

Clear next year tables

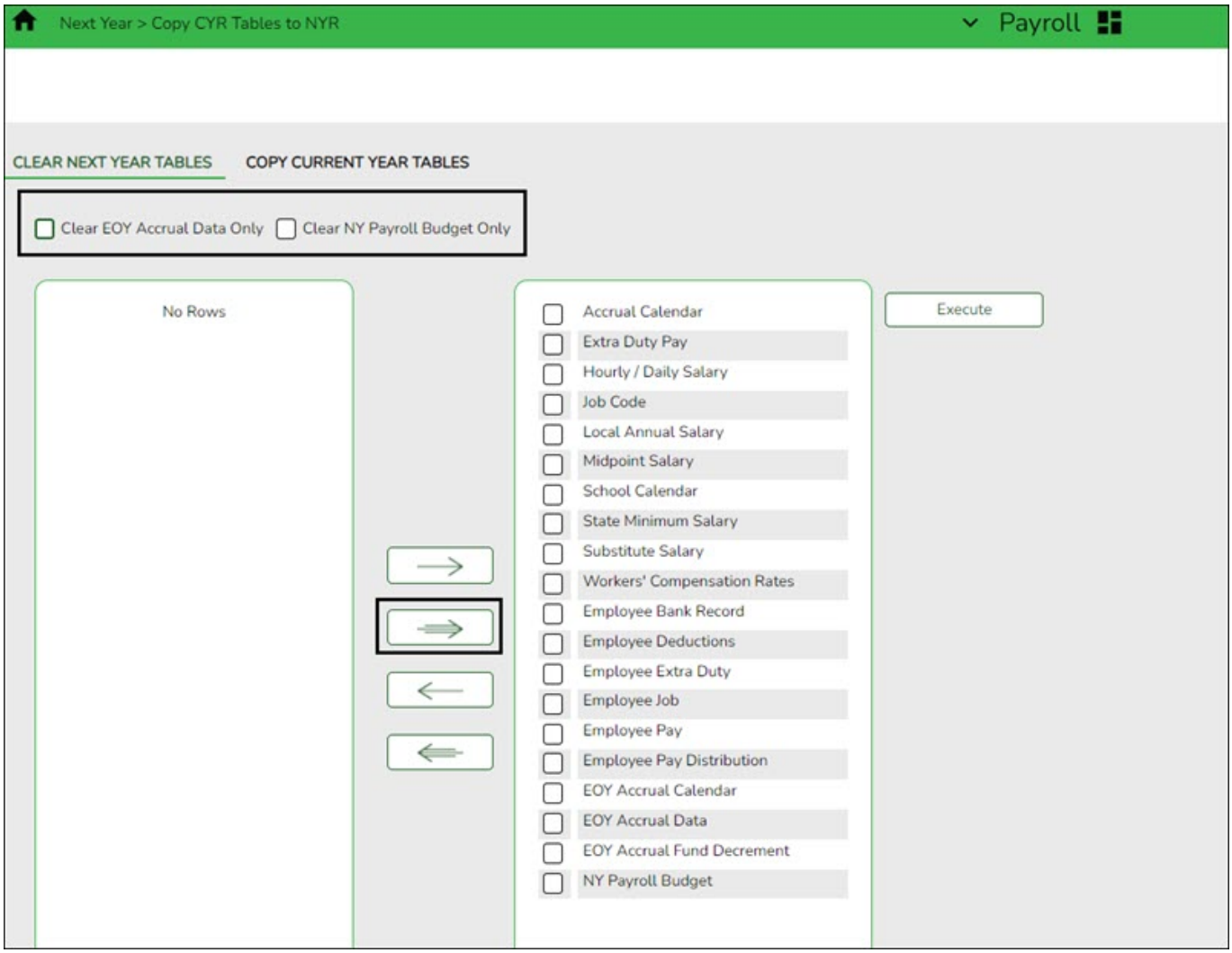
Table of Contents

Clear next year tables i

Clear next year tables

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

Log on to the current pay frequency.



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 is now available allowing you to begin building next year data.

Note: This process clears all tables in all pay frequencies; 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 logging on to the next year pay frequency and running the Personnel > Reports > Personnel Reports > HRS1000 - Roster of Personnel Report for active and inactive employees. The report results should be blank.