



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.

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).

The screenshot shows a 'Sort/Filter' dialog box with two sections: 'Sort Criteria' and 'Filter Criteria'. The 'Filter Criteria' section is expanded and contains a table with the following data:

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

Buttons for 'Add Criterion' and 'Delete Selected' are located above the table. At the bottom right, there are 'OK' and 'Cancel' buttons, with a red arrow pointing to the 'OK' button.

Print or save the report for verification purposes.