



moving_11month_employees_cyr_payroll_ste p4

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Log on to the current year.

[Payroll > Reports > User Created Reports](#)

Generate a user-created report to identify the employees who begin their new contract in August. It is possible that the employees are inactive in the current year, be sure that the **Active Employees Only** field is not selected.

Prepare a list of new hires as a supplement to this list. Sort by the **Payoff Date** to verify that all employees with a July 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 July payoff date.

Use the current year payroll [Payroll > 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 the LEA's July payoff date (YYYYMMDD).

Sort/Filter ✕

Sort Criteria

Filter Criteria

<input type="checkbox"/>	Column	Operator	Value	Logical
<input type="checkbox"/>	Payoff Date ▼	= ▼	20220725	

Print or save the report for verification purposes.