



Copy active staff to the CYR

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Log on to the next year payroll frequency.

Payroll > Next Year > Copy NYR Staff to CYR



CAUTION: If the 11- and 12-month employees were reactivated to interface to Budget, they must be set to inactive at this time. You can select specific employees to copy using the following parameters: **Contract Months**, **Contract Begin Date**, **Payoff Date**, **Extract ID**, or **Employee Number**.

In addition, consider the employee deductions. For example, if you have not updated the new insurance selections and premiums in the next year payroll, then do not copy any deductions to the current year payroll. Also, if you entered all new employees as electing insurance so that employer-paid amounts were generated to budget, then you would not want these “estimated” deductions brought to current year payroll. All insurance selections and rate changes can be made in the current year payroll frequency.

Next Year > Copy NYR Staff to CYR Payroll

Execute Reset Year: N

Parameters

Pay Status: Active Inactive Both

Primary Campus: All Payoff Date: 08-25-2026

Pay Campus: All Frequency: F Monthly NYR

Contract Begin Date: Contract End Date: Salary Concept: All

Contract Months: Extract ID: Employee Nbr:

Pay Type: All

Job Code: All

Accrual Code: All

Pay Grade:

Prior Yr Emp Date: 00-00-0000

Options

Include Employees with Termination Date Preview changes

Carry over employee deductions

Only process employee deductions

Select **Preview Changes**.

Click **Execute**. Review the list and click **Process**.