



# **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 have a 9/1 or later start date, 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.