



step30

Table of Contents

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Copy the TR calendar from next year payroll to the current year, or delete and create the TR calendar in current year payroll to reflect the new fiscal year of September through August.

1. Use the [[Human Resources > Next Year > Copy Next Year Tables|Copy NYR Tables to CYR}} page to copy the TR calendar.

select the TR calendar from the School Calendar ellipses. Click **OK**. Click **Execute**. Verify that the TR calendar is the only listing on the report. Click **Process**. Click **OK**.

Screenshot with the new school year