



moving_10month_employees_cyr_payroll_ste p26

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Log on to the next year.

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Move employees with a 9/1start date 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

Utilities > PMIS > Move Forecast to CYR Position and Payroll

Execute

Select Pay Frequency: 6 - Monthly CYR ▼

Include Vacant Supplements:

Validate Accounts against General Ledger:

Update TRS Year Flag:

Update Workers' Comp Annual and Remaining Payments: Only if applicable

Add Additional Workers' Comp Payments: 0

Select State Minimum Salary Table (CYR/NYR): C - Current Year ▼

Select First Pay Date Codes or blank for ALL: ...

Include Extra Duty:

Select Extra Duty Codes or blank for ALL: ...

Select Positions or blank for ALL:
(Includes ALL billets for selected positions
Blank for ALL not processed when Positions/Billets selected) ...

Select Positions/Billets or blank for ALL: P101TEACHER/00020 ...

Select Supplement Positions or blank for ALL:
(Includes ALL billets for selected supplement positions
Blank for ALL not processed when Supplements/Billets selected) ...

Select Supplement Positions/Billets or blank for ALL: EXTRADUTY/00005 ...