



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 by using the [Payroll > Utilities > Employee Benefits Interface > Import Annual File](#) page as referenced in step 28 of this document.

The screenshot shows the 'Next Year > Copy NYR Staff to CYR' interface. The 'Parameters' section includes:

- Pay Status:** Radio buttons for Active (selected), Inactive, and Both.
- Primary Campus:** All (dropdown)
- Pay Campus:** All (dropdown)
- Contract Begin Date:** (dropdown, highlighted with a box)
- Contract End Date:** (dropdown)
- Contract Months:** (text input)
- Payoff Date:** (text input)
- Frequency:** F Monthly NYR (dropdown)
- Salary Concept:** All (dropdown)
- Extract ID:** (dropdown)
- Employee Nbr:** (text input)
- Pay Type:** All (dropdown)
- Job Code:** All (dropdown)
- Accrual Code:** All (dropdown)
- Pay Grade:** (text input)
- Prior Yr Emp Date:** 00-00-0000 (text input)

 The 'Options' section includes:

- Include Employees with Termination Date
- Carry over employee deductions
- Only process employee deductions (highlighted with a box)
- Preview changes (highlighted with a box)

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.