



Prepare NYR payroll for move to CYR

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

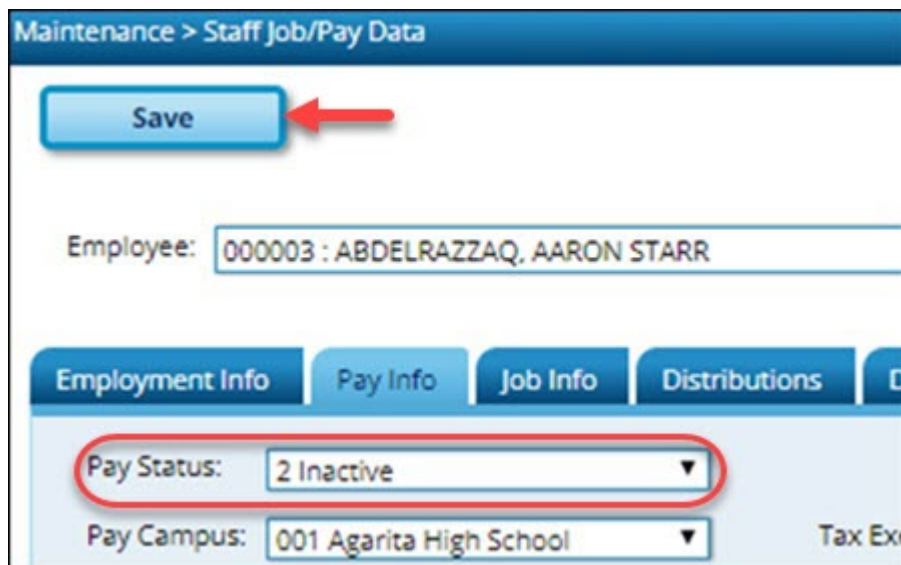
Employees being moved must have an active **Pay Status**. Generate the [Human Resources > Reports > HR Reports > Payroll Information Reports > HRS6150 -Employee Payroll Listing](#) to verify employee pay statuses.

Inactivate 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 used only for budget purposes (i.e., vacancies). Use the [Human Resources > Maintenance > Staff Job/Pay Data > Pay Info](#) tab to inactivate an employee.

Retrieve the employee.

In the **Pay Status** field, select 2 *Inactive*.

[Image](#)



Maintenance > Staff Job/Pay Data

Save

Employee: 000003 : ABDELRAZZAQ, AARON STARR

Employment Info Pay Info Job Info Distributions D

Pay Status: 2 Inactive

Pay Campus: 001 Agarita High School Tax Exe

Click **Save**.