



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



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Log on to the next year payroll.

[Human Resources > Next Year > Copy Next Year Tables](#)

Click School Calendar and only select the 10-month employees' calendars. (Tip: The calendar code is displayed in the 1st Pay Date code in the simulation. As an example, J40 would be calendar code 40.)

Do not move the TR calendar or any calendars for employees with a September 1 or later start date.

Click **Execute**.

**Note:** If any changes were made to other 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.