



Copy current year tables

Table of Contents

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

Log on to the current pay frequency.

The screenshot shows a web interface for copying current year tables to the next year. The breadcrumb trail is 'Next Year > Copy CYR Tables to NYR'. The page title is 'Payroll'. There are two tabs: 'CLEAR NEXT YEAR TABLES' and 'COPY CURRENT YEAR TABLES', with the latter being selected. Below the tabs is a list of tables, each with a text input field and a checkbox. The checkboxes for all tables are checked. A vertical box highlights the checkboxes, and two arrows point from this box to the 'Execute' and 'Select All Tables' buttons on the right.

Table Name	Input Field	Checkbox
Accrual Calendar	<input type="text"/>	<input checked="" type="checkbox"/>
Extra Duty Pay	<input type="text"/>	<input checked="" type="checkbox"/>
Hourly / Daily Salary	<input type="text"/>	<input checked="" type="checkbox"/>
Job Code	<input type="text"/>	<input checked="" type="checkbox"/>
Local Annual Salary	<input type="text"/>	<input checked="" type="checkbox"/>
Midpoint Salary	<input type="text"/>	<input checked="" type="checkbox"/>
School Calendar	<input type="text"/>	<input checked="" type="checkbox"/>
State Minimum Salary	<input type="text"/>	<input checked="" type="checkbox"/>
Substitute Salary	<input type="text"/>	<input checked="" type="checkbox"/>
Workers' Compensation Rates	<input type="text"/>	<input checked="" type="checkbox"/>

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