



# **moveforecasttocyrpositionandpayroll**



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This utility is used to move select groups of payroll and current position forecast records to the current year based on the selection criteria entered.

You must be logged on to a next year pay frequency to access this utility.

Prior to using this utility, use the Export Pay Tables, Export Human Resources by Payroll, and Export PMIS Tables to create exports.

### Move forecast records to current year:

<b>Select Pay Frequency</b>	Click <input type="checkbox"/> to select the pay frequency that you want to move to the current year. This is a required field.
<b>Include Vacant Supplements</b>	Select to include the vacant supplement positions.  <b>Recommendation:</b> Do not select this field unless it is your final move.
<b>Validate Accounts against General Ledger</b>	This field is selected by default. Clear this field to not validate the accounts against the general ledger.  <b>Recommendation:</b> Select this field if you are doing your first test move. By doing so, the appropriate errors are generated to inform you of incorrect account codes in PMIS. If not selected, those account codes are moved to Human Resources if each account component is valid.
<b>Update TRS Year Flag</b>	Select to update the <b>TRS Year</b> field on the Human Resources > Staff/Job Pay Data > Job Info tab.  <b>Recommendation:</b> Select this field if the employees being moved will receive a contract payment prior to the first pay date of the new school year (i.e., July and August starts).
<b>Update Workers' Comp Annual and Remaining Payments</b>	Select to update the <b>WC Ann Pymts</b> and <b>WC Remain</b> fields on the Human Resources > Staff/Job Pay Data > Job Info tab.  The <b>WC Ann Pymts</b> field indicates the number of annual workers' compensation payments for the contract period and the <b>WC Remain</b> field indicates the number of remaining workers' compensation payments to be made during the contract period.
<b>Add Additional Workers' Comp Payments</b>	Type the number of additional workers' compensation payments. The field accepts any value between 0-9.  This field is helpful as it can be difficult to identify which months have a third payroll for the biweekly frequency. You can use this field to add one or two to the contract months times two.

<p><b>Select State Minimum Salary Table (CYR/NYR)</b></p>	<p>Click  to select the current year or next year. This is a required field.</p> <p>This selection determines which salary table is referenced when calculating the state foundation salary.</p>
<p><b>Select First Pay Date Codes or blank for ALL</b></p>	<p>Select the first pay date codes that begin their new contract payout. Type the pay date codes, separating multiple pay date codes with a comma but no space (e.g., 1,17,88,A1). Or, click  to search for pay date codes. Otherwise, leave blank to use all pay date codes.</p>
<p><b>Include Extra Duty</b></p>	<p>Select to include extra duty in the process. If not selected, no extra duty will be processed even if extra duty codes are selected.</p>
<p><b>Select Extra Duty Codes or blank for ALL</b></p>	<p>Select all of the supplements as only those supplements that are tied to an employee being moved based on the first pay date code will be selected. You can select a supplement even if it is tied to an employee who you do not want to pay yet. Type the extra duty codes, separating multiple extra duty codes with a comma but no space (e.g., 08,20,A2,TF). Or, click  to search for extra duty codes. Otherwise, leave blank to use all extra duty codes.</p>
<p><b>Select Positions or blank for ALL (Includes ALL billets for selected positions Blank for ALL not processed when Positions/Billets selected)</b></p>	<p>Type the position codes, separating multiple position codes with a comma but no space (e.g., PRIN,T187). Or, click  to search for position codes. Otherwise, leave blank to use all position codes.</p>
<p><b>Select Positions/Billets or blank for ALL</b></p>	<p>Type the position/billet codes, separating multiple position/billet codes with a comma but no space (e.g., PRIN/00001,PRIN/00006). Or, click  to search for position/billet codes. Otherwise, leave blank to use all position/billet codes.</p>
<p><b>Select Supplement Positions or blank for ALL (Includes ALL billets for selected supplement positions Blank for ALL not processed when Supplements/Billets selected)</b></p>	<p>Type the supplement position codes, separating multiple supplement position codes with a comma but no space (e.g., PRIN,T187). Or, click  to search for supplement position codes. Otherwise, leave blank to use all supplement position codes.</p>
<p><b>Select Supplement Positions/Billets or blank for ALL</b></p>	<p>Type the supplement position/billet codes, separating multiple supplement position/billet codes with a comma but no space (e.g., PRIN/00001,PRIN/00006 ). Or, click  to search for supplement position/billet codes. Otherwise, leave blank to use all supplement position/billet codes.</p>

Click **Execute**. The following list of reports is displayed:

- Move Forecast Process Error Listing
- Update CYR Positions From Forecast
- Update CYR Payroll From Forecast by Employee Name
- Update CYR Payroll From Forecast by Campus ID

Click **Generate Reports**. The first report selected is displayed.

[Review the report.](#)

Click **Continue** to view the next report or click **Return** to return to the report selection page.

Click **Process** to move the forecast records to the current year.

[Create a backup.](#)

After the process is completed, the actual update is performed. If the update is successful, a message is displayed indicating that the move forecast updates were successfully processed.

Click **Cancel** to return to the Move Forecast to CYR Position and Payroll page without moving the forecast records to current year.



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