



moving_10month_employees_cyr_payroll_ste p11

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Log on to the next year.

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

Generate a user-created report to identify employees who have a 9/1 or later start date.

[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.