



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.

The screenshot shows a web interface for copying current year tables. At the top, there is a breadcrumb trail: 'Next Year > Copy CYR Tables to NYR'. On the right, there is a 'Payroll' dropdown menu. Below the breadcrumb, there are two tabs: 'CLEAR NEXT YEAR TABLES' and 'COPY CURRENT YEAR TABLES'. The 'COPY CURRENT YEAR TABLES' tab is active. Below the tabs, there is a list of tables with input fields and checkboxes. The tables 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 table has a checkbox to its right. A red box highlights the 'Select All Tables' button, and a red arrow points to it from the 'Execute' button. The 'Execute' button is also highlighted with a red box.

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 all tables (except the school calendar table) for all next year pay frequencies, regardless of the pay 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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