



Copy current year tables

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

Log on to the current pay frequency.

The screenshot shows a web interface for copying current year tables to the next year. The interface has a green header with a home icon, the breadcrumb 'Next Year > Copy CYR Tables to NYR', and a 'Payroll' menu icon. Below the header, there are two tabs: 'CLEAR NEXT YEAR TABLES' and 'COPY CURRENT YEAR TABLES' (which is active). A list of tables is displayed, each with a text input field and a checkbox. The tables are: Accrual Calendar, Extra Duty Pay, Hourly / Daily Salary, Job Code, Local Annual Salary, Midpoint Salary, School Calendar, State Minimum Salary, Substitute Salary, and Workers' Compensation Rates. All checkboxes are checked. To the right of the list are two buttons: 'Execute' and 'Select All Tables'. A red box highlights the 'Select All Tables' button, and a red arrow points from it to the 'Execute' button.

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**.