



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 those deductions at this time.

All insurance selections and rate changes can be made in the current year.

The screenshot displays the 'Next Year > Copy NYR Staff to CYR' interface. It includes the following fields and options:

- Parameters:**
 - Pay Status:** Radio buttons for Active (selected), Inactive, and Both.
 - Primary Campus:** All
 - Payoff Date:** [Empty]
 - Pay Type:** All
 - Pay Campus:** All
 - Frequency:** E Semimonthly NYR
 - Job Code:** All
 - Contract Begin Date:** [Red circle highlights this field]
 - Salary Concept:** All
 - Accrual Code:** All
 - Contract End Date:** [Empty]
 - Extract ID:** [Empty]
 - Pay Grade:** [Empty]
 - Contract Months:** [Empty]
 - Employee Nbr:** [Empty]
 - Prior Yr Emp Date:** 00-00-0000
- Options:**
 - Include Employees with Termination Date
 - Carry over employee deductions
 - Only process employee deductions
 - Preview changes

Buttons for 'Execute' and 'Reset' are visible on the right side. 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.