



## **Prepare NYR payroll for move to CYR**



# Table of Contents

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



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

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