



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



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# Copy applicable calendars from NYR to CYR

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

Use the user-created report from Step 4 to identify 10-month employees with contract begin dates in late July or August and their corresponding calendar codes. Keep in mind, these are the employees who receive their first pay check in September. In this step, you will **only** copy their calendar codes to the current year.



**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.

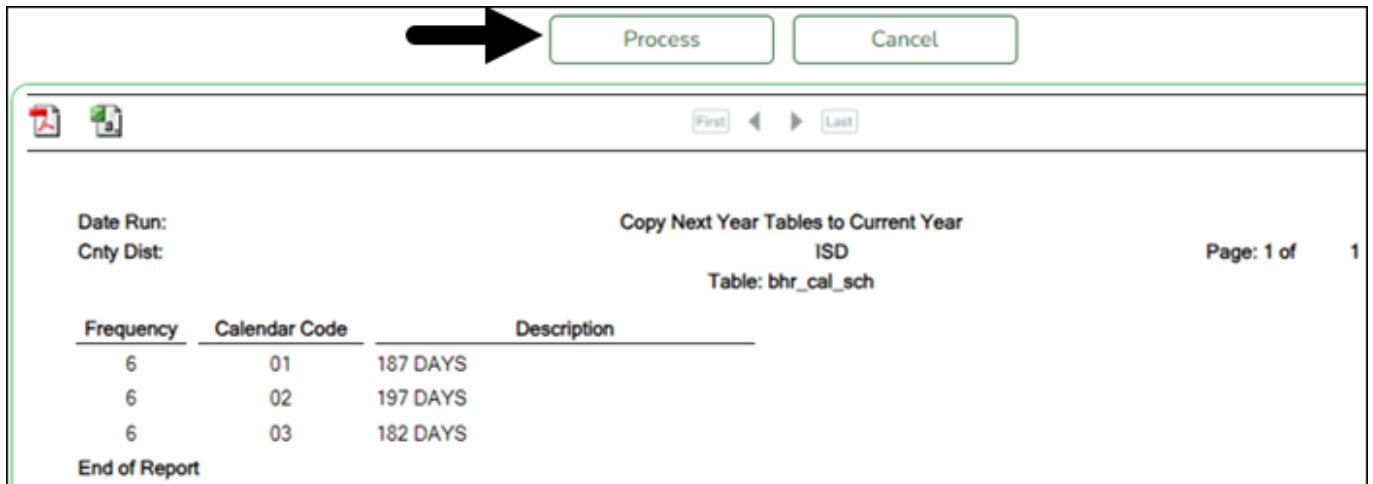
The screenshot shows the 'COPY NEXT YEAR TABLES' interface. On the left, a list of payroll tables is shown with checkboxes and dropdown menus. The 'School Calendar' row is highlighted with a black box, showing the value '01.02.03' and a checked checkbox. An arrow points from this row to a 'School Calendars' dialog box on the right. The dialog box has a search field and a table with the following data:

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', 'Select All Tables', 'OK', and 'Cancel' are visible.

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](#).



Process    Cancel

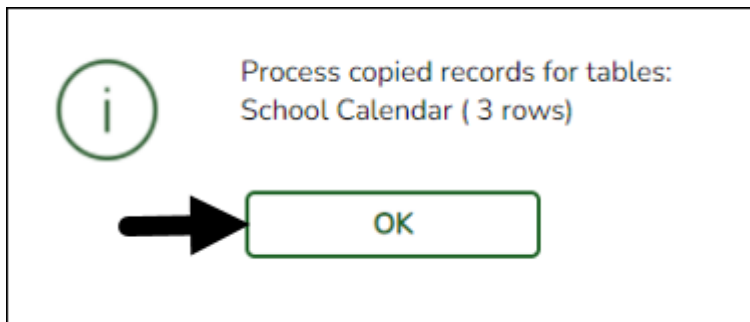
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Date Run: Copy Next Year Tables to Current Year  
 Cnty Dist: ISD Page: 1 of 1  
Table: bhr\_cal\_sch

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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