

Copy current year tables

2025/12/05 21:10 i Copy current year tables

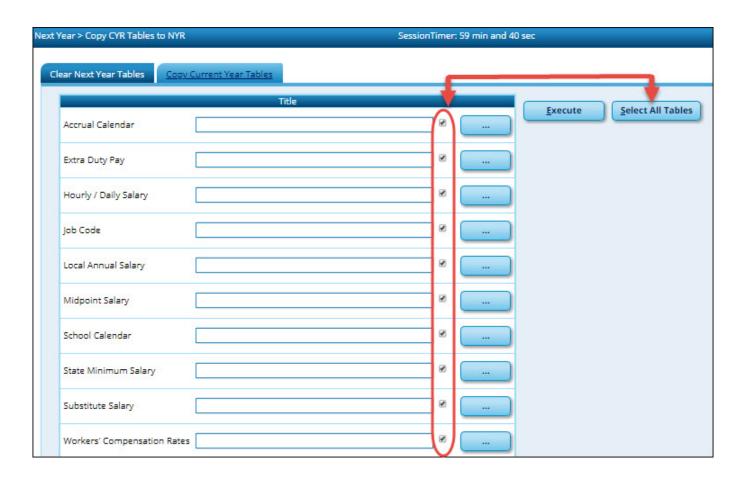
Table of Contents

Copy current year tablesi

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

Log on to the current payroll frequency.

Image



Click **Select All Tables** to select all current year tables to be copied to the next year. It is recommended that all tables are copied so that you have immediate access to any selected table.

- This process copies tables for all next year pay frequencies except the school calendar table, regardless of the frequency to which you are logged on.
- To copy the school calendar, log on to each pay frequency to do so. The school calendar itself is not copied only the calendar code and the calendar description are copied.

	☐ Click Execute . A	separate p	review i	report is	displayed	for each	selected	table.
--	----------------------------	------------	----------	-----------	-----------	----------	----------	--------

☐ Click **Process** on each report page to copy the table. Or, click **Cancel** not to copy the table. A message is displayed indicating that the tables were successfully copied. Click **OK**.