



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.

The screenshot shows the 'User Created Reports' configuration page. At the top, there are buttons for 'Save', 'Create Report', 'Delete', and 'Reset'. Below these are fields for 'Year: C' and 'Frequency: 6'. The 'Report Template' section has a text input and a 'Public' checkbox. The 'Report Title' section has a text input. The 'Employee Nbr' section has a text input and a red-bordered checkbox labeled 'Active Employees Only'. The 'Employee Demographic' section contains a grid of checkboxes, with 'Employee Nbr', 'First Name', and 'Last Name' checked. The 'Job Information' section also has a grid of checkboxes, with 'Payoff Date' checked. The 'Distribution' and 'Deductions' sections contain various other checkboxes.

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

Add Criterion Delete Selected

	Column	Operator	Value	Logical
<input type="checkbox"/>	Payoff Date	=	20190725	

OK Cancel

Print or save the report for verification purposes.