



# **moving\_10month\_employees\_cyr\_payroll\_ste p26**



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**Log on to the next year payroll.**

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

Move employees who have a start date of 9/1 or later to the current year payroll. You can individually select employees. It is important to select ALL Position/Billets and Supplement Positions/Billets for the employee.

++Image

The screenshot shows a web application interface for moving forecast data to the current year payroll. The breadcrumb trail is 'Utilities > PMIS > Move Forecast to CYR Position and Payroll'. At the top left is an 'Execute' button. The form contains several fields and checkboxes:

- Select Pay Frequency:** A dropdown menu set to '6 - Monthly CYR'. This field is circled in red.
- Include Vacant Supplements:** An unchecked checkbox.
- Validate Accounts against General Ledger:** An unchecked checkbox.
- Update TRS Year Flag:** An unchecked checkbox.
- Update Workers' Comp Annual and Remaining Payments:** A checked checkbox with a red arrow pointing to it and the text 'Only if applicable' to its right.
- Add Additional Workers' Comp Payments:** A text input field containing '0'.
- Select State Minimum Salary Table (CYR/NYR):** A dropdown menu set to 'C - Current Year'. This field is circled in red.
- Select First Pay Date Codes or blank for ALL:** A text input field followed by a blue button with three dots.
- Include Extra Duty:** An unchecked checkbox.
- Select Extra Duty Codes or blank for ALL:** A text input field followed by a blue button with three dots.
- Select Positions or blank for ALL:** (Includes ALL billets for selected positions. Blank for ALL not processed when Positions/Billets selected) A text input field followed by a blue button with three dots.
- Select Positions/Billets or blank for ALL:** A text input field containing 'P101TEACHER/00020' followed by a blue button with three dots. This field is circled in red.
- Select Supplement Positions or blank for ALL:** (Includes ALL billets for selected supplement positions. Blank for ALL not processed when Supplements/Billets selected) A text input field followed by a blue button with three dots.
- Select Supplement Positions/Billets or blank for ALL:** A text input field containing 'EXTRADUTY/00005' followed by a blue button with three dots. This field is circled in red.