



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



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Log on to the next year payroll.

Human Resources > Utilities > PMIS > Move Forecast to CYR Position and Payroll

This process is used to move payroll and position forecast records to the current year PMIS with the same information that is set up in the next year PMIS records.

It also updates fields on the Human Resources > Maintenance > Staff Job/Pay Data > Employment Info, Pay Info, Job Info, and Distribution tabs.

In order to move position records from forecast to current, the **Accept Changes** field must be selected; otherwise, position records cannot be moved. The **Accept Changes** field is cleared after running a simulation with the **Update Forecast** field set to Yes. Similarly, you cannot run a simulation for positions without the **Accept Changes** field selected.

- In the **Select Pay Frequency** field, select the payroll frequency to be updated. LEAs with multiple frequencies must individually process each frequency.
- Select **Include Vacant Supplements**.
- Do not select **Validate Accounts against General Ledger** at this time. Distribution accounts in next year PMIS reflect the fiscal year for the upcoming school year. Finance still reflects the current year for the fiscal year in the general ledger. Note - when you run this process, the error listing will reflect funds for employees that are included in this process. It will be necessary to go to Finance > Tables > Account Codes on the fund tab and create that fund with the new fiscal year in the table. It is NOT necessary to set up codes in the Chart of Accounts.
- Do not select **Update TRS Year**.
- Select **Update Workers' Comp Annual and Remaining Payments** if your LEA expenses W/C through the system, select this field. The system will look at the **# of months in Contract** and make the **WC Ann Pymts** and **WC Remaining Pymts** match this field.
- Leave the **Additional Workers' Comp Payments** field blank. It is not necessary to populate this field even if your LEA expenses workers' compensation through TxEIS.
- In the **Select a Stat Minimum Salary Table (CYR/NYR)** field, select the year (current year or next year) that contains the tables with the updated amounts. If it is a legislative year and the state minimum amounts are updated.
- In the **First Pay Date Codes or blank for ALL** field, select only the first pay date codes that for employees who receive their first paycheck in September.
- Select **Include Extra Duty** to include the supplement pay with the regular pay for employees.

Click **Execute** to execute the process.

The following reports are available:

- Move Forecast Process Error Listing [Important errors](#)

Error Message	Description
<b>Warning: The employee has Contract Balance amounts not equal to zero for current jobs.</b>	The employee has not been paid off by payroll.
<b>Failure: Position Accept Changes Flag set to Y</b>	The position will not be moved to the current/payroll.

Error Message	Description
<b>Failure: Emp Nbr must have one position declared as primary.</b>	<p>The error does not necessarily reference the <b>Primary Job</b> 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 be moved. It is recommended to review and correct any errors that begin below this message about primary positions. After making those corrections, run the process again. This may resolve the primary job errors.</p> <p>This error also occurs when calendars have not been copied to the current year.</p>
<b>Warning: Emp Nbr has multiple supplement positions for the same job; however, one or more of the following do not match: Campus ID, Dept, TRS Status Code, FTE Units, Incr Elig, Max Paymts, FICA Elig, Unemp Elig, EEOC, Workers Comp, Supplement Extra Days or Category Cd. The values from lowest Supplement Position Number/Billet may be used if new rows are inserted for the Pay Info and Job Info tabs.</b>	<p>This error indicates that the fields on the Payroll &gt; Tables &gt; Salaries &gt; Extra Duty tab do not match those selected on a supplemental position.</p> <p>Use the Position Management &gt; Inquiry &gt; PMIS Staff Inquiry to determine the Position Number and Billet for any supplemental positions for the employee. Then, use the Position Management &gt; Maintenance &gt; PMIS Supplement Modify page to retrieve the position and billet and compare the fields on the position to the Payroll &gt; Tables &gt; Salary &gt; Extra Duty tab for the extra duty number on the supplement. For example, in some cases the W/C code on the position may not match the W/C code on the table. Or, the <b>Exp 373</b> field on the position may be selected, but the <b>Exp 373</b> on the table for that extra duty code may not be selected. Either the table or the position needs to be updated so that they both match. If changes are made to the Extra Duty table, it is necessary to move the table to the current year payroll before proceeding.</p>

- Update CYR Positions From Forecast - The error report lists any funds that need to be set up in the Finance tables.
- Update CYR Payroll From Forecast by Employee Name
- Update CYR Payroll From Forecast by Campus ID

Click **Select All** to select all reports. Or, click **Unselect All** to clear all check boxes so that no reports are selected.

Click **Generate Reports**. The system displays the first report selected. [Review the report.](#)

Click **Continue** to view the next report. Or, click **Return** to return to the reports selection page.

Click **Process** to move forecast records to the current year. You are prompted to create an export.

- Click **Yes** to export payroll tables to internal database tables.
- Click **No** to continue the process without creating an export.

A message is displayed indicating that the update and export were processed successfully. The internal export is now listed on the Payroll > Utilities > Import HR Tables from Database Tables page and can be selected to be imported.

Click **Cancel** to return to the Move Forecast to CYR Position and Payroll page without moving the forecast records to the current year.

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.