



# **moving\_11month\_employees\_cyr\_payroll\_ste p12**



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## Log on to the next year payroll.

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- In the **School Calendar** and select the 10-month employees' 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.