



moving_10month_employees_cyr_payroll_ste p11

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Log on to the next year payroll.

[Human Resources > Reports > User Created Reports](#)

If there are LEA employees who begin on or after September 1st, generate a user-created report to identify September start date employees.

Retrieve each of the employees on the [Human Resources > Maintenance > Admin Position Modify](#) and clear the Accept Changes field to avoid moving the employees to the current year payroll at this time for TRS purposes.