



moving_11month_employees_cyr_payroll_ste p4

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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.

- 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.