



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



# Table of Contents

**moving\_10month\_employees\_cyr\_payroll\_step11** ..... i



Log on to the next year.

Position Management > Reports > User Created Reports > PMIS Report

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

Position Management > Maintenance > PMIS Position Modify > Position Record

Retrieve each employee.

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