



# **moving\_10month\_employees\_cyr\_payroll\_ste p11**



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Log on to the next year payroll frequency.

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

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

[Human Resources > Maintenance > PMIS Position Modify > Position Record](#)

Retrieve each employee.

For TRS purposes, clear the **Accept Changes** field to avoid moving the employees to the current year payroll.