



moving_12month_employees_cyr_payroll_ste p4

Table of Contents

moving_12month_employees_cyr_payroll_step4 i

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.

| | | | | | |
|---|---|---|--|---|--|
| Employee Demographic | | | | | |
| <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 | |
| Certification | | | Responsibility | | |
| <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 |
| Employment | | | | | |
| <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 | |
| Pay Information | | | | | |
| <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 Fig | <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 |
| Extra Duty Pay | | Bank | | | |
| <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 | | |
| Job Information | | | | | |
| <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"/> Contract 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.
- 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).

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.