



# **moving\_10month\_employees\_cyr\_payroll\_step13**



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**Log on to the current year.**

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

Generate a user-created report with the **Hrs Per Day**, **Wkly Hrs Sched**, and **Payoff Date** fields selected. These fields are overwritten when positions are moved from the next year to the current year.

The screenshot shows the 'Reports > User Created Reports' interface. At the top, there are buttons for 'Save', 'Create Report', 'Delete', and 'Reset'. Below these are fields for 'Year: C' and 'Frequency: 6'. The main area is divided into several sections:

- Report Template:** Includes a text input field, a 'Public' checkbox, and 'Retrieve' and 'Directory' buttons.
- Report Title:** A text input field.
- Employee Nbr:** A text input field with an 'Active Employees Only' checkbox.
- Employee Demographic:** A grid of checkboxes. Selected items include: Employee Nbr, First Name, Last Name, Staff ID/SSN, Address Number, Former Prefix, Former First Name, Former Middle Name, Former Last Name, Former Generation, Driver's License, DL State, Addr Country, Maiden Name, 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, White.
- Job Information:** A grid of checkboxes. Selected items include: 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, Payoff Date, 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, Vacant Position.
- Distribution:** A grid of checkboxes including 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, Project Detail.
- Deductions:** A grid of checkboxes including Deduction Cd, Employee Amt, Employer Amt, Remain Pymts, Refund, Cafe 125, Emplr Contrib Factor, TEA Contrib Factor.

Identify the employees who have an August payoff date, and then use the Mass Update utility to update the fields after all positions are moved from the next year to the current year.



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