



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.

Next Year > Copy CYR Tables to NYR SessionTimer: 59 min and 40 sec

Clear Next Year Tables Copy Current Year Tables

| Title | | |
|-----------------------------|-------------------------------------|-----|
| Accrual Calendar | <input type="checkbox"/> | ... |
| Extra Duty Pay | <input checked="" type="checkbox"/> | ... |
| Hourly / Daily Salary | <input checked="" type="checkbox"/> | ... |
| Job Code | <input checked="" type="checkbox"/> | ... |
| Local Annual Salary | <input checked="" type="checkbox"/> | ... |
| Midpoint Salary | <input checked="" type="checkbox"/> | ... |
| School Calendar | <input checked="" type="checkbox"/> | ... |
| State Minimum Salary | <input checked="" type="checkbox"/> | ... |
| Substitute Salary | <input checked="" type="checkbox"/> | ... |
| Workers' Compensation Rates | <input checked="" type="checkbox"/> | ... |

Execute Select All Tables

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 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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