



Prepare NYR payroll for move to CYR

Table of Contents

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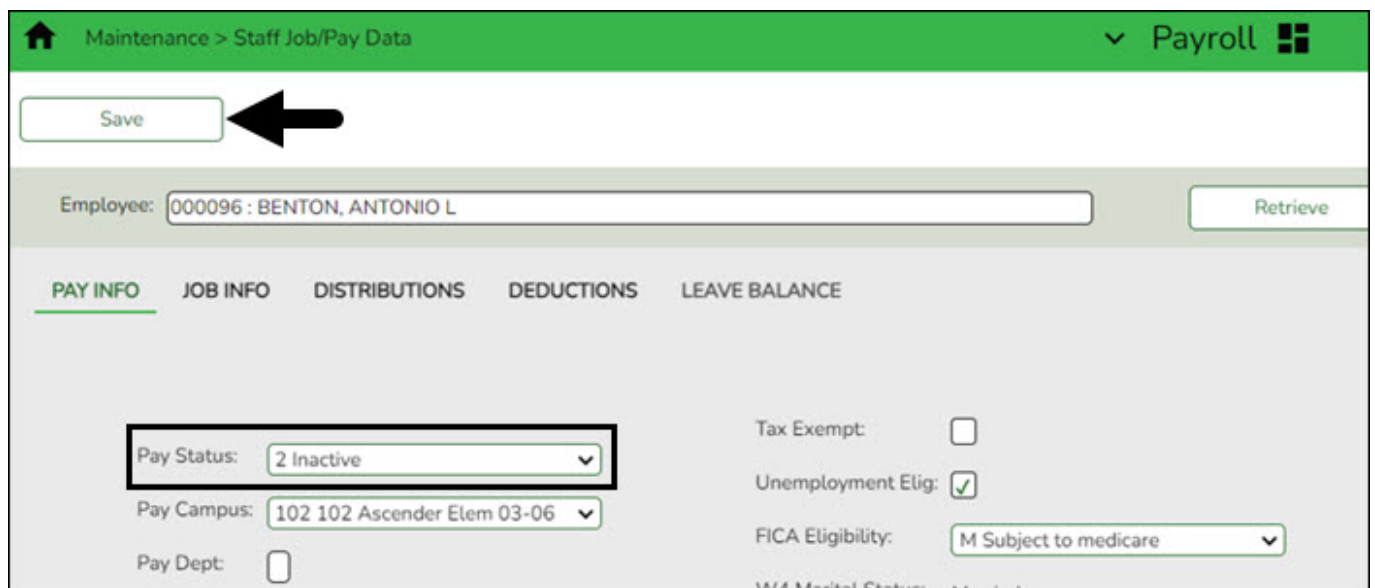
Prepare NYR payroll for move to CYR

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 the pay status of employees.

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 'Save' button with a black arrow pointing to it. Below that, the employee information is displayed: 'Employee: 000096 : BENTON, ANTONIO L' with a 'Retrieve' button. The 'PAY INFO' tab is selected, showing various fields: 'Pay Status' (set to '2 Inactive'), 'Pay Campus' (set to '102 102 Ascender Elem 03-06'), 'Pay Dept' (empty), 'Tax Exempt' (checkbox), 'Unemployment Elig' (checkbox checked), 'FICA Eligibility' (set to 'M Subject to medicare'), and 'W4 Marital Status' (partially visible).

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