



moving_10month_employees_cyr_payroll_ste p12

Table of Contents

moving_10month_employees_cyr_payroll_step12 i

Log on to the next year.

Payroll > Next Year > Copy NYR Tables to CYR > Copy Next Year Tables

The screenshot shows a web interface titled "COPY NEXT YEAR TABLES". It features a list of payroll tables with checkboxes and dropdown menus. The "School Calendar" row is highlighted with a black oval, and its dropdown menu is open, showing the selected code "BD,FS,NC,TC" and a checkmark. To the right of the table list are two buttons: "Execute" and "Select All Tables". A large black arrow points down to the "Execute" button.

Table Name	Value	Selected	More Options
Accrual Calendar		<input type="checkbox"/>	⋮
Extra Duty Pay		<input type="checkbox"/>	⋮
Hourly / Daily Salary		<input type="checkbox"/>	⋮
Job Code		<input type="checkbox"/>	⋮
Local Annual Salary		<input type="checkbox"/>	⋮
Midpoint Salary		<input type="checkbox"/>	⋮
School Calendar	BD,FS,NC,TC	<input checked="" type="checkbox"/>	⋮
State Minimum Salary		<input type="checkbox"/>	⋮
Substitute Salary		<input type="checkbox"/>	⋮
Workers' Compensation Rates		<input type="checkbox"/>	⋮

In the **School Calendar** field, select only the 10-month employee calendars.



TIP: The calendar code is displayed in the first pay date code on the simulation (e.g., J40 includes calendar code 40)

Click **Execute**.

Note: If changes were made to any of the next year payroll tables (extra duty pay, hourly/daily salary, job code, local annual salary, etc.), copy the tables from the next year payroll to the current year payroll.