



Copy applicable calendars from NYR to CYR

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

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

Note: If changes were made to the next year payroll tables (extra duty pay, hourly/daily salary, job code, local annual salary, etc.), copy the tables from the next year payroll to the current year payroll.

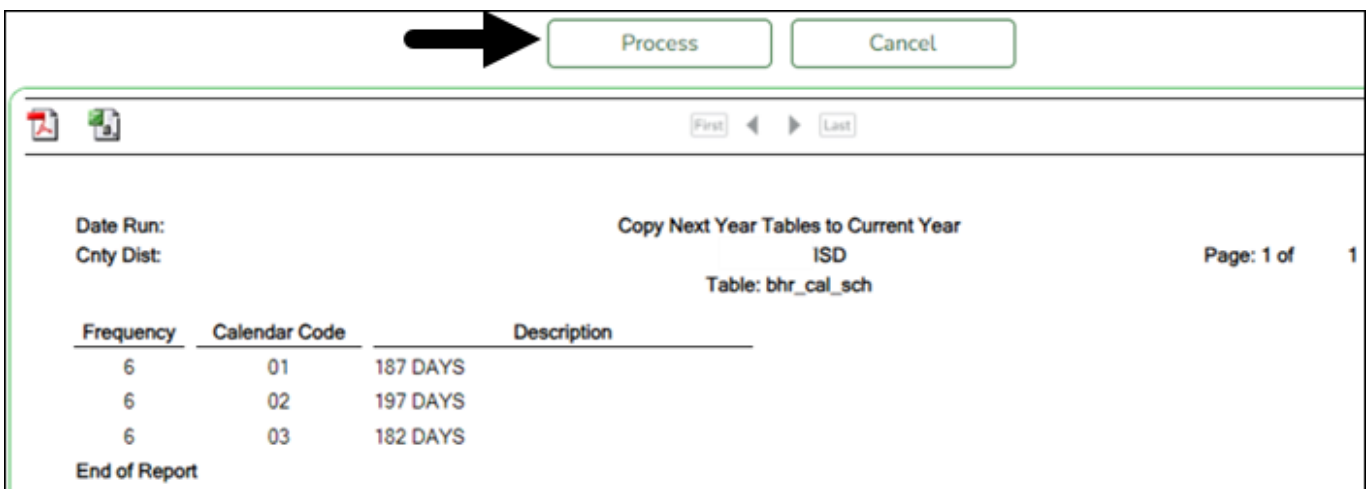
The screenshot shows the 'Next Year > Copy NYR Tables to CYR' interface. The 'COPY NEXT YEAR TABLES' section lists various tables with checkboxes. The 'School Calendar' table is selected, and its details are shown in a pop-up window. The pop-up window lists calendar codes and descriptions, with codes 01, 02, and 03 checked.

Table Name	Value	Selected
Accrual Calendar		<input type="checkbox"/>
Extra Duty Pay		<input type="checkbox"/>
Hourly / Daily Salary		<input type="checkbox"/>
Job Code		<input type="checkbox"/>
Local Annual Salary		<input type="checkbox"/>
Midpoint Salary		<input type="checkbox"/>
School Calendar	01,02,03	<input checked="" type="checkbox"/>
State Minimum Salary		<input type="checkbox"/>
Substitute Salary		<input type="checkbox"/>
Workers' Compensation Rates		<input type="checkbox"/>

Calendar Code	Description	Selected
01	187 DAYS	<input checked="" type="checkbox"/>
02	197 DAYS	<input checked="" type="checkbox"/>
03	182 DAYS	<input checked="" type="checkbox"/>
05	202 DAYS	<input type="checkbox"/>
07	245 DAYS	<input type="checkbox"/>
08	226 DAYS	<input type="checkbox"/>
26	AVAILABLE	<input type="checkbox"/>
33	AVAILABLE	<input type="checkbox"/>
39	AVAILABLE	<input type="checkbox"/>
TR	TRS CALENDAR	<input type="checkbox"/>

In the **School Calendar** field, select the calendar codes to be copied. The **Title** column will populate with the August calendar codes selected from the table.

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

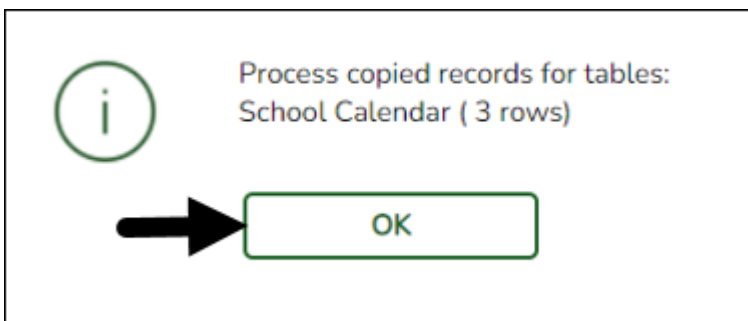


Date Run: Copy Next Year Tables to Current Year
 Cnty Dist: ISD Page: 1 of 1
 Table: bhr_cal_sch

Frequency	Calendar Code	Description
6	01	187 DAYS
6	02	197 DAYS
6	03	182 DAYS

End of Report

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.



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