



Copy active staff to the CYR

Table of Contents

Copy active staff to the CYR i

Copy active staff to the CYR

Log on to the next year payroll frequency.

[Payroll > 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.

The screenshot shows the 'Next Year > Copy NYR Staff to CYR' interface. At the top, there are 'Execute' and 'Reset' buttons, and a 'Year: N' dropdown. The main area is divided into 'Parameters' and 'Options' sections.

Parameters:

- Pay Status:** Radio buttons for Active (selected), Inactive, and Both.
- Primary Campus:** All
- Pay Campus:** All
- Contract Begin Date:** (empty)
- Contract End Date:** (empty)
- Contract Months:** (empty)
- Payoff Date:** 08-25-2026
- Frequency:** F Monthly NYR
- Salary Concept:** All
- Extract ID:** (empty)
- Employee Nbr:** (empty)
- Pay Type:** All
- Job Code:** All
- Accrual Code:** All
- Pay Grade:** (empty)
- Prior Yr Emp Date:** 00-00-0000

Options:

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

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