



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



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## Log on to the next year.

Human Resources > Next Year > Copy Next Year Tables

Next Year SessionTimer: 239 min and 19 sec

Copy Next Year Tables

Title			
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	<input type="text" value="BD,TC"/>	<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.