



Copy NYR tables to CYR

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Copy NYR tables to CYR

Log on to the next year payroll frequency.

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Copy all of the necessary tables for employees with July contracts. If you copied any tables prior to this step, be sure to exclude those tables at this time to avoid overwriting any necessary data such as previously made manual changes.

The screenshot shows the 'COPY NEXT YEAR TABLES' interface. It features a list of tables with checkboxes and dropdown menus. The tables listed are: Accrual Calendar, Extra Duty Pay, Hourly / Daily Salary, Job Code, Local Annual Salary, Midpoint Salary, School Calendar, State Minimum Salary, Substitute Salary, and Workers' Compensation Rates. Each table has a checked checkbox and a dropdown menu. To the right of the list are two buttons: 'Execute' and 'Select All Tables'. The top navigation bar shows 'Next Year > Copy NYR Tables to CYR' and 'Payroll'. A 'Year: N' dropdown is also visible.

- Click **Select All Tables** to select all of the tables.

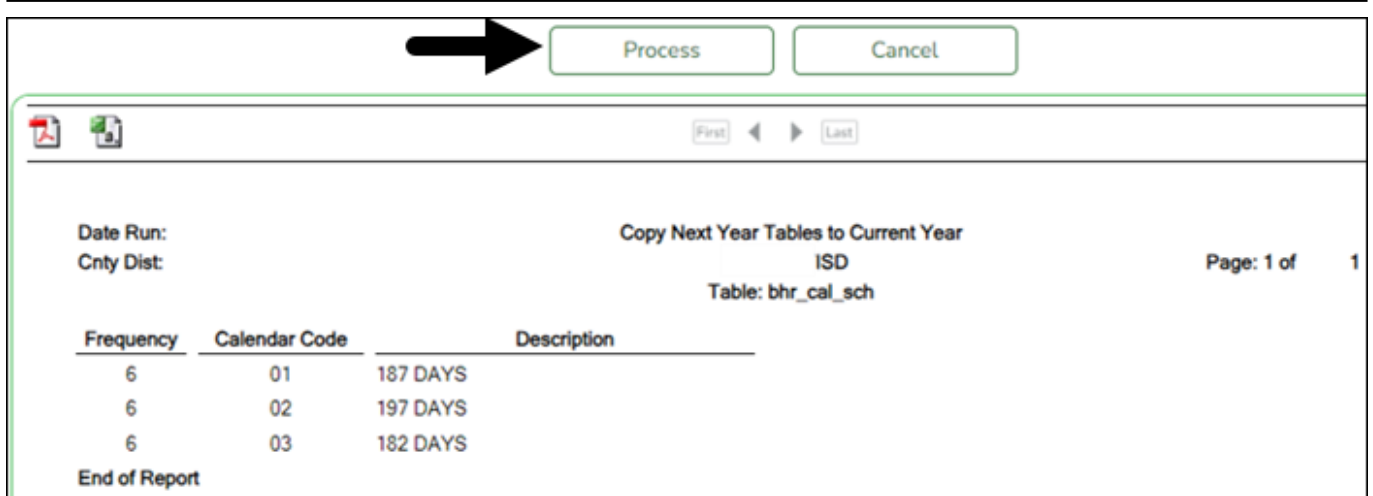
OR

- Select next to the table(s) you want to include.
- Select again to unselect a table.

Click  for the **School Calendar**. The School Calendars list is displayed. Select all of the necessary calendars.

Click **OK**. All of the selected calendar codes are displayed in the **School Calendar** field.

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

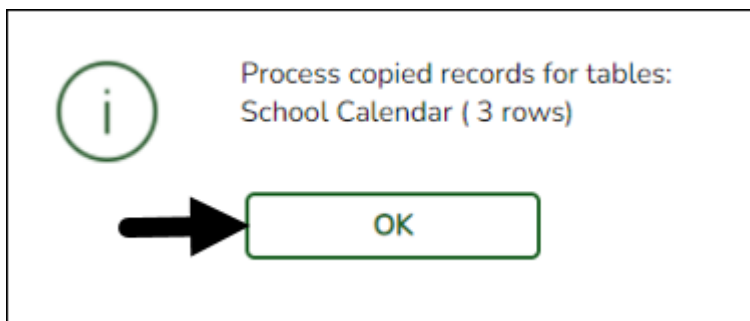
Date Run: _____
 Cnty Dist: _____

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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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