



## 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 the 'COPY CURRENT YEAR TABLES' section of the payroll system. It features a list of tables with checkboxes for selection. The tables listed 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. Each table has a checkbox and a vertical ellipsis menu icon. The 'Execute' button is highlighted with a red box, and a red arrow points from it to the 'Select All Tables' button. The 'Select All Tables' button is also highlighted with a red box.

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**.