



moving_10month_employees_cyr_payroll_ste p4

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Log on to the current year.

Payroll > Reports > User Created Reports

Generate a user-created report to identify the employees who begin their new contract in August. It is possible that the employees are inactive in the current year, be sure that the **Active Employees Only** field is not selected.

The screenshot shows the 'User Created Reports' interface with the following settings:

- Report Template:** Empty text box, Public, Retrieve, Directory
- Report Title:** Empty text box
- Employee Nbr:** Empty text box, Active Employees Only
- Employee Demographic:**
 - Employee Nbr
 - Texas Unique Staff ID
 - Name Prefix
 - First Name
 - Middle Name
 - Last Name
 - Generation
 - Sex
 - DOB
 - Staff ID/SSN
 - Address Number
 - Street/P.O. Box
 - Apt
 - City
 - State
 - Zip
 - Zip+4
 - Addr Country
 - Maiden Name
 - Former Prefix
 - Former First Name
 - Former Middle Name
 - Former Last Name
 - Former Generation
 - Driver's License
 - DL State
 - DL Expir Date
 - Phone Area Cd
 - Phone Nbr
 - Bus Phone Area
 - Bus Phone Nbr
 - Bus Ext
 - Cell Area Cd
 - Cell Phone Nbr
 - Local Restriction
 - Public Restriction
 - Last Change Date
 - Citizenship
 - Marital Stat
 - Other Language
 - Local Use 1
 - Local Use 2
 - Email
 - Home Email
 - Employee Notes
 - Emer Contact
 - Relationship
 - Emer Notes
 - Emer Area Cd
 - Emer Phone Nbr
 - Emer Ext
 - Hispanic/Latino
 - American Indian
 - Asian
 - African American
 - Pacific Islander
 - White
- Job Information:**
 - Job Code
 - Job Descr
 - Primary Job
 - Prim Campus
 - Campus Name
 - Nbr Mon Contr
 - Yrs of Job Exper
 - Percent Assigned
 - Department
 - Pay Type
 - Calendar Code
 - Contract Begin Dt
 - Contract End Dt
 - Yrs in Career Ladder
 - Payoff Date
 - Nbr Days Employed
 - Nbr Days in Contract
 - Local Contract Days
 - Nbr of Annual Pymts
 - Remaining Pymts
 - Wkly Hrs Sched
 - Pay Grade
 - Pay Step
 - Pay Schedule
 - State Step
 - Contract Total
 - Contact Balance
 - Wholly Sep Amt
 - Daily Rate
 - Hrly Rate
 - Pay Rate
 - Base Annual
 - Accrual Cd
 - Accrual Rate
 - Reg Hrs Worked
 - Overtime Eligible
 - Overtime Rate
 - Hours/Day
 - TRS Position Cd
 - State Minimum Salary
 - TRS Year
 - Retiree Exception
 - Workers' Comp Cd
 - Workers' Comp Annual
 - Workers' Comp Remain
 - Exempt Status
 - Incr Pay Step
 - Vacant Position
- Distribution:**
 - Job Cd
 - Fund
 - Contrib Acct Flg
 - Acct Type
 - Function
 - Perf Pay
 - Extra Duty Cd
 - Object
 - Workers' Comp
 - Sub Object
 - Pay Acty
 - Organization
 - Acct Amt
 - Fiscal Year
 - Acct Pct
 - Program Intent
 - TRS Grant Cd
 - Ed Span
 - Expense 373
 - Project Detail
- Deductions:**
 - Deduction Cd
 - Employee Amt
 - Employer Amt
 - Remain Pymts
 - Refund
 - Cafe 125
 - Emplr Contrib Factor
 - TEA Contrib Factor

Prepare a list of new hires as a supplement to this list. Sort by the **Payoff Date** to verify that all employees with a July payoff date have the same date. For example, it is possible that an employee has a payoff date that is a day before or after the actual July payoff date.

Use the current year payroll [Payroll > Maintenance > Staff Job/Pay Data > Job Info](#) tab to make corrections as needed.

Generate a user-created report again to verify that all of the data is accurate. Filter the report using the LEA's July payoff date (YYYYMMDD).

Sort/Filter X

Sort Criteria

Filter Criteria

<input type="checkbox"/>	Column	Operator	Value	Logical
<input type="checkbox"/>	Payoff Date	=	20220825	

Print or save the report for verification purposes.