs Per Day		
		Sched		Wrk's Comp Annl				Nbr Days Off		
		EEOC Code		Wrk's Comp Remain						

- Click **Generate Reports**. The selected reports are displayed. [Review the report](#).
- Click **Continue** to view the next report. Or, click **Return** to return to the report selection page.
- After reviewing all of the reports and correcting all errors, return to the report selection page and click **Process** to move the forecast records to the current year. You are prompted to create a [backup](#).

After the process is completed, the actual update is performed. If the update is successful, a message is displayed indicating that the move forecast updates were successfully processed.

- Click **Cancel** to return to the Move Forecast to CYR Position and Payroll page without moving the forecast records to the current year.

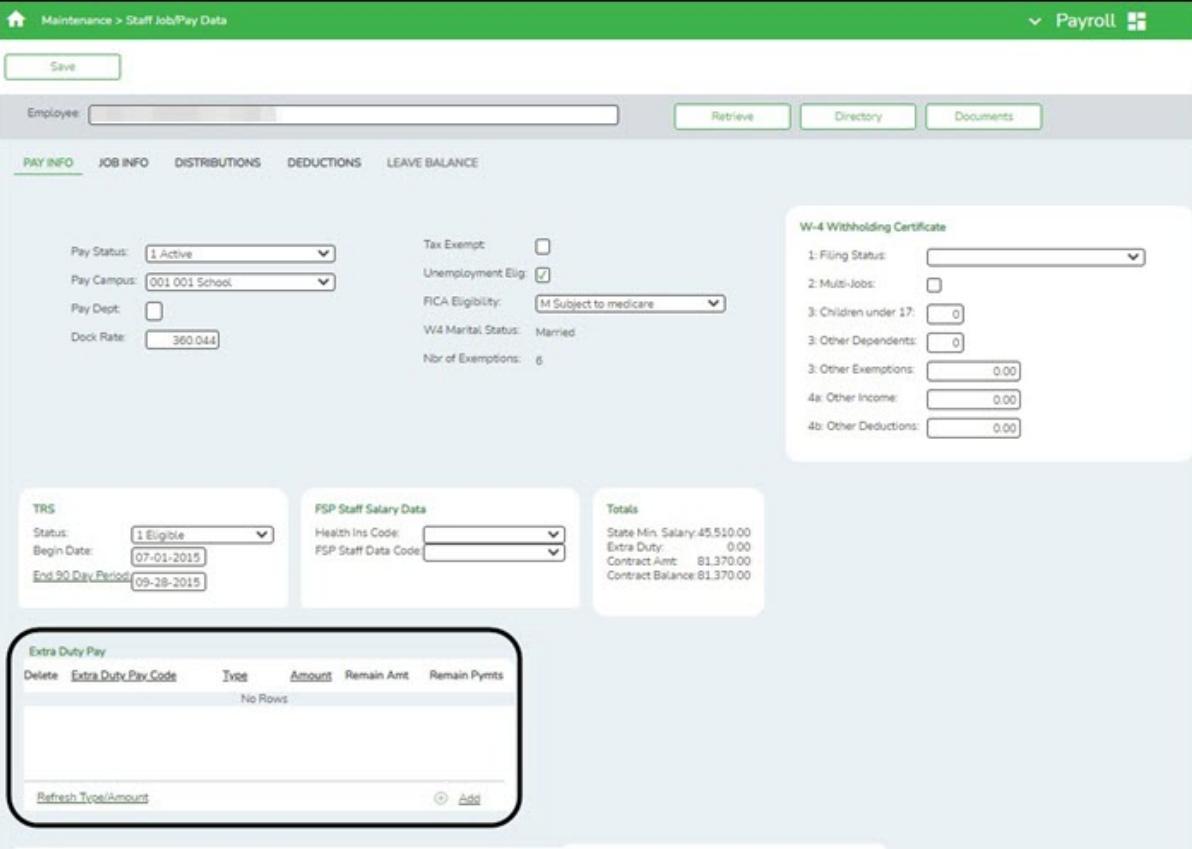
If corrections are processed, repeat this step.

Generate and save each report. Compare the Update CYR Positions From Forecast report to the user-created report that was previously generated to confirm that all 12-month employees are included. The last two reports contain the same information; one is sorted by employee name and the other by campus ID. These reports reflect the existing salary in the current year payroll and the new salary, which overwrites the current year payroll amounts. Review the reports for accuracy.

9. [Confirm that the CYR salaries are accurate.](#)

**Log on to the current year.**

Verify the current year data to confirm that the salaries are correct. The highlighted fields are updated:



The screenshot shows the 'Maintenance > Staff Job/Pay Data' screen. The 'PAY INFO' tab is selected. Key fields updated in the 'Pay Info' section include:

- Pay Status: 1. Active
- Pay Campus: 001 001 School
- Pay Dept:
- Doc Date: 360 044
- Tax Exempt:
- Unemployment Elig:
- RICA Eligibility: M Subject to medicare
- W4 Marital Status: Married
- Nbr of Exemptions: 6

A 'W-4 Withholding Certificate' section on the right shows the following data:

- 1: Filing Status:
- 2: Multi-Jobs:
- 3: Children under 17:  0
- 3: Other Dependents:  0
- 3: Other Exemptions:  0.00
- 4a: Other Income:  0.00
- 4b: Other Deductions:  0.00

Below these, 'TRS' and 'PSP Staff Salary Data' sections are shown. The 'TRS' section includes:

- Status: 1 Eligible
- Begin Date: 07-01-2015
- End 90 Day Period: 09-28-2015

The 'PSP Staff Salary Data' section includes:

- Health Ins Code:
- PSP Staff Data Code:

A 'Totals' section shows:

- State Min. Salary: 45,510.00
- Extra Duty: 0.00
- Contract Amt: 81,370.00
- Contract Balance: 81,370.00

At the bottom, a table titled 'Extra Duty Pay' is displayed, showing a single row with 'No Rows'.

Maintenance > Staff Job/Pay Data

Employee: [Employee ID]

PAY INFO JOB INFO DISTRIBUTIONS DEDUCTIONS LEAVE BALANCE

Delete	Selected	Job Code	Primary	% Assigned	Pay Type
<input type="button" value="Delete"/>	<input type="checkbox"/>	1158 - TECHNOLOGY TECHNICIANS	<input type="checkbox"/>	100%	Non-contracted emp

Primary Campus: 701 701 School

Rows: 1 of 1

**Contract Info**

Pay Type: 2 Non-contracted emp	Pay Grade: PG4	Pay Step: Sched	Max Days: Hrs Per Day: 0.00	Incr Pay Step: <input checked="" type="checkbox"/>
Total: 28,306.00	Balance: 28306.00	# of Annual Pymts: 24	Remaining Pymts: 24	Concept: Use midpoint table
# of Months in Contract: 12	State Min Days: 000 TRS - Non contract	Base Annual: 25,651.00	<input type="button" value="Calculate"/>	
Daily Rate: 125.248	= Contract Total: 28,306.00	/ # of Days Empld: 226	# Days Off: 0.0	Vacant Job: <input type="checkbox"/>
Pay Rate: 1179.42	= Contract Total: 28,306.00	/ # Annual Pymts: 24	Payoff Date: 06-30-2022	Wkly Hrs Sched: 40
Reg Hrs Worked: 0.00	OVTM Elig: <input checked="" type="checkbox"/>	OVTM Rate: 0.00	Hrly Rate: 0.00	Exempt Status: <input type="checkbox"/> EEOC: 15 Clerical/Sec staff

**State Info**

State Step: <input type="checkbox"/>	Yrs in Career Ladder: <input type="button" value=""/>	TRS Year: <input checked="" type="checkbox"/>	TRS Member Pos: 03 Support staff	Wholly Sep Amt: 0.00
State Min Salary: 0.00	= Foundation Daily Rate: 0.00	X % Assigned: 100%	X # of Days Empld: 226	

**Calendar/Local Info**

Calendar/Local Options: CO - 226 STAFF	Begin Date: 07-01-2021	End Date: 06-30-2022	# of Days Empld: 226
Years Job Exp: <input type="checkbox"/>	Local Contract Days: 0		

**Workers' Comp Info**

WVC Code: B 8868-PROF/AIDES/ADMS 0.002436	WVC Ann Pymts: 24	WVC Remain: 24
---	-------------------	----------------

**Accrual Info**

Code: <input type="checkbox"/>	Accrual Rate: 0.000	= Total: 28,306.00	/ # of Days Empld: 226
--------------------------------	---------------------	--------------------	------------------------

Maintenance > Staff Job/Pay Data

Employee: [Employee ID]

PAY INFO JOB INFO DISTRIBUTIONS DEDUCTIONS LEAVE BALANCE

Delete	Details	Job Code	Extra Duty	Account Type	Account Code	Amount	Percent
<input type="button" value="Delete"/>	<input type="checkbox"/>	1158 - TECHNOLOGY TECHNICIANS	<input type="checkbox"/> G	199-53-6129.00-995-299000	28,306.00	100.000%	
Total: 28,306.00 100.000%							

Rows: 1 of 1

**Distribution Details**

Job Code: 1158 - TECHNOLOGY TECHNICIANS	Activity Code: 80 Base Salary	<input type="button" value="Re-sort"/>
Extra Duty Code: <input type="button" value=""/>	TRS Grant Code: <input type="button" value=""/>	
Account Type: G Standard gross pay	Worker's Comp Code: 8868-PROF/AIDES/ADMS	
Account Code: 199-53-6129.00-995-299000	Expense 373: <input type="button" value=""/>	
Description: <input type="button" value=""/>	Employer Contribution: <input checked="" type="checkbox"/>	
Amount: 28,306.00 out of 28,306.00	Performance Pay: <input type="checkbox"/>	
Percent: 100.000%		

## 10. Mass update fiscal year.

## Log on to the current year.

Payroll > Utilities > Mass Update > Employee

Skip this step if your LEA has a 7/1 fiscal year.

Mass update the fiscal year to the next school year for all employees.

Select **Fiscal Year** and type the next year fiscal year. Before processing, stop to consider if the LEA uses other fiscal years in the account codes for employees. If the entered year is not the only used fiscal year, additional parameters may need to be selected.

Contact your regional ESC consultant if you need assistance.

Mass update the current year **Wkly Hrs Sched** and **Hrs Per Day** fields.

- Select **Wkly Hrs Sched** and type the number of hours displayed for the majority of employees. Any exceptions can be manually updated in the current year payroll. Reference the previously generated user-created report.
- For LEAs that use the hours per day functionality in the current year payroll, select the **Hrs Per Day** field and type the number of hours per day for the majority of employees.
- Use the parameters to select specific groups of employees for the update.

## 11. Generate the HRS6000 Account Code Comparison Report.

Payroll > Reports > Payroll Information Reports > HRS6000 - Account Code Comparison

This report compares the account code on the employee's master distribution record and compares it to the Chart of Accounts in Finance file ID C.

Complete the following parameters:

Parameter Description	Value
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	A
Include Reports (Select From List)	NY
From Date (MMDDYYYY)	080120XX
To Date (MMDDYYYY)	083120XX
Pay Status Active (A), Inactive (I), or blank for ALL	A
Select Pay Campus(es), or blank for ALL	
Select Primary Campus(es), or blank for ALL	
Select Employee(s), or blank for ALL	

If the LEA has multiple pay frequencies, generate the report for each frequency. The generated report should be blank. If any account codes are listed, determine if the

account codes need to be added to the Chart of Accounts in Finance or if the employee distribution record needs to be modified.

12. [Generate the HRS6050 Contract Balance Variance Report.](#)

[Payroll > Reports > Payroll Information Reports > HRS6050 - Contract Balance Variance Report](#)

This report looks at the pay rate for each employee and multiplies it by the number of remaining payments, and compares that amount to the Contract Balance on the Job Info tab. If there is a variance of more than a few pennies, perform manual calculations to determine if any corrections are needed.

Generate the report for pay type 1 and again for pay type 2.

Complete the following parameters:

Parameter Description		Value
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	A	
Maximum Acceptable Difference	10	
Pay Status Active (A), Inactive (I), or blank for ALL	A	
Pay Type 1-4, or blank for ALL		
Select Pay Campus(es), or blank for ALL		
Select Primary Campus(es), or blank for ALL		
Select Employee(s), or blank for ALL		

Date Run:		Contract Balance Variance Report				Program: HRS6050	
Cnty Dist:		ISD				Page: 1 of 2	
Variance Threshold:		Frequency: E					
Emp Nbr	Employee Name	Job Cd	Pay Rate	Remain Pymts	Computed Bal	Actual Bal	Variance
000018	AGUILAR, AIDA	1602	11.32	24	271.68	16,478.00	16,206.32
000149	A'HOURLY JR, ONLY M	1504	14.38	24	345.12	29,910.00	29,564.88
000831	A'HOURLY, REGULAR	1504	10.24	24	245.76	21,299.00	21,053.24
000060	AYALA, ANA M	1154	1,150.38	24	27,609.12	27,609.00	-.12
000080	BEASLEY, ANTONIO	1602	11.92	24	286.08	15,824.00	15,537.92
000095	BERRELEZ, BARBARA L	1353	893.88	24	21,453.12	21,453.00	-.12
000097	BERRELEZ, BELINDA ROSARIO	1602	88.35	24	2,120.40	16,522.00	14,401.60
000102	BISHOP, BENITA IRENE	1455	820.38	24	19,689.12	19,689.00	-.12
000148	CANTU, CARMEN	1702	15.66	24	375.84	22,545.00	22,169.16
000167	CARRIZALES, CHERYL K	1505	13.82	24	331.68	28,746.00	28,414.32
000187	CASTRO-VELA, CONCEPCION C	1309	2,135.38	24	51,249.12	51,249.00	-.12
000193	CERVANTES, CONSUELO	1502	15.93	24	382.32	33,134.00	32,751.68
000225	CORRFA, DANIEL	1505	13.41	24	321.84	27,893.00	27,571.16

13. [Enter new hire data.](#)

**Log on to the current year.**

Use the Staff Job/Pay Data pages to enter new hire data. The HRS1550 - New Hire Report

is helpful to identify these employees.

When new hires are entered in the next year Position Management and moved to the current year payroll, only the fields related to the position are populated.

Manually update the following:

[Personnel > Maintenance > Employment Info](#)

- **Employee Status**
- **Highest Degree**
- **Percent Day Employed**
- **Original Employment Date or Latest Re-Employment Date**
- **Retirement Date** (if applicable)
- **Years of Experience**
- **Employment Type**

[Payroll > Maintenance > Staff Job/Pay Data > Pay Info](#)

- **Pay Campus**
- **FICA Eligibility**
- **W-4 Marital Status**
- **Nbr of Exemptions**
- **Bank Information**

Complete the [Payroll > Maintenance > Staff Job/Pay Data > Deductions](#) tab.

[Payroll > Maintenance > Staff Job/Pay Data > Leave Balance](#) - This tab can be updated in September using the First Pay Date of the School Year instructions.

14. Run payroll calculations.

**Log on to the current year.**

[Payroll > Payroll Processing > Run Payroll](#)

Run payroll calculations to verify any errors.

## 10-month Employees

This process moves employees who receive their first paycheck in September from next year Position Management to current year Position Management. It also updates some of the fields on the following Maintenance > Staff Job/Pay Data tabs in the current year payroll:

- Employment Info

- Pay Info
- Job Info
- Distributions

Set up a separate simulation for employees who receive their first paycheck in September. If all of the employees receive their first check in September, you can use the simulation that was used for budgeting purposes. The simulation updates the fields in the next year positions for the new school year and clears the **Accept Changes** field. The new salary information from the next year position is updated in the current year, updating both the current year PMIS and the Staff Job/Pay Data fields for those employees.

1. [Verify account code fiscal years.](#)

[Position Management > Utilities > Update Fiscal Year by Fund](#)

Verify that the account code fiscal years are accurate. This tab provides a list of the fund/fiscal years that are set up in the positions. This process increments the position distribution fiscal year by 1.

**Note:** Since the account codes are validated against the budget, there should not be any fiscal years less than the next year. If there are, generate a user-created report to identify the positions and manually update the information.

2. [Generate a user-created report.](#)

[Position Management > Reports > User Created Reports > CYR/NYR Positions](#)

Generate a PMIS user-created report to verify that the **Increase Eligible** field is selected for applicable positions. It is possible that the field is not selected for new LEA employees from last year.

**It is recommended** to verify the **Nbr Remain Payments** field prior to calculating salaries.

Select the following fields on the user-created report:

Reports > User Created Reports > CYR/NYR Positions

Position Management

Save Create Report Delete Reset

Year: C Frequency: 6

Employee Nbr:  PMIS Position/Distribution Export File Auto Select Options

PMIS Position Control  PMIS Position Distribution

Position Nbr:

PMIS Position Control

CYR/NYR Flag  Contract Beg Date  Day EmpId Pct  Extra Duty Code  Inactive Reason Code  
 Position Nbr  Contract End Date  Pct of Year  Supplement Type  Vacate Reason  
 Billet Nbr  Payoff Date  Pay Concept  Supplement Max Amt  Pay Grade  
 Position Type  Nbr Days Off  EEOC Code  Base Suppl On Dly Rate  Pay Step  
 Position Description  Act Hrly Dly Rate  Workers' Comp  Supplement Pay 1 Time  Pay Schedule  
 Position Status  Salary Amount  TRS Position Code  Date Supplement 1 Time  FTE - Equiv Units  
 Position School Year  Nbr Remain Payments  Max Days  Accept Change  Midpoint Base  
 Frequency  Job Category  Max Payments  Date Create/Update  Percent of Midpoint  
 Occ Employee Nbr  Supplement Attached  Ovtm Elig Flg  Date Fill  Unemployment Elig Flag  
 Primary Job  Job Code  State Minimum Days  Fill Position Reason  FICA Elig  
 Increase Elig  1st Pay Date Code  Spvsr Position Nbr  Date Criteria  TRS Status Code  
 Occ Pay Grade  Calendar Code  Spvsr Billet Nbr  Date Authorization  Budget Amount  
 Occ Pay Step  Campus ID  Supplement Extra Days  Date Authorization End  Budget/Salary Override  
 Occ Pay Schedule  Dept  Suppl to Pos Nbr  Date Entry  Actual/Budget Ind  
 State Step  Hrs Per Day  Suppl to Pos Billet  Date Inactive  Pay Type

PMIS Position Distribution

CYR/NYR Flag  Job Code  Function  Ed Span  Expense 373  
 Position Nbr  Account Type  Object  Project Detail  Contrib Acct Flag  
 Billet Nbr  Pay Activity  Sub Object  Account Amount  
 Position Type  Workers' Comp  Organization  Account Percent  
 Distribution Sequence  File ID  Fiscal Year  TRS Grant Code  
 Frequency  Fund  Program Intent  Extra Duty Code

Employee Demo

First Name  Middle Name  Last Name  Generation

Click **Create Report**. The report is displayed. Use the sort/filter functionality to group the applicable data.

**Note:** The number of remaining payments reflected on the report is displayed on the Job Info tab as the number of annual payments and the number of remaining payments for the employee for any P position type. If the LEA uses S acct types or business allowances for extra duties, S position types on this report should reflect the correct number of remaining payments. Prior to continuing, make the necessary position corrections.

### 3. Verify retiree information.

#### [Position Management > Maintenance > PMIS Position Modify > Budget](#)

Verify that the **TRS Status** field is set to 5 - *Retired* for retirees. If the TRS status is incorrect, there is a possibility that the status will be incorrect (TRS-eligible) when the employee is moved to the current year payroll.

4. Identify employees to move to the current year payroll.

**Log on to the current year.**

Payroll > Reports > User Created Reports

Generate a user-created report to identify the employees who begin their new contract in August. It is possible that the employees are inactive in the current year, be sure that the **Active Employees Only** field is not selected.

- Prepare a list of new hires as a supplement to this list. Sort by the **Payoff Date** to verify that all employees with a July payoff date have the same date. For example, it is possible that an employee has a payoff date that is a day before or after the actual July payoff date.
- Use the current year payroll [Payroll > Maintenance > Staff Job/Pay Data > Job Info](#) tab to make corrections as needed.
- Generate a user-created report again to verify that all of the data is accurate. Filter the report using the LEA's July payoff date (YYYYMMDD).

Print or save the report for verification purposes.

## 5. Create a salary simulation.

**Log on to the next year.**

Prior to setting up and performing salary simulations, review the [Position Management: Salary Simulations Overview](#) document for a description of the Salary Simulation pages and samples of the available simulation reports.

## Position Management > Utilities > Salary Simulation > Simulation Options

Complete the following:

- **(Recommended)** In the **Include Vacant Supplement Positions** field, select Yes to budget for vacant supplement positions.
- In the **Update Forecast** field, select No.
- In the **Update Budget** field, select *N - Do Not Update Budget*.
- Include all first pay date codes for 10-month employees who receive their first paycheck in August. Include all local/annual, hourly/daily, midpoint (if applicable), and extra duty tables.

Click **Save**.

Click **Execute**. Review the Simulation Process Error Listing and correct any errors prior to continuing the process.

- Generate the simulation reports and review all salaries.
- Review the user-created report to confirm that all 10-month employees or positions are included in the simulation. The reflected salaries are the amounts that are used to pay employees in the current year payroll.

If necessary, continue making corrections and running the simulation until all of the salary amounts are correct.

Run the final simulation. This process updates the state step, pay step, and salary amount in the next year PMIS for all 10-month positions and clears the **Accept Changes** field.

The screenshot shows the 'Utilities > Salary Simulation' interface. The 'Calculation Options' section contains various checkboxes for including proposed, vacant, and TRS positions, as well as pay step and state step increments. The 'Update Options' section, which is partially overlaid, contains fields for 'Update Active Positions Only', 'Update Forecast' (set to 'Yes'), 'Update Budget' (set to 'N - Do not update Budget'), 'Update Budget Amount' (set to 'R - Recommended Amount'), and 'Round Budget Amount to nearest dollar' (set to 'Yes'). The 'Update Forecast' checkbox is highlighted with a red circle.

- In the **Update Forecast** field, select Yes.
- Click **Save**.
- Generate and save the reports.

- Click **Process** to process the simulation. [Create a backup.](#)

6. (If applicable) Move employees to next year payroll.

**Log on to the next year.**

[Position Management > Utilities > Move Forecast to NY Payroll](#)

If your LEA uses ASCENDER Grade Reporting and/or accrues, 10-month employees may need to be moved to next year payroll.

Complete the following:

- In the **Select Pay Frequency** field, select the frequency that represents the LEA's next year payroll.
- Select **Update TRS Year Flag**.
- In the **Select First Pay Date Codes or blank for ALL**, select the first pay date codes that represent the 10-month employees.
- Select **Include Extra Duty** pay.

The additional fields can be used to move select employees and positions.

Click **Execute**. Generate the Move Forecast Process Error Listing and correct any errors prior to continuing the process.

After completing any corrections, generate and save all of the processing reports.

Click **Process** to process the final simulation.

Contact your regional ESC consultant if you need assistance.

**7. Complete these steps before proceeding.**

- Ensure that the August payroll is processed.
- Run the Regular Payroll (RP) extract with the Child Nutrition values (if applicable) and interface to Finance in order to run the TRS On-Behalf process and continue the end-of-year process in Finance.
- Create a folder (e.g., Preliminary Aug TRS Reports) and save all extracts for verification purposes.
- **Do not** report or submit any records to TRS at this time.

**8. (If applicable) Perform the August accrual process.**

Skip this step if your LEA does not accrue in ASCENDER.

After completing the [August Accruals](#) process and interfacing to Finance, ensure that there are no changes to the employee's distribution accounts until the August accruals are posted to the payroll history as part of the end-of-year process ([First Payroll of the School Year Checklist](#)).

**9. Identify September start date employees.**

**Log on to the next year.**

[Position Management > Reports > User Created Reports > CYR/NYR Positions](#)

Reports > User Created Reports > CYR/NYR Positions Position Management

**Report Title**

**PMIS Position/Distribution Export File Auto Select Options**

Employee Nbr:    PMIS Position Control  PMIS Position Distribution

Position Nbr:

**PMIS Position Control**

<input type="checkbox"/> CYR/NYR Flag	<input checked="" type="checkbox"/> Contract Beg Date	<input type="checkbox"/> Day Empld Pct	<input type="checkbox"/> Extra Duty Code	<input type="checkbox"/> Inactive Reason Code	<input type="checkbox"/> Occ Pay Type
<input checked="" type="checkbox"/> Position Nbr	<input type="checkbox"/> Contract End Date	<input type="checkbox"/> Pct of Year	<input type="checkbox"/> Supplement Type	<input type="checkbox"/> Vacate Reason	<input type="checkbox"/> Suppl Recalculate
<input checked="" type="checkbox"/> Billet Nbr	<input type="checkbox"/> Payoff Date	<input type="checkbox"/> Pay Concept	<input type="checkbox"/> Supplement Max Amt	<input type="checkbox"/> Pay Grade	<input type="checkbox"/> Ign Pct Day For Sal Calcs
<input checked="" type="checkbox"/> Position Type	<input type="checkbox"/> Nbr Days Off	<input type="checkbox"/> EEOC Code	<input type="checkbox"/> Base Suppl On Dly Rate	<input type="checkbox"/> Pay Step	<input type="checkbox"/> Ign Pct Yr For Sal Calcs
<input type="checkbox"/> Position Description	<input type="checkbox"/> Act Hrly Dly Rate	<input type="checkbox"/> Workers' Comp	<input type="checkbox"/> Supplement Pay 1 Time	<input type="checkbox"/> Pay Schedule	<input type="checkbox"/> New Employee
<input type="checkbox"/> Position Status	<input type="checkbox"/> Salary Amount	<input type="checkbox"/> TRS Position Code	<input type="checkbox"/> Date Supplement 1 Time	<input type="checkbox"/> FTE - Equiv Units	
<input type="checkbox"/> Position School Year	<input type="checkbox"/> Nbr Remain Payments	<input type="checkbox"/> Max Days	<input type="checkbox"/> Accept Change	<input type="checkbox"/> Midpoint Base	
<input type="checkbox"/> Frequency	<input type="checkbox"/> Job Category	<input type="checkbox"/> Max Payments	<input type="checkbox"/> Date Create/Update	<input type="checkbox"/> Percent of Midpoint	
<input type="checkbox"/> Occ Employee Nbr	<input type="checkbox"/> Job Code	<input type="checkbox"/> Ovtm Elig Rg	<input type="checkbox"/> Date Fill	<input type="checkbox"/> Unemployment Elig Flag	
<input type="checkbox"/> Primary Job	<input type="checkbox"/> 1st Pay Date Code	<input type="checkbox"/> State Minimum Days	<input type="checkbox"/> Fill Position Reason	<input type="checkbox"/> FICA Elig	
<input type="checkbox"/> Increase Elig	<input type="checkbox"/> Calendar Code	<input type="checkbox"/> Spvsr Position Nbr	<input type="checkbox"/> Date Criteria	<input type="checkbox"/> TRS Status Code	
<input type="checkbox"/> Occ Pay Grade	<input type="checkbox"/> Campus ID	<input type="checkbox"/> Spvsr Billet Nbr	<input type="checkbox"/> Date Authorization	<input type="checkbox"/> Budget Amount	
<input type="checkbox"/> Occ Pay Step	<input type="checkbox"/> Dept	<input type="checkbox"/> Supplement Extra Days	<input type="checkbox"/> Date Authorization End	<input type="checkbox"/> Budget Salary Override	
<input type="checkbox"/> Occ Pay Schedule	<input type="checkbox"/> Hrs Per Day	<input type="checkbox"/> Suppl to Pos Nbr	<input type="checkbox"/> Date Entry	<input type="checkbox"/> Actual/Budget Ind	
<input type="checkbox"/> State Step		<input type="checkbox"/> Suppl to Pos Billet	<input type="checkbox"/> Date Inactive	<input type="checkbox"/> Pay Type	

**PMIS Position Distribution**

<input type="checkbox"/> CYR/NYR Flag	<input type="checkbox"/> Job Code	<input type="checkbox"/> Function	<input type="checkbox"/> Ed Span	<input type="checkbox"/> Expense 373
<input type="checkbox"/> Position Nbr	<input type="checkbox"/> Account Type	<input type="checkbox"/> Object	<input type="checkbox"/> Project Detail	<input type="checkbox"/> Contrib Acct Flag
<input type="checkbox"/> Billet Nbr	<input type="checkbox"/> Pay Activity	<input type="checkbox"/> Sub Object	<input type="checkbox"/> Account Amount	
<input type="checkbox"/> Position Type	<input type="checkbox"/> Workers' Comp	<input type="checkbox"/> Organization	<input type="checkbox"/> Account Percent	
<input type="checkbox"/> Distribution Sequence	<input type="checkbox"/> File ID	<input type="checkbox"/> Fiscal Year	<input type="checkbox"/> TRS Grant Code	
<input type="checkbox"/> Frequency	<input type="checkbox"/> Fund	<input type="checkbox"/> Program Intent	<input type="checkbox"/> Extra Duty Code	

**Employee Demo**

First Name  Middle Name  Last Name  Generation

Generate a user-created report to identify employees who have a 9/1 or later start date.

Position Management > Maintenance > PMIS Position Modify > Position Record

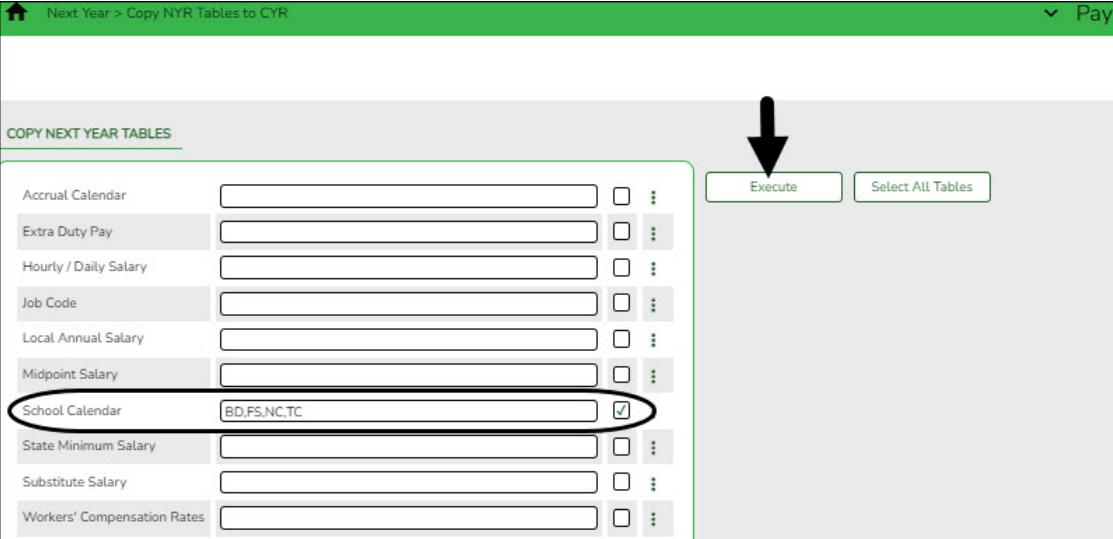
Retrieve each employee.

For TRS purposes, select the **Accept Changes** field to avoid moving the employees to the current year payroll.

10. Copy school calendars from next year to current year payroll.

**Log on to the next year.**

[Payroll](#) > [Next Year](#) > [Copy NYR Tables to CYR](#) > [Copy Next Year Tables](#)



The screenshot shows a software interface titled 'Next Year > Copy NYR Tables to CYR'. A green box highlights the 'School Calendar' field, which contains 'BD,FS,NC,TC' with a checked checkbox. A large black arrow points down to the 'Execute' button.

- In the **School Calendar** field, select only the 10-month employee calendars.



**TIP:** The calendar code is displayed in the first pay date code on the simulation (e.g., J40 includes calendar code 40)

- Click **Execute**.

**Note:** If changes were made to any of the next year payroll tables (extra duty pay, hourly/daily salary, job code, local annual salary, etc.), copy the tables from the next year payroll to the current year payroll.

## 11. Generate a user-created report.

**Log on to the current year.**

[Payroll > Reports > User Created Reports](#)

- Generate a user-created report with the **Hrs Per Day**, **Wkly Hrs Sched**, and **Payoff Date** fields selected. These fields are overwritten when positions are moved from the next year to the current year.

The screenshot shows the 'Report Template' configuration screen. At the top, there are buttons for 'Save', 'Create Report', 'Delete', and 'Reset'. To the right, it shows 'Year: C', 'Frequency: 6', and a 'Chart' button. Below these are sections for 'Report Title' and 'Employee Nbr' with an 'Active Employees Only' checkbox. The main area contains several groups of checkboxes for different report fields. The 'Payoff Date' and 'Hours/Day' checkboxes are specifically highlighted with a red box.

Identify the employees who have an August payoff date, and then use the Mass Update utility to update the fields after all positions are moved from the next year to the current year.

## 12. Move forecast to current year position and payroll.

### Log on to the next year.

#### Position Management > Utilities > Move Forecast to CYR Position and Payroll

This process is used to move payroll and position forecast records to the current year PMIS with the same information that is set up in the next year PMIS records.

It also updates fields on the following Maintenance tabs: Employment Info, Pay Info, Job Info, Distribution

The **Accept Changes** field must be cleared when moving position records from forecast to current; otherwise, position records cannot be moved. The **Accept Changes** field is cleared after running a simulation with the **Update Forecast** field set to Yes. Similarly, you cannot run a simulation for positions without the **Accept Changes** field selected.

Utilities > Move Forecast to CYR Position and Payroll

Position Management

Year: N

Execute

Select Pay Frequency: 6 - Monthly CYR

Include Vacant Supplements:

Validate Accounts against General Ledger:

Update TRS Year Flag:

Update Workers' Comp Annual and Remaining Payments:

Add Additional Workers' Comp Payments:

Select State Minimum Salary Table (CYR/NYR): N - Next Year

Select First Pay Date Codes or blank for ALL: S10.S11.SAI.S8D.SF2.S01.SPC

Include Extra Duty:

Select Extra Duty Codes or blank for ALL:

Select Positions or blank for ALL: (Includes ALL billets for selected positions)  
Blank for ALL not processed when Positions/Billets selected

Select Positions/Billets or blank for ALL:

Select Supplement Positions or blank for ALL: (Includes ALL billets for selected supplement positions)  
Blank for ALL not processed when Supplements/Billets selected

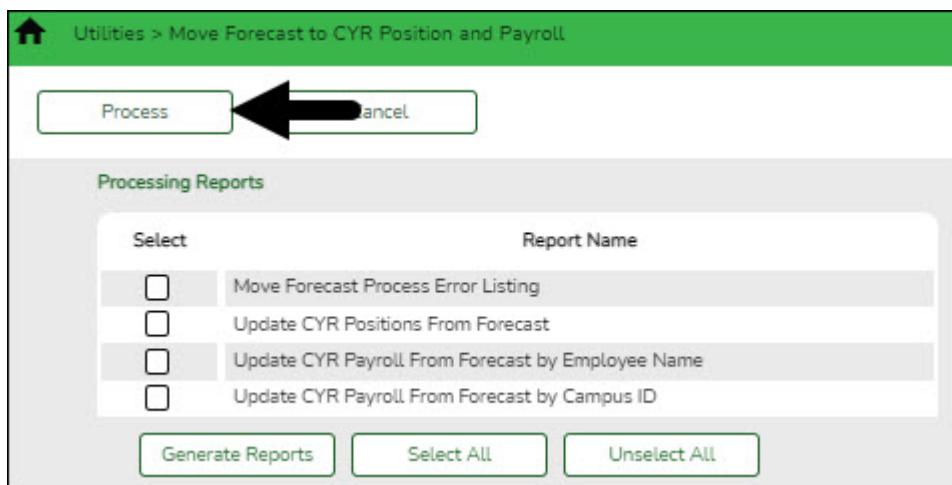
Select Supplement Positions/Billets or blank for ALL:

Clear Job Years:

Clear Job Weekly Hours Scheduled:

- In the **Select Pay Frequency** field, select the payroll frequency to be updated. LEAs with multiple frequencies must individually process each frequency.
- Do not select **Include Vacant Supplements**.
- Do not select **Validate Accounts against General Ledger** at this time. Distribution accounts in next year PMIS reflect the fiscal year for the upcoming school year. Finance still reflects the current year for the fiscal year in the general ledger. When running this process, the error report reflects funds for employees who are included in the process. It is necessary to create the funds with the new fiscal year on the Finance > Tables > Account Codes > Fund tab. It is NOT necessary to set up codes in the Chart of Accounts.
- Do not select **Update TRS Year**. If an employee has this field selected but they are now a 10-month employee, the **TRS Year** field is cleared when the 10-month move is processed.
- Select **Update Workers' Comp Annual and Remaining Payments** if the LEA expenses worker's compensation in ASCENDER. The system references the **# of months in Contract** and makes the **WC Ann Pymts** and **WC Remaining Pymts** match this field.
- Leave the **Additional Workers' Comp Payments** field blank. It is not necessary to populate this field even if the LEA expenses workers' compensation in ASCENDER.
- In the **Select a Stat Minimum Salary Table (CYR/NYR)** field, select the year (current or next) that contains the tables with the updated amounts. If it is a legislative year and the state minimum amounts are updated.
- In the **First Pay Date Codes or blank for ALL** field, select only the first pay date codes for employees who receive their first paycheck in July.
- Select **Include Extra Duty** to include the supplement pay with the regular pay.

□ Click **Execute** to execute the process. The following reports are available:



- Move Forecast Process Error Listing [Important errors](#)

Error Message	Description
<b>Warning: The employee has Contract Balance amounts not equal to zero for current jobs.</b>	The employee has not been paid off by payroll.
<b>Failure: Position Accept Changes Flag set to Y</b>	The position will not be moved to the current/payroll.
<b>Failure: Emp Nbr must have one position declared as primary.</b>	<p>The error does not necessarily reference the <b>Primary Job</b> field on the position. If an employee has a regular position and a supplement position, but there is an error that causes the primary position to fail, this message often indicates that there is only a supplement position to be moved. It is recommended to review and correct any errors that begin below this message about primary positions. After making those corrections, run the process again. This may resolve the primary job errors.</p> <p>This error also occurs when calendars have not been copied to the current year.</p>

Error Message	Description
<p><b>Warning: Emp Nbr has multiple supplement positions for the same job; however, one or more of the following do not match: Campus ID, Dept, TRS Status Code, FTE Units, Incr Elig, Max Paymts, FICA Elig, Unemp Elig, EEOC, Workers Comp, Supplement Extra Days or Category Cd. The values from lowest Supplement Position Number/Billet may be used if new rows are inserted for the Pay Info and Job Info tabs.</b></p>	<p>This error indicates that the fields on the Payroll &gt; Tables &gt; Salaries &gt; Extra Duty tab do not match those selected on a supplemental position.</p> <p>Use the Position Management &gt; Inquiry &gt; PMIS Staff Inquiry to determine the Position Number and Billet for any supplemental positions for the employee. Then, use the Position Management &gt; Maintenance &gt; PMIS Supplement Modify page to retrieve the position and billet and compare the fields on the position to the Payroll &gt; Tables &gt; Salary &gt; Extra Duty tab for the extra duty number on the supplement. For example, in some cases the W/C code on the position may not match the W/C code on the table. Or, the <b>Exp 373</b> field on the position may be selected, but the <b>Exp 373</b> on the table for that extra duty code may not be selected. Either the table or the position needs to be updated so that they both match. If changes are made to the Extra Duty table, it is necessary to move the table to the current year payroll before proceeding.</p>

Date Run:	Move Forecast to CYR Position and Payroll Errors			Page: 1 of 4
Cnty Dist:	ISD			
Position Nbr	Billet Nbr	Pos Typ	Error Message	
			Failure: Emp Nbr 000007 must have one position declared as primary.	
			Failure: Emp Nbr 000128 must have one position declared as primary.	
			Failure: Emp Nbr 000148 must have one position declared as primary.	
			Failure: Emp Nbr 000200 has unprocessed Reg Hours, Ovrm Hours, or Abs Ded transmittals.	
			Failure: Emp Nbr 000200 must have one position declared as primary.	
			Failure: Emp Nbr 000498 must have one position declared as primary.	

- Update CYR Positions From Forecast - The error report lists any funds that need to be set up in the Finance tables.

Date Run:	Update CYR Positions From Forecast			Page: 1 of 1	
Cnty Dist:	ISD				
Position Nbr	Billet Nbr	Pos Typ	Description	Employee Number	Employee Name
			No Rows	No Rows	Vacant
End of Report					

- Update CYR Payroll From Forecast by Employee Name

Date Run: Cnty Dist: School Year:		Update NYR Payroll From Forecast by Employee Name ISD						Page: 1 of 1	
Emp Nbr		Employee Name		Field		Old	New	Field	
No Rows	Vacant	Field	Old	New	Field	Old	New	Field	Old
			Freq:						
		Employment Date		Campus				Contract Amount	
		Pay Status		Primary Job				Contract Remain Amt	
		FICA Eligible		Overtime Eligible				Pay Rate	
		Unemp Eligible		Increase Eligible				Hrly/Dly Rate	
		TRS Status		Calendar Code				Overtime Rate	
		Job Code		State Step				Dock Rate	
		Pay Concept		TRS Year				State Min Salary	
		Pay Type		TRS Position Code				Nbr Mon Contr	
		Contract Begin Date		Accrual Code				Nbr Annl Pynts	
		Contract End Date		Exempt Status				Nbr Rem Pynts	
		Payoff Date		Nbr Days Contract				Job Pct Assgnd	
		Pay Grade		Nbr Days Empid				Pct Day Empid	
		Pay Step		Max Days				Hrs Per Day	
		Sched		Wrk's Comp Annl				Nbr Days Off	
		EEOC Code		Wrk's Comp Remain					

- Update CYR Payroll From Forecast by Campus ID

Date Run: Cnty Dist: School Year:		Update NYR Payroll From Forecast by Campus ID ISD						Page: 1 of 1			
Emp Nbr		Employee Name		Field		Old	New	Field		Old	New
No Rows	Vacant	Field	Old	New	Field	Old	New	Field	Old	New	
			Freq:								
		Employment Date		Campus				Contract Amount			
		Pay Status		Primary Job				Contract Remain Amt			
		FICA Eligible		Overtime Eligible				Pay Rate			
		Unemp Eligible		Increase Eligible				Hrly/Dly Rate			
		TRS Status		Calendar Code				Overtime Rate			
		Job Code		State Step				Dock Rate			
		Pay Concept		TRS Year				State Min Salary			
		Pay Type		TRS Position Code				Nbr Mon Contr			
		Contract Begin Date		Accrual Code				Nbr Annl Pynts			
		Contract End Date		Exempt Status				Nbr Rem Pynts			
		Payoff Date		Nbr Days Contract				Job Pct Assgnd			
		Pay Grade		Nbr Days Empid				Pct Day Empid			
		Pay Step		Max Days				Hrs Per Day			
		Sched		Wrk's Comp Annl				Nbr Days Off			
		EEOC Code		Wrk's Comp Remain							

Click **Generate Reports**. The selected reports are displayed. [Review the report](#).

Click **Continue** to view the next report. Or, click **Return** to return to the report selection page.

After reviewing all of the reports and correcting all errors, return to the report selection page and click **Process** to move the forecast records to the current year. You are prompted to create a [backup](#).

After the process is completed, the actual update is performed. If the update is successful, a message is displayed indicating that the move forecast updates were successfully processed.

Click **Cancel** to return to the Move Forecast to CYR Position and Payroll page without moving the forecast records to the current year.

If corrections are processed, repeat this step.

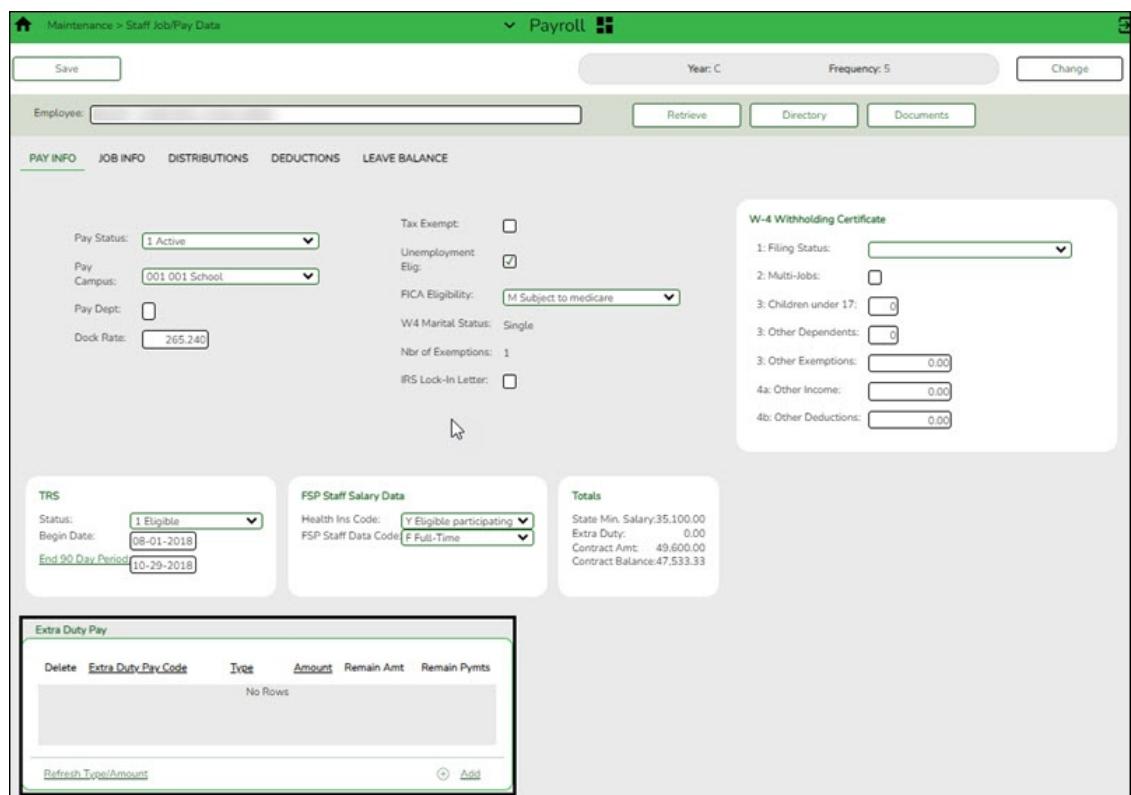
Generate and save each report. Compare the Update CYR Positions From

Forecast report to the user-created report that was previously generated to confirm that all 10-month employees are included. The last two reports contain the same information; one is sorted by employee name and the other by campus ID. These reports reflect the existing salary in the current year payroll and the new salary, which overwrites the current year payroll amounts. Review the reports for accuracy.

### 13. Confirm that CYR salaries are accurate.

#### Log on to the current year.

Verify the current year data to confirm that the salaries are correct. The highlighted fields are updated:



The screenshot shows the 'Maintenance > Staff Job/Pay Data' screen in a Payroll application. The interface is divided into several sections:

- PAY INFO:** Contains fields for Pay Status (1 Active), Pay Campus (001 001 School), Pay Dept, and Dock Rate (265.240).
- Tax Exempt:** Unemployment Elig. is checked.
- FICA Eligibility:** M Subject to medicare.
- W4 Marital Status:** Single.
- Nbr of Exemptions:** 1.
- IRS Lock-In Letter:** Unchecked.
- W-4 Withholding Certificate:** Fields for Filing Status, Multi-Jobs, Children under 17, Other Dependents, Other Exemptions, Other Income, and Other Deductions.
- TRS:** Status (1 Eligible), Begin Date (08-01-2018), and End 90 Day Period (10-29-2018).
- FSP Staff Salary Data:** Health Ins Code (Y Eligible participating), FSP Staff Data Code (F Full-Time).
- Totals:** State Min. Salary:35.100.00, Extra Duty: 0.00, Contract Amt: 49,600.00, Contract Balance:47,533.33.
- Extra Duty Pay:** A table with columns: Delete, Extra Duty Pay Code, Type, Amount, Remain Amt, and Remain Pymts. The table is currently empty (No Rows).

Maintenance > Staff Job/Pay Data

Payroll

Employee:

Year: C Frequency: 5 Change

PAY INFO JOB INFO DISTRIBUTIONS DEDUCTIONS LEAVE BALANCE

Delete	Selected	Job Code	Primary	% Assigned	Pay Type
<input type="button" value="Delete"/>	<input type="button" value="Selected"/>	1402 - SEC TEACHER - MATH	<input checked="" type="checkbox"/>	100%	Contracted employee

Rows: 1 of 1

Contract Info

Pay Type: Contracted employee	Pay Grade: TCH	Pay Step: Sched	Max Days: Hrs Per Day: 0.000	Incr Pay Step: <input checked="" type="checkbox"/>
Total: 49,600.00	Balance: 47,533.33	# of Annual Pymts: 24	Remaining Pymts: 23	Concept: Use midpoint table
# of Months in Contract: 10	State Min Days: 187	Valid basic days in contract	Base Annual: 43,010.00	<input type="button" value="Calculate"/>
Daily Rate: 265.240	= Contract Total: 49,600.00	/ # of Days Empld: 187	# Days Off: 0.0	Vacant Job: <input type="checkbox"/>
Pay Rate: 2,066.67	= Contract Total: 49,600.00	/ # Annual Pymts: 24	Payoff Date: 08-30-2024	Wkly Hrs Sched: 0
Reg Hrs Worked: 0.00	OVTM Elig: <input type="checkbox"/>	OVTM Rate: 0.00	Hrly Rate: 0.00	Exempt Status: <input checked="" type="checkbox"/> EEOC: 06 Scnd classrm teach

State Info

State Step: 02	Yrs in Career Ladder: <input type="button" value="▼"/>	TRS Year: <input type="checkbox"/>	TRS Member Pos: 02 Teacher, librarian	Wholly Sep Amt: 0.00
State Min Salary: 35,100.00	= Foundation Daily Rate: 187.701	X % Assigned: 100%	X # of Days Empld: 187	Retiree Exception: <input type="button" value="▼"/>

Calendar/Local Info

Calendar Cd: TC - 187 Staff	Begin Date: 07-31-2023	End Date: 05-24-2024	# of Days Empld: 187	Exclude Days for TEA: <input type="checkbox"/>
Years Job Exp: <input type="checkbox"/>	Local Contract Days: 187			

Workers' Comp Info

WC Code: B 8868-PROF/AIDES/ADMS 0.002436	WC Ann Pymts: 20	WC Remain: 19
--	------------------	---------------

Accrual Info

Code: A	Accrual Rate: 265.240	= Total: 49,600.00	/ # of Days Empld: 187
---------	-----------------------	--------------------	------------------------

Maintenance > Staff Job/Pay Data

Payroll

Employee:

Year: C Frequency: 5 Change

PAY INFO JOB INFO DISTRIBUTIONS DEDUCTIONS LEAVE BALANCE

Delete	Details	Job Code	Extra Duty	Account Type	Account Code	Amount	Percent
<input type="button" value="Delete"/>	<input type="button" value="Details"/>	1402 - SEC TEACHER - MATH	<input type="button" value="▼"/>	G	199-11-6119.00-001-430000	49,600.00	100.000%
Total: 49,600.00 100.000%							

Rows: 1 of 1

Job Code: 1402 - SEC TEACHER - MATH

Extra Duty Code:

Account Type: G Standard gross pay

Account Code: 199-11-6119.00-001-430000

Description: SALARIES/TEACHER & OTHER PROF.

Amount: 49,600.00 out of 49,600.00

Percent: 100.000%

Activity Code: 80 Base Salary

TRS Grant Code:

Worker's Comp Code: 8868-PROF/AIDES/ADMS

Expense 373: Y Account used in ASB distr

Employer Contribution:

Performance Pay:

#### 14. Mass update the fiscal year.

**Log on to the current year.**

[Payroll > Utilities > Mass Update > Employee](#)

Skip this step if your LEA has a 7/1 fiscal year.

Mass update the fiscal year to the next school year for all employees.

Select **Fiscal Year** and type the next year fiscal year. Before processing, stop to consider if the LEA uses other fiscal years in the account codes for employees. If the entered year is not the only used fiscal year, additional parameters may need to be selected.

Contact your regional ESC consultant if you need assistance.

Mass update the current year **Wkly Hrs Sched** and **Hrs Per Day** fields.

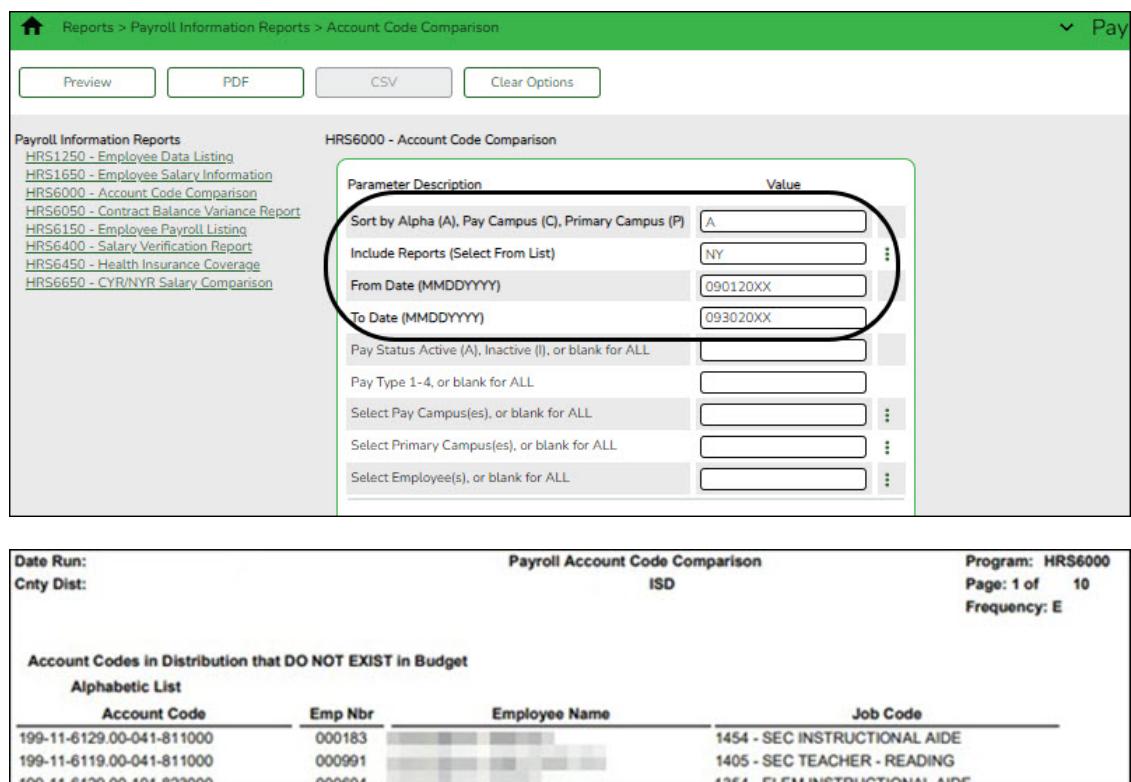
- Select **Wkly Hrs Sched** and type the number of hours displayed for the majority of employees. Any exceptions can be manually updated in the current year payroll. Reference the previously generated user-created report.
- For LEAs that use the hours per day functionality in the current year payroll, select the **Hrs Per Day** field and type the number of hours per day for the majority of employees.
- Use the parameters to select specific groups of employees for the update.

## 15. Generate the HRS6000 Account Code Comparison Report.

[Payroll > Reports > Payroll Information Reports > HRS6000 - Account Code Comparison](#)

This report compares the account code on the employee's master distribution record and compares it to the Chart of Accounts in Finance file ID C.

Complete the following parameters.



**Payroll Information Reports**

- [HRS1250 - Employee Data Listing](#)
- [HRS1650 - Employee Salary Information](#)
- [HRS6000 - Account Code Comparison](#)
- [HRS6050 - Contract Balance Variance Report](#)
- [HRS6150 - Employee Payroll Listing](#)
- [HRS6400 - Salary Verification Report](#)
- [HRS6450 - Health Insurance Coverage](#)
- [HRS6650 - CYR/NYR Salary Comparison](#)

**HRS6000 - Account Code Comparison**

Parameter Description	Value
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	A
Include Reports (Select From List)	NY
From Date (MMDDYYYY)	090120XX
To Date (MMDDYYYY)	093020XX
Pay Status Active (A), Inactive (I), or blank for ALL	
Pay Type 1-4, or blank for ALL	
Select Pay Campus(es), or blank for ALL	
Select Primary Campus(es), or blank for ALL	
Select Employee(s), or blank for ALL	

**Date Run:** [redacted] **Payroll Account Code Comparison:** ISD **Program:** HRS6000 **Page:** 1 of 10 **Frequency:** E

**Account Codes in Distribution that DO NOT EXIST in Budget**

Alphabetic List			
Account Code	Emp Nbr	Employee Name	Job Code
199-11-6129.00-041-811000	000183	[redacted]	1454 - SEC INSTRUCTIONAL AIDE
199-11-6119.00-041-811000	000991	[redacted]	1405 - SEC TEACHER - READING
199-11-6129.00-101-823000	000604	[redacted]	1354 - ELEM INSTRUCTIONAL AIDE

If your LEA has multiple pay frequencies, generate the report for each frequency.

The generated report should be blank. If any account codes are listed, determine if the account codes need to be added to the Chart of Accounts in Finance or if the employee distribution record needs to be modified.

16. Generate the HRS6050 Contract Balance Variance Report.

[Payroll > Reports > Payroll Information Reports > HRS6050 - Contract Balance Variance Report](#)

This report looks at the pay rate for each employee and multiplies it by the number of remaining payments, and compares that amount to the Contract Balance on the Job Info tab. If there is a variance of more than a few pennies, perform manual calculations to determine if any corrections are needed.

Generate the report for pay type 1 and again for pay type 2.

Complete the following parameters:

Date Run:	Contract Balance Variance Report			Program: HRS6050			
Cnty Dist:	ISD			Page: 1 of 2			
Variance Threshold:	0.10				Frequency: E		
Emp Nbr	Employee Name	Job Cd	Pay Rate	Remain Pymts	Computed Bal	Actual Bal	Variance
000018	AGUILAR, AIDA	1602	11.32	24	271.68	16,478.00	16,206.32
000149	A'HOURLY JR, ONLY M	1504	14.38	24	345.12	29,910.00	29,564.88
000831	A'HOURLY, REGULAR	1504	10.24	24	245.76	21,299.00	21,053.24
000060	AYALA, ANA M	1154	1,150.38	24	27,609.12	27,609.00	-.12
000080	BEASLEY, ANTONIO	1602	11.92	24	286.08	15,824.00	15,537.92
000095	BERRELEZ, BARBARA L	1353	893.88	24	21,453.12	21,453.00	-.12
000097	BERRELEZ, BELINDA ROSARIO	1602	88.35	24	2,120.40	16,522.00	14,401.60
000102	BISHOP, BENITA IRENE	1455	820.38	24	19,689.12	19,689.00	-.12
000148	CANTU, CARMEN	1702	15.66	24	375.84	22,545.00	22,169.16
000167	CARRIZALES, CHERYL K	1505	13.82	24	331.68	28,746.00	28,414.32
000187	CASTRO-VELA, CONCEPCION C	1309	2,135.38	24	51,249.12	51,249.00	-.12
000193	CERVANTES, CONSUELO	1502	15.93	24	382.32	33,134.00	32,751.68
000225	CORREA, DANIEL	1505	13.41	24	321.84	27,893.00	27,571.16

17. Enter new hire data.

**Log on to the current year.**

Use the Staff Job/Pay Data pages to enter new hire data. The HRS1550 - New Hire

Report is helpful to identify these employees.

When new hires are entered in the next year Position Management and moved to the current year payroll, only the fields related to the position are populated.

Manually update the following:

[Personnel > Maintenance > Employment Info](#)

- **Employee Status**
- **Highest Degree**
- **Percent Day Employed**
- **Original Employment Date or Latest Re-Employment Date**
- **Retirement Date** (if applicable)
- **Years of Experience**
- **Employment Type**

[Payroll > Maintenance > Staff Job/Pay Data > Pay Info](#)

- **Pay Campus**
- **FICA Eligibility**
- **W-4 Marital Status**
- **Nbr of Exemptions**
- **Bank Information**

Complete the [Payroll > Maintenance > Staff Job/Pay Data > Deductions](#) tab.

[Payroll > Maintenance > Staff Job/Pay Data > Leave Balance](#) - This tab can be updated in September using the First Pay Date of the School Year instructions.

18. Process TRS extracts and submit records/files.

[Payroll > Payroll Processing > TRS Processing > Extract](#)

Process and submit all of the TRS extracts. **Do not** interface when processing the Regular Payroll (RP) extract.

19. Clear the Accept Changes field.

[Position Management > Maintenance > PMIS Position Modify > Position Record](#)

After all of the August TRS reports are in a completed status, clear the **Accept Changes** field in the next year PMIS for employees with a September start date.

20. Move calendars.

Move the TRS calendar and any calendars that pertain to employees with a 9/1 or

later start date.

21. Move employees with a September 1 or later start date to CYR.

**Log on to the next year.**

Position Management > Utilities > Move Forecast to CYR Position and Payroll

Move employees with a 9/1 start date or later to the current year payroll. You can individually select employees. It is important to select **ALL Position/Billets** and **Supplement Positions/Billets** for the employee.

22. Run payroll calculations.

**Log on to the current year.**

Payroll > Payroll Processing > Run Payroll

Run payroll calculations to verify any errors.