



moving_10month_employees_cyr_payroll_ste p9

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Log on to the next year payroll frequency.

[Human Resources > Utilities > PMIS > Move Forecast to NY Payroll](#)

10-month employees may need to be rolled to NY Payroll if the district uses TxEIS Grade Reporting and/or if the district accrues. Select the Pay Frequency that represents next year payroll for the district. Select the First Pay Date Codes that represent the 10-month employees. Select the box to Include Extra Duty pay. The other fields can be used at a later date if only a select number of employees need to be moved across. Those fields will allow the district to select specific positions and employees.

Upon executing this feature, the following screen will display:

Generate the Move Forecast Process Error Listing and resolve any errors that are displayed. Contact a TxEIS Business Consultant if assistance is needed. Save or print all reports. Select Process when executing this process for the final time, after all errors are resolved.