



Copy NYR tables to CYR

Table of Contents

Copy NYR tables to CYR

Do not copy all tables at this time. Review only for employees with July contracts who receive their first paycheck in July. Only copy table that are applicable to the group of employee currently being moved. For example, when updating Current Year payroll information for the July employees, only move specific table information for July contracts. This process will be repeated in August for employees with August contracts and then in September for employees with September contracts.

Log on to the next year payroll frequency.

[Payroll > Next Year > Copy NYR Tables to CYR](#)

Copy the necessary school calendar information from Next Year to Current Year. The school calendars should be moved at the same time as a specific group of employees are moved from Next Year to Current Year. For example, if you are moving July contract employees to the current year payroll, only move workday/school calendars for July contract employees to current year payroll, etc.




CAUTION: Take caution when moving tables from the Next Year frequency to the Current Year. Keep in mind that selecting the main checkbox indicates that you want all tables selected for the move; however, you can select the ellipsis for each table and select more specific options.

Table Name	Value	Checkbox	Ellipsis
Accrual Calendar		<input type="checkbox"/>	⋮
Extra Duty Pay	10, 14, 23, H1, D2	<input type="checkbox"/>	⋮
Hourly / Daily Salary		<input type="checkbox"/>	⋮
Job Code	AD1	<input type="checkbox"/>	⋮
Local Annual Salary		<input type="checkbox"/>	⋮
Midpoint Salary		<input type="checkbox"/>	⋮
School Calendar	01,TR	<input checked="" type="checkbox"/>	⋮
State Minimum Salary		<input type="checkbox"/>	⋮
Substitute Salary		<input type="checkbox"/>	⋮
Workers' Compensation Rates		<input type="checkbox"/>	⋮

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

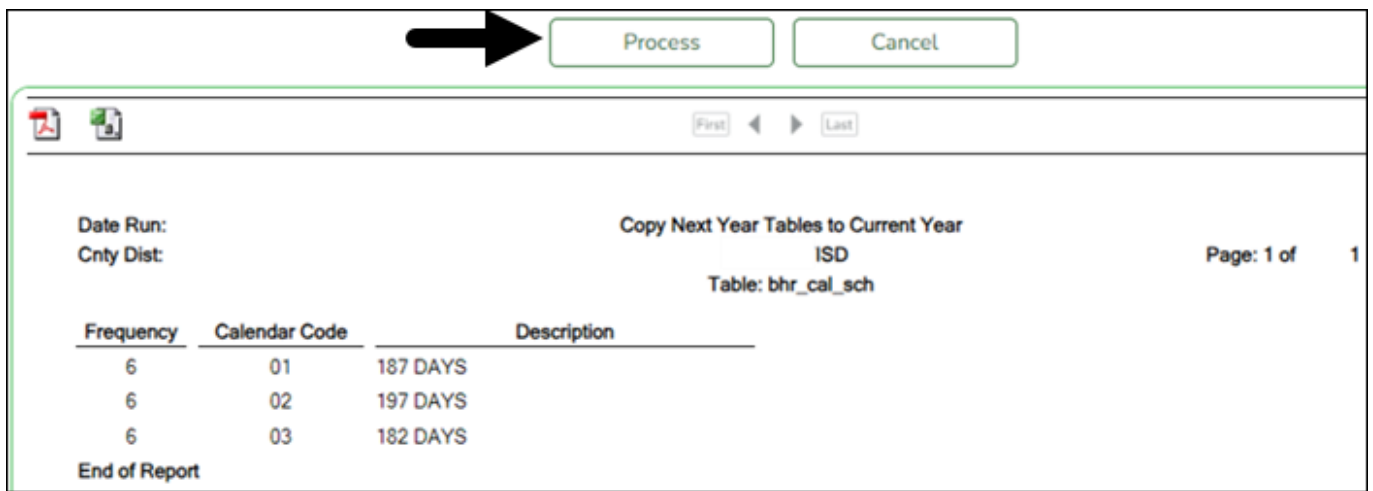
OR

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

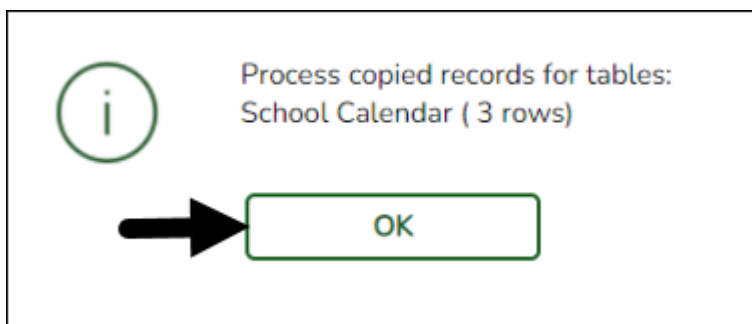
Click  for the **School Calendar**, **Extra Duty Pay**, and **Job Code** fields to open a pop-up window containing the corresponding tables. Select the applicable tables and click **OK** to populate the selected tables in the applicable fields.

Note: If you receive a database access error referencing your Summer School Calendar, click **OK**. This error is generated when a Summer School Calendar exists in the current year payroll frequency but does not exist in the next year payroll frequency. Select the tables you previously selected again, but in this instance, select the individual School Calendars to be copied.

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.



Back Cover