



**copynyrstafftocyr**



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# Copy NYR Staff to CYR - HRS4300

## Human Resources > Next Year > Copy NYR Staff to CYR

This page is used to select next year staff members who are to be moved to the current year. Any selected employee records that currently exist in the current year tables (e.g., pay distribution, job records, deductions, bank deposits, and pay records) are deleted and replaced with the next year tables during the copy process.

**Example:** If an employee is copied from the next year to the current year, and then a job code is changed in the next year and the employee is recopied, the job records that were previously copied are deleted before the new records are copied.

- Employee 100 has job TEA1 and job BUSD in the next year.
- Employee 100 is copied from the next year to the current year.
- Job TEA1 is changed to ADM1 in the next year for employee 100.
- Employee 100 is copied from the next year to the current year again.
- When logged on to the current year, employee 100 now has job ADM1 and job BUSD.

This scenario also applies to bank records, extra duties, distributions, and deduction codes.

With this feature, users can also update or change any parameter in next year and replace records previously copied to the current year.

## Copy next year staff to the current year:

[Select a student](#)

The following receiving options selected on the Options > Purchasing Options page in District Administration determine how information is displayed as well as if certain requisition items can be received on this page.

- If **Use Blind Receiving** is selected, order quantities are not shown on this page.
- If **Allow Partial Receiving** is not selected, only complete requisition items can be received.
- If **Allow Receiving Overage** is not selected, only the original item quantity ordered or less can be received.


/\*Inline folded include\*/

Field	Description
Campus ID	
Pass/Fail	

Click **Save**.

**\*\*NOTE:**

### **Other functions and features:**

 <b>Delete a row.</b> Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.
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