



moving_10month_employees_cyr_payroll_ste p13

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Log on to the current year pay frequency.

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

Select the **Hrs Per Day** and the **Wkly Hrs Sched** fields for any employees who have an August payoff date. These two fields are overwritten when positions are moved from the next year to the current year.

In the current year, use the Mass Update utility to update the fields.