



Payroll: Next Year

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Next Year

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Copy CYR Staff to NYR - HRS4300

Payroll > Next Year > Copy CYR Staff to NYR

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

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

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

This scenario can also be applied to bank records, extra duties, distributions, and deduction codes.

With this feature, users can also delete single or multiple employees from the corresponding next year. Employee names are copied to next year records, but their records are deleted, and the employees are listed as inactive.

Copy current year staff to the next year:

☐ Under **Parameters**, select which employees and records are to be copied to the current year.

Field	Description
Pay Status	Select whether active, inactive, or both groups are to be included in the process.
Pay Type	Click ▼ to select the one-digit pay type to be included in the process. The system is set to All.
Job Code	Click ▼ to select the four-digit job code to be included in the process. The system is set to All.
Accrual Code	Click ▼ to select the one-character accrual code to be included in the process. The system is set to All.
Pay Grade	Type the three-digit pay grade to be included in the process.
Prior Yr Emp Date	Type a date in the MMDDYYYY format for the previous school year reemployment date. The system will select all employees who were hired on or before that date. If there is no reemployment date from the previous school year, the system will use the employee's original employment date.
Primary Campus	Click ▼ to select the three-digit primary campus to be included in the process. The system is set to All.

Field	Description
Pay Campus	Click ▼ to select the three-digit pay campus to be included in the process. The system is set to All.
Contract Begin Date	Click ▼ to select the exact contract begin date to be included in the process.
Contract End Date	Click ▼ to select the exact contract end date to be included in the process.
Contract Months	Type the contract months to be included in the process.
Payoff Date	Click ⋮ to select the payoff date to be included in the process.
Payroll Freq	Click ▼ to select the one-digit payroll frequency to be included in the process. The system is set to the current logged-on payroll frequency. A specific payroll frequency must be selected; otherwise, no data displays.
Salary Concept	Click ▼ to select the salary concept to be used in the process. The system is set to All. However, when calculating salaries, a specific salary concept must be selected (e.g., A - Use annual salary table, D - Use hourly/daily rate table, or M - Use mid-point table). If All is selected, the system will not perform salary calculations.
Extract ID	Click ▼ to select a three-character, locally assigned code (e.g., En1 = English 1, AL2 = Algebra 2, HI4 = History 4) for grouping employees. The code is used to tag employee records for a batch process (e.g., copy or extract). Each employee must have the Extract ID set in the Employment Info tab before they can be selected using this function.
Employee Nbr	If you want to update data for only one employee, type the employee number, if known. If the employee number is not known or multiple employees are needed, click ⋮ to select employees.

☐ Under **Options**, perform the following:

Field	Description
Include Employees with Termination Date	Select to copy employees with a termination date in the Employment Info tab to next year records. Leave blank to exclude employees with a termination date from the next year records.
Inactivate Records when Creating NY Tables	Select to populate the Pay Status field on the Pay Info tab as Inactive in next year employee records. Leave blank if next year employees are to have Active placed in the Pay Status field.
Next Year's Funding Code	Type the fiscal year to be used when updating the distribution account code fiscal year in the next year employee master distribution records. Leave blank if the distribution account code fiscal year in the next year employee master distribution record is to remain the same as the current fiscal year.
Number of Remaining Deductions	Type the number to be used to update the remaining payments in the next year employee master deduction record. It is recommended that you type 99, and then edit the exceptions in the next year tables.
Preview changes	Select to view the staff data records being copied to the next year tables. Leave the field blank to not view the staff data records that are being copied.

☐ Click **Execute**. If the process is successful, a preview report is displayed. Review the employee list to verify that the correct data was copied to the next year records. Also, review the total employee count at the end of the report.

☐ Click **Process** to accept the changes and continue. A message is displayed indicating that the process was completed successfully. In addition, a list of the database record tables that were copied is displayed. Click **OK**.

☐ Click **Cancel** to return to the Copy CYR Staff to NYR page without making the changes.

Delete current year staff in next year:

After copying the employees to the next year, select either single or multiple employees to be deleted from the next year staff using the same parameters as explained above.

☐ Click **Delete** to delete selected employees from the next year staff records. A message displays indicating the number of records being deleted and asks if you want to continue.

Note: If any data exists in the EOY Accrual Data table, a message box is displayed and asks if the user wishes to delete the data and continue the process.

- If the data in the EOY Accrual Data table is for next year payroll calculations, the data can be deleted. However, the user may need to extract the data for next year payroll again and interface to budget again.
- If the data in the EOY Accrual Data table is for EOY accrual payroll calculations, the user needs to determine the last step completed for the EOY accrual process.
 - If the EOY accrual process has been performed through the create general journal (not interfaced to finance yet), the data may be deleted.
 - If the EOY accrual process has progressed past the create general journal step, it is recommended that the data not be deleted because of the impact on finance and the payroll history.

☐ Click **Yes** to continue deleting the next year staff records or **No** to stop the process and return to the Copy Current Year to Next Year page.

If you click **Yes**, a data preview window is displayed.

[Review the report.](#)

☐ Click **Process** to accept the changes and continue. When all records have been deleted, a message displays that lists the database record tables that were deleted. Click **OK**.

☐ Click **Cancel** to return to the Copy CYR Staff to NYR page without making the changes.

Other functions & features

Reset	Click to undo all the parameter selections and return to the default settings.
Cancel	Click to close the page without copying the current year employees to the next year tables.

Copy CYR Staff to NYR - HRS4300

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~~HIDEPAGE~~

Copy CYR Tables to NYR

Use the Table of Contents to access a page.

Clear Next Year Tables - HRS4000

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

This tab is used to clear:

- All next year tables for all pay frequencies regardless of the pay frequency to which you are logged on.
- Only EOY accrual data.
- Only next year payroll budget data.

Individual frequencies cannot be selected for deletion.

Note: EOY accrual reversals must be created and interfaced to Finance before clearing next year tables or EOY accrual data only.

Clear next year tables:

Field	Description
Clear EOY Accrual Data Only	Select to clear the EOY accrual data records only. All other next year data is left intact.
Clear NY Payroll Budget Only	Select to clear the next year payroll budget records only. All other next year data is left intact.

Note: If an option is not selected, all displayed Human Resources next year tables for all pay frequencies (regardless of the pay frequency to which you are logged on) are cleared when you click **Execute**.

All available next year payroll tables are displayed on the left side of the page. Select the tables to clear. Use the arrow buttons to move the selected tables from the left side to the right side of the page.



- Click to move selected entries from the left side to the right side of the page.



- Click to move all entries from the left side to the right side of the page.



- Click to move selected entries from the right side to the left side of the page.



- Click to move all entries from the right side to the left side of the page.

☐ Click **Execute**. A message is displayed indicating that the next year records have been cleared. Click **OK**.

Copy Current Year Tables - HRS4000


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

This tab is used to copy all tables or selected tables as next year records for the corresponding next year frequency (e.g., CYR = 6, NYR = F; CYR = 5, NYR = E; and CYR = 4, NYR = D). The tables are copied from all current year frequencies to all next year frequencies (except the School Calendar table). The School Calendar table header is only copied for the frequency to which you are logged on. To copy the school calendar for another frequency, log on to the other frequency and copy the School Calendar table. The calendar itself is not copied, only the calendar code and calendar description. Type the year in the **Start Year** field and the beginning month in the **Start Month** field to begin the process of building the next year calendar.

Copy current year tables:

All available current year tables are displayed on the left side of the page. Select the tables to copy. Select the corresponding check boxes to select a table. At least one table option must be selected.

- Select ☐ next to the table(s) to copy.
- Select ☐ again to clear the selected check box.

☐ Click  if you do not want to copy the entire table, but want to include specific data from a table.

Notes:

- Only the selected tables are processed.
- If the tables are copied multiple times and the record in the current year does not exist in the next year, the new record is inserted in the next year.
- If the tables are copied multiple times and a description is changed in the next year but not in the current year, the description is replaced by the description in the current year table.

☐ Click **Select All Tables** to select all current year tables to copy to the next year.

☐ 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**.

Copy NYR Staff to CYR - HRS4300

Payroll > 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:

☐ Under **Parameters**, select which employees and records are to be copied to the current year.

Field	Description
Pay Status	Select whether active, inactive, or both groups are to be included in the process.
Pay Type	Click ▼ to select the one-digit pay type to be included in the process. The system is set to All.
Job Code	Click ▼ to select the four-digit job code to be included in the process. The system is set to All.
Accrual Code	Click ▼ to select the one-character accrual code to be included in the process. The system is set to All.
Pay Grade	Type the three-digit pay grade to be included in the process.
Prior Yr Emp Date	Type a date in the MMDDYYYY format for the previous school year reemployment date. The system will select all employees who were hired on or before that date. If there is no reemployment date from the previous school year, the system will use the employee's original employment date.
Primary Campus	Click ▼ to select the three-digit primary campus to be included in the process. The system is set to All.
Pay Campus	Click ▼ to select the three-digit pay campus to be included in the process. The system is set to All.

Field	Description
Contract Begin Date	Click ▼ to select the exact contract begin date to be included in the process.
Contract End Date	Click ▼ to select the exact contract end date to be included in the process.
Contract Months	Type the contract months to be included in the process.
Payoff Date	Click ⋮ to select the payoff date to be included in the process.
Payroll Freq	Click ▼ to select the one-digit payroll frequency to be included in the process. The system is set to the current logged-on payroll frequency. A specific payroll frequency must be selected; otherwise, no data displays.
Salary Concept	Click ▼ to select the salary concept to be used in the process. The system is set to All. However, when calculating salaries, a specific salary concept must be selected (e.g., A - Use annual salary table, D - Use hourly/daily rate table, or M - Use mid-point table). If All is selected, the system will not perform salary calculations.
Extract ID	Click ▼ to select a three-character, locally assigned code (e.g., En1 = English 1, AL2 = Algebra 2, HI4 = History 4) for grouping employees. The code is used to tag employee records for a batch process (e.g., copy or extract). Each employee must have the Extract ID set in the Employment Info tab before they can be selected using this function.
Employee Nbr	If you want to update data for only one employee, type the employee number, if known. If the employee number is not known or multiple employees are needed, click ⋮ to select employees.

☐ Under **Options**:

Field	Description
Include Employees with Termination Date	Select to copy employees with a termination date. Leave blank to exclude employees with termination dates from the current year records.
Carry over employee deductions	Select to copy employee payroll deductions (e.g., insurance, dues) from the next year to the current year. Leave blank to exclude the employee payroll deductions from the current year records.
Only process employee deductions	Select to copy only the selected employee deductions from the next year to the current year. If this field is selected, Carry over employee deductions is cleared (if selected).

☐ Select **Preview changes** to view the staff data records being copied to the current year tables. Leave blank to not view the staff data records that are being copied.

☐ Click **Reset** to undo all the parameter selections and return to the default settings.

☐ Click **Cancel** to close the page without copying the next year staff to the current year tables.

☐ Click **Execute**. You are prompted to create a backup. If you click **Yes** to create a backup, an export is created in the Import HR Tables From Database Tables utility. Run the Import HR Tables From Database Tables utility to restore employee data to its original state.

A preview report is displayed. [Review the report.](#)

☐ Click **Process** to accept the changes and continue.

When all records have been copied, a message displays indicating that the process copied records for tables and lists the database record tables that were copied. Click **OK**.

☐ Click **Cancel** to return to the Copy NYR Staff to CYR page without making the changes.

Copy NYR Staff to CYR - HRS4300

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Copy NYR Tables to CYR - HRS4000

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

This page is used to select next year payroll tables to copy to the current year after budget development.


Copy next year tables:

The system displays all available current year tables that may be copied to the next year tables. Tables are selected using individual check boxes. At least one table option must be selected.

- Click **Select All Tables** to select all of the tables.

OR

- Select ☐ next to the table(s) you want to include.
- Select ☐ again to unselect a table.

☐ Click  if you do not want to copy the entire table, but want to include specific data from a table.

☐ Click **Execute**. Only the selected tables are processed. As the reports are generated, click **Process** for each table. [Review the reports](#).

A message is displayed with the table names and the number of rows that were copied. Click **OK**.

Review the process report to verify that all applicable calendars were copied to the current year payroll frequency. **It is recommended** that you log on to Personnel to verify this information. If the calendars were not copied over correctly, you may have to individually copy the calendars.

Note: When copying the school calendar table from next year to the current year, the calendar code, description, and days are copied. If a calendar code exists in the next year and current year, the next year data replaces the entire calendar contents for the current year for the specified calendar code.

Copy NYR Tables to CYR - HRS4000

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Interface NY Payroll to NY Budget

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Extract Payroll Account Codes - HRS4400

Payroll > Next Year > Interface NY Payroll to NY Budget > Extract Payroll Account Codes

This utility extracts the annual salaries for employees and calculates taxes and employer contributions based on those salaries. The information is stored in an interface table, which is used to update next year's budget.

Notes:

- Before running this utility, make sure that the employee master file, the account distribution file, and the deduction file are updated for each employee. The employee's status flag must indicate an active employee, and the data in the employee's file which is normally used for calculating deductions and distributions must be updated and reviewed.
- This utility can be run for one or more combinations of next year pay periods (i.e., D, E, and F).
- In addition, this function can be run for one payroll period at a time, for one campus at a time, or from one to all active employees at a time. During the extract processing, none of the next year files are changed, so this function can be run repeatedly.
- The last run for extracting and interfacing must be done for all campuses, payroll pay periods, and active employees.
- When calculating the next year payroll amounts for employees with type 3 and 4 jobs, use the [Payroll > Maintenance > Staff Job/Pay Data > Job Info](#) tab to update the job contract **Total**.
- If the employee has multiple type 3 and/or type 4 jobs within different payroll frequencies, the estimated annual salary is equally shared for each of the pay frequencies affected.
- If the employee has multiple type 3 and/or type 4 jobs within the same payroll frequencies, a portion of each estimated annual salary is applied to each job, based on the job percent applied.

Example

The job contract **Total** is used for the estimated salary amount. The employee must have master distribution records to be included in the extract process.

- In order for a type 3 or type 4 job to be included in the extract, the employee's pay status should be active, and the selected pay frequency must have a type 3 or type 4 job in the Job Info tab.
- The payroll account codes extracted include salaries, overtime, FICA, Medicare, health insurance, workers' compensation, unemployment, TRS 373, TRS grant deposit, TRS-Care annuities, deferred compensation, TRS On-Behalf, taxable and nontaxable business allowances, TRS supplemental compensation, TRS health insurance, and TRS-Care employer contribution.
- When calculating the number of periods used for retired employees (and Take Retiree Surcharge is selected in the Maintenance > Staff Job/Pay Data > Distributions tab), the following rules apply. If the employee also has an RI deduction code, the retiree periods used are based on the primary job.

Note: Using the formula below, the system does not know how the pay dates for the new school

year are set up. Therefore, semimonthly is charged two additional payments. It would be possible for the first and last payments to be for partial months worked, which would require the surcharge to be paid (per TRS legislation). Then, the surcharge would possibly be required for eleven months.

For each job:

retirement periods = number of times a district is charged a surcharge for a retired employee

- For pay frequency = 6 - retirement periods = number of months in contract
- For pay frequency = 4 and 5 - retirement periods = 26 - ((12 - number of months in contract) x 2)
- For pay frequency = 4 - If the employee has a workers' compensation code, and workers' compensation payments = number of months in contract. Then, retirement periods = number of months in contract (if pay frequency 4 is set up with number of months in contract greater than 12)
- Budget retiree pension surcharge = ((annual standard gross for job/number annual payments) x retirement periods) x (TRS district rate (6.58%) + TRS rate (6.4%))
- Budget retiree TRS surcharge = RI deduction code employer contribution x retirement periods

Modify a record:

☐ Under **Next Year Frequency**, select from the following payroll frequencies:

- **D - Biweekly**
- **E - Semimonthly**
- **F - Monthly**

If you are not authorized to access a payroll frequency, it is disabled.

Field	Description
Pay Campus	The system is set to All, but you can click ▼ to select all employees from a specific pay campus. You will only have access to the Pay Campus drop-down field if you have security access to next year payroll frequencies.
Primary Campus	The system is set to All, but you can click ▼ to select all employees from a specific primary campus. You will only have access to the Primary Campus drop-down field if you have security access to next year payroll frequencies.
TRS On Behalf Expenditure Account	<p>type either a full or partial account code to be used as an expenditure account for the TRS On-Behalf. Any position of the account components can be set (e.g., the fund can be XX2) except the object component which is always set to 6144, regardless of what is entered.</p> <p>Note: If Summarize Benefits Interface is selected on the District HR Options page, the subobject, ed span, and project detail account code components are set to zero regardless of what is entered.</p>

Field	Description
Hourly emp deductions remaining payments	Type a default remaining deduction value to be used. The value is used in the extract process if the employee's primary job is a pay type 3, and the number of remaining deductions for a deduction code is equal to 99. If the employee's primary job is a pay type 1 or 2, and the number of remaining deductions for a deduction code is equal to 99, the number of annual payments for the job is used.
Enter the Starting Accounting Period for the Finance Fiscal Year	Type the month the district uses as the first fiscal accounting period. The value is used to determine the number of payments the system should use when calculating the employer TRS contribution for new employees for budget purposes. Annual payments are based on the primary job. Use this formula .

The system displays all active employees from the selected pay frequencies and campuses on the left side of the page. Use the following buttons to include or exclude employees:



- Click to move selected entries from the left side to the right side of the page.



- Click to move all entries from the left side to the right side of the page.



- Click to move selected entries from the right side to the left side of the page.



- Click to move all entries from the right side to the left side of the page.

☐ Click **Run**. The system extracts and calculates the payroll account codes for the selected employees and makes them available for the Interface to Budget tab.

- If the fund/fiscal year does not exist in the Budget account code table, the processing is not continued. Click **OK** to return to the Extract Payroll Account Codes tab.
- If any errors occur during processing, another page is displayed indicating the errors. The user can print the errors.
- If no errors occur, no additional page is displayed.

Records are inserted into the interface table automatically.

Extract Reports - HRS4400

Payroll > Next Year > Interface NY Payroll to NY Budget > Extract Reports

This tab is used to create two reports to verify that all the selected employees' payroll account codes were correctly extracted on the previous tab.

On the Extract Payroll Account Codes tab, if employees were selected on the right side of the page, the reports only include account codes for those selected employees. If there were no employees selected, the reports include all employees' data previously extracted.


These reports are also available on the Reports > HR Reports > NY Interface Budget Reports page. If these reports are printed from the Reports menu, the user may select parameters to limit the scope of the reports.

Create extract reports:

☐ Under **Next Year Payroll Extract Reports**, select from the following reports:

- **Next Year Payroll Employee Distribution Report** - The report is sorted by name and prints contract and deduction data. Amounts are given per employee distribution account per employer contribution per object code. The total line of the report displays the CAFE-125 total, the overall total costs for the employee, and other totals.
- **Next Year Payroll Account Distribution Report** - The report lists the amounts for each selected employee with the account code total. Fund and district totals are also listed.

Notes:

- Select **GenRpt** for the report that you want to generate, or click **Select ALL Reports** to select both reports.
- Under **Sort Order**, you can accept the system is set, or click  to select another sort order.

☐ Click **Generate Reports** to generate the selected report(s). [Review the report.](#)

Interface to Budget - HRS4400

Payroll > Next Year > Interface NY Payroll to NY Budget > Interface to Budget

This utility is used to enter the active employees' payroll account code distribution amounts into the next year's budget.

The function can be run more than once. For each run, the next year budget amount is replaced. For this reason, a backup should be run in the Budget application before running this program. If the budget lock flag is set on an account, the budget amount is not replaced.

Note: Because this program replaces the budget amount, the last run for extracting and interfacing must be done for all campuses, payroll pay periods, and active employees.

For those accounts that do not exist in Budget, a new record is added.

The program produces one summary report which is sorted by account code. The report also prints fund and district totals. The interface table is deleted after each run, and must be built again via the extract payroll account codes tab.

Interface payroll to budget:

☐ Under **Budget Level to Update**, select one of the following:

- **Next Yr Requested**
- **Next Yr Recommend**
- **Next Yr Approved**

Field	Description
Round account totals to the nearest dollar	Select to display all totals as dollar amounts only. If left blank, all totals are displayed to the exact amount.
Use Budget Crosswalk tables	<p>Select and you can select elements of any 20-digit account code number and change it to another number, taking the transactions for the old account to the new account. If left blank, all current account codes are interfaced to the new Budget accounts.</p> <p>Note: When using the Budget Crosswalk option, processing time increases dramatically. If an account is changed because of a crosswalk entry, the employees that are affected by the account change are listed individually with the amount applied to that employee.</p>

☐ Click **Interface**. A message displays indicating a system backup should be performed. You are prompted to create a [backup](#).