

Moving 11-, 12-, or 13-month Employees from NY Payroll to CY Payroll Checklist

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It is highly recommended that you process the export when the Export prompt is displayed for a process. Be sure to create folders for each export so that if you need to import from a particular step, you can easily locate which file to use. If you perform an export on the same process multiple times, it is recommended that you move the previous exports to separate folders so they are not replaced by the new export in case you need to import from a particular step.

- Before moving the 11-month employees (August through July contracts), the July payroll should be posted and all reports printed and verified. Be sure to print the School YTD report to verify data prior to this move.
- Before moving the 12-month employees (July through June contracts), the June payroll should be posted and all reports printed and verified. Be sure to print the School YTD report to verify data prior to this move.
- Before moving the 13-month employees (August through August contracts), the July payroll should be posted and all reports printed and verified. Be sure to print the School YTD report to verify data prior to this move.

❑	1. Change payroll frequency - Verify that you are in the next year payroll frequency that is associated with your current year frequency.
❑	2. Prepare next year payroll for the move to current year. Payroll > Reports > User Created Reports • Verify all employee data is correct prior to the move to the current year and identify all employees whose **# of Months in Contract** field on the Job Info tab is equal to 11, 12, and/or 13 as these are the employees that will be moved. • Verify payoff dates in the next year payroll frequency. You may use these criteria to copy employee data from next year to current year. Payroll > Reports > Payroll Information Reports > HRS6150 - Employee Payroll Listing Verify employees' status. Employees to be moved must have an active pay status.

STOP!

Discontinue updating or accessing current year payroll records during this process.

❑	4. Payroll > Next Year > Copy NYR Staff to CYR Copy only the applicable staff (11-, 12-, or 13-month) to the current year. Use the list of employees from the User Created report run earlier in this checklist.
❑	6. Change the payroll frequency. Log on to the current payroll frequency that is associated with your next year frequency (e.g., F = 6).
❑	7. If the 13-month employees are going to accrue pay in a similar manner as the 11-month employees, do not perform EOY Accruals on these employees.

Note: If the 11-, 12-, or 13-month employees (July and August) are not accruing, you can skip step 6.

❑	8. Payroll > Tables > Accrual Calendars > Accrual Calendar Enter the new pay dates and accrual days for all applicable accrual codes. The total number of days should equal the number of days in the contract or the number of days employed for that group of employees.
❑	9. Payroll > Reports > Payroll Information Reports > HRS6000 - Account Code Comparison Verify that all employee master distribution records have matching accounts in Finance.
❑	10. Payroll > Reports > Payroll Information Reports > HRS6150 - Employee Payroll Listing Verify employees' pay status for those employees updated.
❑	11. Payroll > Utilities > Pre-Edit Payroll Data Use for the 11-/12-/13-month employees to verify no errors exist.
❑	12. Do not update the leave at this time. It is awarded when payroll is processed (in August) or after service records are processed. If leave is awarded now, it could result in a duplication of leave in the employee's record.

Note: If the 11-, 12-, or 13-month employees (July and August) are not accruing, you can skip steps 11-13.

❑	13. Payroll > Reports > Year to Date Reports > HRS3050 - School Year To Date Report Verify the accrual data has posted correctly.
❑	14. Payroll > Reports > Year To Date Reports > HRS3550 - School YTD Accrual Payroll Account Distr Verify the accrual amount balances with the HRS3050 - School Year To Date Report.
❑	15. Payroll > Utilities > Payroll Accrual Variance Extract Verify the accuracy of accruals over the course of the school year.
❑	16. Do not update the years of experience at this time. It is updated in August or after service records are processed. If an employee is leaving and needs his service record, run his record separately and verify it is still correct after updating all other service records.
❑	17. Personnel > Reports > User Created Reports Identify all those employees in these groups that are marked as NY Take Retiree Surcharge on the Personnel > Maintenance > Employment Info tab. Review these employees to determine if they should be marked as **Take Retiree Surcharge** in the current year payroll.
❑	18. If needed, print an Addendum.
❑	19. Calculate a sample payroll to identify any errors that need to be corrected prior to the first payroll actually being processed.