



moving_10month_employees_cyr_payroll_ste p13

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IMPORTANT: Generate a User Created Report that includes the Hrs Per Day field and the Wkly Hrs Sched field from current year for anyone that has an August payoff date. HR > CYR > Reports > User Created Reports > HR Report. These two fields will be overlaid and will need to be updated using the Mass Update utility in current year after all positions are rolled from next year to current year.