



## **Copy applicable calendars from NYR to CYR**



# Table of Contents

**Copy calendars from NYR to CYR ..... 1**



# Copy calendars from NYR to CYR

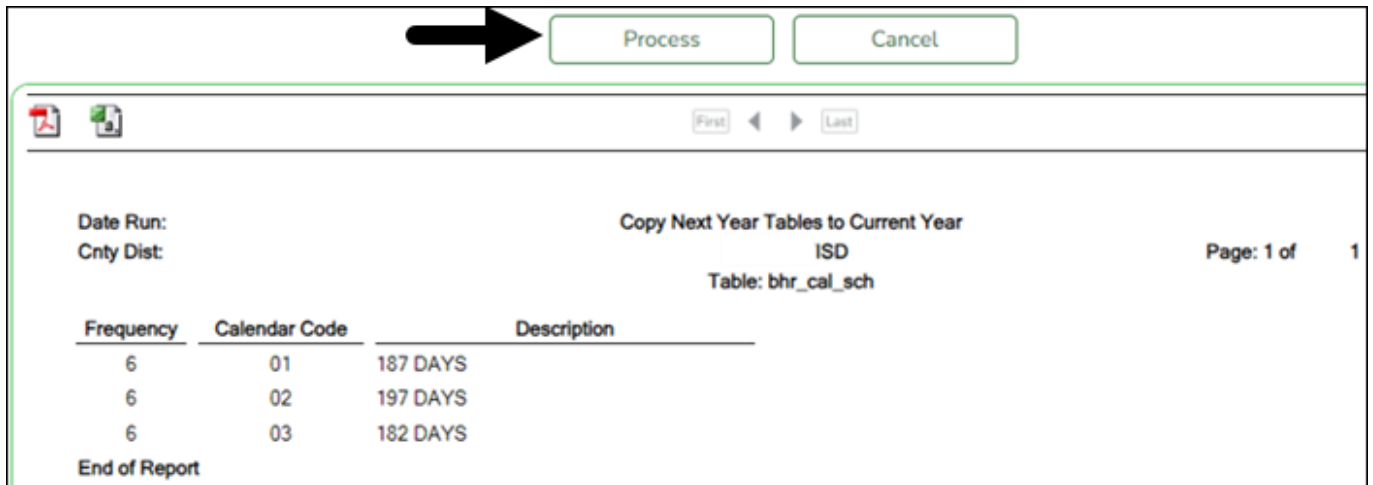
[Payroll > Next Year > Copy Next Year Tables](#)

**Do not** copy the TR calendar or any calendar that begins in September.

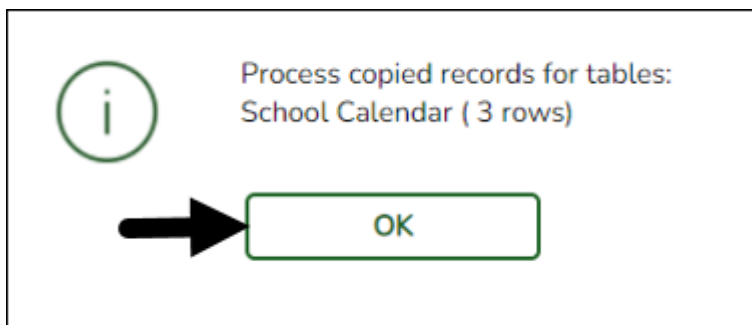
Review the process report to verify that all applicable calendars were copied to the current year payroll frequency. **It is recommended** that you log on to the current year payroll frequency to verify this information. If the calendars were not copied over correctly, you may have to individually copy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

In the **School Calendar** field, select the calendar codes to be copied.

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, extra duty pay, and job codes were copied to the current year payroll frequency. **It is recommended** that you log on to **Personnel > Tables > Workday Calendars** 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.



## Back Cover