



moving_10month_employees_cyr_payroll_ste p4

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Log on to the current year payroll frequency.

[Human Resources > Reports > User Created Reports > PMIS Report](#)

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

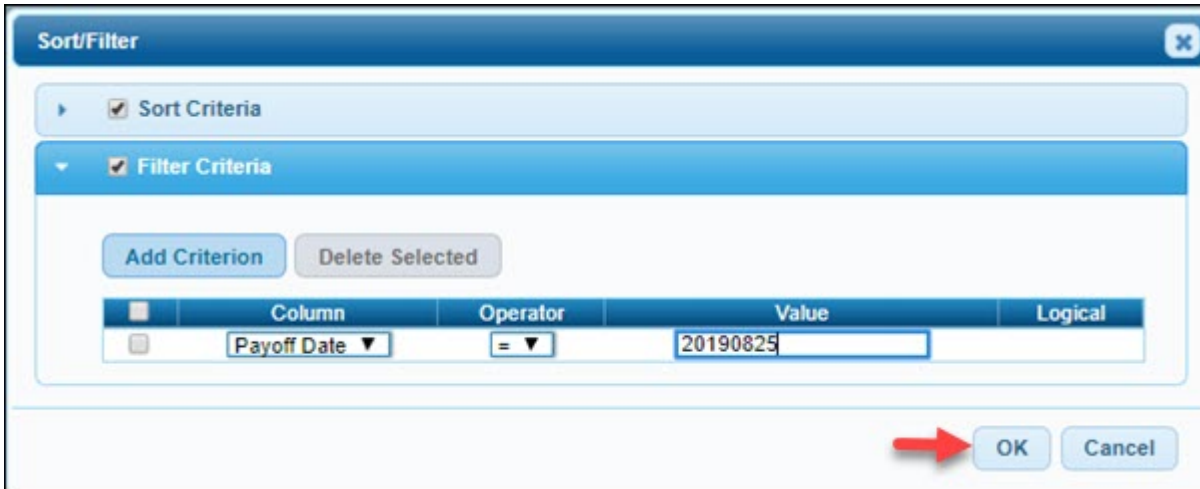
Image

The image shows a screenshot of a report configuration interface. It consists of several sections, each with a title and a list of fields with checkboxes. Two sections are highlighted with red circles: 'Employee Demographic' and 'Job Information'. In the 'Employee Demographic' section, the following fields are checked: Employee Nbr, First Name, and Last Name. In the 'Job Information' section, the 'Payoff Date' field is checked. Other sections include Certification, Responsibility, Employment, Pay Information, Extra Duty Pay, and Bank, each with various unchecked fields.

- Prepare a list of new hires as a supplement to this list.
- Sort by the **Payoff Date** to verify that all employees who have an August 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 August payoff date.
- Use the current year payroll [Human Resources > 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 your LEA's August payoff date (YYYYMMDD).

Image



- Print or save the report as you will use it to verify data in the following steps.