



moving_10month_employees_cyr_payroll_ste p11

Table of Contents

moving_10month_employees_cyr_payroll_step11 i

Log on to the next year.

[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.