



## Copy NYR tables to CYR



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## Copy NYR tables to CYR

**Log on to the next year payroll frequency.**

[Payroll](#) > [Next Year](#) > [Copy NYR Tables to CYR](#)

Copy all of the necessary tables for employees with July contracts. If you copied any tables prior to this step, be sure to exclude those tables at this time to avoid overwriting any necessary data such as previously made manual changes.

The screenshot shows a web application interface for copying payroll tables. At the top, there is a green navigation bar with a home icon, the text 'Next Year > Copy NYR Tables to CYR', a dropdown menu for 'Payroll', and a 'Year: N' field. Below the navigation bar, the main content area is titled 'COPY NEXT YEAR TABLES'. It features a table with the following rows:


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

To the right of the table are two buttons: 'Execute' and 'Select All Tables'.

- Click **Select All Tables** to select all of the tables.

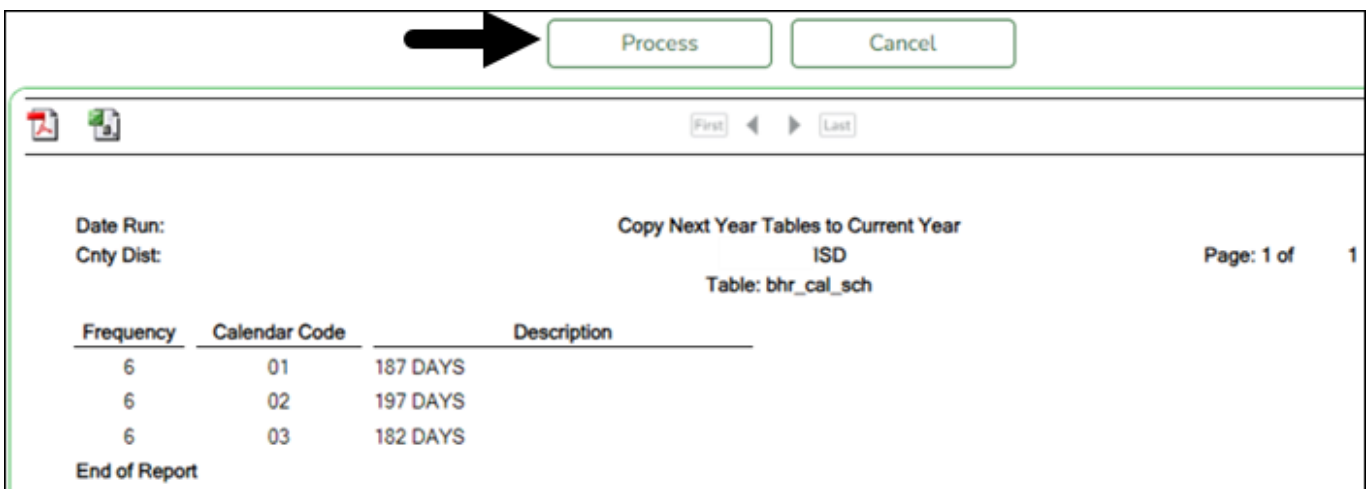
OR

- Select  next to the table(s) you want to include.
- Select  again to unselect a table.

Click  for the **School Calendar**. The School Calendars list is displayed. Select all of the necessary calendars.

Click **OK**. All of the selected calendar codes are displayed in the **School Calendar** field.

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



Copy Next Year Tables to Current Year

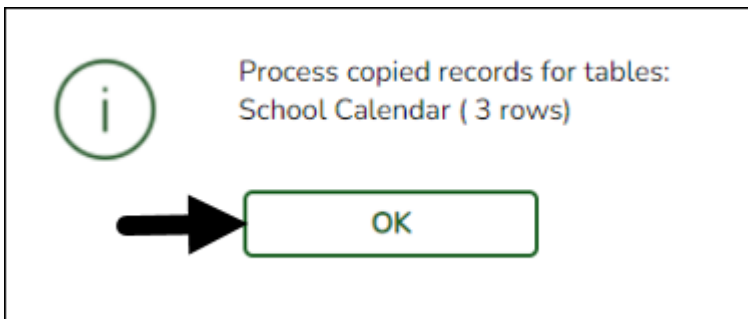
ISD  
Table: bhr\_cal\_sch

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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.