


# Clear next year tables

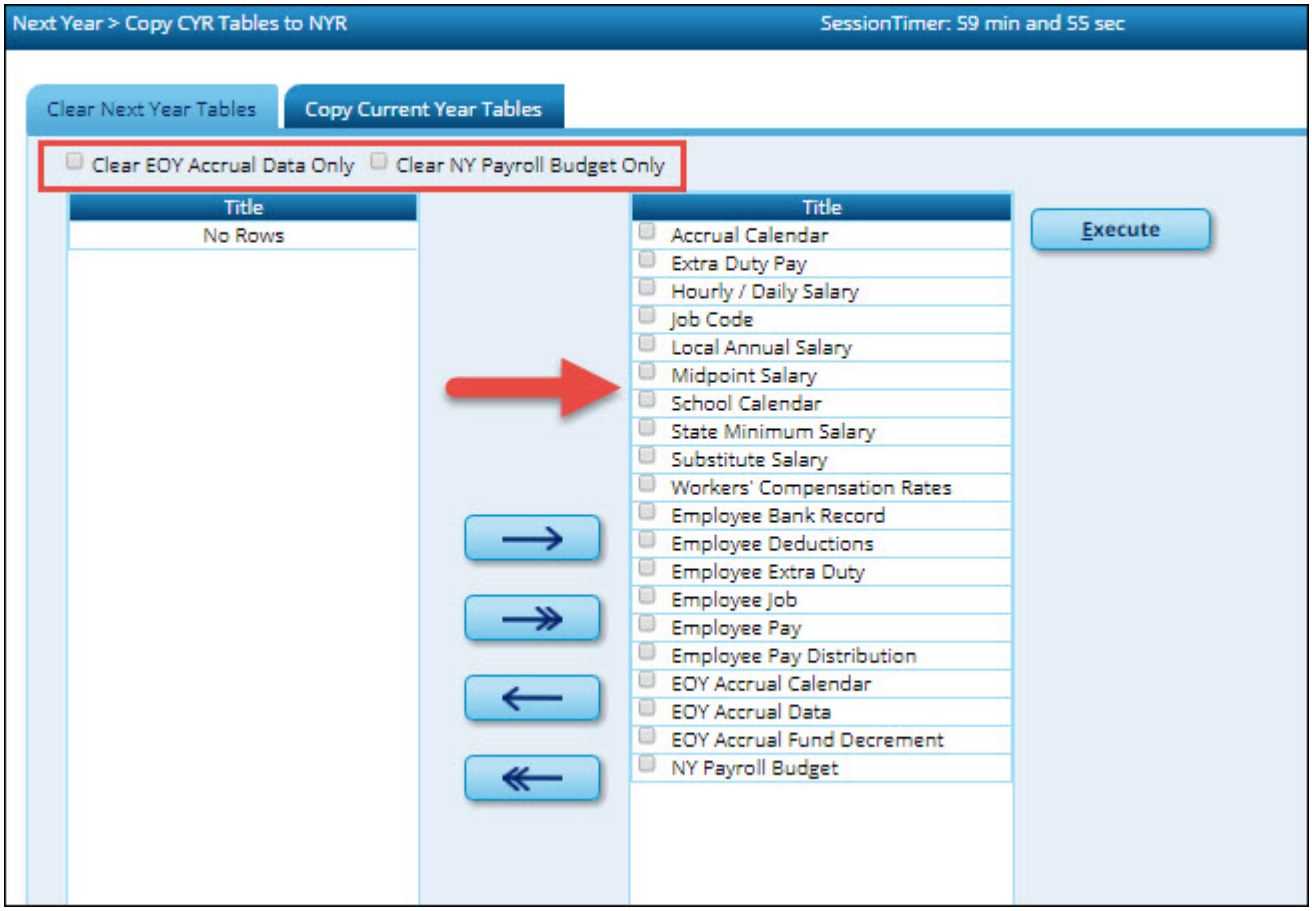
# Table of Contents

## Clear Next Year Tables

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 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 exists allowing 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 be blank.


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# Back Cover