



moving_10month_employees_cyr_payroll_ste p4

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Log on to the current year.

[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

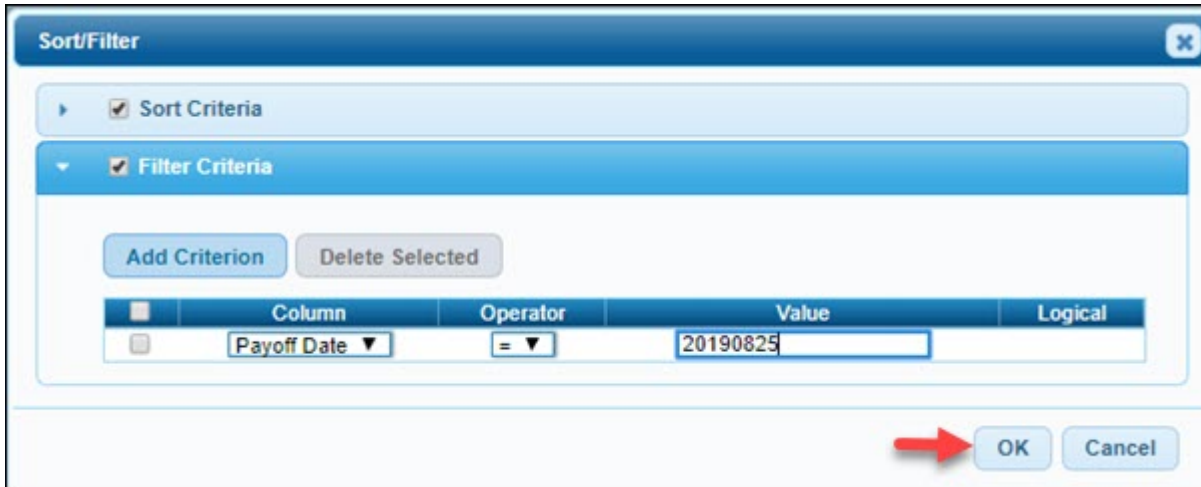
The image shows a screenshot of a report configuration interface. It consists of several sections, each with a title and a list of fields with checkboxes. The following sections and their fields are visible:

- Employee Demographic** (highlighted with a red circle):
 - 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 Con
 - RelationsH
 - Emer Note
 - Emer Area
 - Emer Pho
 - Emer Ext
- Certification**:
 - Cert Type
 - Cert Date
 - Date Expire
 - Specialty Area
 - Teaching Spec
- Responsibility**:
 - Campus
 - Role ID
 - Service ID
 - Pop Served
 - Nbr Of Students
 - Monthly Minutes
 - Class ID
 - Class Type
 - ESC/SSA
 - Job Code
 - Days Wk 1
 - Days Wk 2
 - Days Wk 3
 - Days Wk 4
 - Min Wk 1
- Employment**:
 - Employee Status Code
 - Highest Degree Achieved
 - Percent Day Employed
 - Est Annual Salary
 - Yrs Professional Experience
 - Yrs Professional in District
 - Yrs Non-Professional Experience
 - Yrs Non-Professional in District
 - Contract Class
 - Contract Term
 - Contract Year
 - Grades Taught
 - Original Emp Date
 - Latest Re-Employ Date
 - Retirement Date
 - Termination Date
 - Extended Leave Begin
 - Extended Leave End
 - Take Retiree Surcharge
 - NY Take Retiree Surcharge
 - Extract ID
 - Fingerprint Status
 - Fingerprint Extract Date
 - Fingerprint Date
 - W-2
 - 109
 - ERS
 - NY
 - Em
 - Ret
- Pay Information**:
 - Pay Stat
 - Pay Dept
 - Dock Rate
 - Pay Campus
 - Campus Name
 - Tax Exempt
 - Nbr Exempt
 - W4 Marital Status
 - FICA Eligible
 - Unemployment Flg
 - EIC Code
 - TRS Status
 - Health Ins Code
 - TRS Beg
 - End 90
- Extra Duty Pay**:
 - Extra Duty Code
 - Extra Duty Descr
 - Extra Duty Type
 - Extra Duty Amt
 - Remain Amt
 - Remain Pymts
- Bank**:
 - Bank Code
 - Bank Name
 - Bank Acct Nbr
 - Bank Acct Type
 - Pre-Note
 - Bank Acct Amt
- Job Information** (highlighted with a red circle):
 - 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 Eligib
 - Overtime Rate
 - Hours/Day
 - TRS Position Cd
 - State Minimum
 - TRS Year

- 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.