



# **moving\_10month\_employees\_cyr\_payroll\_ste p15**



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Four report options will display after Execute is selected. Generate the Move Forecast Process Error Listing. If errors exist, Cancel and make corrections at this time. Do not select Process until all errors are resolved. The error report will provide a listing of any funds that need to be set up in the Finance tables.

When reviewing the errors, it is possible the following error will display:

The message that states that the employee must have one position declared as primary does not necessarily reference the 'Primary Job' field on the position. If an employee has a regular position and a supplement position, but there is an error that causes the primary position to fail, this message often indicates that there is only a supplement position to move across. The recommendation is to review and correct any errors that begin below this message about primary positions. Once those corrections are made, return to step 14 and execute again. This may resolve the primary job errors.

Another error that may be generated is as follows:

This message indicates that the fields in the Tables > Salaries - Extra Duty tab do not match the selections made on a Supplemental position. The employee number is reflected in the message. Using Inquiry > PMIS Staff Inquiry determine the Position Number and Billet for any supplemental positions for this employee. Navigate to Maintenance > PMIS Supplement Modify and pull in that position and billet. Compare the fields on this position to the Tables > Salary - Extra Duty tab for the extra duty number reflected on the supplement. As an example, many times the W/C code on the position may not match the W/C code in the table. Or, the Exp 373 field on the position may be selected, but the Exp 373 on the table for that extra duty code may not be selected. Either the table or the position needs to be updated so the table and the position will match. If changes are made to the Extra Duty Table, it will be necessary to move this table across to CY Payroll before proceeding.

If corrections were made, repeat step 14. Generate each report and either save or print. Compare the 'Update CYR Positions From Forecast' report to the User Created report that was generated in step 4 to confirm that all 10-month employees will be included. The last two reports contain the same information, but one is sorted by employee name and the other by campus ID. These reports will reflect the existing salary in current year payroll, and the new salary that will overlay these amounts. Both of these reports should be carefully reviewed for accuracy.

If no errors exist, select Process.