



# **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 shows 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 Demographic' section includes checkboxes for 'Employee Nbr', 'Texas Unique Staff ID', 'Name Prefix', 'First Name', 'Middle Name', 'Last Name', 'Generation', 'Sex', and 'DOB'. The 'Job Information' section includes checkboxes for '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', 'Contact 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'. The 'Distribution' section includes checkboxes for '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', and 'Expense 373'. The 'Deductions' section includes checkboxes for 'Deduction Cd', 'Employee Amt', 'Employer Amt', 'Remain Pymts', 'Refund', 'Cafe 125', 'Emplr Contrib Factor', and 'TEA Contrib Factor'. In the 'Employee Demographic' section, 'Employee Nbr', 'First Name', and 'Last Name' are checked. In the 'Job Information' section, 'Payoff Date' is checked.

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

<input type="checkbox"/>	Column	Operator	Value	Logical
<input type="checkbox"/>	Payoff Date	=	20220725	

Print or save the report.