



Copy NYR tables to CYR

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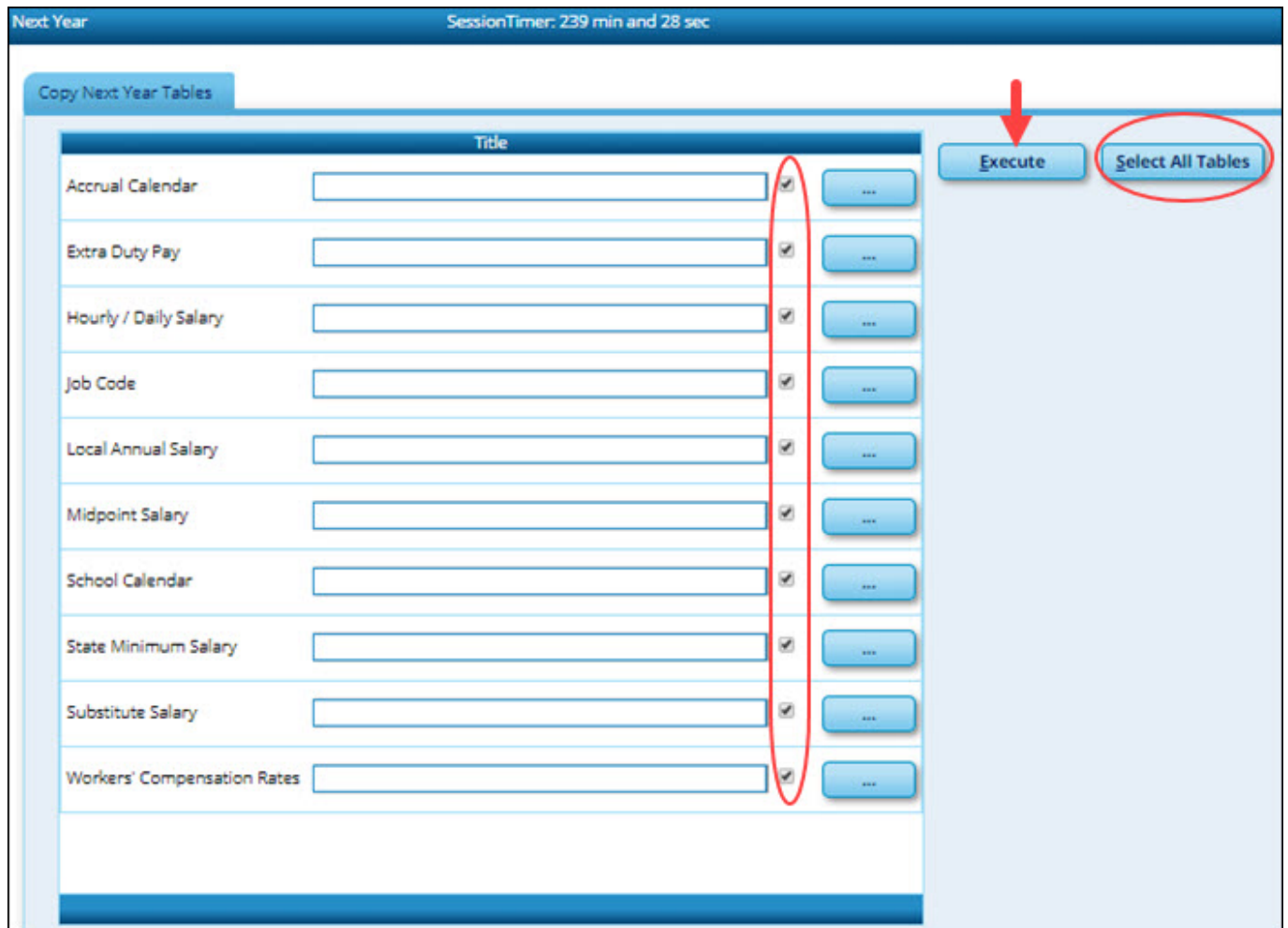
Copy NYR tables to CYR i

Log on to the next year payroll frequency.

Human Resources > Next Year > Copy NYR Tables to CYR

Copy all of the necessary tables with the exception of the NYR TR calendar (i.e., TRS calendar).

Image



- 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.

To exclude the TR calendar, click  for the **School Calendar**. The School Calendars list is displayed. Select all calendars except the TR calendar.

Image

Search:

<input checked="" type="checkbox"/>	Calendar Code	Description
<input checked="" type="checkbox"/>	BD	Bus Driver
<input checked="" type="checkbox"/>	BM	212 Days
<input checked="" type="checkbox"/>	BS	260 (7/1 start)
<input checked="" type="checkbox"/>	CO	226 STAFF
<input checked="" type="checkbox"/>	DC	226 DAY CARE
<input checked="" type="checkbox"/>	FS	Food Service
<input checked="" type="checkbox"/>	MT	260 M & O
<input checked="" type="checkbox"/>	NC	197 LIBRARY AIDES
<input checked="" type="checkbox"/>	PC	220 Admin
<input checked="" type="checkbox"/>	PR	207 Staff
<input checked="" type="checkbox"/>	SP	226 SUPER
<input checked="" type="checkbox"/>	TC	187 Staff
<input checked="" type="checkbox"/>	TR	TRS WORKDAYS

OK Cancel

Click **OK** to save the selections. All of the selected calendar codes are displayed in the **School Calendar** field.

Image

Midpoint Salary ☒ ...

School Calendar ☒ ...

☐ Click **Execute**. Only the selected tables are processed. As the reports are generated, click **Process** for each table. [Review the reports](#).

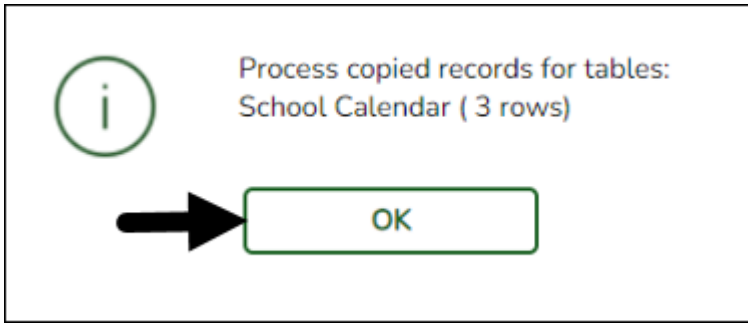
Process Cancel

Date Run: Copy Next Year Tables to Current Year
Cnty Dist: ISD
Table: bhr_cal_sch Page: 1 of 1

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

End of Report

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.