



Copy employees with August contract begin dates from NYR to CYR

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Log on to the next year pay frequency.

Payroll > Next Year > Copy NYR Staff to CYR



CAUTION: Only copy employees whose contracts begin in August but will not receive first pay of new school year until September.

Under **Parameters:**

- Select **Active** to include employees with an active pay status.
- In the **Contract Begin Date**, select the pay date. You may need to complete this process several times if you have employees with various August contract begin dates.
- Under **Options**, select the applicable options:
 - Select **Include Employees with Termination Date**
 - Only select **Carry over employee deductions** if you updated new year deductions in next year payroll.
- Click **Execute**. [Review the report](#).
- Click **Process** to accept the changes and continue. When all records have been copied, a message is displayed indicating that the process copied records for tables and lists the database record tables that were copied. Click **OK**.

Verify and save the reports before processing. An export is recommended.