



## 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.



**CAUTION:** 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 the 'COPY NEXT YEAR TABLES' screen. On the left, there is a list of tables with checkboxes and a 'Select All Tables' button. The tables listed are: Accrual Calendar, Extra Duty Pay, Hourly / Daily Salary, Job Code, Local Annual Salary, Midpoint Salary, School Calendar, State Minimum Salary, Substitute Salary, and Workers' Compensation Rates. The 'School Calendar' table has a green checkmark in the checkbox column. The 'Select All Tables' button is located at the bottom right of the list.

- 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.

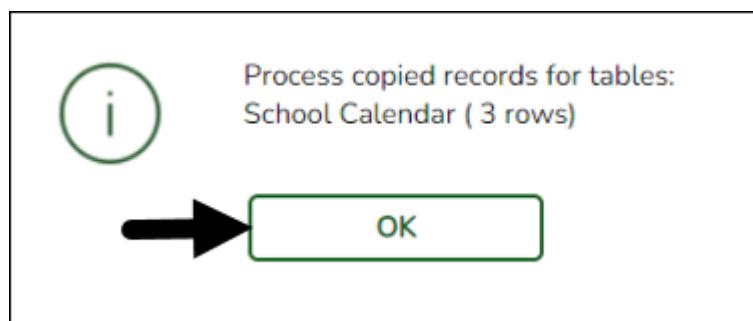
**Note:** If you receive a database access error referencing your Summer School Calendar, click **OK**. This error is generated when a Summer School Calendar exists in the current year payroll frequency but does not exist in the next year payroll frequency. Select the tables you previously selected again, but in this instance, select the individual School Calendars to be copied.

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](#).

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

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.