



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



# Table of Contents

**moving\_11month\_employees\_cyr\_payroll\_step12** ..... i



**Log on to the next year.**

[Payroll > Next Year > Copy Next Year Tables](#)

{{:general:updatenyrpositionsmoveemployeestocyr\_copynyrtablestocyr.jpg|Copy Next Year Tables to CYR}}

- 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.