



moving_10month_employees_cyr_payroll_ste p13

Table of Contents

moving_10month_employees_cyr_payroll_step13 i

Log on to the current year.

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

- Generate a user-created report with the **Hrs Per Day** and the **Wkly Hrs Sched** fields selected. These 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 then use the Mass Update utility to update the fields after all positions are moved from the next year to the current year.