



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 9/1 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 > Move Forecast to CYR Position and Payroll

Execute

Select Pay Frequency: 5 - Semimonthly CYR

Include Vacant Supplements:

Validate Accounts against General Ledger:

Update TRS Year Flag:

Update Workers' Comp Annual and Remaining Payments:

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) P5A1102,P5A1103 []

Select Positions/Billets or blank for ALL: [] []

Select Supplement Positions or blank for ALL:
(Includes ALL billets for selected supplement positions
Blank for ALL not processed when Supplements/Billets selected) S5AD9,S5ALE []

Select Supplement Positions/Billets or blank for ALL: [] []

Clear Job Years:

Clear Job Weekly Hours Scheduled: