



## 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.**

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**.

## Notes:

- This process deletes all existing employees from the next year payroll files and a clean work file is now available allowing you to begin building next year data.

- In addition, all tables in all pay frequencies are cleared; therefore, it is only necessary to perform this process in one pay frequency even if your LEA has multiple pay frequencies.</WRAP>

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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