



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

This process will be repeated in August for employees with August contracts (i.e., those who receive their first paycheck in August).

Under **Options**, select the appropriate option:

Field	Description
<b>Include Employees with Termination Date</b>	Select to copy employees with a termination date. Leave blank to exclude employees with termination dates from the current year records.
<b>Carry over employee deductions</b>	Select to copy employee payroll deductions (e.g., insurance, dues) from the next year to the current year. Leave blank to exclude the employee payroll deductions from the current year records.
<b>Only process employee deductions</b>	Select to copy only the selected employee deductions from the next year to the current year. If this field is selected, <b>Carry over employee deductions</b> is cleared (if selected).

Select **Preview Changes**.

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