



moving_11month_employees_cyr_payroll_ste p4

Table of Contents

moving_11month_employees_cyr_payroll_step4 i

Log on to the current year payroll frequency.

Human Resources > Reports > User Created Reports > PMIS Report

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.

Image

Reports > User Created Reports > PMIS Report

Save Create Report Delete Reset

Report Template

Public Retrieve Directory

Report Title

Employee Nbr: PMIS Position/Distribution Export File Auto Select Options
 PMIS Position Control PMIS Position Distribution

Position Nbr:

PMIS Position Control

<input type="checkbox"/> CYR/NYR Flag	<input type="checkbox"/> Contract Beg Date	<input type="checkbox"/> Day Empl Pct	<input type="checkbox"/> Extra Duty Code	<input type="checkbox"/> Inactive Reason Code	<input type="checkbox"/> Occ Pay Type
<input checked="" type="checkbox"/> Position Nbr	<input type="checkbox"/> Contract End Date	<input type="checkbox"/> Pct of Year	<input type="checkbox"/> Supplement Type	<input type="checkbox"/> Vacate Reason	<input type="checkbox"/> Suppl Recalculate
<input checked="" type="checkbox"/> Billet Nbr	<input type="checkbox"/> Payoff Date	<input type="checkbox"/> Pay Concept	<input type="checkbox"/> Supplement Max Amt	<input type="checkbox"/> Pay Grade	<input type="checkbox"/> Ign Pct Day For Sal Calcs
<input checked="" type="checkbox"/> Position Type	<input type="checkbox"/> Nbr Days Off	<input type="checkbox"/> EEOC Code	<input type="checkbox"/> Base Suppl On Dly Rate	<input type="checkbox"/> Pay Step	<input type="checkbox"/> Ign Pct Yr For Sal Calcs
<input type="checkbox"/> Position Description	<input type="checkbox"/> Act Hrly Dly Rate	<input type="checkbox"/> Workers' Comp	<input type="checkbox"/> Supplement Pay 1Time	<input type="checkbox"/> Pay Schedule	
<input type="checkbox"/> Position Status	<input type="checkbox"/> Salary Amount	<input type="checkbox"/> TRS Position Code	<input type="checkbox"/> Date Supplement 1Time	<input type="checkbox"/> FTE - Equiv Units	
<input type="checkbox"/> Position School Year	<input checked="" type="checkbox"/> Nbr Remain Payments	<input type="checkbox"/> Max Days	<input type="checkbox"/> Accept Change	<input type="checkbox"/> Midpoint Base	
<input type="checkbox"/> Frequency	<input type="checkbox"/> Job Category	<input type="checkbox"/> Max Payments	<input type="checkbox"/> Date Create/Update	<input type="checkbox"/> Percent of Midpoint	
<input type="checkbox"/> Occ Employee Nbr	<input type="checkbox"/> Supplement Attached	<input type="checkbox"/> Ovtm Elig Flg	<input type="checkbox"/> Date Fill	<input type="checkbox"/> Unemployment Elig Flag	
<input type="checkbox"/> Primary Job	<input type="checkbox"/> Job Code	<input type="checkbox"/> State Minimum Days	<input type="checkbox"/> Fill Position Reason	<input type="checkbox"/> FICA Elig	
<input checked="" type="checkbox"/> Increase Elig	<input type="checkbox"/> 1st Pay Date Code	<input type="checkbox"/> Spvsr Position Nbr	<input type="checkbox"/> Date Criteria	<input type="checkbox"/> TRS Status Code	
<input type="checkbox"/> Occ Pay Grade	<input type="checkbox"/> Calendar Code	<input type="checkbox"/> Spvsr Billet Nbr	<input type="checkbox"/> Date Authorization	<input type="checkbox"/> Budget Amount	
<input type="checkbox"/> Occ Pay Step	<input type="checkbox"/> Campus ID	<input type="checkbox"/> Supplement Extra Days	<input type="checkbox"/> Date Authorization End	<input type="checkbox"/> Budget Salary Override	
<input type="checkbox"/> Occ Pay Schedule	<input type="checkbox"/> Dept	<input type="checkbox"/> Suppl to Pos Nbr	<input type="checkbox"/> Date Entry	<input type="checkbox"/> Actual/Budget Ind	
<input type="checkbox"/> State Step	<input type="checkbox"/> Hrs Per Day	<input type="checkbox"/> Suppl to Pos Billet	<input type="checkbox"/> Date Inactive	<input type="checkbox"/> Pay Type	

PMIS Position Distribution

<input type="checkbox"/> CYR/NYR Flag	<input type="checkbox"/> Job Code	<input type="checkbox"/> Function	<input type="checkbox"/> Ed Span	<input type="checkbox"/> Expense 373
<input type="checkbox"/> Position Nbr	<input type="checkbox"/> Account Type	<input type="checkbox"/> Object	<input type="checkbox"/> Project Detail	<input type="checkbox"/> Contrib Acct Flag
<input type="checkbox"/> Billet Nbr	<input type="checkbox"/> Pay Activity	<input type="checkbox"/> Sub Object	<input type="checkbox"/> Account Amount	
<input type="checkbox"/> Position Type	<input type="checkbox"/> Workers' Comp	<input type="checkbox"/> Organization	<input type="checkbox"/> Account Percent	
<input type="checkbox"/> Distribution Sequence	<input type="checkbox"/> File ID	<input type="checkbox"/> Fiscal Year	<input type="checkbox"/> TRS Grant Code	
<input type="checkbox"/> Frequency	<input type="checkbox"/> Fund	<input type="checkbox"/> Program Intent	<input type="checkbox"/> Extra Duty Code	

Employee Demo

First Name Middle Name Last Name Generation

- Prepare a list of new hires as a supplement to this list.
- Sort by the **Payoff Date** to verify that all employees who have 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 [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 July payoff date (YYYYMMDD).
- Print or save the report as you will use it to verify data in the following steps.