

Clear next year tables

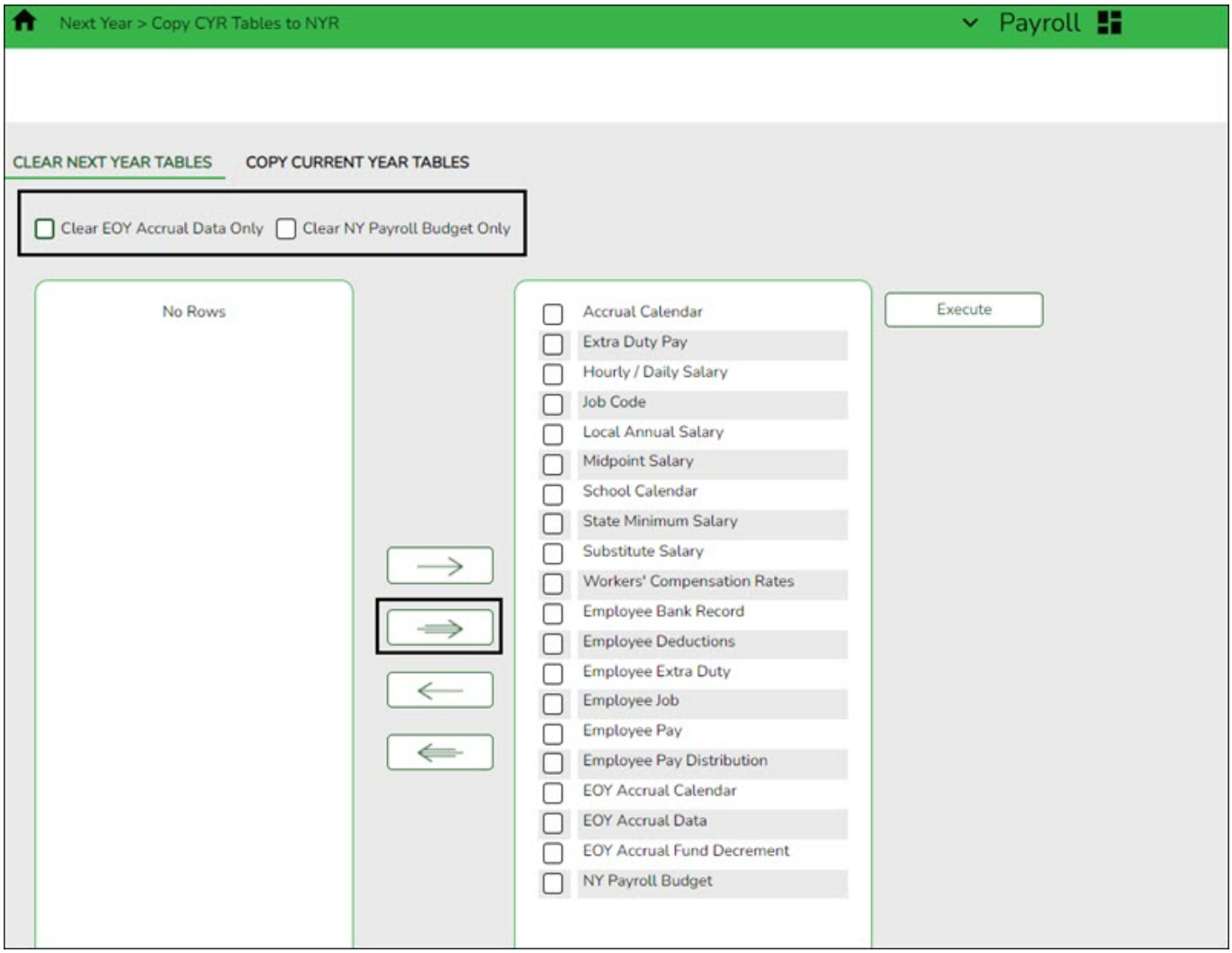
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Log on to the current pay frequency.

Payroll > Next Year > Copy CYR Tables to NYR > Clear Next Year Tables



If the next year payroll process was used last year and those records were not 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. The EOY accrual data and next year payroll budget data is cleared whether or not these fields are selected.

❑ Move all of the tables from the left side to the right side of the page.

❑ Click **Execute**.

Notes:

- This process deletes all existing employees from the next year payroll files and a clean work file is now available allowing you to begin building next year data. In addition, all

tables in all pay frequencies are cleared; therefore, it is only necessary to perform this process in one pay frequency even if your LEA has multiple pay frequencies.

- This process can be verified by running the Personnel > Reports > Personnel Reports > HRS1000 - Roster of Personnel Report for both active and inactive employees with the next year frequency. The report results should be blank.