



# Prepare NYR payroll for move to CYR



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## Prepare NYR payroll for move to CYR

Complete this step only for employees with July contracts who receive their first paycheck in July. This process will be repeated in August for employees with August contracts who receive their first paycheck in August, and then in September for employees with September contracts who receive their first paycheck in September.

[Payroll > Reports > User Created Reports](#)

Generate a User Created Report (or another preferred payroll report) to:

- Verify that all employee data is correct prior to moving the next year payroll to the current year.
- Identify all employees with 11, 12, and/or 13 in the **# of Months in Contract** field on the [Payroll > Maintenance > Staff Job/Pay Data > Job Info](#) tab as these are the employees that will be moved. Before July payroll, the first group should be 12-month employees with July contracts, before August payroll, the second group should be 11-month employees with August contracts, and then before September payroll, it should be 10-month employees with September contracts.

**Note:** If changes are required, you can continue to update data when it is moved to the Current Year frequency.

- Verify payoff dates in the next year payroll frequency. You may use the above criteria to copy employee data from next year to current year.
- Verify that Distribution information has been updated for those employees being moved. It is important that only the specified groups are moved to the Current Year frequency at the appropriate times (July contracts before July payroll, August contracts before August payroll, and September contracts before the September payroll), as each group starts their pay in the new fiscal year.

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[Payroll > Reports > Payroll Information Reports > HRS6150 - Employee Payroll Listing](#)

Generate the HRS6150 report to verify the pay status of applicable employees. Employees being moved must have an *Active* pay status. Ensure that any employees who should not be moved at this time are set to *Inactive*. For example, when moving the July contracts, you want the 11- and 10-month employees to be set to *Inactive* at that time. As you move each group, ensure all employees who do not need to be moved to the Current Year frequency are set to *Inactive*. The status is updated in the [Payroll > Maintenance > Staff Job/Pay Data > Pay Info](#) tab.

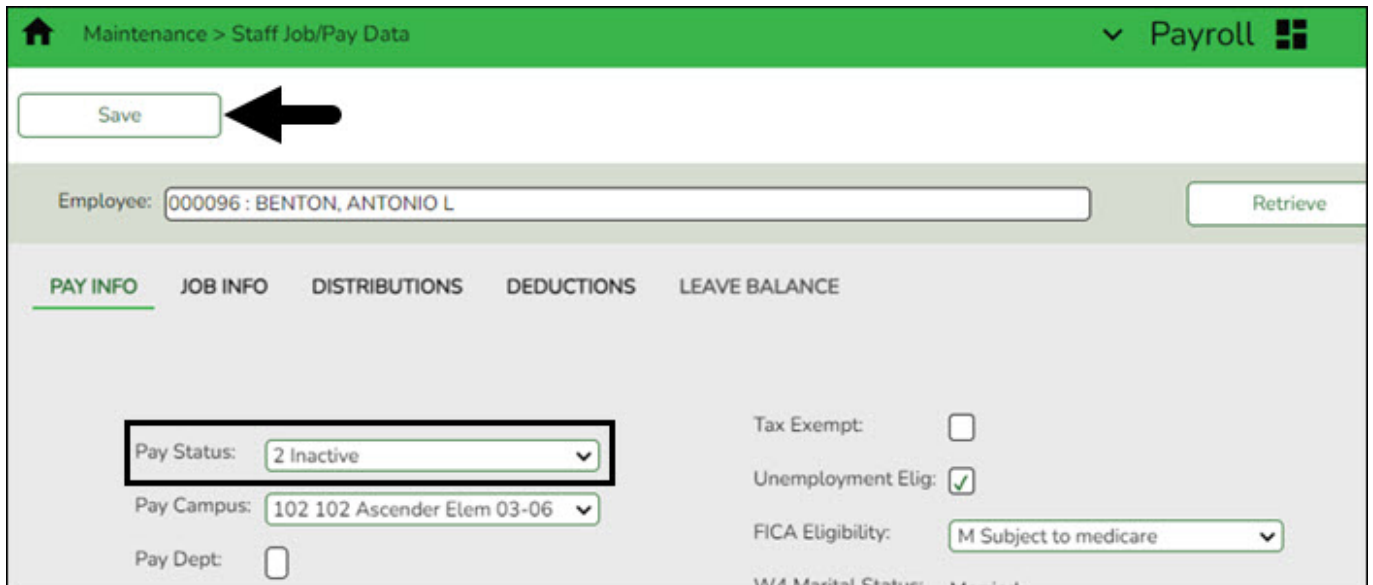
Print and/or save this report.

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[Payroll > Maintenance > Staff Job/Pay Data > Pay Info](#)

Use the Pay Info tab to inactivate an employee. Inactivate those employees who do not need to be

moved such as employees whose contract days begin in July and/or August (11- and 12-month contracts) or “filler” employees who are used only for budget purposes (i.e., vacancies).



Maintenance > Staff Job/Pay Data Payroll

Save 

Employee: 000096 : BENTON, ANTONIO L Retrieve

**PAY INFO** JOB INFO DISTRIBUTIONS DEDUCTIONS LEAVE BALANCE

Pay Status: 2 Inactive  Tax Exempt

Pay Campus: 102 102 Ascender Elem 03-06  Unemployment Elig

Pay Dept:  FICA Eligibility: M Subject to medicare

- Retrieve the employee.
- In the **Pay Status** field, select *2 Inactive*.
- Click **Save**.



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