



Copy deductions

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Log on to the next year payroll frequency.

Payroll > 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 shows the 'Next Year > Copy NYR Staff to CYR' payroll interface. The interface includes buttons for 'Execute' and 'Reset', and a 'Year: N' field. The 'Parameters' section contains fields for 'Pay Status' (Active, Inactive, Both), 'Primary Campus', 'Payoff Date', 'Pay Campus', 'Frequency', 'Contract Begin Date', 'Contract End Date', 'Salary Concept', 'Contract Months', 'Extract ID', 'Pay Type', 'Job Code', 'Accrual Code', 'Pay Grade', and 'Employee Nbr'. The 'Options' section includes checkboxes for 'Include Employees with Termination Date', 'Carry over employee deductions', 'Only process employee deductions', and 'Preview changes'.

Select the **Pay Status** applicable to your LEA as 11- and 12-month employees may be inactive at this time depending on the LEA.

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.