



body

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This tab is used to clear:

- All next year tables for all pay frequencies regardless of the pay frequency to which you are logged on.
- Only EOY accrual data.
- Only next year payroll budget data.

Individual frequencies cannot be selected for deletion.

Note: EOY accrual reversals must be created and interfaced to Finance before clearing next year tables or EOY accrual data only.

Next Year > Copy CYR Tables to NYR

Payroll

CLEAR NEXT YEAR TABLES COPY CURRENT YEAR TABLES

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

Execute Select All Tables

Clear next year tables:

| Field | Description |
|-------------------------------------|---|
| Clear EOY Accrual Data Only | Select to clear the EOY accrual data records only. All other next year data is left intact. |
| Clear NY Payroll Budget Only | Select to clear the next year payroll budget records only. All other next year data is left intact. |

Note: If an option is not selected, all displayed next year tables for all pay frequencies (regardless of the pay frequency to which you are logged on) are cleared when you click **Execute**.

All available next year payroll tables are displayed on the left side of the page. Select the tables to clear. Use the arrow buttons to move the selected tables from the left side to the right side of the page.

☐ Click **Execute**. A message is displayed indicating that the next year records have been cleared.
Click **OK**.