



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



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**Log on to the next year.**

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

Move employees with a 9/1 start 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.

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 ...