



Copy applicable calendars from NYR to CYR

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Payroll > Next Year > Copy Next Year Tables



CAUTION: 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.

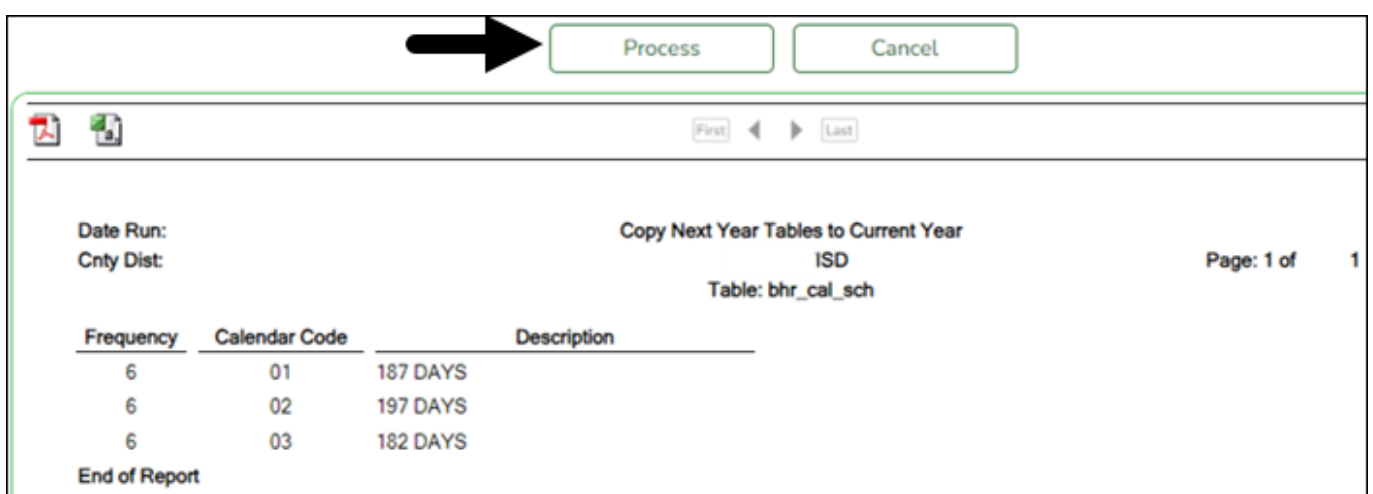
The screenshot shows the 'COPY NEXT YEAR TABLES' interface. On the left, a list of tables includes 'School Calendar' with the value '01.02.03' and a checkmark. A dialog box titled 'School Calendars' is open on the right, displaying a table of calendar codes and descriptions. The table is as follows:

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

Buttons for 'Execute' and 'Select All Tables' are located above the dialog box. The 'School Calendar' field in the main interface has a checkmark and a dropdown arrow icon.

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.](#)



Copy Next Year Tables to Current Year

ISD
Table: bhr_cal_sch

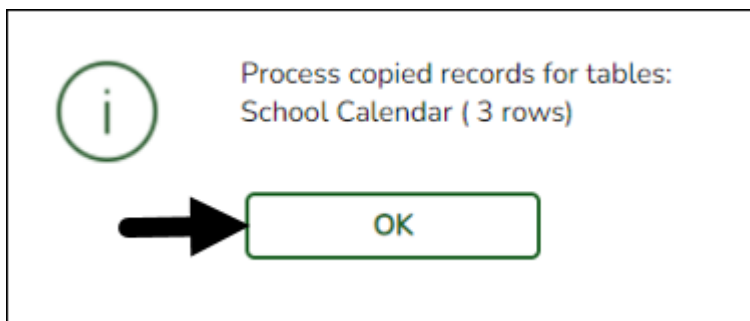
Date Run: _____
Cnty Dist: _____

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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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