


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

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

The purpose of this document is to guide you through the process of moving 11-, 12-, or 13-month employees from next year payroll to current year payroll.

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.

This document assumes you are familiar with the basic features of the ASCENDER Business system and have reviewed the ASCENDER Business Overview guide.



**IMPORTANT**: Remember to extract service records for these groups of employees before moving over employee information from NY payroll to CY payroll.

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| ❑ | 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.<br>Payroll > Reports > User Created Reports<br>• 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.<br><br>• Verify payoff dates in the next year payroll frequency. You may use these criteria to copy employee data from next year to current year.<br><br>Payroll > Reports > Payroll Information Reports > HRS6150 - Employee Payroll Listing<br>Verify employees' status. Employees to be moved must have an active pay status. |

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| ❑ | 3. Payroll > Next Year > Copy NYR Tables to CYR > Copy Next Year Tables<br>Do not copy all tables at this time. All tables will be copied as part of the First Payroll of the School Year Checklist.<br>It is recommended to copy the following next year tables to current year:<br>• **Extra Duty Pay**<br>• **Job Code**<br>Copy the appropriate school calendar information from NY to CY. The school calendars should be moved at the same time the employees are moved from NY to CY. |

**STOP!**

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

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| ❑ | 4. Payroll > Next Year > Copy NYR Staff to CYR<br>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. |
| ❑ | 5. Payroll > Utilities > Mass Update > Employee<br>This step only applies to staff moved to the current year in the previous step and should be completed in the CYR pay frequency. Since their distributions were created in the next fiscal year, a mass update is needed to change the distributions for July and August back to the current school year.<br>**Note**: When staff are copied from NY to CY, they are automatically marked as inactive in NY Payroll. If your LEA is still working on the budget during this time, you will need to return to NY Payroll and mark those staff members back to active. |
| ❑ | 6. Change the payroll frequency.<br>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 7.

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| ❑ | 8. Payroll > Tables > Accrual Calendars > Accrual Calendar<br>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<br>Verify that all employee master distribution records have matching accounts in Finance. |
| ❑ | 10. Payroll > Reports > Payroll Information Reports > HRS6150 - Employee Payroll Listing<br>Verify employees' pay status for those employees updated. |
| ❑ | 11. Payroll > Utilities > Pre-Edit Payroll Data<br>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 12-14.

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| ❑ | 13. Payroll > Reports > Year to Date Reports > HRS3050 - School Year To Date Report<br>Verify the accrual data has posted correctly. |
| ❑ | 14. Payroll > Reports > Year To Date Reports > HRS3550 - School YTD Accrual Payroll Account Distr<br>Verify the accrual amount balances with the HRS3050 - School Year To Date Report. |
| ❑ | 15. Payroll > Utilities > Payroll Accrual Variance Extract<br>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<br>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. |