



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

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, 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 current year payroll.

Image

The screenshot displays the 'Next Year > Copy NYR Staff to CYR' web application interface. The top navigation bar shows 'Next Year > Copy NYR Staff to CYR', 'SessionTimer: 239 min and 48 sec', 'HRS4300', and 'County/District #: 02002'. The main content area is divided into several sections:

- Parameters:**
 - Pay Status:** Radio buttons for Active (selected), Inactive, and Both.
 - Primary Campus:** Dropdown menu set to All.
 - Pay Campus:** Dropdown menu set to All.
 - Contract Begin Date:** Dropdown menu.
 - Contract End Date:** Dropdown menu.
 - Contract Months:** Input field.
 - Payoff Date:** Input field with a calendar icon.
 - Frequency:** Dropdown menu set to F Monthly NYR.
 - Salary Concept:** Dropdown menu set to All.
 - Extract ID:** Input field.
 - Employee Nbr:** Input field with a calendar icon.
- Options:**
 - Include Employees with Termination Date
 - Carry over employee deductions
 - Only process employee deductions
 - Preview changes

Buttons for 'Execute' and 'Reset' are located in the top right corner.

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