



Clear next year tables

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Clear Next Year Tables

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

Log on to the current payroll frequency.

Image

Next Year > Copy CYR Tables to NYR SessionTimer: 59 min and 55 sec

Clear Next Year Tables Copy Current Year Tables

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

Title	Title
No Rows	☐ Accrual Calendar
	☐ Extra Duty Pay
	☐ Hourly / Daily Salary
	☐ Job Code
	☐ Local Annual Salary
	☐ Midpoint Salary
	☐ School Calendar
	☐ State Minimum Salary
	☐ Substitute Salary
	☐ Workers' Compensation Rates
	☐ Employee Bank Record
	☐ Employee Deductions
	☐ Employee Extra Duty
	☐ Employee Job
	☐ Employee Pay
	☐ Employee Pay Distribution
	☐ EOY Accrual Calendar
	☐ EOY Accrual Data
	☐ EOY Accrual Fund Decrement
	☐ NY Payroll Budget

Execute

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**. All existing employees are deleted from the next year payroll files and a clean work file exists allowing 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 be blank.