



Prepare NYR payroll for move to CYR

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Complete this step only for employees with July contracts who receive their first paycheck in July. This process will be repeated in August for employees with August contracts (i.e., those who receive their first paycheck in August).

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

Generate a User Created Report (or another preferred payroll report) to:

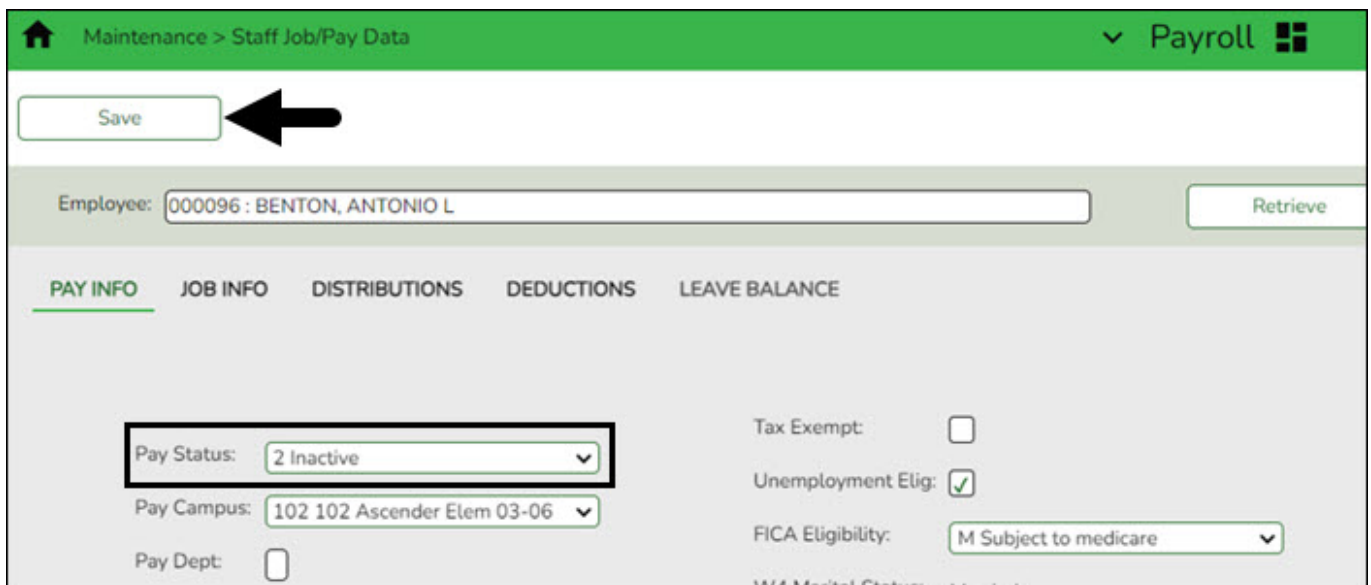
- Verify that all employee data is correct prior to moving the next year payroll to the current year.
- Identify all employees with 11, 12, and/or 13 in the **# of Months in Contract** field on the [Payroll > Maintenance > Staff Job/Pay Data > Job Info](#) tab as these are the employees that will be moved.
- Verify payoff dates in the next year payroll frequency. You may use the above criteria to copy employee data from next year to current year.

[Payroll > Reports > Payroll Information Reports > HRS6150 - Employee Payroll Listing](#)

Generate the HRS6150 report to verify the pay status of employees. Employees being moved must have an active **Pay Status**. Print and/or save this report.

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

Use the Pay Info tab to inactivate an employee. Inactivate those employees who do not need to be moved such as employees whose contract days begin in July and/or August (11- and 12-month contracts) or “filler” employees who are used only for budget purposes (i.e., vacancies).



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