



# **moving\_12month\_employees\_cyr\_payroll\_ste p4**



# Table of Contents

**moving\_12month\_employees\_cyr\_payroll\_step4** ..... i



## 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 July. It is possible that the employees are inactive in the current year, be sure that the **Active Employees Only** field is not selected.

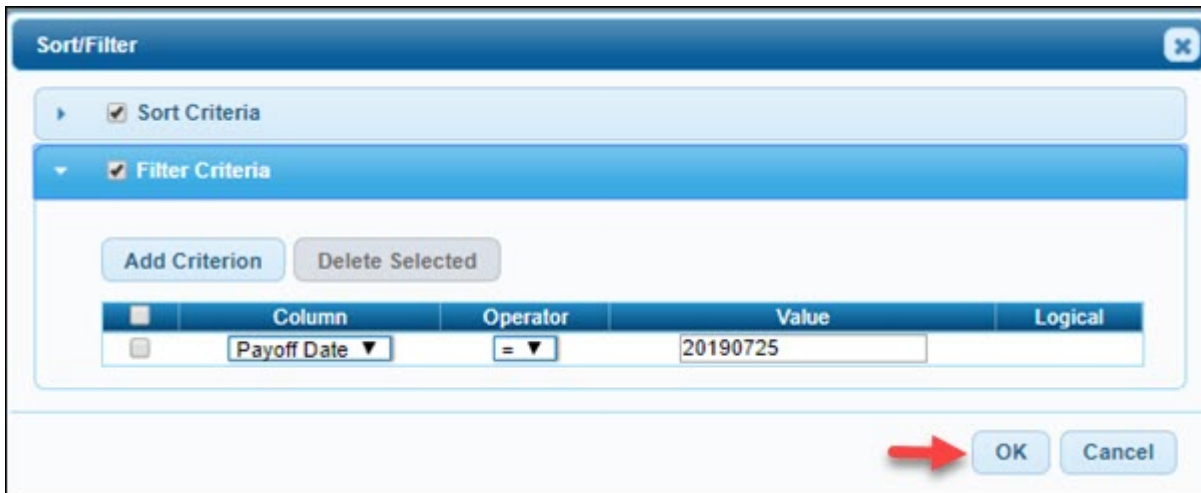
Image

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

- 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.
- 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.