



Copy deductions

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Copy deductions

Log on to the next year payroll frequency.

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

If changes were made to employee deductions or you did not move deductions for 11- and 12-month employees, you can copy those deductions at this time.

All insurance selections and rate changes can be made in the current year by using the [Payroll > Utilities > Employee Benefits Interface > Import Annual File](#) page as referenced in Step 29 of this guide.

The screenshot shows the 'Next Year > Copy NYR Staff to CYR' interface. The 'Parameters' section includes:

- Pay Status:** Radio buttons for Active (selected), Inactive, and Both.
- Primary Campus:** All
- Pay Campus:** All
- Contract Begin Date:** (highlighted)
- Contract End Date:** (empty)
- Contract Months:** (empty)
- Payoff Date:** (empty)
- Frequency:** F Monthly NYR
- Salary Concept:** All
- Extract ID:** (empty)
- Employee Nbr:** (empty)

The 'Options' section includes:

- Include Employees with Termination Date
- Carry over employee deductions
- Only process employee deductions
- Preview changes

Select the **Pay Status** applicable to your LEA as 11- and 12-month employees may be inactive at this time depending on the LEA.

Under **Options**, select **Only process employee deductions**.

Select **Preview Changes**.

Use one or more of the following options to select specific employees:

- In the **Contract Months** field, enter 11 or 12.
- Select a **Contract Begin Date**. The contract begin date is LEA specific.
- Select an **Extract ID**.

Click **Execute**. A preview report is displayed. Review the employee list and click **Process**. A message is displayed indicating that the process was successful.



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