



# Copy deductions



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## Copy deductions

**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 29 of this document.

The screenshot shows the 'Next Year > Copy NYR Staff to CYR' interface. At the top, there are 'Execute' and 'Reset' buttons and a 'Year: N' dropdown. The main area is divided into 'Parameters' and 'Options' sections. In the 'Parameters' section, 'Pay Status' is set to 'Active'. Other fields include 'Primary Campus: All', 'Pay Campus: All', 'Contract Begin Date' (highlighted), 'Contract End Date', 'Contract Months', 'Payoff Date', 'Frequency: F Monthly NYR', 'Salary Concept: All', 'Extract ID', and 'Employee Nbr'. In the 'Options' section, 'Only process employee deductions' and 'Preview changes' are checked.

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.