Copy NYR tables to CYR

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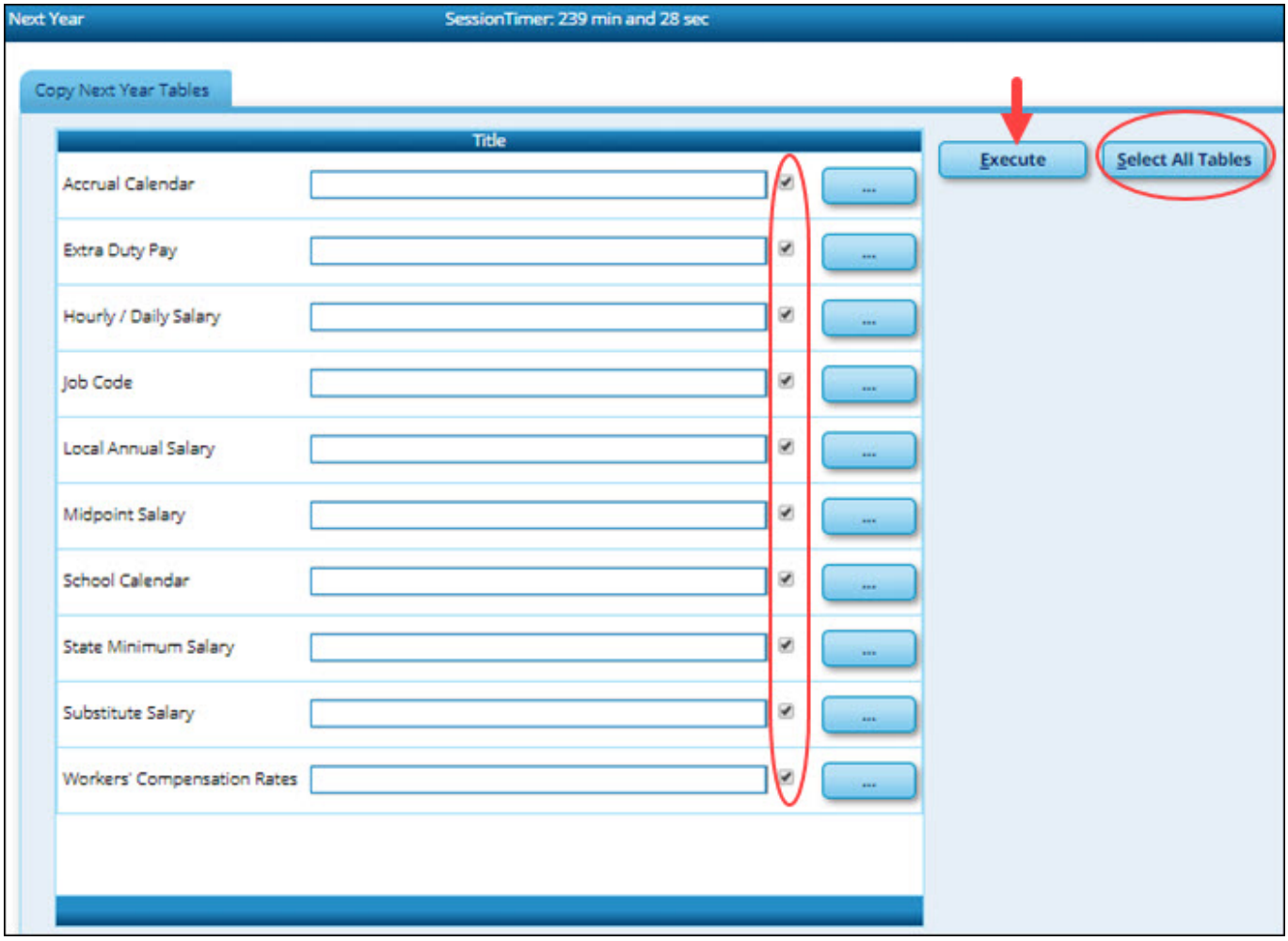
Log on to the next year payroll frequency.

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



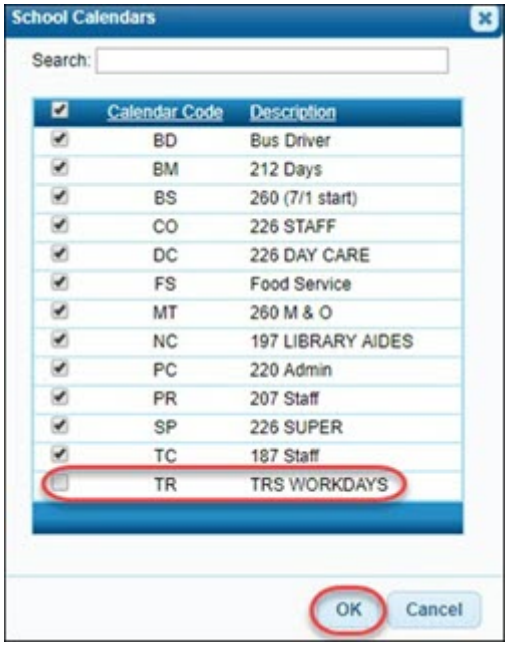
- Click **Select All Tables** to select all of the tables.

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.

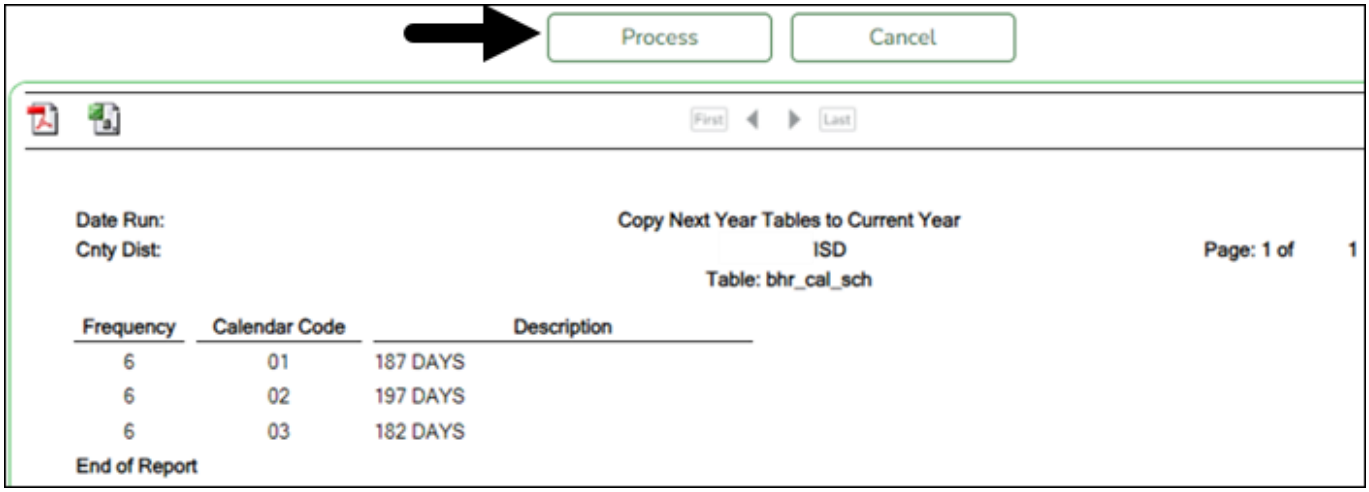
Image



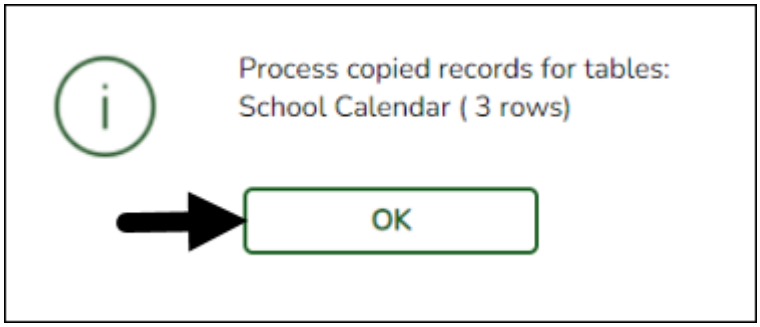
Click **OK**. All of the selected calendar codes are displayed in the **School Calendar** field.

Image

❑ Click **Execute**. Only the selected tables are processed. As the reports are generated, click **Process** for each table. Review the reports.



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.