



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



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**Log on to the next year.**

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

Image

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.