



Copy deductions

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Log on to the next year payroll frequency.

Human Resources > Next Year > Copy NYR Staff to CYR

If changes were made to employee deductions or you did not move deductions for 11- and 12-month employees, you can copy their deductions at this time.

All insurance selections and rate changes can be made in the current year. (as addressed in step 9)

Image

The screenshot displays the 'Next Year > Copy NYR Staff to CYR' interface. It includes a header with 'Session: HR54700' and 'County/District #'. The main area is divided into 'Parameters' and 'Options' sections. In the 'Parameters' section, 'Pay Status' is set to 'Active', 'Primary Campus' and 'Pay Campus' are set to 'All', and 'Contract Begin Date' is highlighted with a red circle. In the 'Options' section, 'Only process employee deductions' is selected, and 'Preview changes' is checked. The 'Execute' button is highlighted with a red arrow.

Under **Pay Status**, select **Active**.

Under **Options**, select **Only process employee deductions**. Use one or more of the following options to select specific employees:

- In the **Contract Months** field, type 11 or 12.
- Select a **Contract Begin Date**. The contract begin date is LEA specific.
- Select an **Extract ID**.

Click **Execute**. A preview report is displayed. Review the employee list and click **Process**.

A message is displayed indicating that the process was successful.