



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



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**Log on to the current year.**

Human Resources > Reports > User Created Reports > HR Report

- Generate a user-created report with the **Hrs Per Day**, **Wkly Hrs Sched**, and **Payoff Date** fields selected. These fields are overwritten when positions are moved from the next year to the current year.

The screenshot shows a configuration window for a report. At the top, there is an 'Employee Nbr' field and an 'Active Employees Only' checkbox. Below are several sections of fields, each with a blue header and a list of fields with checkboxes:

- Employee Demographic:** Employee Nbr, Texas Unique Staff ID, Name Prefix, First Name, Middle Name, Last Name, Sex, DOB, Staff ID/SSN, Address Number, Street/P.O. Box, Apt, City, State, Zip, Zip+4, Addr Country, Maiden Name, Former Prefix, Former First Name, Former Middle Name, Former Last Name, Former Generation, Driver's License, DL State, DL Expir Date, Phone Area Cd, Phone Nbr, Bus Phone Area, Bus Phone Nbr, Bus Ext, Cell Area Cd, Cell Phone Nbr, Local Restriction, Public Restriction, Last Change Date, Citizenship, Marital Stat, Other Language, Local Use 1, Local Use 2, Email, Home Email, Employee Notes, Emer Contact, Relationship, Emer Notes, Emer Area Cd, Emer Phone Nbr, Emer Ext, Hispanic/Latino, American Indian, Asian, African American, Pacific Islander, White.
- Certification:** Cert Type, Cert Date, Date Expire, Specialty Area, Teaching Spec.
- Responsibility:** Campus, Role ID, Service ID, Pop Served, Nbr Of Students, Monthly Minutes, Class ID, Class Type, eSC/SSA, Job Code, Days Wk 1, Days Wk 2, Days Wk 3, Days Wk 4, Min Wk 1, Min Wk 2, Min Wk 3, Min Wk 4.
- Employment:** Employee Status Code, Highest Degree Achieved, Percent Day Employed, Est Annual Salary, Yrs Professional Experience, Yrs Professional in District, Yrs Non-Professional Experience, Yrs Non-Professional in District, Contract Class, Contract Term, Contract Year, Grades Taught, Original Emp Date, Latest Re-Employ Date, Retirement Date, Termination Date, Extended Leave Begin, Extended Leave End, Take Retiree Surcharge, NY Take Retiree Surcharge, Extract ID, Fingerprint Status, Fingerprint Date, W-2 Elec Consent, 1095 Elec Consent, ERS Retiree Health Elig, NY ERS Retiree Health Elig, Employment Type, Retiree Employment Type, Termination Reason, Termination Reason Descr, Full Semester, PEIMS Auxiliary Role ID.
- Pay Information:** Pay Stat, Pay Dept, Dock Rate, Pay Campus, Campus Name, Tax Exempt, Nbr Exempt, W4 Marital Status, RICA Eligible, Unemployment Fig, EIC Code, TRS Status, Health Ins Code, TRS Begin Date, End 90 Day Period, FSP Staff Data Cd.
- Extra Duty Pay:** Extra Duty Code, Extra Duty Descr, Extra Duty Type, Extra Duty Amt, Remain Amt, Remain Pymts.
- Bank:** Bank Code, Bank Name, Bank Acct Nbr, Bank Acct Type, Pre-Note, Bank Acct Amt.
- Job Information:** Job Code, Job Descr, Primary Job, Prim Campus, Campus Name, Nbr Mon Contr, Yrs of Job Exper, Percent Assigned, Department, Pay Type, Calendar Code, Contract Begin Dt, Contract End Dt, Yrs in Career Ladder, Payoff Date, Nbr Days Employed, Nbr Days in Contract, Local Contract Days, Nbr of Annual Pymts, Remaining Pymts, Wkly Hrs Sched, Pay Grade, Pay Step, Pay Schedule, State Step, Contract Total, Contract Balance, Wholly Sep Amt, Daily Rate, Hrly Rate, Pay Rate, Base Annual, Accrual Cd, Accrual Rate, Reg Hrs Worked, Overtime Eligible, Overtime Rate, Hours/Day, Incr Reason Cd, State Minimum Salary, TRS Year, Workers' Comp Cd, Workers' Comp Annual, Workers' Comp Remain, Exempt Status, Incr Pay Step, Vacant Position.
- Distribution:** (Header only, no fields visible).

- 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.