



# Prepare NYR payroll for move to CYR



# Table of Contents

**Prepare NYR payroll for move to CYR** ..... i



## Prepare NYR payroll for move to CYR

Use the User Created Reports (or another preferred payroll report) to verify that all employee data is correct prior to moving the next year payroll to the current year.

Employees being moved must have an active **Pay Status**. Generate the [Payroll > Reports > Payroll Information Reports > HRS6150 - Employee Payroll Listing](#) to verify the pay status of employees. Print and/or save this report.

Inactivate those employees who do not need to be moved such as employees whose contract days begin in July or “filler” employees who are used only for budget purposes (i.e., vacancies).

Use the [Payroll > Maintenance > Staff Job/Pay Data > Pay Info](#) tab to inactivate an employee.

Maintenance > Staff Job/Pay Data Payroll

Save ←

Employee: 000096 : BENTON, ANTONIO L Retrieve

PAY INFO JOB INFO DISTRIBUTIONS DEDUCTIONS LEAVE BALANCE

Pay Status: 2 Inactive  Tax Exempt

Pay Campus: 102 102 Ascender Elem 03-06  Unemployment Elig:

Pay Dept:  FICA Eligibility: M Subject to medicare

- Retrieve the employee.
- In the **Pay Status** field, select *2 Inactive*.
- Click **Save**.