



Copy active staff to the CYR

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Log on to the next year payroll frequency.

[Human Resources](#) > [Next Year](#) > [Copy NYR Staff to CYR](#)

Copy active staff to the current year.

If you re-activated the 11- and 12-month employees to interface to Budget they must be inactive at this time. You can select specific employees to copy using the following parameters: **Contract Months, Contract Begin 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 NYPR; then do not bring any deductions to CYPR. 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 CYPR. All insurance selections and rate changes can be made in CYPR, if you choose. (as addressed in step 9.)

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