

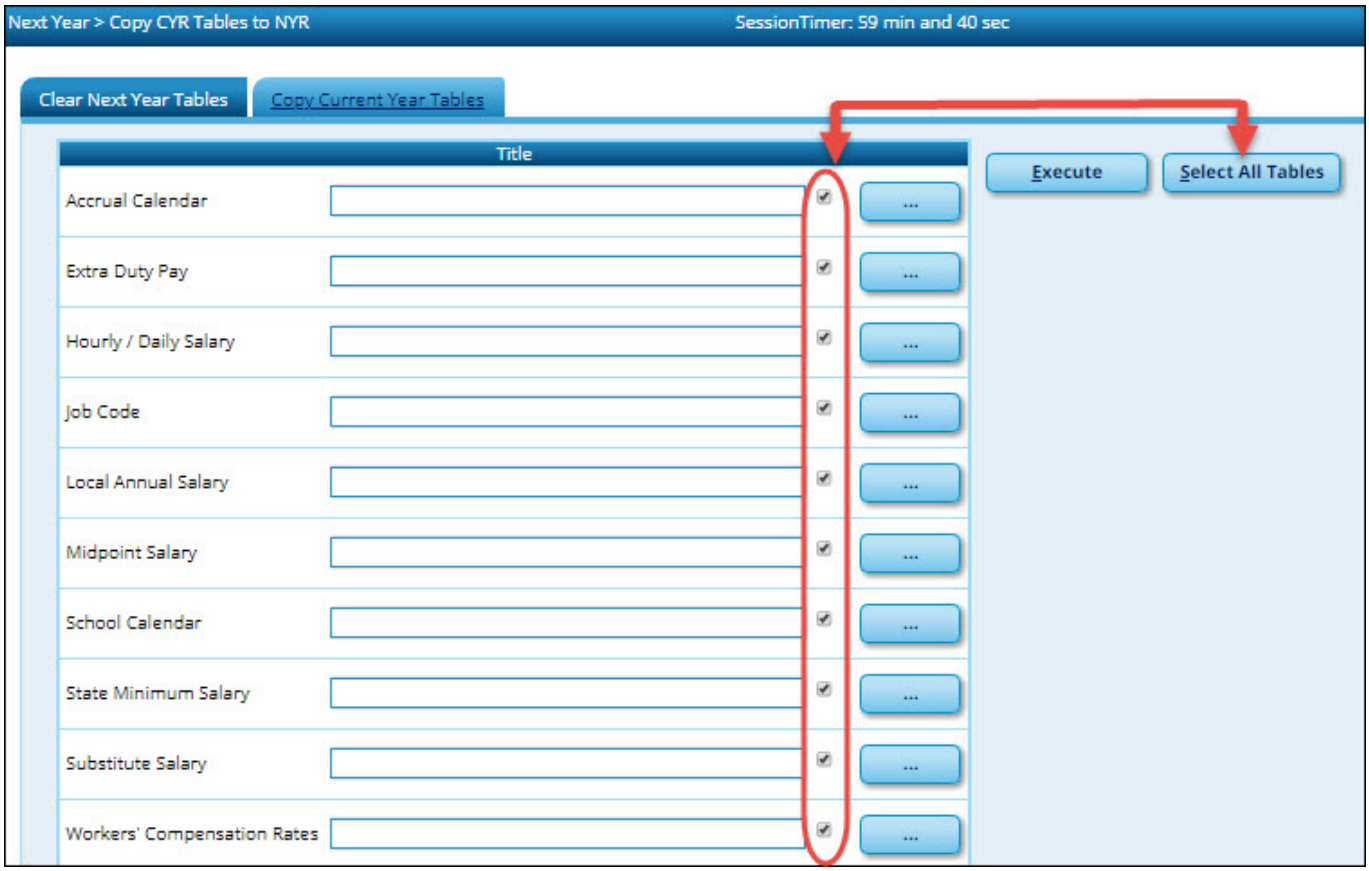
Copy current year tables

Table of Contents

Copy current year tables i

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

Log on to the current pay frequency.



❑ 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 is not copied, only the calendar code and the calendar description are copied.

❑ Click **Execute**. A separate preview 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**.