



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. If you copied any tables prior to this step, be sure to exclude those tables at this time to avoid overwriting any necessary data that may have come from previously made manual changes.

The screenshot shows a software interface titled 'Copy Next Year Tables'. At the top, it says 'Session Timer: 239 min and 28 sec'. Below the title, there is a table with a header 'Title'. The table lists ten items: 'Accrual Calendar', 'Extra Duty Pay', 'Hourly / Daily Salary', 'Job Code', 'Local Annual Salary', 'Midpoint Salary', 'School Calendar', 'State Minimum Salary', 'Substitute Salary', and 'Workers' Compensation Rates'. Each item has a text input field and a checkbox to its right. A red vertical line highlights the checkboxes for 'School Calendar' and 'State Minimum Salary'. To the right of the table are two buttons: 'Execute' and 'Select All Tables'. A red arrow points to the 'Select All Tables' button, which is also circled in red.

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

OR

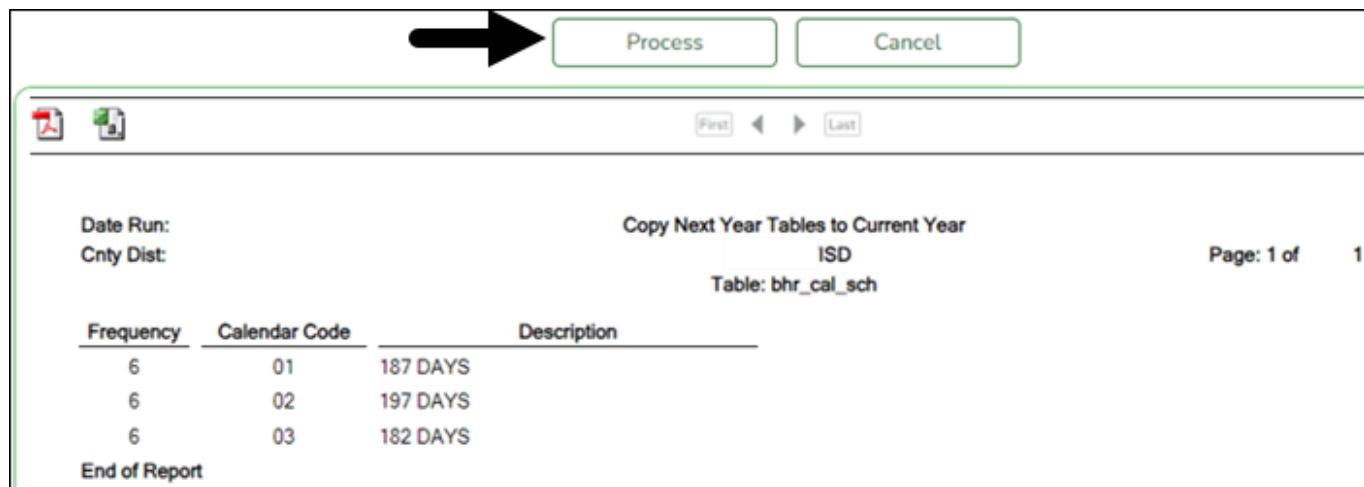
- Select next to the table(s) you want to include.
- Select again to unselect a table.

Click for the **School Calendar**. The School Calendars list is displayed. Select all of the necessary calendars.

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.](#)

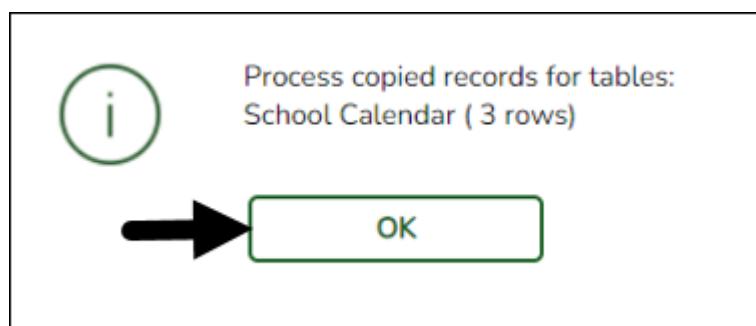


Date Run: Copy Next Year Tables to Current Year
Cnty Dist: ISD
Table: bhr_cal_sch
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Frequency	Calendar Code	Description
6	01	187 DAYS
6	02	197 DAYS
6	03	182 DAYS

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.

