



Copy applicable calendars from NYR to CYR

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Payroll > Next Year > Copy Next Year Tables



IMPORTANT: 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.

Next Year > Copy NYR Tables to CYR Payroll

COPY NEXT YEAR TABLES

Accrual Calendar	<input type="text"/>	<input type="checkbox"/>	⋮
Extra Duty Pay	<input type="text"/>	<input type="checkbox"/>	⋮
Hourly / Daily Salary	<input type="text"/>	<input type="checkbox"/>	⋮
Job Code	<input type="text"/>	<input type="checkbox"/>	⋮
Local Annual Salary	<input type="text"/>	<input type="checkbox"/>	⋮
Midpoint Salary	<input type="text"/>	<input type="checkbox"/>	⋮
School Calendar	<input type="text" value="01.02.03"/>	<input checked="" type="checkbox"/>	⋮
State Minimum Salary	<input type="text"/>	<input type="checkbox"/>	⋮
Substitute Salary	<input type="text"/>	<input type="checkbox"/>	⋮
Workers' Compensation Rates	<input type="text"/>	<input type="checkbox"/>	⋮

Execute Select All Tables

School Calendars X

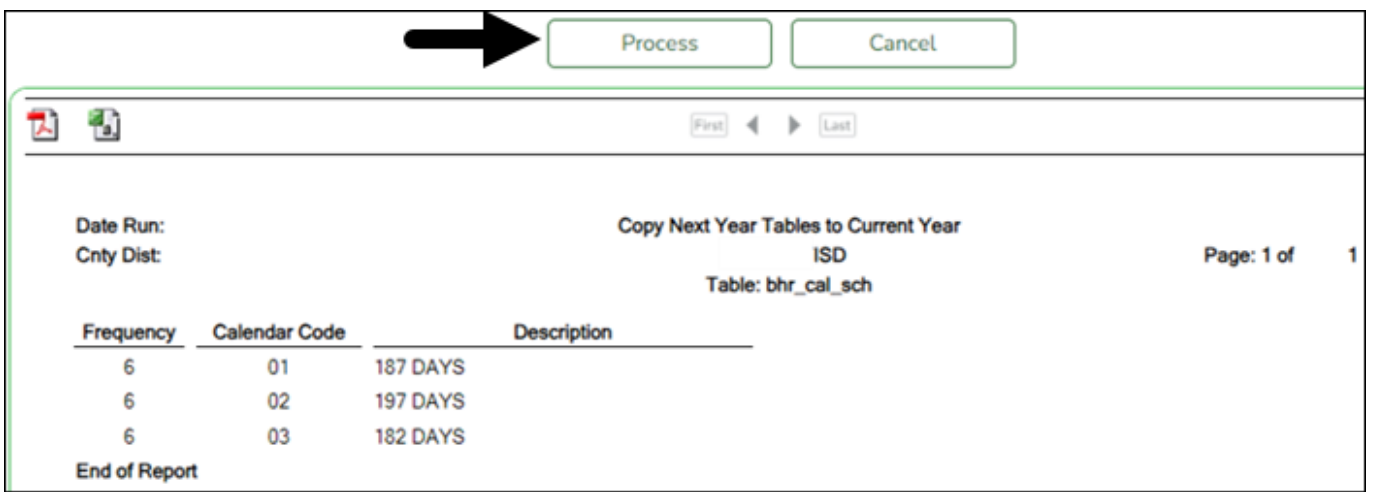
Search:

<input type="checkbox"/>	Calendar Code	Description
<input checked="" type="checkbox"/>	01	187 DAYS
<input checked="" type="checkbox"/>	02	197 DAYS
<input checked="" type="checkbox"/>	03	182 DAYS
<input 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

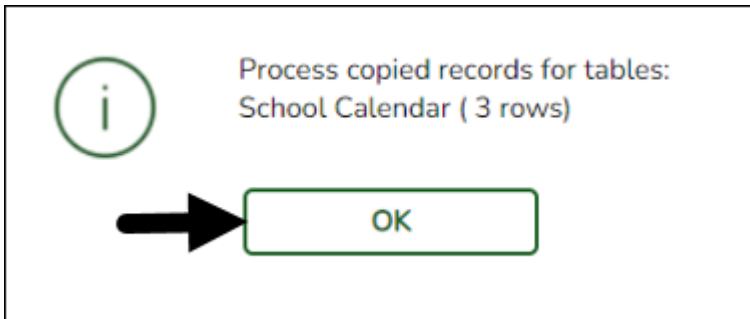
OK Cancel

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.](#)



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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