



**Copy active staff to the CYR**



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## Copy active staff to the CYR

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

Payroll > Next Year > Copy NYR Staff to CYR

Copy active employees with July contracts to the current year. You can select specific employees to copy using the following parameters: **Contract Months**, **Contract Begin Date**, **Payoff Date**, **Extract ID**, or **Employee Number**.

In addition, consider the employee deductions. For example, if you have not updated the new insurance selections and premiums in the next year payroll, then do not copy any deductions to the current year payroll. Also, if you entered all new employees as electing insurance so that employer-paid amounts were generated to budget, then you would not want these “estimated” deductions brought to current year payroll. All insurance selections and rate changes can be made in the current year payroll frequency.

Next Year > Copy NYR Staff to CYR Payroll

Execute Reset Year: N

**Parameters**

**Pay Status:**  
 Active  Inactive  Both

Primary Campus: All Payoff Date: 08-25-2026  
Pay Campus: All Frequency: F Monthly NYR  
Contract Begin Date: Contract End Date: Salary Concept: All  
Contract Months: Extract ID: Employee Nbr:  
Pay Type: All  
Job Code: All  
Accrual Code: All  
Pay Grade:  
Prior Yr Emp Date: 00-00-0000

**Options**

Include Employees with Termination Date  Preview changes  
 Carry over employee deductions  
 Only process employee deductions

Select **Preview Changes**.

Click **Execute**. Review the list and click **Process**.