



Prepare NYR payroll for move to CYR

Table of Contents

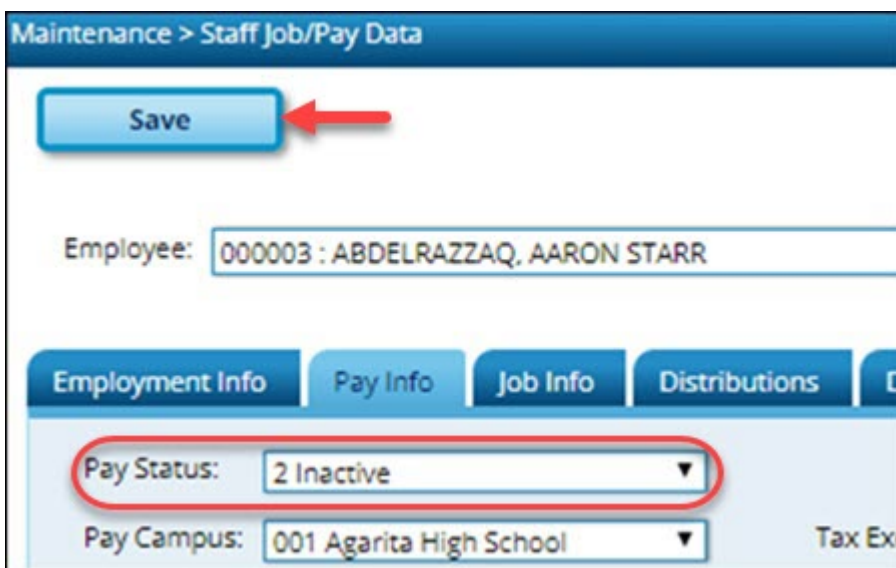
Prepare NYR payroll for move to CYR i

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 [Human Resources > Reports > HR Reports > Payroll Information Reports > HRS6150 - Employee Payroll Listing](#) to verify employee pay statuses.

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). 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*.



The screenshot shows a web application interface for 'Maintenance > Staff Job/Pay Data'. At the top left is a blue 'Save' button with a red arrow pointing to it. Below the button is a text field for 'Employee:' containing '000003 : ABDELRAZZAQ, AARON STARR'. A horizontal tab bar below the employee field includes 'Employment Info', 'Pay Info', 'Job Info', 'Distributions', and 'D'. The 'Pay Info' tab is selected. In the 'Pay Info' section, the 'Pay Status:' dropdown menu is set to '2 Inactive' and is circled in red. Below it, the 'Pay Campus:' dropdown menu is set to '001 Agarita High School'. To the right of the 'Pay Campus' field, the text 'Tax Exe' is partially visible.

- Click **Save**.