



moving_11month_employees_cyr_payroll_ste p4

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Log on to the current year.

[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

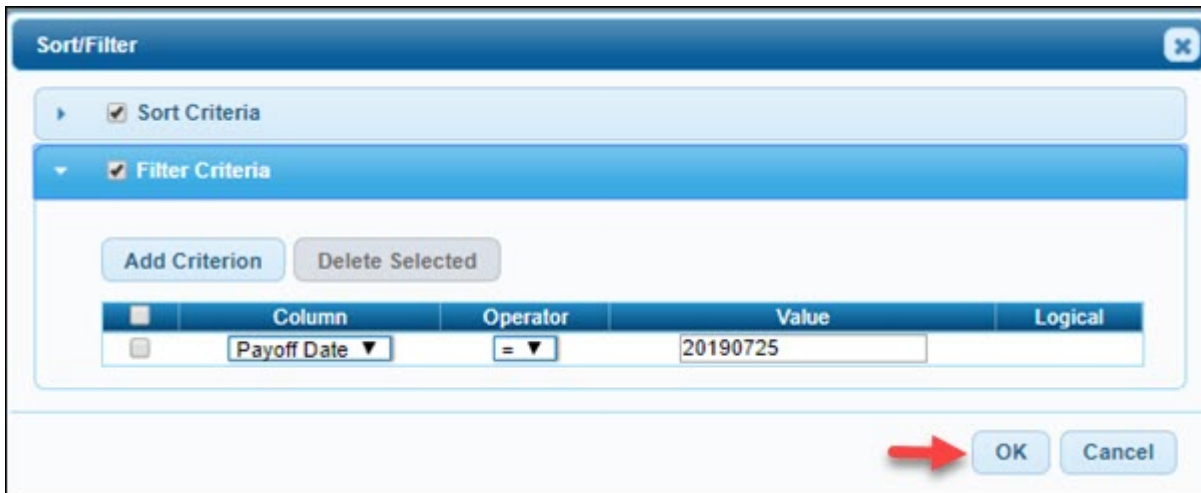
The image shows a screenshot of a report configuration interface with several sections:

- Employee Demographic:** Includes fields like Employee Nbr, Texas Unique Staff ID, Name Prefix, First Name, Middle Name, Last Name, Generation, Sex, and DOB. This section is circled in red.
- Certification:** Includes Cert Type, Specialty Area, Cert Date, Teaching Spec, and Date Expire.
- Responsibility:** Includes Campus, Role ID, Service ID, Pop Served, Nbr Of Students, Monthly Minutes, Class ID, Class Type, ESC/SSA, Job Code, Days Wk 1-3, and Min Wk 1.
- Employment:** Includes Employee Status Code, Highest Degree Achieved, Percent Day Employed, Est Annual Salary, Yrs Professional Experience, Yrs Professional in District, Yrs Non-Professional Experience, Contract Class, Contract Term, Contract Year, Grades Taught, Original Emp Date, Latest Re-Employ Date, Retirement Date, Termination Date, Extended Leave Begin/End, Take Retiree Surcharge, NY Take Retiree Surcharge, Extract ID, Fingerprint Status, Fingerprint Extract Date, and Fingerprint Date.
- Pay Information:** Includes Pay Stat, Pay Campus, Tax Exempt, W4 Marital Status, Unemployment Flg, TRS Status, TRS Beg, Pay Dept, Campus Name, Nbr Exempt, FICA Eligible, EIC Code, Health Ins Code, and End 90.
- Extra Duty Pay:** Includes Extra Duty Code, Extra Duty Descr, Extra Duty Type, Extra Duty Amt, Remain Amt, and Remain Pymts.
- Bank:** Includes Bank Code, Bank Name, Bank Acct Nbr, Bank Acct Type, Pre-Note, and Bank Acct Amt.
- Job Information:** Includes 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 (circled in red), 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, and TRS Year.

- 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 [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 the LEA's July payoff date (YYYYMMDD).

Image



- Print or save the report for verification purposes.