



**Clear next year tables**



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# Clear next year tables

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**Log on to the current pay frequency.**

Next Year > Copy CYR Tables to NYR Payroll

CLEAR NEXT YEAR TABLES COPY CURRENT YEAR TABLES

☐ Clear EOY Accrual Data Only ☐ Clear NY Payroll Budget Only

No Rows

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Execute

- ☐ Accrual Calendar
- ☐ Extra Duty Pay
- ☐ Hourly / Daily Salary
- ☐ Job Code
- ☐ Local Annual Salary
- ☐ Midpoint Salary
- ☐ School Calendar
- ☐ State Minimum Salary
- ☐ Substitute Salary
- ☐ Workers' Compensation Rates
- ☐ Employee Bank Record
- ☐ Employee Deductions
- ☐ Employee Extra Duty
- ☐ Employee Job
- ☐ Employee Pay
- ☐ Employee Pay Distribution
- ☐ EOY Accrual Calendar
- ☐ EOY Accrual Data
- ☐ EOY Accrual Fund Decrement
- ☐ NY Payroll Budget

If the next year payroll process was used last year and those records were not 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. The EOY accrual data and next year payroll budget data is cleared whether or not these fields are selected.
- ☐ Move all of the tables from the left side to the right side of the page.
- ☐ Click **Execute**. All existing employees are deleted from the next year payroll files and a clean work file is now available allowing you to begin building next year data.

**Note:** This process clears all tables in all pay frequencies; therefore, it is only necessary to perform this process in one pay frequency even if your LEA has multiple pay frequencies.

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



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