



Copy applicable calendars from NYR to CYR

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Copy calendars from NYR to CYR

[Payroll > Next Year > Copy Next Year Tables](#)

Do not copy the TR calendar or any calendar that begins in September.

Note: If changes were made to the next year payroll tables (extra duty pay, hourly/daily salary, job code, local annual salary, etc.), copy the tables from the next year payroll to the current year payroll.

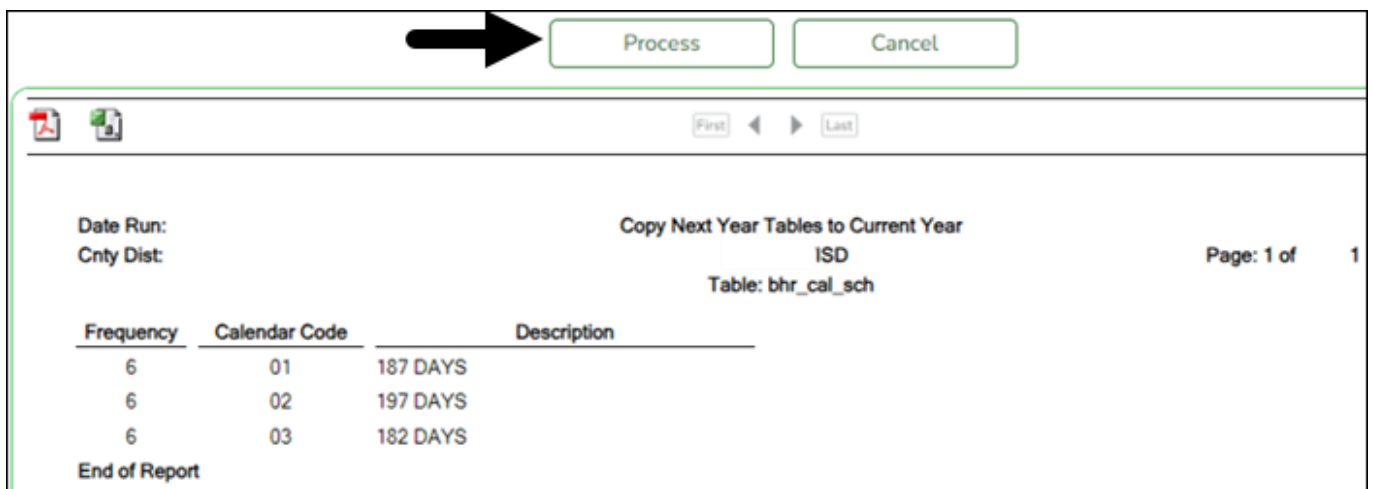
The screenshot shows the 'Next Year > Copy NYR Tables to CYR' interface. The 'COPY NEXT YEAR TABLES' section contains a list of tables with checkboxes. The 'School Calendar' table is selected, and its value '01.02.03' is visible. A modal window titled 'School Calendars' is open, showing a list of calendar codes and descriptions. The '01', '02', and '03' codes are checked. The 'TR' code is also listed but not checked. Buttons for 'Execute', 'Select All Tables', 'OK', and 'Cancel' are visible.

Table Name	Value	Selected
Accrual Calendar		<input type="checkbox"/>
Extra Duty Pay		<input type="checkbox"/>
Hourly / Daily Salary		<input type="checkbox"/>
Job Code		<input type="checkbox"/>
Local Annual Salary		<input type="checkbox"/>
Midpoint Salary		<input type="checkbox"/>
School Calendar	01.02.03	<input checked="" type="checkbox"/>
State Minimum Salary		<input type="checkbox"/>
Substitute Salary		<input type="checkbox"/>
Workers' Compensation Rates		<input type="checkbox"/>

Calendar Code	Description	Selected
01	187 DAYS	<input checked="" type="checkbox"/>
02	197 DAYS	<input checked="" type="checkbox"/>
03	182 DAYS	<input checked="" type="checkbox"/>
05	202 DAYS	<input type="checkbox"/>
07	245 DAYS	<input type="checkbox"/>
08	226 DAYS	<input type="checkbox"/>
26	AVAILABLE	<input type="checkbox"/>
33	AVAILABLE	<input type="checkbox"/>
39	AVAILABLE	<input type="checkbox"/>
TR	TRS CALENDAR	<input type="checkbox"/>

In the **School Calendar** field, select the calendar codes to be copied. The **Title** column will populate with the August calendar codes selected from the table.

Click **Execute**. Only the selected tables are processed. As the reports are generated, click **Process** for each table. [Review the reports](#).

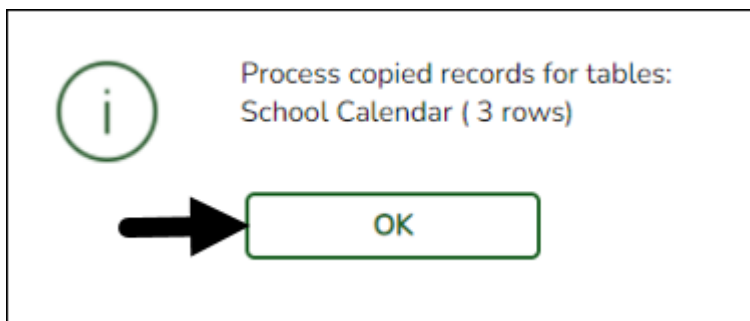


Date Run: Copy Next Year Tables to Current Year
 Cnty Dist: ISD Page: 1 of 1
 Table: bhr_cal_sch

Frequency	Calendar Code	Description
6	01	187 DAYS
6	02	197 DAYS
6	03	182 DAYS

End of Report

A message is displayed with the table names and the number of rows that were copied. Click **OK**.



Review the process report to verify that all applicable calendars, extra duty pay, and job codes were copied to the current year payroll frequency. **It is recommended** that you log on to **Personnel > Tables > Workday Calendars** to verify this information. If the calendars were not copied over correctly, you may have to individually copy the calendars.

Note: When copying the school calendar table from next year to the current year, the calendar code, description, and days are copied. If a calendar code exists in the next year and current year, the next year data replaces the entire calendar contents for the current year for the specified calendar code.