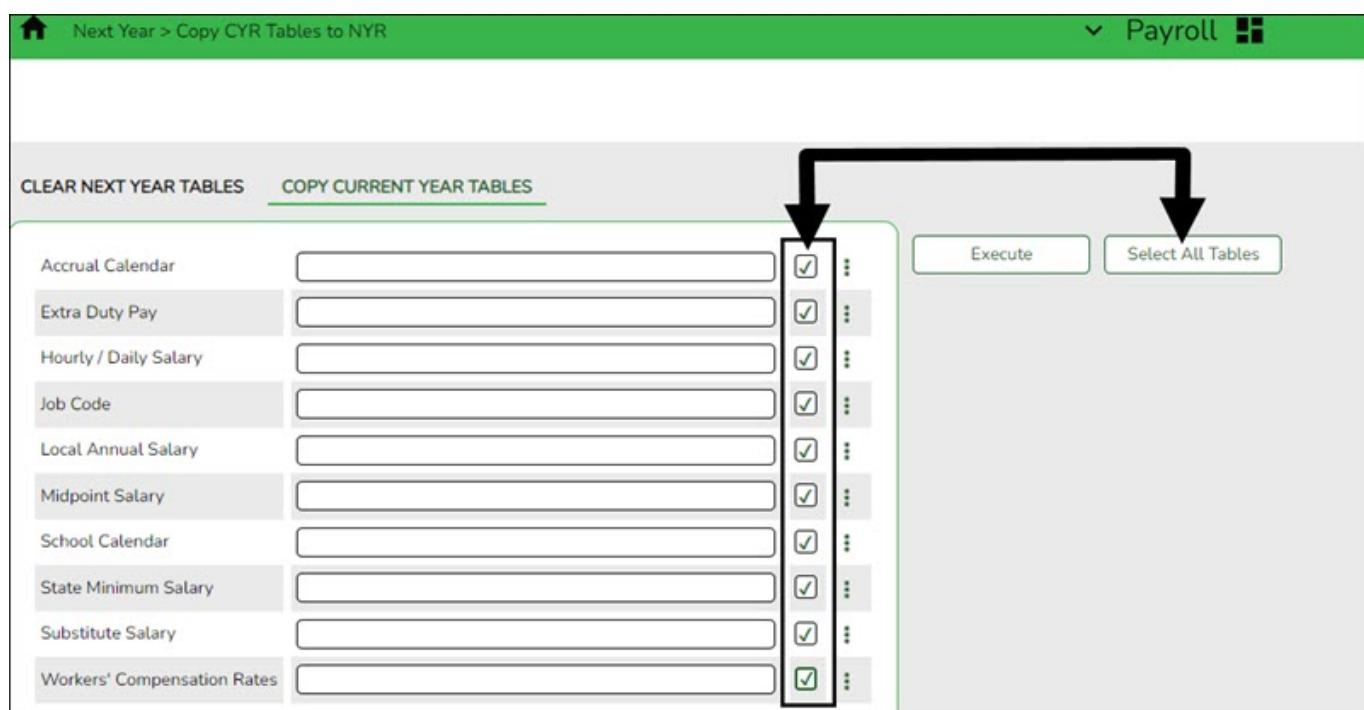




Copy current year tables

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Log on to the current pay frequency.



- 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**.



Back Cover