

END OF FISCAL YEAR PROCEDURES FOR 2007 - 2008

ATTENDANCE

Run (ATTSAVE) to put fiscal year 08 in User Code and Leave Bank Balance as of June 30 in User Field on leave bank HH-SCRs (HED110, HED120, HED130). This must be run AFTER final updates for attendance for 07-08, and BEFORE any updates for attendance for 08-09.

If you need to have banks cleared, or rolled over (e.g. personal to sick), please contact CDOT for assistance. Also, we can help you front load any banks.

REMEMBER - Do NOT enter any attendance for 08-09 until we have stored the 07-08 data.

If you want to turn off the printing of leave banks until after the new banks are loaded:

In SMART> PAYROLL> CYBORG CHECKS under page settings, select Suppress Banks to not print leave banks until prior fiscal year banks are reconciled and new banks are verified and loaded.