



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



# Table of Contents

**moving\_12month\_employees\_cyr\_payroll\_step12** ..... i



## Log on to the next year.

Payroll > Next Year > Copy Next Year Tables

The screenshot shows a web interface titled 'COPY NEXT YEAR TABLES'. It features a list of payroll tables with checkboxes and dropdown menus. The 'School Calendar' row is highlighted with a black oval, and its checkbox is checked. The dropdown menu for 'School Calendar' is open, showing the selected code 'CO,DC,PC,SP'. To the right of the list are two buttons: 'Execute' and 'Select All Tables'. A large black arrow points down to the 'Execute' button.

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

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.