



pmis_clear_copy_tables

Table of Contents

pmis_clear_copy_tables i

Log on to the current year pay frequency.

Perform the following two processes:

[Payroll > Next Year > Copy CYR Tables to NYR > Clear Next Year Tables](#)

This tab is used to clear:

- All next year tables for all pay frequencies regardless of the pay frequency to which you are logged on.
- Only EOY accrual data.
- Only next year payroll budget data.

Individual frequencies cannot be selected for deletion.

Note: EOY accrual reversals must be created and interfaced to Finance before clearing next year tables or EOY accrual data only.

[Next Year > Copy CYR Tables to NYR](#)

Payroll

CLEAR NEXT YEAR TABLES

COPY CURRENT YEAR TABLES

☐ Clear EOY Accrual Data Only
 ☐ Clear NY Payroll Budget Only

Title		Title
<input type="checkbox"/> Accrual Calendar		No Rows
<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		
<input type="checkbox"/> State Minimum Salary		
<input type="checkbox"/> Substitute Salary		
<input type="checkbox"/> Workers' Compensation Rates		
<input type="checkbox"/> Employee Bank Record		
<input type="checkbox"/> Employee Deductions		
<input type="checkbox"/> Employee Extra Duty		
<input type="checkbox"/> Employee Job		
<input type="checkbox"/> Employee Pay		
<input type="checkbox"/> Employee Pay Distribution		
<input type="checkbox"/> EOY Accrual Calendar		
<input type="checkbox"/> EOY Accrual Data		
<input type="checkbox"/> EOY Accrual Fund Decrement		
<input type="checkbox"/> NY Payroll Budget		

Execute

Clear next year tables:

Field	Description
Clear EOY Accrual Data Only	Select to clear the EOY accrual data records only. All other next year data is left intact.
Clear NY Payroll Budget Only	Select to clear the next year payroll budget records only. All other next year data is left intact.

Note: If an option is not selected, all displayed next year tables for all pay frequencies (regardless of the pay frequency to which you are logged on) are cleared when you click **Execute**.

All available next year payroll tables are displayed on the left side of the page. Select the tables to clear. Use the arrow buttons to move the selected tables from the left side to the right side of the page.

☐ Click **Execute**. A message is displayed indicating that the next year records have been cleared. Click **OK**.

[Payroll > Next Year > Copy CYR Tables to NYR > Copy Current Year Tables](#)

This tab is used to copy all tables or selected tables as next year records for the corresponding next year frequency (e.g., CYR = 6, NYR = F; CYR = 5, NYR = E; and CYR = 4, NYR = D). The tables are copied from all current year frequencies to all next year frequencies (except the School Calendar table). The School Calendar table header is only copied for the frequency to which you are logged on. To copy the school calendar for another frequency, log on to the other frequency and copy the School Calendar table. The calendar itself is not copied, only the calendar code and calendar description. Type the year in the **Start Year** field and the beginning month in the **Start Month** field to begin the process of building the next year calendar.

Next Year > Copy CYR Tables to NYR Payroll

CLEAR NEXT YEAR TABLES COPY CURRENT YEAR TABLES


Accrual Calendar	<input checked="" type="checkbox"/>	...
Extra Duty Pay	<input checked="" type="checkbox"/>	...
Hourly / Daily Salary	<input checked="" type="checkbox"/>	...
Job Code	<input checked="" type="checkbox"/>	...
Local Annual Salary	<input checked="" type="checkbox"/>	...
Midpoint Salary	<input checked="" type="checkbox"/>	...
School Calendar	<input checked="" type="checkbox"/>	...
State Minimum Salary	<input checked="" type="checkbox"/>	...
Substitute Salary	<input checked="" type="checkbox"/>	...
Workers' Compensation Rates	<input checked="" type="checkbox"/>	...

Execute Select All Tables

Copy current year tables:

All available current year tables are displayed on the left side of the page. Select the tables to copy. Select the corresponding check boxes to select a table. At least one table option must be selected.

- Select ☐ next to the table(s) to copy.
- Select ☐ again to clear the selected check box.

☐ Click  if you do not want to copy the entire table, but want to include specific data from a table.

Notes:

- Only the selected tables are processed.
- If the tables are copied multiple times and the record in the current year does not exist in the next year, the new record is inserted in the next year.
- If the tables are copied multiple times and a description is changed in the next year but not in the current year, the description is replaced by the description in the current year table.

☐ Click **Select All Tables** to select all current year tables to copy to the next year.

☐ Click **Execute**. A separate preview report is displayed for each selected table.

☐ Click **Process** on each report page to copy the table. Or, click **Cancel** not to copy the table. A message is displayed indicating that the tables were successfully copied. Click **OK**.