



# **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.

Image

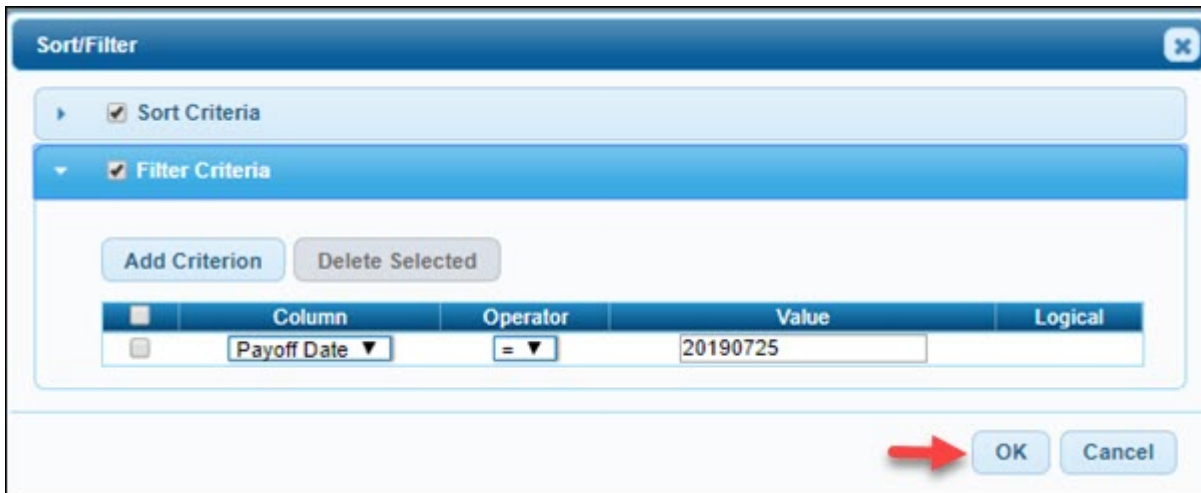
The screenshot shows a report configuration interface with the following sections and fields:

- Employee Demographic:**
  - Employee Nbr
  - Texas Unique Staff ID
  - Name Prefix
  - First Name
  - Middle Name
  - Last Name
  - Generation
  - Sex
  - DOB
  - Staff ID/SSN
  - Address Number
  - Street/P.O. Box
  - Apt
  - City
  - State
  - Zip
  - Zip+4
  - Addr Country
  - Maiden Name
  - Former Prefix
  - Former First Name
  - Former Middle Name
  - Former Last Name
  - Former Generation
  - Driver's License
  - DL State
  - DL Expir Date
  - Phone Area Cd
  - Phone Nbr
  - Bus Phone Area
  - Bus Phone Nbr
  - Bus Ext
  - Cell Area Cd
  - Cell Phone Nbr
  - Local Restriction
  - Public Restriction
  - Last Change Date
  - Citizenship
  - Marital Stat
  - Other Language
  - Local Use 1
  - Local Use 2
  - Email
  - Home Email
  - Employee Notes
  - Emer Con
  - Relationsh
  - Emer Note
  - Emer Area
  - Emer Pho
  - Emer Ext
- Certification:**
  - Cert Type
  - Cert Date
  - Date Expire
  - Specialty Area
  - Teaching Spec
- Responsibility:**
  - Campus
  - Role ID
  - Service ID
  - Pop Served
  - Nbr Of Students
  - Monthly Minutes
  - Class ID
  - Class Type
  - ESC/SSA
  - Job Code
  - Days Wk 1
  - Days Wk 2
  - Days Wk 3
  - Days Wk 4
  - Min Wk 1
- Employment:**
  - Employee Status Code
  - Highest Degree Achieved
  - Percent Day Employed
  - Est Annual Salary
  - Yrs Professional Experience
  - Yrs Professional in District
  - Yrs Non-Professional Experience
  - Yrs Non-Professional in District
  - Contract Class
  - Contract Term
  - Contract Year
  - Grades Taught
  - Original Emp Date
  - Latest Re-Employ Date
  - Retirement Date
  - Termination Date
  - Extended Leave Begin
  - Extended Leave End
  - Take Retiree Surcharge
  - NY Take Retiree Surcharge
  - Extract ID
  - Fingerprint Status
  - Fingerprint Extract Date
  - Fingerprint Date
  - W-2
  - 109
  - ERS
  - NY
  - Em
  - Ret
- Pay Information:**
  - Pay Stat
  - Pay Dept
  - Dock Rate
  - Pay Campus
  - Campus Name
  - Tax Exempt
  - Nbr Exempt
  - W4 Marital Status
  - FICA Eligible
  - Unemployment Flg
  - EIC Code
  - TRS Status
  - Health Ins Code
  - TRS Beg
  - End 90
- Extra Duty Pay:**
  - Extra Duty Code
  - Extra Duty Descr
  - Extra Duty Type
  - Extra Duty Amt
  - Remain Amt
  - Remain Pymts
- Bank:**
  - Bank Code
  - Bank Name
  - Bank Acct Nbr
  - Bank Acct Type
  - Pre-Note
  - Bank Acct Amt
- Job Information:**
  - Job Code
  - Job Descr
  - Primary Job
  - Prim Campus
  - Campus Name
  - Nbr Mon Contr
  - Yrs of Job Exper
  - Percent Assigned
  - Department
  - Pay Type
  - Calendar Code
  - Contract Begin Dt
  - Contract End Dt
  - Yrs in Career Ladder
  - Payoff Date
  - Nbr Days Employed
  - Nbr Days in Contract
  - Local Contract Days
  - Nbr of Annual Pymts
  - Remaining Pymts
  - Wkly Hrs Sched
  - Pay Grade
  - Pay Step
  - Pay Schedule
  - State Step
  - Contract Total
  - Contact Balance
  - Wholly Sep Amt
  - Daily Rate
  - Hrly Rate
  - Pay Rate
  - Base Annual
  - Accrual Cd
  - Accrual Rate
  - Reg Hrs Worked
  - Overtime Eligib
  - Overtime Rate
  - Hours/Day
  - TRS Position Cd
  - State Minimum
  - TRS Year

- 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).

Image



- Print or save the report as you will use it to verify data in the following steps.