



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 fields are highlighted with red circles:

- Employee Demographic:** Employee Nbr, First Name, Middle Name, Last Name.
- Job Information:** Payoff Date.

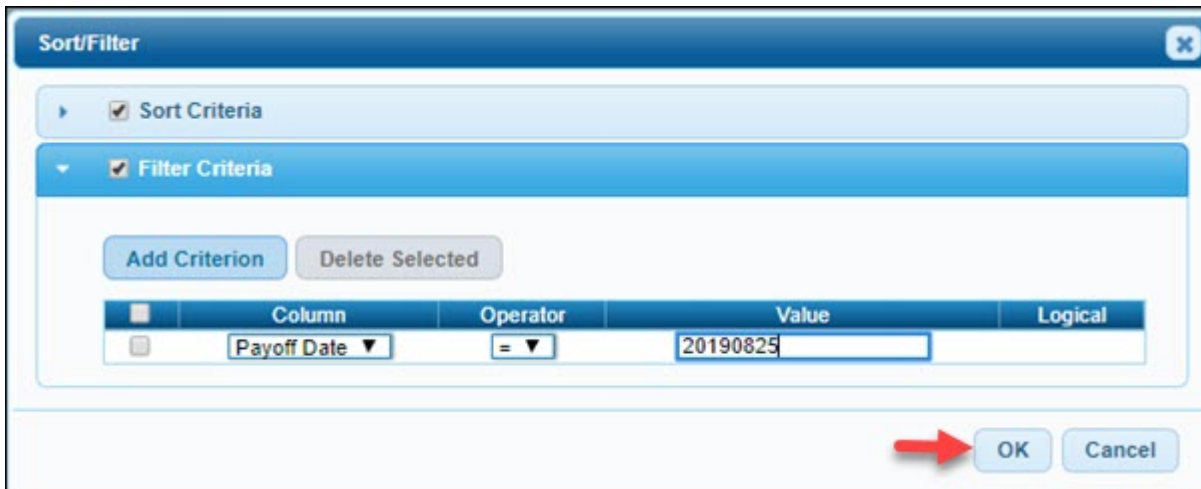
Other sections and their fields include:

- Employee Demographic:** Texas Unique Staff ID, Name Prefix, 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, Relations, 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:** 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, 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.