



# **moving\_12month\_employees\_cyr\_payroll\_ste p12**



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**Log on to the next year.**

Payroll &gt; Next Year &gt; Copy Next Year Tables

Next Year > Copy NYR Tables to CYR

**COPY NEXT YEAR TABLES**

Accrual Calendar	<input type="text"/>	<input type="checkbox"/>	⋮
Extra Duty Pay	<input type="text"/>	<input type="checkbox"/>	⋮
Hourly / Daily Salary	<input type="text"/>	<input type="checkbox"/>	⋮
Job Code	<input type="text"/>	<input type="checkbox"/>	⋮
Local Annual Salary	<input type="text"/>	<input type="checkbox"/>	⋮
Midpoint Salary	<input type="text"/>	<input type="checkbox"/>	⋮
School Calendar	CO,DC,PC,SP	<input checked="" type="checkbox"/>	⋮
State Minimum Salary	<input type="text"/>	<input type="checkbox"/>	⋮
Substitute Salary	<input type="text"/>	<input type="checkbox"/>	⋮
Workers' Compensation Rates	<input type="text"/>	<input type="checkbox"/>	⋮

Execute Select All Tables

In the **School Calendar** field, select only the 12-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 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.