



**Copy applicable calendars from NYR to CYR**



# Table of Contents

**Copy applicable calendars from NYR to CYR** ..... i  
**Copy applicable calendars from NYR to CYR** ..... 1



# Copy applicable calendars from NYR to CYR

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

Use the user-created report from Step 4 to identify 10-month employees with contract begin dates in late July or August and their corresponding calendar codes. Keep in mind, these are the employees who receive their first pay check in September. In this step, you will **only** copy their calendar codes to the current year.



**CAUTION: 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.

Next Year > Copy NYR Tables to CYR
Payroll

**COPY NEXT YEAR TABLES**

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

Execute    Select All Tables

**School Calendars** X

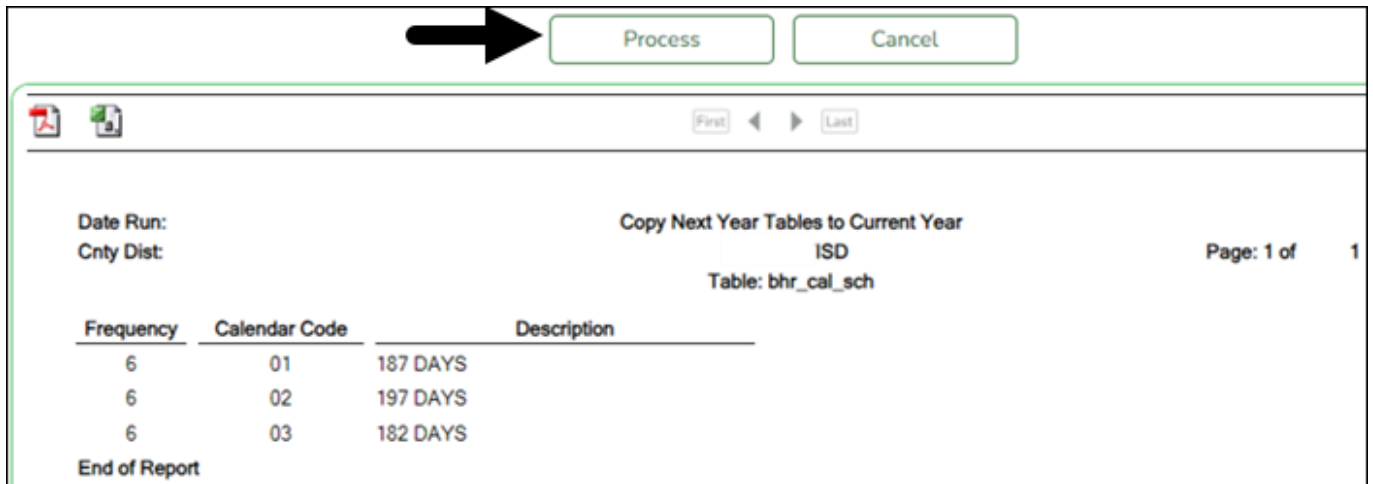
Search:

<input type="checkbox"/>	Calendar Code	Description
<input checked="" type="checkbox"/>	01	187 DAYS
<input checked="" type="checkbox"/>	02	197 DAYS
<input checked="" type="checkbox"/>	03	182 DAYS
<input 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

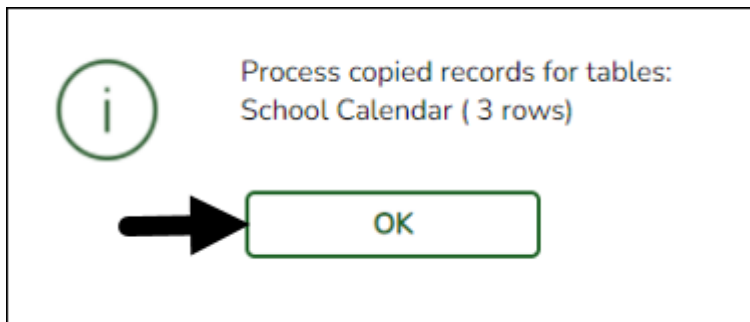
OK    Cancel

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](#).



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.