



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.

The screenshot displays the 'User Created Reports' configuration page. At the top, there are buttons for 'Save', 'Create Report', 'Delete', and 'Reset'. The 'Year' is set to 'C' and 'Frequency' is '6'. Below these are sections for 'Report Template', 'Report Title', and 'Employee Nbr'. The 'Employee Nbr' field is followed by a checkbox labeled 'Active Employees Only', which is currently unchecked. The main area contains several sections of checkboxes:

- Employee Demographic:** Includes 'Employee Nbr' (checked), 'Texas Unique Staff ID', 'Name Prefix', 'First Name' (checked), 'Middle Name', 'Last Name' (checked), 'Generation', 'Sex', 'DOB', 'Staff ID/SSN', 'Address Number', 'Street/P.O. Box', 'Apt', 'City', 'State', 'Zip', 'Zip+4', 'Addr Country', 'Maiden Name', 'Former Prefix', 'Former First Name', 'Former Middle Name', 'Former Last Name', 'Former Generation', 'Driver's License', 'DL State', 'DL Expir Date', 'Phone Area Cd', 'Phone Nbr', 'Bus Phone Area', 'Bus Phone Nbr', 'Bus Ext', 'Cell Area Cd', 'Cell Phone Nbr', 'Local Restriction', 'Public Restriction', 'Last Change Date', 'Citizenship', 'Marital Stat', 'Other Language', 'Local Use 1', 'Local Use 2', 'Email', 'Home Email', 'Employee Notes', 'Emer Contact', 'Relationship', 'Emer Notes', 'Emer Area Cd', 'Emer Phone Nbr', 'Emer Ext', 'Hispanic/Latino', 'American Indian', 'Asian', 'African American', 'Pacific Islander', and 'White'.
- Job Information:** Includes 'Job Code', 'Job Descr', 'Primary Job', 'Prim Campus', 'Campus Name', 'Nbr Mon Contr', 'Yrs of Job Exper', 'Percent Assigned', 'Department', 'Pay Type', 'Calendar Code', 'Contract Begin Dt', 'Contract End Dt', 'Yrs in Career Ladder', 'Nbr Days Employed', 'Nbr Days in Contract', 'Local Contract Days', 'Nbr of Annual Pymts', 'Remaining Pymts', 'Wkly Hrs Sched', 'Pay Grade', 'Pay Step', 'Pay Schedule', 'State Step', 'Contract Total', 'Contract Balance', 'Wholly Sep Amt', 'Daily Rate', 'Hrly Rate', 'Pay Rate', 'Base Annual', 'Accrual Cd', 'Accrual Rate', 'Reg Hrs Worked', 'Overtime Eligible', 'Overtime Rate', 'Hours/Day', 'TRS Position Cd', 'State Minimum Salary', 'TRS Year', 'Retiree Exception', 'Workers' Comp Cd', 'Workers' Comp Annual', 'Workers' Comp Remain', 'Exempt Status', 'Incr Pay Step', and 'Vacant Position'.
- Distribution:** Includes 'Job Cd', 'Fund', 'Contrib Acct Flg', 'Acct Type', 'Function', 'Perf Pay', 'Extra Duty Cd', 'Object', 'Workers' Comp', 'Sub Object', 'Pay Acty', 'Organization', 'Acct Amt', 'Fiscal Year', 'Acct Pct', 'Program Intent', 'TRS Grant Cd', 'Ed Span', 'Expense 373', and 'Project Detail'.
- Deductions:** Includes 'Deduction Cd', 'Employee Amt', 'Employer Amt', 'Remain Pymts', 'Refund', 'Cafe 125', 'Emplr Contrib Factor', and 'TEA Contrib Factor'.

- 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.