



moving_10month_employees_cyr_payroll_ste p12

Table of Contents

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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	Input Field	Checkbox	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	BM,BS	<input checked="" type="checkbox"/>	...
State Minimum Salary		<input type="checkbox"/>	...
Substitute Salary		<input type="checkbox"/>	...
Workers' Compensation Rates		<input type="checkbox"/>	...

Execute Select All Tables

- 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).
- **Do not** move the TR calendar or any calendars for employees who have a 9/1 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 sSalary, etc.), copy the tables from the next year payroll to the current year payroll.