



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



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## Log on to the next year.

Human Resources > Next Year > Copy Next Year Tables

Image

Next Year SessionTimer: 239 min and 19 sec

Copy Next Year Tables

Title		
Accrual Calendar	<input type="text"/>	<input type="checkbox"/> ...
Extra Duty Pay	<input type="text"/>	<input type="checkbox"/> ...
Hourly / Daily Salary	<input type="text"/>	<input type="checkbox"/> ...
Job Code	<input type="text"/>	<input type="checkbox"/> ...
Local Annual Salary	<input type="text"/>	<input type="checkbox"/> ...
Midpoint Salary	<input type="text"/>	<input type="checkbox"/> ...
School Calendar	BM,BS	<input checked="" type="checkbox"/> ...
State Minimum Salary	<input type="text"/>	<input type="checkbox"/> ...
Substitute Salary	<input type="text"/>	<input type="checkbox"/> ...
Workers' Compensation Rates	<input type="text"/>	<input type="checkbox"/> ...

Execute Select All Tables

- In the **School Calendar** and 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).
- **Do not** move the TR calendar or any calendars for employees who have a September 1st or later start date.
- Click **Execute**.

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