



Copy active staff to the CYR

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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**, **Contract End Date**, **Payoff Date**, **Extract ID**, or **Employee Number**.

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 Type: All Frequency: F Monthly NYR

Job Code: All Salary Concept: All

Accrual Code: All Contract Begin Date: Contract End Date: Extract ID:

Pay Grade: Contract Months: Employee Nbr:

Prior Yr Emp Date: 00-00-0000

Options

Include Employees with Termination Date Preview changes

Carry over employee deductions

Only process employee deductions

- Under Options, select the appropriate
- Select **Preview Changes**.
- Click **Execute**. Review the list and click **Process**.