

Verify August EOY payroll accruals

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Human Resources > Next Year > Copy CYR Tables to NYR > Clear Next Year Tables

Log on to the current payroll frequency.

If the next year payroll process was used last year and those records have yet to be cleared, use the following steps to clear the records.

- Do not select the **Clear EOY Accrual Data Only** and **Clear NY Payroll Budget Only** fields.
- Move all of the tables from the right side of the page to the left side of the page.
- Click **Execute**.

Note: All tables are cleared across all pay frequencies.