



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



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## Log on to the next year payroll frequency.

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

- In the **Select Pay Frequency** field, select the frequency that represents the LEA's next year payroll.
- 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**. Review the Move Forecast Process Error Listing and correct any errors prior to continuing the process.
- Generate the processing reports and save or print all of the reports.
- Click **Process** to process the final simulation.

Contact a TxEIS Business Consultant if assistance is needed.