



moving_11month_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		☐	...
Extra Duty Pay		☐	...
Hourly / Daily Salary		☐	...
Job Code		☐	...
Local Annual Salary		☐	...
Midpoint Salary		☐	...
School Calendar	BD,TC	☒	...
State Minimum Salary		☐	...
Substitute Salary		☐	...
Workers' Compensation Rates		☐	...

- 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.