



# 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.

Image

The screenshot shows the 'Next Year > Copy NYR Staff to CYR' web application interface. The interface is divided into 'Parameters' and 'Options' sections. In the 'Parameters' section, 'Pay Status' is set to 'Active', 'Contract Begin Date' is highlighted with a red circle, and 'Pay Campus' is set to 'All'. In the 'Options' section, 'Only process employee deductions' is selected, and 'Preview changes' is checked. A red arrow points to the 'Execute' button.

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

Under **Options**, select **Only process employee deductions**.

Select **Preview Changes**.

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.