



Clear next year tables

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Clear next year tables

Payroll > Next Year > Copy CYR Tables to NYR > Clear Next Year Tables

Log on to the current pay frequency.

CLEAR NEXT YEAR TABLES **COPY CURRENT YEAR TABLES**

Clear EOY Accrual Data Only Clear NY Payroll Budget Only

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: This process clears all tables in all pay frequencies; therefore, it is only necessary to perform this process in one pay frequency even if the 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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