


# Copy NYR Staff to CYR - HRS4300

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# Copy NYR Staff to CYR - HRS4300

***Human Resources > Next Year > Copy NYR Staff to CYR***

This page is used to select next year staff members who are to be moved to the current year. Any selected employee records that currently exist in the current year tables (e.g., pay distribution, job records, deductions, bank deposits, and pay records) are deleted and replaced with the next year tables during the copy process.

**Example**: If an employee is copied from the next year to the current year, and then a job code is changed in the next year and the employee is recopied, the job records that were previously copied are deleted before the new records are copied.

- Employee 100 has job TEA1 and job BUSD in the next year.
- Employee 100 is copied from the next year to the current year.
- Job TEA1 is changed to ADM1 in the next year for employee 100.
- Employee 100 is copied from the next year to the current year again.
- When logged on to the current year, employee 100 now has job ADM1 and job BUSD.

This scenario also applies to bank records, extra duties, distributions, and deduction codes.

With this feature, users can also update or change any parameter in next year and replace records previously copied to the current year.

## Copy next year staff to the current year:

Under **Parameters**, select which employees and records are to be copied to the current year.

| Field | Description |
|---|---|
| **Pay Status** | Select whether active, inactive, or both groups are to be included in the process. |
| **Pay Type** | Click ⌄ to select the one-digit pay type to be included in the process. The system is set to All. |
| **Job Code** | Click ⌄ to select the four-digit job code to be included in the process. The system is set to All. |
| **Accrual Code** | Click ⌄ to select the one-character accrual code to be included in the process. The system is set to All. |
| **Pay Grade** | Type the three-digit pay grade to be included in the process. |
| **Prior Yr Emp Date** | Type a date in the MMDDYYYY format for the previous school year reemployment date. The system will select all employees who were hired on or before that date. If there is no reemployment date from the previous school year, the system will use the employee's original employment date. |
| **Primary Campus** | Click ⌄ to select the three-digit primary campus to be included in the process. The system is set to All. |
| **Pay Campus** | Click ⌄ to select the three-digit pay campus to be included in the process. The system is set to All. |

| Field | Description |
|---|---|
| **Contract Begin Date** | Click to select the exact contract begin date to be included in the process. |
| **Contract End Date** | Click to select the exact contract end date to be included in the process. |
| **Contract Months** | Type the contract months to be included in the process. |
| **Payoff Date** | Click to select the payoff date to be included in the process. |
| **Payroll Freq** | Click to select the one-digit payroll frequency to be included in the process. The system is set to the current logged-on payroll frequency. A specific payroll frequency must be selected; otherwise, no data displays. |
| **Salary Concept** | Click to select the salary concept to be used in the process. The system is set to All. However, when calculating salaries, a specific salary concept must be selected (e.g., A - Use annual salary table, D - Use hourly/daily rate table, or M - Use mid-point table). If All is selected, the system will not perform salary calculations. |
| **Extract ID** | Click to select a three-character, locally assigned code (e.g., En1 = English 1, AL2 = Algebra 2, HI4 = History 4) for grouping employees. The code is used to tag employee records for a batch process (e.g., copy or extract). Each employee must have the Extract ID set in the Employment Info tab before they can be selected using this function. |
| **Employee Nbr** | If you want to update data for only one employee, type the employee number, if known. If the employee number is not known or multiple employees are needed, click to select employees. |

Under **Options**, perform the following:

| Field | Description |
|---|---|
| **Include Employees with Termination Date** | Select to copy employees with a termination date. Leave blank to exclude employees with termination dates from the current year records. |
| **Carry over employee deductions** | Select to copy employee payroll deductions (e.g., insurance, dues) from the next year to the current year. Leave blank to exclude the employee payroll deductions from the current year records. |
| **Only process employee deductions** | Select to copy only the selected employee deductions from the next year to the current year. If this field is selected, Carry over employee deductions is cleared (if selected). |

Select **Preview changes** to view the staff data records being copied to the current year tables. Leave blank to not view the staff data records that are being copied.

Click **Reset** to undo all the parameter selections and return to the default settings.

Click **Cancel** to close the page without copying the next year staff to the current year tables.

Click **Execute**. The system displays a Data Preview window.

Review the report.

**Review the report using the following buttons**:

Click First to go to the first page of the report.
Click ◀ to go back one page.
Click ▶ to go forward one page.
Click Last to go to the last page of the report.

**The report can be viewed and saved in various file formats**.

Click  to save and print the report in PDF format.

Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.
Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

Click **Process** to accept the changes and continue. When all records have been copied, a message displays indicating that the process copied records for tables and lists the database record tables that were copied. Click **OK**.

Click **Cancel** to return to the Copy NYR Staff to CYR page without making the changes.


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