



Prepare NYR payroll for move to CYR

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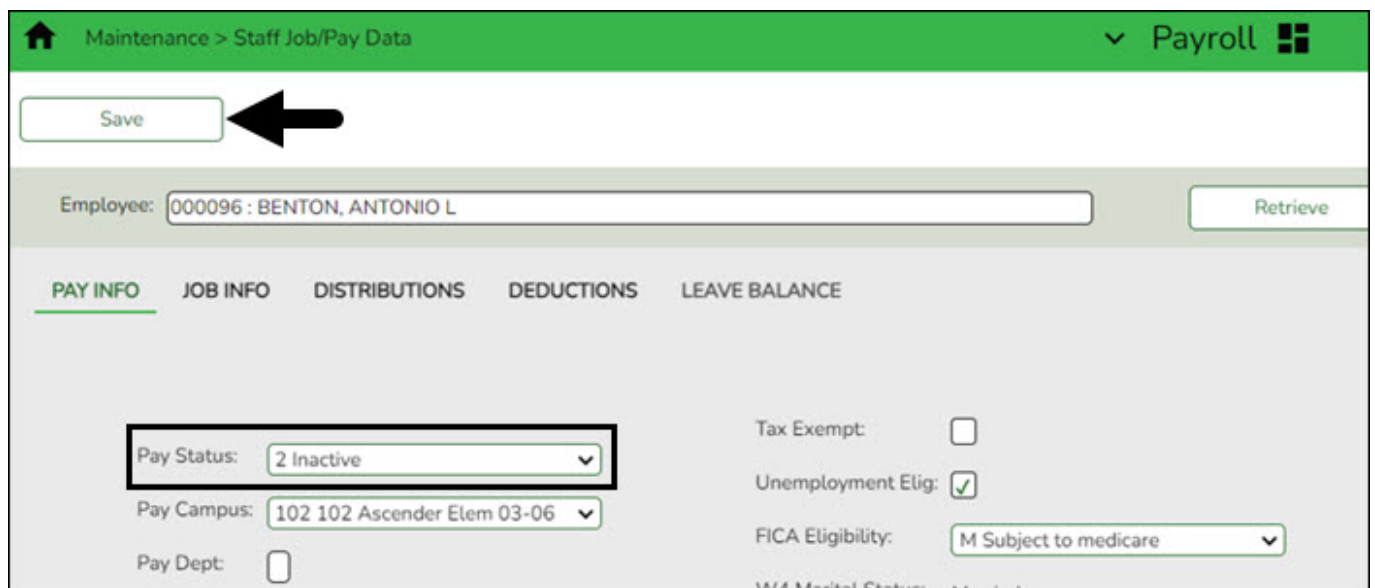
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Use the User Created Reports (or another preferred payroll report) to verify that all employee data is correct prior to moving the next year payroll to the current year.

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.



The screenshot shows the 'Maintenance > Staff Job/Pay Data' interface. At the top, there is a green header with a home icon, the breadcrumb 'Maintenance > Staff Job/Pay Data', and a 'Payroll' dropdown menu. Below the header is a 'Save' button with a black arrow pointing to it from the right. The main content area has a search bar for 'Employee:' containing '000096 : BENTON, ANTONIO L' and a 'Retrieve' button. Below the search bar are tabs for 'PAY INFO', 'JOB INFO', 'DISTRIBUTIONS', 'DEDUCTIONS', and 'LEAVE BALANCE'. The 'PAY INFO' tab is selected. Under this tab, there are several fields: 'Pay Status:' with a dropdown menu showing '2 Inactive' (highlighted with a black box), 'Pay Campus:' with a dropdown menu showing '102 102 Ascender Elem 03-06', and 'Pay Dept:' with an empty input field. To the right of these fields are checkboxes for 'Tax Exempt:' (unchecked), 'Unemployment Elig:' (checked), and a dropdown for 'FICA Eligibility:' showing 'M Subject to medicare'. There is also a partially visible 'W4 Marital Status:' field.

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