



Clear next year tables

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Clear Next Year Tables

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

Log on to the current payroll frequency.

Session Timer: 59 min and 55 sec

Clear Next Year Tables Copy Current Year Tables

Clear EOY Accrual Data Only Clear NY Payroll Budget Only

Title	Title
No Rows	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

Execute

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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