moving_11month_employees_cyr_payroll_step12

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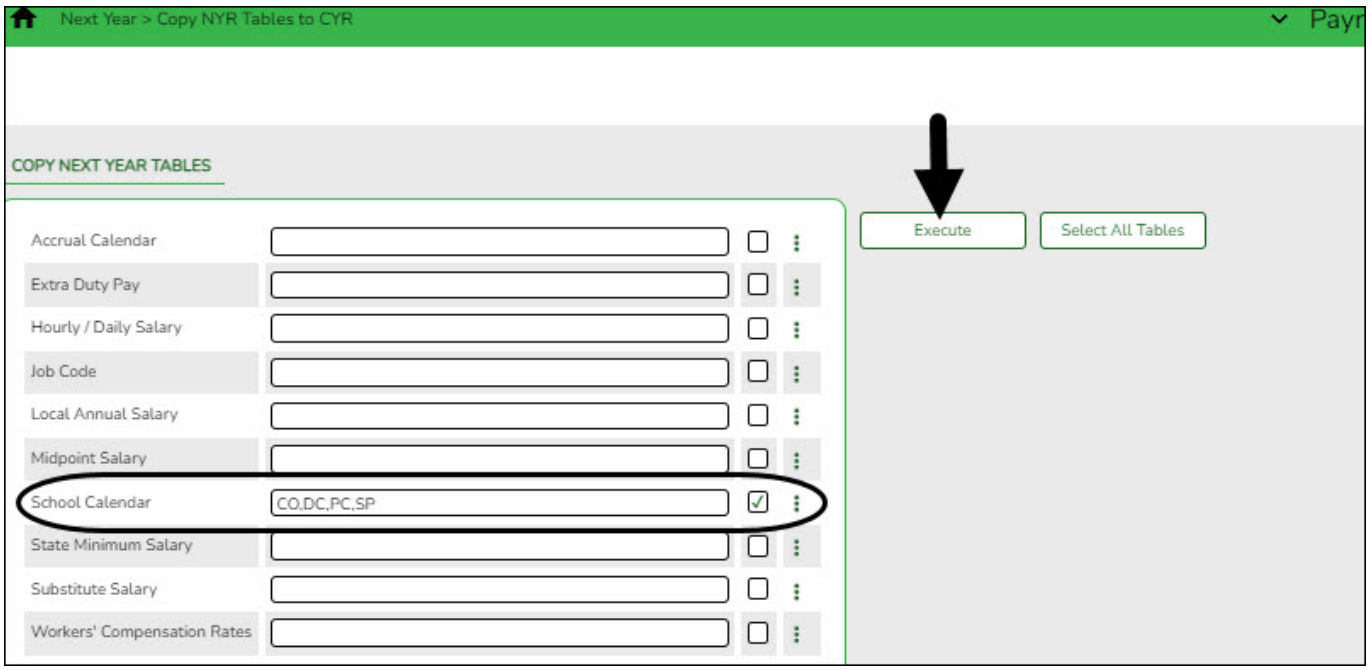
Log on to the next year.

Payroll > Next Year > Copy NYR Tables to CYR > Copy Next Year Tables



❑ 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.