



Copy active staff to the CYR

Table of Contents

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Log on to the next year payroll frequency.

Human Resources > Next Year > Copy NYR Staff to CYR

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.)

Image

Next Year > Copy NYR Staff to CYR SessionTimer: 239 min and 48 sec HRS4300 County/District #: 02002

Execute **Reset**

Parameters

Pay Status: Active Inactive Both

Pay Type: All
 Job Code: All
 Accrual Code: All
 Pay Grade:
 Prior Yr Emp Date: 00-00-0000

Contract: Primary Campus: All, Pay Campus: All, Contract Begin Date: , Contract End Date: , Contract Months:

Payoff Date:
 Frequency: F Monthly NYR
 Salary Concept: All
 Extract ID:
 Employee Nbr:

Options

Include Employees with Termination Date
 Carry over employee deductions
 Only process employee deductions Preview changes

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