



body

Table of Contents

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This tab is used to clear:

- All next year tables for all pay frequencies regardless of the pay frequency to which you are logged on.
- Only EOY accrual data.
- Only next year payroll budget data.

Individual frequencies cannot be selected for deletion.

Note: EOY accrual reversals must be created and interfaced to Finance before clearing next year tables or EOY accrual data only.

Next Year > Copy CYR Tables to NYR SessionTimer: 59 min

Clear Next Year Tables **Copy Current Year Tables**

☐ Clear EOY Accrual Data Only ☐ Clear NY Payroll Budget Only

Title		Title
No Rows		☐ Accrual Calendar
		☐ Extra Duty Pay
		☐ Hourly / Daily Salary
		☐ Job Code
		☐ Local Annual Salary
		☐ Midpoint Salary
		☐ School Calendar
		☐ State Minimum Salary
		☐ Substitute Salary
		☐ Workers' Compensation Rates
		☐ Employee Bank Record
		☐ Employee Deductions
		☐ Employee Extra Duty
		☐ Employee Job
		☐ Employee Pay
		☐ Employee Pay Distribution
		☐ EOY Accrual Calendar
		☐ EOY Accrual Data
		☐ EOY Accrual Fund Decrement
		☐ NY Payroll Budget

Execute

Clear next year tables:

Field	Description
Clear EOY Accrual Data Only	Select to clear the EOY accrual data records only. All other next year data is left intact.
Clear NY Payroll Budget Only	Select to clear the next year payroll budget records only. All other next year data is left intact.

Note: If an option is not selected, all displayed Human Resources next year tables for all pay frequencies (regardless of the pay frequency to which you are logged on) are cleared when you click **Execute**.

All available next year payroll tables are displayed on the left side of the page. Select the tables to clear. Use the arrow buttons to move the selected tables from the left side to the right side of the page.

Click **Execute**. A message is displayed indicating that the next year records have been cleared. Click **OK**.