



**Copy current year tables**



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

**Log on to the current pay frequency.**

Next Year > Copy CYR Tables to NYR Payroll

CLEAR NEXT YEAR TABLES COPY CURRENT YEAR TABLES

Accrual Calendar		<input checked="" 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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