



pmis_roll_cy_tablesemployees_to_ny_payroll

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Log on to the current year pay frequency.

Payroll > Next Year > Copy CYR Staff to NYR

Complete the following:

- In the **Pay Type** field, select *E - Exclude Substitute*.
- Under **Options**:
 - Select **Include Employees with Termination Date**.
 - In the **Next Year's Funding Code**, type the fiscal year that exists in Budget.
- Click **Execute**. If the process is successful, a preview report is displayed. Review the employee list to verify that the correct data was copied to the next year records. Also, review the total employee count at the end of the report.
- Click **Process** to accept the changes and continue. A message is displayed indicating that the process was completed successfully. In addition, a list of the database record tables that were copied is displayed. Click **OK**.
- Click **Cancel** to return to the Copy CYR Staff to NYR page without making the changes.