



moving_11month_employees_cyr_payroll_ste p12

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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'. On the left, there is a list of payroll tables with checkboxes and dropdown menus. The 'School Calendar' row is highlighted with a black oval and has a checkmark in its checkbox and the code 'CO,DC,PC,SP' in its dropdown. To the right of the list are two buttons: 'Execute' and 'Select All Tables'. A large black arrow points down to the 'Execute' button.

Table Name	Selected	Code
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	<input checked="" type="checkbox"/>	CO,DC,PC,SP
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 11-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.