



# **moveforecasttocyrpositionandpayroll**



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# Move Forecast to CYR Position and Payroll - HRS6260

## *Human Resources > Utilities > PMIS > Move Forecast to CYR Position and Payroll*

This utility is used to move payroll and position forecast records to the current year PMIS with the same information that is set up in the next year PMIS records.

It also updates fields on the Human Resources > Maintenance > Staff Job/Pay Data > Employment Info, Pay Info, Job Info, and Distribution tabs.

In order to move position records from forecast to current, the **Accept Changes** field must be selected; otherwise, position records cannot be moved. The **Accept Changes** field is cleared after running a simulation with the **Update Forecast** field set to Yes. Similarly, you cannot run a simulation for positions without the **Accept Changes** field selected.

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

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

**Notes:** If you have not run the simulation live, a list of errors is displayed upon running this utility. The move forecast to current process does the following:

- Creates two historical records, an ending record for the position in the current year and a beginning record for the position in forecast.
- Updates the current year position records with the data in forecast.
- Deletes all current year job and distribution records and replaces it with the data from forecast.

## **Move forecast records to current year:**



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