

Verify August EOY payroll accruals

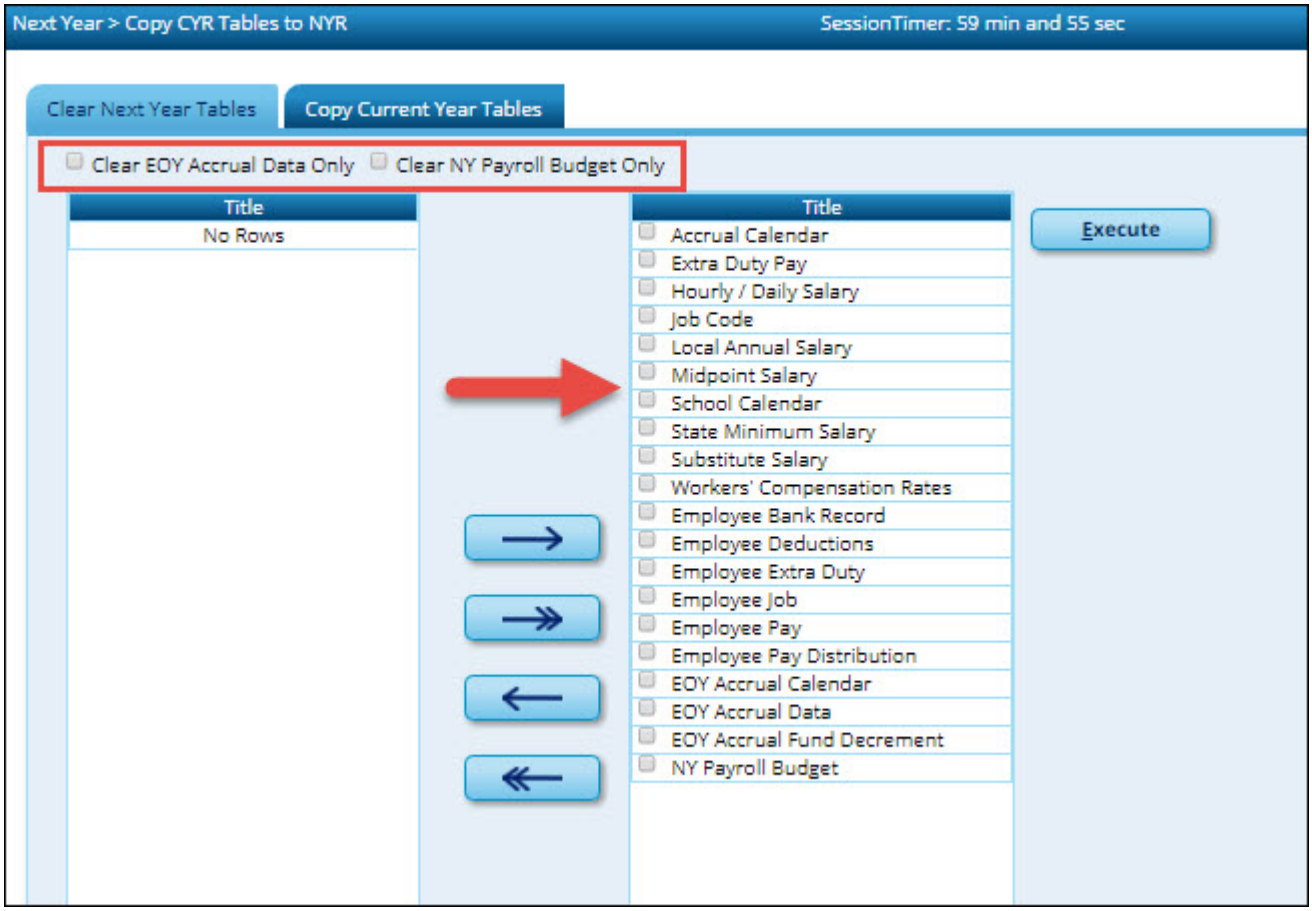
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Human Resources > Next Year > Copy CYR Tables to NYR > Clear Next Year Tables

Log on to the current payroll frequency.

Image



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**. All existing employees are deleted from the next year payroll files and a clean work file exists allow you to begin building next year data.

Note: All tables are cleared across all pay frequencies.

This process can be verified by logging on to the next year payroll frequency and running the Human Resources > Reports > HR Reports > Personnel Reports > HRS1000 - Roster of Personnel Report for active and inactive employees. The report results should return blank.