



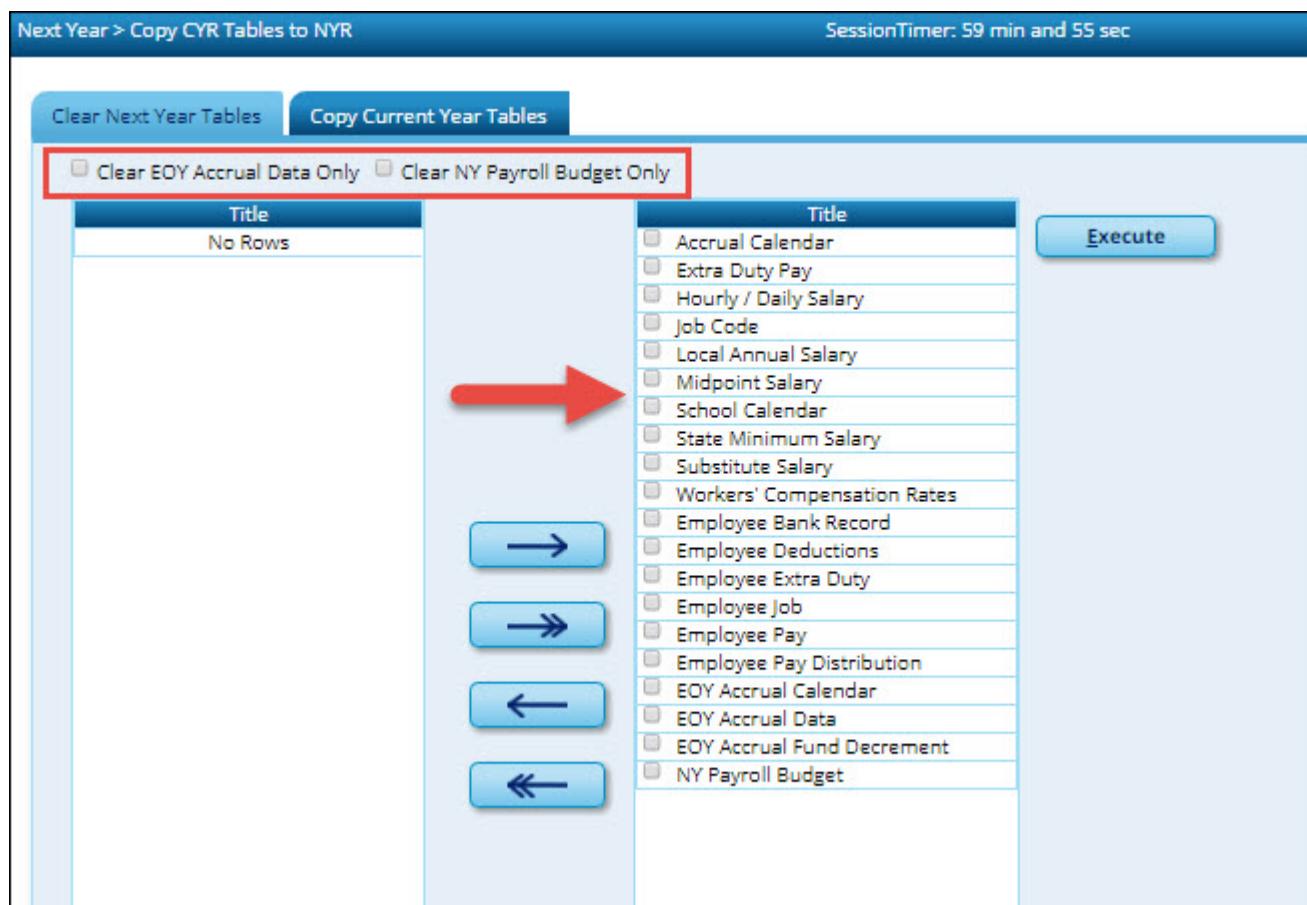
Verify August EOY payroll accruals

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Human Resources > Next Year > Copy CYR Tables to NYR > Clear Next Year Tables

Log on to the current payroll frequency.

[Image](#)



If the next year payroll process was used last year and those records have yet to be cleared, use the following steps to clear the records.

- Do not select the **Clear EOY Accrual Data Only** and **Clear NY Payroll Budget Only** fields.
- Move all of the tables from the right side of the page to the left side of the page.
- Click **Execute**. All existing employees are deleted from the next year payroll files and a clean work file exists allow you to begin building next year data.

Note: All tables are cleared across all pay frequencies.

This process can be verified by logging on to the next year payroll frequency and running the [Human Resources > Reports > HR Reports > Personnel Reports > HRS1000 - Roster of Personnel Report](#) for active and inactive employees. The report results should return blank.



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