




ASCENDER GUIDES










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|--|--|
| <p>Select Pay Frequency</p> | <p>Click  to select the pay frequency that you want to move to the current year. This is a required field.</p> <p>If your LEA has multiple pay frequencies, perform this process for each pay frequency.</p> |
| <p>Include Vacant Supplements</p> | <p>Select to include the vacant supplement positions.</p> <p>Recommendation: Do not select this field unless it is your final move.</p> |
| <p>Validate Accounts against General Ledger</p> | <p>This field is selected by default. Clear this field to not validate the accounts against the general ledger.</p> <p>Recommendation: Select this field if you are doing your first test move. By doing so, the appropriate errors are generated to inform you of incorrect account codes in PMIS. If not selected, those account codes are moved to Human Resources if each account component is valid.</p> <p>Moving 10-month employees: Do not select this field. Distribution accounts in the next year PMIS reflect the fiscal year for the upcoming school year. Finance reflects the current year for the fiscal year in the general ledger. When you run this process, the error listing displays funds for employees that are included in the process. It is necessary to create the fund(s) with the new fiscal year on the Finance > Tables > Account Codes > Fund tab. It is NOT necessary to set up codes in the Chart of Accounts.</p> |
| <p>Update TRS Year Flag</p> | <p>Select to update the TRS Year field on the Human Resources > Staff/Job Pay Data > Job Info tab.</p> <p>Recommendation: Select this field if the employees being moved will receive a contract payment prior to the first pay date of the new school year (i.e., July and August starts).</p> <p>Moving 10-month employees: Do not select this field.</p> |
| <p>Update Workers' Comp Annual and Remaining Payments</p> | <p>Select to update the WC Ann Pymts and WC Remain fields on the Human Resources > Staff/Job Pay Data > Job Info tab.</p> <p>The WC Ann Pymts field indicates the number of annual workers' compensation payments for the contract period and the WC Remain field indicates the number of remaining workers' compensation payments to be made during the contract period.</p> <p>Moving 10-month employees: Select this field if your LEA expenses workers' compensation through TxEIS. The program references the # of months in Contract and matches the WC Ann Pymts and WC Remaining Pymts fields.</p> |

| | |
|---|---|
| <p>Add Additional Workers' Comp Payments</p> | <p>Type the number of additional workers' compensation payments. The field accepts any value between 0-9.</p> <p>This field is helpful as it can be difficult to identify which months have a third payroll for the biweekly frequency. You can use this field to add one or two to the contract months times two.</p> <p>Moving 10-month employees: It is not necessary to populate this field even if you expense worker's compensation through TxEIs.</p> |
| <p>Select State Minimum Salary Table (CYR/NYR)</p> | <p>Click  to select the current year or next year. This is a required field.</p> <p>This selection determines which salary table is referenced when calculating the state foundation salary.</p> <p>TIP: If it is a legislative year and the state minimum amounts have changed, select the year (current year or next year) that contains the tables with the updated amounts. A selection must be made even if they both match.</p> |
| <p>Select First Pay Date Codes or blank for ALL</p> | <p>Select the first pay date codes that begin their new contract payout. Type the pay date codes, separating multiple pay date codes with a comma but no space (e.g., 1,17,88,A1). Or, click  to search for pay date codes. Otherwise, leave blank to use all pay date codes.</p> <p>Moving 10-month employees: Select only first pay date codes for employees who receive their first paycheck in September.</p> |
| <p>Include Extra Duty</p> | <p>Select to include supplement pay with the regular pay. If not selected, no extra duty is processed even if extra duty codes are selected.</p> |
| <p>Select Extra Duty Codes or blank for ALL</p> | <p>Select all of the supplements as only those supplements that are tied to an employee being moved based on the first pay date code will be selected. You can select a supplement even if it is tied to an employee who you do not want to pay yet. Type the extra duty codes, separating multiple extra duty codes with a comma but no space (e.g., 08,20,A2,TF). Or, click  to search for extra duty codes. Otherwise, leave blank to use all extra duty codes.</p> |
| <p>Select Positions or blank for ALL (Includes ALL billets for selected positions Blank for ALL not processed when Positions/Billets selected)</p> | <p>Type the position codes, separating multiple position codes with a comma but no space (e.g., PRIN,T187). Or, click  to search for position codes. Otherwise, leave blank to use all position codes.</p> |
| <p>Select Positions/Billets or blank for ALL</p> | <p>Type the position/billet codes, separating multiple position/billet codes with a comma but no space (e.g., PRIN/00001,PRIN/00006). Or, click  to search for position/billet codes. Otherwise, leave blank to use all position/billet codes.</p> |

| | |
|---|--|
| <p>Select Supplement Positions or blank for ALL (Includes ALL billets for selected supplement positions Blank for ALL not processed when Supplements/Billets selected)</p> | <p>Type the supplement position codes, separating multiple supplement position codes with a comma but no space (e.g., PRIN,T187). Or, click  to search for supplement position codes. Otherwise, leave blank to use all supplement position codes.</p> |
| <p>Select Supplement Positions/Billets or blank for ALL</p> | <p>Type the supplement position/billet codes, separating multiple supplement position/billet codes with a comma but no space (e.g., PRIN/00001,PRIN/00006). Or, click  to search for supplement position/billet codes. Otherwise, leave blank to use all supplement position/billet codes.</p> |

Click **Execute**. The following list of reports is displayed:

- Move Forecast Process Error Listing - [Sample Report](#)

| Date Run: | | Move Forecast to CYR Position and Payroll Errors | | Page: 1 of 1 | |
|---------------|------------|--|---|--------------|--|
| Cnty Dist: | | ISD | | | |
| Position Nbr | Billet Nbr | Pos Typ | Error Message | | |
| | | | Warning: Emp Nbr 000047 has Contract Balance amounts not equal to zero for current jobs | | |
| | | | Warning: Emp Nbr 000307 has Contract Balance amounts not equal to zero for current jobs | | |
| S6SP | 00001 | S | Failure: Position Accept Changes Flag set to Y | | |
| | | | Process complete | | |
| End of Report | | | | | |

Important errors

| Error Message | Description |
|---|--|
| Warning: The employee has Contract Balance amounts not equal to zero for current jobs. | The employee has not been paid off by payroll. |
| Failure: Position Accept Changes Flag set to Y | The position will not be moved to the current/payroll. |
| Failure: Emp Nbr must have one position declared as primary. | <p>The error does not necessarily reference the Primary Job field on the position. If an employee has a regular position and a supplement position, but there is an error that causes the primary position to fail, this message often indicates that there is only a supplement position to be moved. It is recommended to review and correct any errors that begin below this message about primary positions. After making those corrections, run the process again. This may resolve the primary job errors.</p> <p>This error also occurs when calendars have not been copied to the current year.</p> |

| Error Message | Description |
|---|---|
| <p>Warning: Emp Nbr has multiple supplement positions for the same job; however, one or more of the following do not match: Campus ID, Dept, TRS Status Code, FTE Units, Incr Elig, Max Paymts, FICA Elig, Unemp Elig, EEOC, Workers Comp, Supplement Extra Days or Category Cd. The values from lowest Supplement Position Number/Billet may be used if new rows are inserted for the Pay Info and Job Info tabs.</p> | <p>This error indicates that the fields on the Payroll > Tables > Salaries > Extra Duty tab do not match those selected on a supplemental position.</p> <p>Use the Position Management > Inquiry > PMIS Staff Inquiry to determine the Position Number and Billet for any supplemental positions for the employee. Then, use the Position Management > Maintenance > PMIS Supplement Modify page to retrieve the position and billet and compare the fields on the position to the Payroll > Tables > Salary > Extra Duty tab for the extra duty number on the supplement. For example, in some cases the W/C code on the position may not match the W/C code on the table. Or, the Exp 373 field on the position may be selected, but the Exp 373 on the table for that extra duty code may not be selected. Either the table or the position needs to be updated so that they both match. If changes are made to the Extra Duty table, it is necessary to move the table to the current year payroll before proceeding.</p> |

- Update CYR Positions From Forecast - [Sample Report](#)

| Update CYR Positions From Forecast | | | | | | | Page: 1 of 1 |
|------------------------------------|------------|---------|--------------------------|-----------------|-------------------|--|--------------|
| Date Run: | ISD | | | | | | |
| Cnty Dist: | | | | | | | |
| Position Nbr | Billet Nbr | Pos Typ | Description | Employee Number | Employee Name | | |
| P6ADIRECTOR | 00001 | P | EXEC DIR - INSTR SUPPORT | . | | | |
| P6ADIRECTOR | 00002 | P | EXEC DIR - FINANCE | . | | | |
| P6ADIRECTOR | 00003 | P | EXECUTIVE DIRECTOR | . | | | |
| P6ADIRECTOR | 00004 | P | EXEC DIR - ANALYST | . | | | |
| P6ADIRECTOR | 00005 | P | EXEC DIR - CURR & INSTR | 000047 | AGUILAR, ADOLPH C | | |
| P6ADIRECTOR | 00006 | P | EXEC DIR - SCHOOLS | . | | | |
| End of Report | | | | | | | |

- Update CYR Payroll From Forecast by Employee Name - [Sample Report](#)

| Update CYR Payroll From Forecast by Employee Name | | | | | | | | | | Page: 1 of 1 | |
|---|--------------------------|----------|-------------------|------------|---------------|---------------------|---------------|------------|---------------|--------------|------------|
| Date Run: | ISD | | | | | | | | | | |
| Cnty Dist: | | | | | | | | | | | |
| School Year: | | | | | | | | | | | |
| Emp Nbr | Employee Name | | | | | | | | | | |
| Field | Old | New | Field | Old | New | Field | Old | New | | | |
| 000047 | AGUILAR, ADOLPH C | | | | | | | | | | |
| Employment Date | 08-20-1984 | | Campus | 838 | 842 | Contract Amount | 91,777.00 | 125,543.00 | | | |
| Pay Status | 1 | 1 | Primary Job | Y | Y | Contract Remain Amt | 91,777.00 | 125,543.00 | | | |
| FICA Eligible | N | N | Overtime Eligible | N | N | Pay Rate | 7,648.08 | 10,461.92 | | | |
| Unemp Eligible | Y | Y | Increase Eligible | Y | Y | Hrly/Dly Rate | 406.092 | 555.500 | | | |
| TRS Status | 1 | 1 | Calendar Code | MA | MA | Overtime Rate | 0.00 | 0.00 | | | |
| Job Code | 1008 | 1008 | State Step | 10 | 01 | Dock Rate | 0.00 | 555.50 | | | |
| Pay Concept | M | M | TRS Year | Y | Y | State Min Salary | 44,448.00 | 33,492.07 | | | |
| Pay Type | 1 | 1 | TRS Position Code | 01 | 01 | Nbr Mon Contr | 12 | 12 | | | |
| Contract Begin Date | 07-13-20 | 07-12-20 | Accrual Code | | | Nbr Annl Pymts | 12 | 12 | | | |
| Contract End Date | 06-28-20 | 06-30-20 | Exempt Status | Y | Y | Nbr Rem Pymts | 8 | 12 | | | |
| Payoff Date | 06-25-20 | 06-30-20 | EEOC Code | 01 | 01 | Job Pct Assgnd | 100 % | 100 % | | | |
| Pay Grade | AM7 | AM8 | Nbr Days Contract | 226 | 226 | Pct Day Empld | 100 % | 100 % | | | |
| Pay Step | | 01 | Nbr Days Empld | 226 | 226 | Hrs Per Day | 0.00 | 0.00 | | | |
| Sched | | | Max Days | 0 | 226 | Nbr Days Off | 0.0 | 0.0 | | | |
| Distribution Information | | | | | | | | | | | |
| Xmtral Date | Account Code | Acty | W/C | TRS Grt Cd | Extra Duty Cd | Exp 373 | Emplr Contrib | Acct Type | Pct | Amt | |
| | 199-41-6118.00-737-99000 | 80 | | | | Y | Y | G | 100.000 % | 125,543.00 | |
| | | | | | | | | | Totals | 100.000 % | 125,543.00 |

- Update CYR Payroll From Forecast by Campus ID - [Sample Report](#)

| Update CYR Payroll From Forecast by Campus ID | | | | | | | | | | |
|---|---------------------------|----------|-------------------|------------|---------------|---------------------|---------------|--------------|-----------|------------|
| ISD | | | | | | | | | | |
| Date Run: | | | | | | | | Page: 1 of 1 | | |
| Cnty Dist: | | | | | | | | | | |
| School Year: | | | | | | | | | | |
| Emp Nbr | Employee Name | | | | | | | | | |
| Field | Old | New | Field | Old | New | Field | Old | New | | |
| 000047 | AGUILAR, ADOLPH C | | | | | | | | | |
| Employment Date | 08-20-1984 | | Campus | 838 | 842 | Contract Amount | 91,777.00 | 125,543.00 | | |
| Pay Status | 1 | 1 | Primary Job | Y | Y | Contract Remain Amt | 91,777.00 | 125,543.00 | | |
| FICA Eligible | N | N | Overtime Eligible | N | N | Pay Rate | 7,648.08 | 10,461.92 | | |
| Unemp Eligible | Y | Y | Increase Eligible | Y | Y | Hrly/Dly Rate | 406.092 | 555.500 | | |
| TRS Status | 1 | 1 | Calendar Code | MA | MA | Overtime Rate | 0.00 | 0.00 | | |
| Job Code | 1008 | 1008 | State Step | 10 | 01 | Dock Rate | 0.00 | 555.50 | | |
| Pay Concept | M | M | TRS Year | Y | Y | State Min Salary | 44,448.00 | 33,492.07 | | |
| Pay Type | 1 | 1 | TRS Position Code | 01 | 01 | Nbr Mon Contr | 12 | 12 | | |
| Contract Begin Date | 07-13-20 | 07-12-20 | Accrual Code | | | Nbr Annl Pymts | 12 | 12 | | |
| Contract End Date | 06-28-20 | 06-30-20 | Exempt Status | Y | Y | Nbr Rem Pymts | 8 | 12 | | |
| Payoff Date | 06-25-20 | 06-30-20 | EEOC Code | 01 | 01 | Job Pct Assgnd | 100 % | 100 % | | |
| Pay Grade | AM7 | AM8 | Nbr Days Contract | 226 | 226 | Pct Day Empld | 100 % | 100 % | | |
| Pay Step | | 01 | Nbr Days Empld | 226 | 226 | Hrs Per Day | 0.00 | 0.00 | | |
| Sched | | | Max Days | 0 | 226 | Nbr Days Off | 0.0 | 0.0 | | |
| Distribution Information | | | | | | | | | | |
| Xmtnl Date | Account Code | Acty | W/C | TRS Grt Cd | Extra Duty Cd | Exp 373 | Emplr Contrib | Acct Type | Pct | Amt |
| | 199-41-6118.00-737-199000 | 80 | | | | Y | Y | G | 100.000 % | 125,543.00 |
| Totals | | | | | | | | | 100.000 % | 125,543.00 |

Click **Generate Reports**. The selected reports are displayed.

[Review the report.](#)

Click **Continue** to view the next report or click **Return** to return to the report selection page.

After reviewing the generated reports, return to the report selection page and click **Process** to move the forecast records to the current year.

[Create a backup.](#)

After the process is completed, the actual update is performed. If the update is successful, a message is displayed indicating that the move forecast updates were successfully processed.

Click **Cancel** to return to the Move Forecast to CYR Position and Payroll page without moving the forecast records to current year.