



**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).

Next Year SessionTimer: 239 min and 28 sec

Copy Next Year Tables

Title		
Accrual Calendar	<input checked="" type="checkbox"/>	...
Extra Duty Pay	<input checked="" type="checkbox"/>	...
Hourly / Daily Salary	<input checked="" type="checkbox"/>	...
Job Code	<input checked="" type="checkbox"/>	...
Local Annual Salary	<input checked="" type="checkbox"/>	...
Midpoint Salary	<input checked="" type="checkbox"/>	...
School Calendar	<input checked="" type="checkbox"/>	...
State Minimum Salary	<input checked="" type="checkbox"/>	...
Substitute Salary	<input checked="" type="checkbox"/>	...
Workers' Compensation Rates	<input checked="" type="checkbox"/>	...

Execute Select All Tables

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

OR

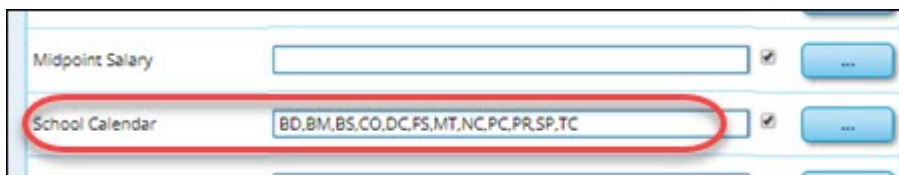
- Select ☐ next to the table(s) you want to include.
- Select ☐ again to unselect a table.

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

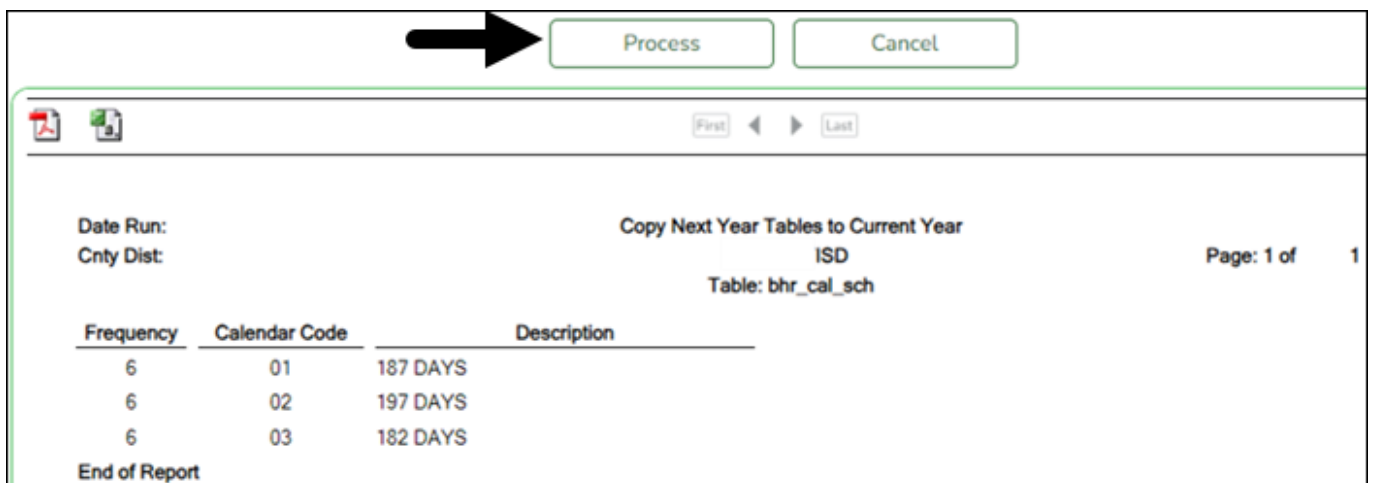


Calendar Code	Description
BD	Bus Driver
BM	212 Days
BS	260 (7/1 start)
CO	226 STAFF
DC	226 DAY CARE
FS	Food Service
MT	260 M & O
NC	197 LIBRARY AIDES
PC	220 Admin
PR	207 Staff
SP	226 SUPER
TC	187 Staff
TR	TRS WORKDAYS

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



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



Process Cancel

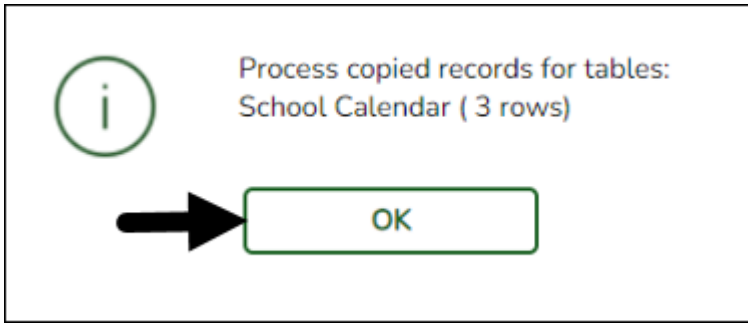
First Last

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.