



# **moving\_10month\_employees\_cyr\_payroll\_ste p13**



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**Log on to the current year.**

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- Generate a user-created report with the **Hrs Per Day** and the **Wkly Hrs Sched** fields selected. These two fields are overwritten when positions are moved from the next year to the current year.
- Identify the employees who have an August payoff date and use the Mass Update utility to update the fields after all positions are moved from the next year to the current year.