



# **moving\_12month\_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 July. 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 June 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 June payoff date.

Generate a user-created report again to verify that all of the data is accurate. Filter the report using your LEA's June payoff date (YYYYMMDD).

Sort/Filter ✕

Sort Criteria

Filter Criteria

<input type="checkbox"/>	Column	Operator	Value	Logical
<input type="checkbox"/>	Payoff Date ▾	= ▾	20220625	

Print or save the report.