



**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, 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.

Next Year > Copy NYR Staff to CYR SessionTimer: 239 min and 41 sec HRS4: 00 County/District #: 00

**Parameters**

Pay Status:  Active  Inactive  Both

Primary Campus: All Payoff Date: [ ]

Pay Type: All Pay Campus: All Frequency: E Semimonthly NYR

Job Code: All Contract Begin Date: [ ] Salary Concept: All

Accrual Code: All Contract End Date: [ ] Extract ID: [ ]

Pay Grade: [ ] Contract Months: [ ] Employee Nbr: [ ]

Prior Yr Emp Date: 00-00-0000

**Options**

Include Employees with Termination Date

Carry over employee deductions

Preview changes

Only process employee deductions

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