



Prepare NYR payroll for move to CYR

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Complete this step for July contracts only at this time. Then, perform this step again in August for August contracts.

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.

Maintenance > Staff Job/Pay Data Payroll

Save

Employee: 000096 : BENTON, ANTONIO L Retrieve

PAY INFO JOB INFO DISTRIBUTIONS DEDUCTIONS LEAVE BALANCE

Pay Status: 2 Inactive

Pay Campus: 102 102 Ascender Elem 03-06

Pay Dept:

Tax Exempt:

Unemployment Elig:

FICA Eligibility: M Subject to medicare

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