



# **moving\_10month\_employees\_cyr\_payroll\_ste p12**



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HR > NYR PR > Next Year > Copy Next Year Tables - move school calendars for 10-month employees from NYR payroll to CYR payroll. Select ONLY the calendars that represent the 10-month employees in the district by clicking on the ellipsis next to School Calendar. (Tip: The calendar code is displayed in the 1st Pay Date code in the simulation. As an example, J40 would be calendar code 40.) Once all selections are made, select Execute. Do not move the TR calendar or any calendars that pertain to employees with a September 1 or later start date.

Note: If changes were made to any other tables in NYR payroll, such as the Extra Duty Pay, Hourly/Daily Salary, Job Code, Local Annual Salary, etc. - copy these tables from NYR payroll to CYR payroll at this time, as well.