



# **moving\_10month\_employees\_cyr\_payroll\_ste p9**



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## Log on to the next year.

### Position Management > Utilities > Move Forecast to NY Payroll

If your LEA uses ASCENDER Grade Reporting and/or accrues, 10-month employees may need to be moved to next year payroll.

Utilities > Move Forecast to NYR Payroll

Execute

Select Pay Frequency: E - Semimonthly NYR

Update TRS Year Flag:

Select First Pay Date Codes or blank for ALL: ATC,SNC,STC

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)

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)

Select Supplement Positions/Billets or blank for ALL:

Complete the following:

- In the **Select Pay Frequency** field, select the frequency that represents the LEA's next year payroll.
- Select **Update TRS Year Flag**.
- In the **Select First Pay Date Codes or blank for ALL**, select the first pay date codes that represent the 10-month employees.
- Select **Include Extra Duty** pay.

The additional fields can be used to move select employees and positions.

Click **Execute**. Generate the Move Forecast Process Error Listing and correct any errors prior to continuing the process.

Utilities > Move Forecast to NYR Payroll Position Ma

Processing Reports

Select	Report Name
<input checked="" type="checkbox"/>	Move Forecast Process Error Listing
<input type="checkbox"/>	Update NYR Payroll From Forecast by Employee Name
<input type="checkbox"/>	Update NYR Payroll From Forecast by Campus ID

After completing any corrections, generate and save all of the processing reports.

Click **Process** to process the final simulation.

Contact your regional ESC consultant if you need assistance.