

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

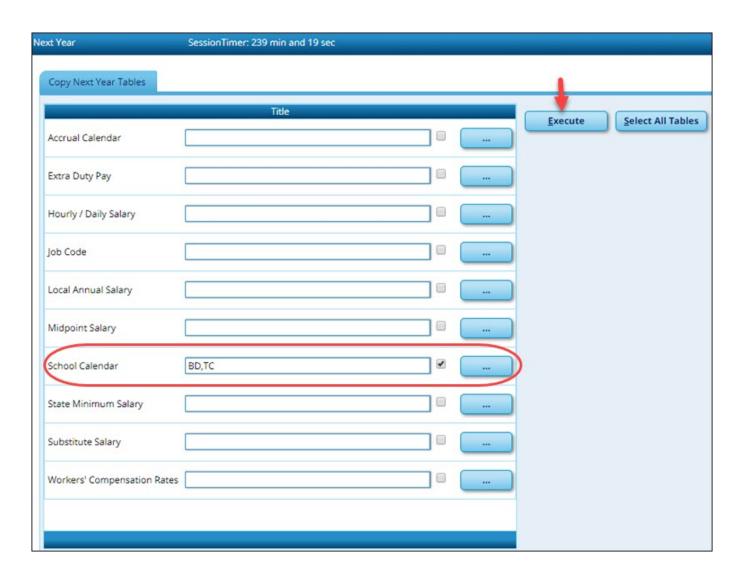
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#### Log on to the next year.

#### Human Resources > Next Year > Copy Next Year Tables

### **Image**



- 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.