



ASCENDER GUIDES



Copy current year tables

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

Log on to the current payroll frequency.

Image

The screenshot shows a software interface for copying current year tables to the next year. The title bar reads 'Next Year > Copy CYR Tables to NYR' and 'SessionTimer: 59 min and 40 sec'. Below the title bar are two buttons: 'Clear Next Year Tables' and 'Copy Current Year Tables' (which is highlighted in blue). The main area is a table with a header 'Title' and ten rows, each representing a table to be copied. The rows are: Accrual Calendar, Extra Duty Pay, Hourly / Daily Salary, Job Code, Local Annual Salary, Midpoint Salary, School Calendar, State Minimum Salary, Substitute Salary, and Workers' Compensation Rates. Each row has a checkbox in the first column and a blue '...' button in the second column. A red circle highlights the 'Select All Tables' button in the top right corner of the table area, and a red arrow points to the 'Execute' button in the same row.

Click **Select All Tables** to select all current year tables to be copied to the next year. It is recommended that all tables are copied so that you have immediate access to any selected table.

- This process copies tables for all next year pay frequencies except the school calendar table, regardless of the frequency to which you are logged on.
- To copy the school calendar, log on to each pay frequency to do so. The school calendar itself is not copied only the calendar code and the calendar description are copied.

Click **Execute**. A separate preview report is displayed for each selected table.

Click **Process** on each report page to copy the table. Or, click **Cancel** not to copy the table. A message is displayed indicating that the tables were successfully copied. Click **OK**.



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