



Copy deductions

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Copy deductions i

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.

Image

Next Year > Copy NYR Staff to CYR

Session: HR54700 County/District #: []

Parameters

Pay Status: Active Inactive Both

Primary Campus: All

Payoff Date: []

Pay Type: All

Job Code: All

Contract Begin Date: []

Contract End Date: []

Contract Months: []

Frequency: E Semimonthly NYR

Salary Concept: All

Extract ID: []

Employee Nbr: []

Prior Yr Emp Date: 00-00-0000

Options

Include Employees with Termination Date

Carry over employee deductions

Only process employee deductions

Preview changes

Execute Reset

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.