

Position Management: Salary Simulations Overview

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ASCENDER - Position Management: Salary Simulations Overview

The purpose of this document is to guide you through the setup and process of performing various Position Management salary simulations. The forecast salary simulation functionality is similar to the Payroll simulations with the following differences:

- Uses first pay date and extra duty codes versus using an extract ID parameter.
- Calculates fringe benefits instead of only salaries.
- Simulation amounts can be updated to Budget instead of only displaying a simulation report.

This document assumes you are familiar with the basic features of the ASCENDER Business system and have reviewed the ASCENDER Business Overview guide.



Some of the images and/or examples provided in this document are for informational purposes only and may not completely represent your LEA's process.

Position Management - Salary Simulation

Simulation Options

Create simulations. All fields must be completed.

Position Management > Utilities > Salary Simulation > Simulation Options

The Salary Simulation menu is only available when logged on to a next year pay frequency.

Create an export using Utilities > Export PMIS Tables prior to using this tab.

This tab is used to create a forecast position salary simulation and to select the parameters associated with the simulation.

The simulation will process for positions where the school year matches the **Next Year** field on the District Administration > Options > Position Management tab and where the accept changes flag is selected for forecast records.

Each simulation will have a unique, user-assigned name and may have various salary types

included in the simulation.

When the salary calculations are performed, the program will use the original salary amount from the next year salary table, and then apply the percent or amount change as defined in the associated simulation table for that salary to determine the new salary amount for that pay grade and pay step.

Steps that have a zero percent or amount increase are included in the salary calculations at the rate from the original next year salary table amounts.

Salary Simulations provide budget reports without the need to overlay any employee or position data in the NYR payroll. Reports are available after the simulation calculations have been processed.

If the **Recalculate** field is selected for a supplement position on the Maintenance > PMIS Supplement Modify or PMIS Supplement Admin pages, and the position is not based on a regular position, the salary table amount for the extra duty is applied to the position record. If the **Recalculate** field is not selected, the salary amount in the supplement position is not changed.

403B FICA Alternative contribution calculations - PMIS simulation calculations now include 403B FICA Alternative contribution calculations when the A3 deduction type is included on the Deductions tab for the selected simulation. And, the deduction code for the A3 deduction type exists for an employee included in the simulation. The reports will list the account codes and amounts in the annuities column.

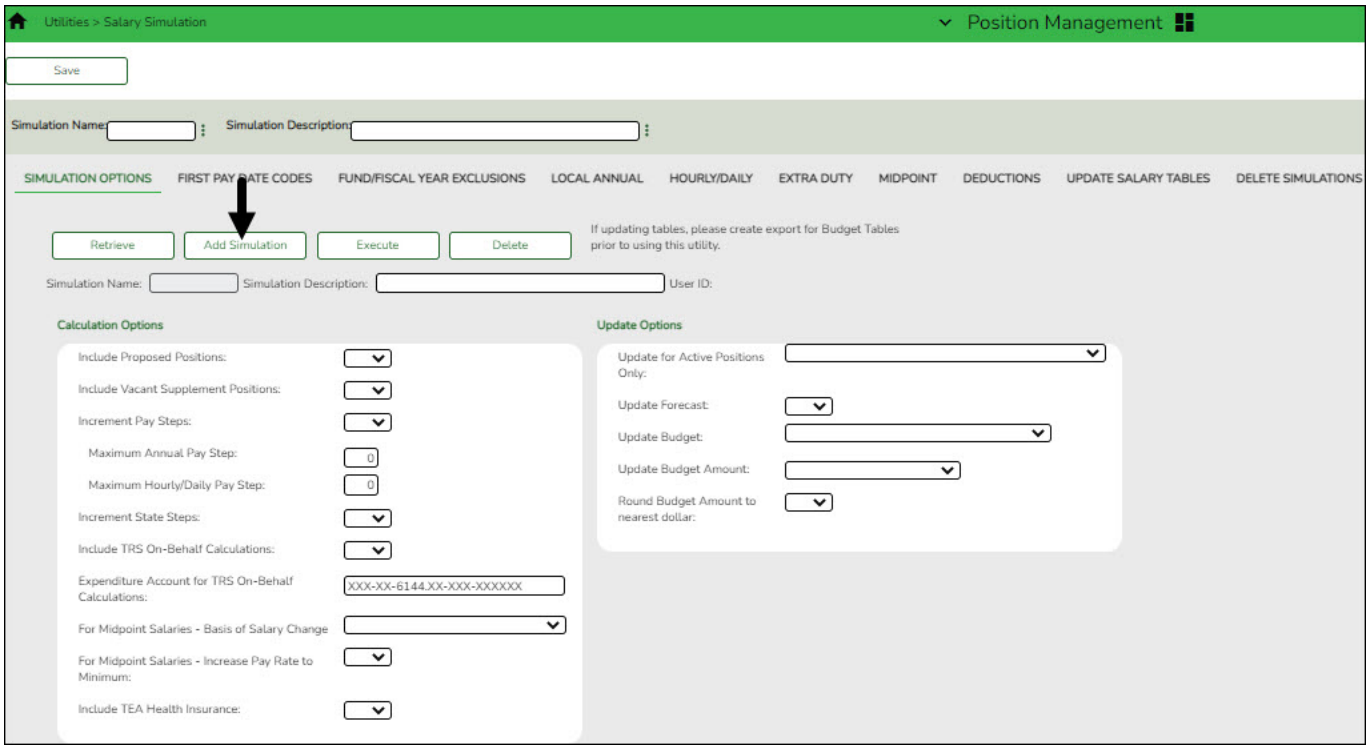
Create a simulation:

Field	Description
Simulation Name	Type the name of a simulation or click ⋮ to select the simulation name from a list.
Simulation Description	Type a description of the current simulation or click ⋮ to select the simulation description from a list. The field can be a maximum of 30 characters.

❑ Click **Retrieve**. The simulation is retrieved.

Simulation Name	If retrieving an existing simulation, the simulation name is displayed. If adding a new simulation, type the simulation name.
Simulation Description	The description of the current simulation is displayed. If adding a new simulation, type the new simulation description.
User ID	This field is populated per user per simulation.

❑ Click **Add Simulation** to create a new simulation.

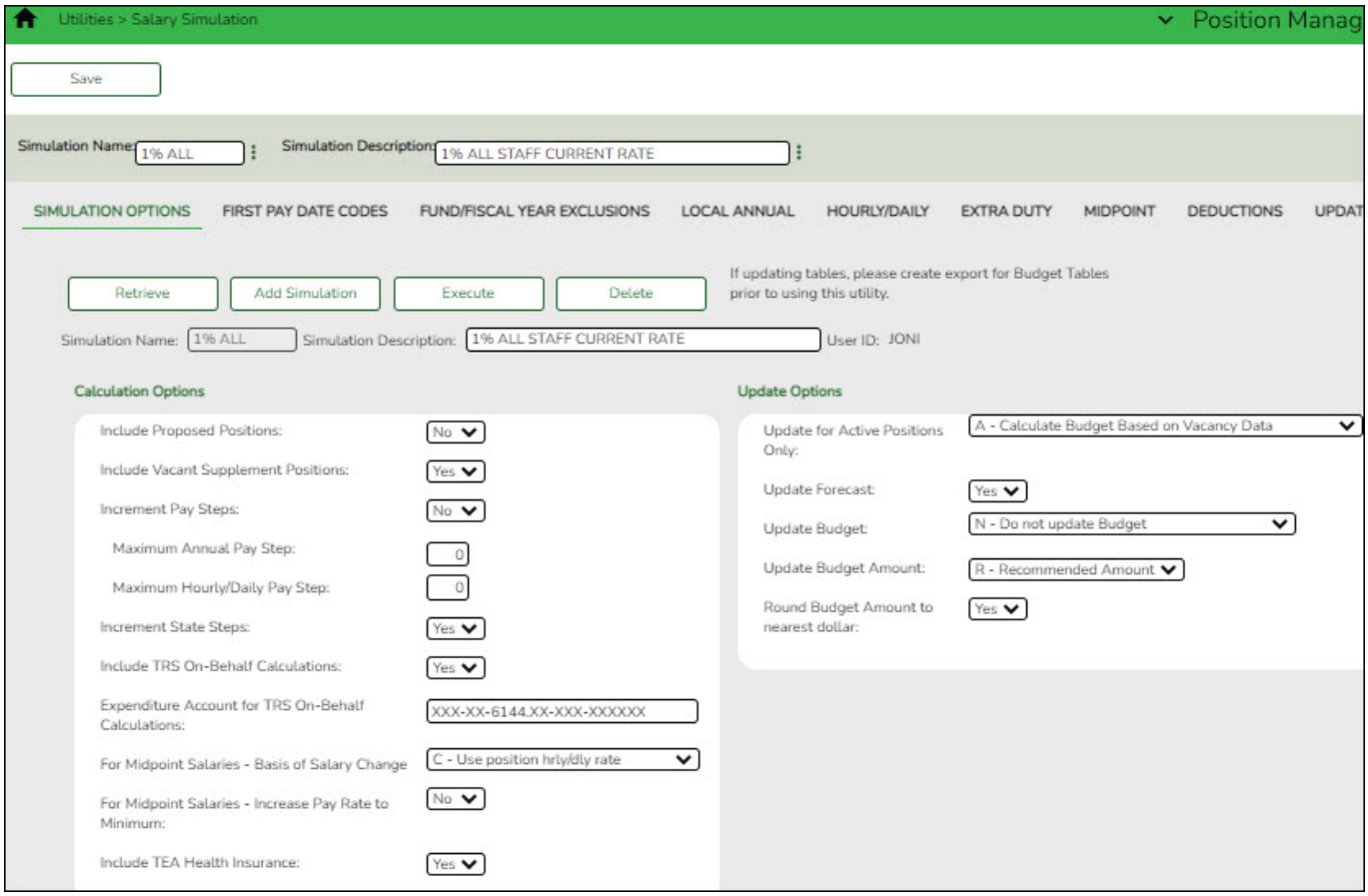


❑ Under **Calculation Options**:

Include Proposed Positions	Click ⌄ to select *Yes* or *No* to budget for the proposed positions to determine if they are affordable. This is a required field.
Include Vacant Supplement Positions	Click ⌄ to select *Yes* or *No* to budget for the vacant supplement positions to determine if they are affordable. This is a required field. **Note**: Forecast always budgets for a vacant regular position.
Increment Pay Steps	Click ⌄ to select *Yes* or *No* to increment the pay steps in the simulation. This is a required field. **Note**: If salaries will be frozen, the salary increase should be set to 0%, and the step salary schedule should be changed by moving the amounts from one step to another.
Maximum Annual Pay Step	Type the two-character code for the highest pay step in your local annual salary schedule. The field is used to identify the correct salary amount on the salary table.
Maximum Hourly/Daily Pay Step	Type the two-character code for the highest pay step in your hourly/daily salary schedule. The field is used to identify the correct salary amount on the salary table.
Increment State Steps	Click ⌄ to select *Yes* or *No* to increment the state steps in the simulation. The state steps automatically max out at 20. This is a required field.
Include TRS On-Behalf Calculations	Click ⌄ to select *Yes* or *No* to include the TRS on-behalf calculations in the simulation. This is a required field.
Expenditure Account for TRS On-Behalf Calculations	Type an account code to be used as an expenditure account for the TRS on behalf calculations. The object code is always 6144 and must be distributed by function so the function must be XX. The LEA can determine other account code components.

For Midpoint Salaries - Basis of Salary Change	Click ⌄ to select one of the following options: *C - Use position hrly/dly rate* - Select to calculate the percentage increase for midpoints on the actual existing rate. This option is used by LEAs that are using a midpoint schedule in place of putting employees on a salary schedule. *T - Use Simulation Mid Inc/Dec Amt* - Select to base the percentage on the midpoint. This option is used by LEAs that follow a midpoint schedule. Select to calculate the percentage increase for midpoints on the actual existing rate. This option is used by LEAs that are using a midpoint schedule in place of putting employees on a salary schedule. This is a required field.
For Midpoint Salaries - Increase Pay Rate to Minimum	Click ⌄ to select *Yes* or *No* to increase or not increase the pay rate to minimum for midpoint salaries. This is a required field. If *Yes* is selected, the pay rate is increased to the minimum amount if it is below the minimum amount, and then the pay rate raise is applied per the simulation. This ensures that employees are not paid less than the minimum. If *No* is selected, the pay rate raise is applied per the simulation, and then the pay rate is raised to the minimum amount if it is still below the minimum amount. Example **Example 1**: If an employee's current pay rate is $47, the simulation is set up for a 1% increase on midpoint, and the midpoint table amounts are set up as follows: $50 minimum $75 midpoint $100 maximum If *Yes* is selected, the pay rate is updated to $50.75, which is an increase to $50 (the minimum) plus 1% (.75) of $75. If *No* is selected, add 1% (.75) of $75 to the current pay rate of $47, which is below the minimum so the pay rate is updated to $50. **Example 2**: If an employee's pay rate is $49.50, and all of the factors are the same as in example 1: If *Yes* is selected, the employee's new pay rate is $50.75. If *No* is selected, the employee's new pay rate is $50.25.
Include TEA Health Insurance	Click ⌄ to select *Yes* or *No* to include or not include TEA health insurance in the simulation. This is a required field.

❑ Under **Update Options**:



Update for Active Positions Only	Click ⌄ to select one of the following options: *A - Calculate Budget Based on Vacancy Data* *B - Move Actual Amount to Budget Amount* *C - Move Actual Amount to Budget if Actual > Budget* This is a required field.
Update Forecast	Click ⌄ to select *Yes* or *No* to update or not update the forecast in the simulation. Only select *Yes* when you are ready to secure all of the positions and apply the increase and updates to next year positions. This option moves the simulations into the next year positions, and if selected, the pay and state step increase is updated. This is a required field.
Update Budget	Click ⌄ to select one of the following options: *N - Do not update Budget* *I - Increase or add to the amounts in Budget* *R - Replace the amounts in Budget* (This is how next year payroll to next year budget works.) This is a required field.
Update Budget Amount	Click ⌄ to select one of the following options: *R - Recommended Amount* *A - Approved Amount* This is a required field.

❑ Click **Execute** to begin the simulation process.

❑ Under **Calculation Reports**:

- Select the report(s) from the list. Click **Select All** or **Unselect All** to select all of the reports or unselect all reports.
- Click **Generate Reports**. The reports are displayed in the order selected.

❑ Click **Process** to save the data to budget and/or PMIS records based on the **Update Options** selected. You are prompted to create a backup.

Review the report.

❑ Click **Continue** to continue to the next report.

❑ Click **Return** to return to the Calculation Reports page and skip the display of the remaining reports selected.

Duplicate a simulation:

The **Duplicate From Simulation** field and **Duplicate** button are only visible when you click **Add Simulation**.

Duplicate From Simulation	Type the name of a simulation, or click ⌄ to select a simulation name from a list.

❑ Click **Duplicate** to duplicate the simulation.

Delete a simulation:

❑ Click **Delete** to delete the displayed simulation.

First Pay Date Codes

Select the first pay date codes to be included in the simulation.

Position Management > Utilities > Salary Simulation > First Pay Date Codes

This tab is used to designate positions to be included in the simulation based on first pay date codes.

You must be logged on to a next year pay frequency to access this utility.

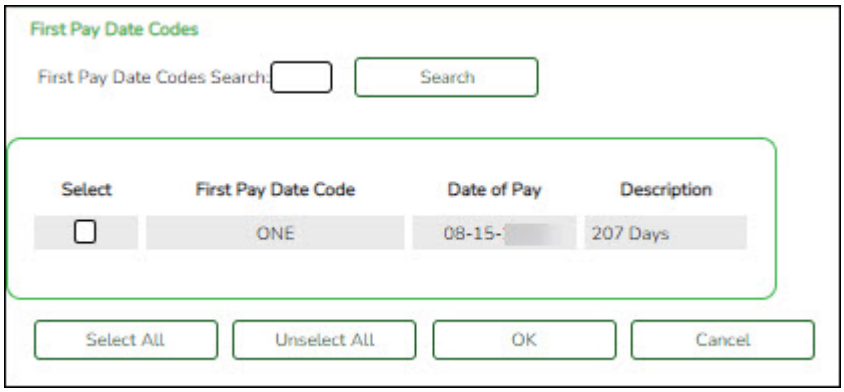
Set up first pay date codes:

Field	Description
Simulation Name	Type the name of a simulation or click ⋮ to select the simulation name from a list.
Simulation Description	Type a description of the current simulation or click ⋮ to select the simulation description from a list. The field can be a maximum of 30 characters.

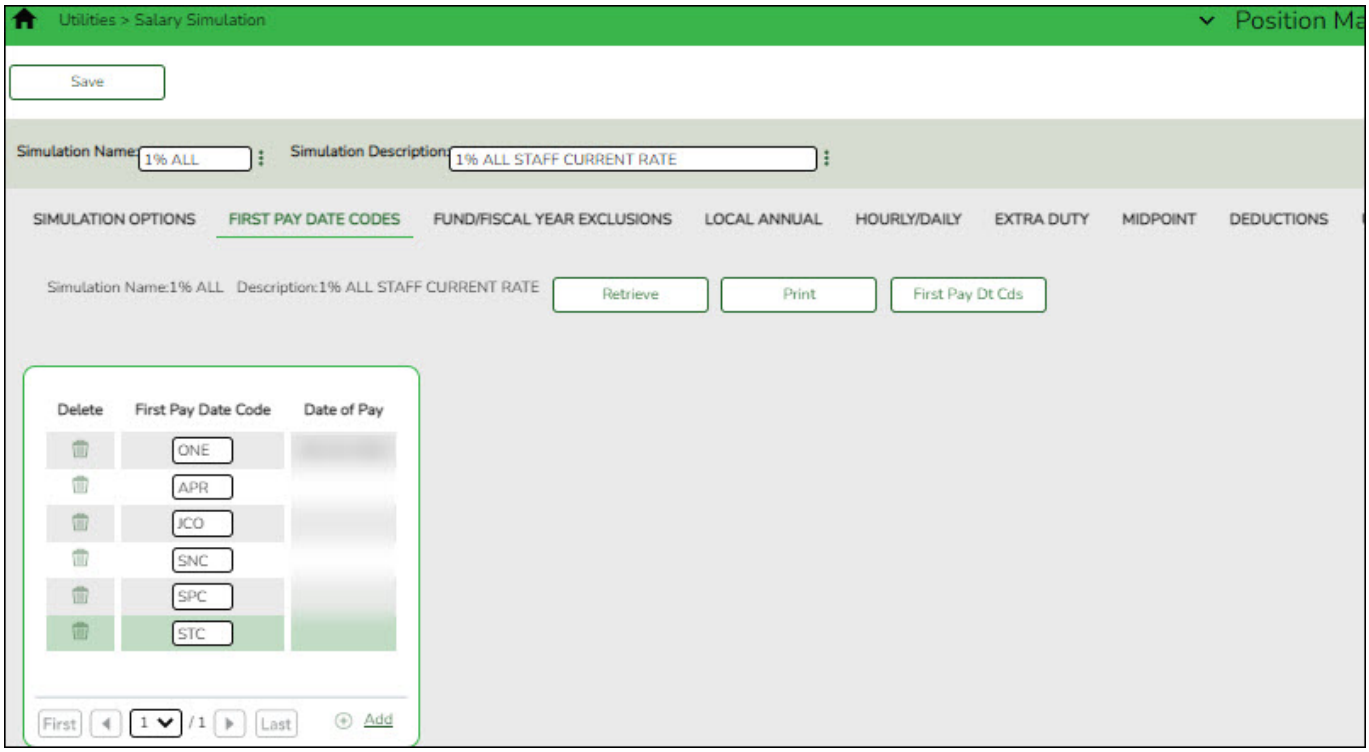
❑ Click **Retrieve**. The simulation is retrieved.

Simulation Name	The simulation name is displayed.
Simulation Description	The description of the current simulation is displayed.

❑ Click **First Pay Dt Cds** to select a fund from the First Pay Date Codes lookup.



❑ Click **+Add** to add a row.



First Pay Date Code	Type a unique pay date code. The field can be a maximum of three characters.

Date of Pay	This field is display only and indicates the starting pay date.

❑ Click **Save**.

Fund/Fiscal Year Exclusions

Select the fund/year(s) to be excluded from the Budget update regardless of the Budget update option. These funds are still included in the reports.

Position Management > Utilities > Salary Simulation > Fund/Fiscal Year Exclusions

This tab allows you to designate which funds should not be included in updates to budget (if **Update Budget** is selected on the Position Management > Utilities > Salary Simulation > Simulation Options tab). If no funds are selected, all funds are available for the update.

You must be logged on to a next year pay frequency to access this utility.

Create an exclusion:

Field	Description
Simulation Name	Type the name of a simulation or click ⋮ to select the simulation name from a list.
Simulation Description	Type a description of the current simulation or click ⋮ to select the simulation description from a list. The field can be a maximum of 30 characters.

❑ Click **Retrieve**. The simulation is retrieved.

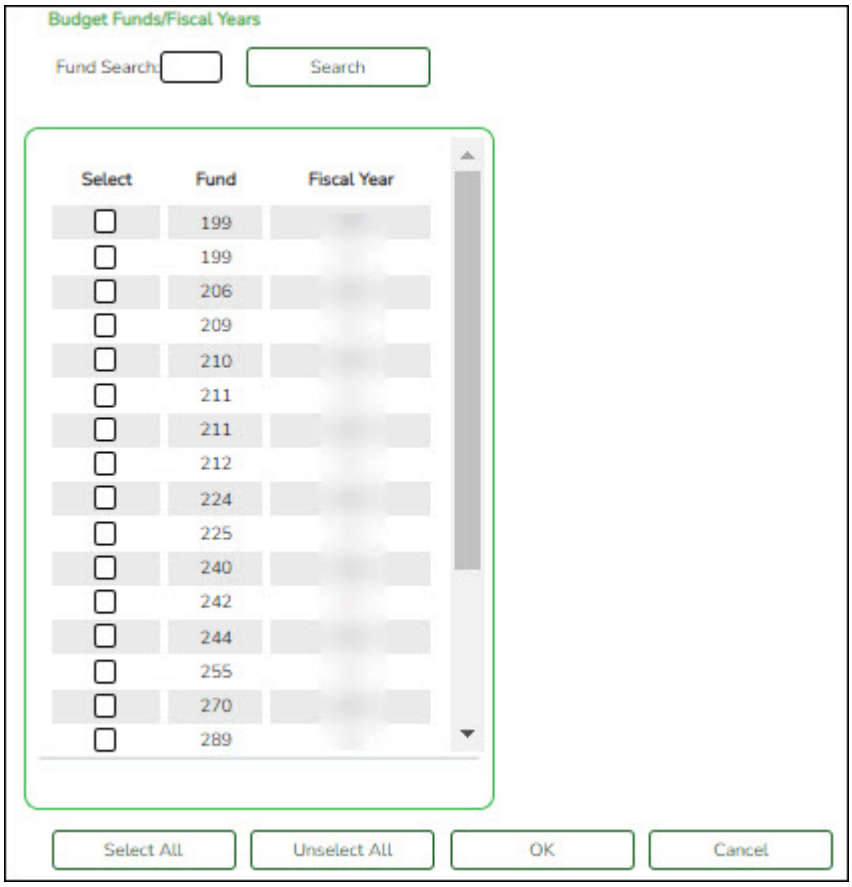
Simulation Name	The simulation name is displayed.
Simulation Description	The description of the current simulation is displayed.

❑ Click **Budget Funds** to select a fund from the Budget Funds/Fiscal Years lookup.

❑ Click **+Add** to add a row.

Fund/Fiscal Years	Type the fund code and the fiscal year. The fund code can be any digit between 101-999, and the fiscal year is a one-digit code that is the last digit in the fiscal (school) year.

❑ Click **Save**.



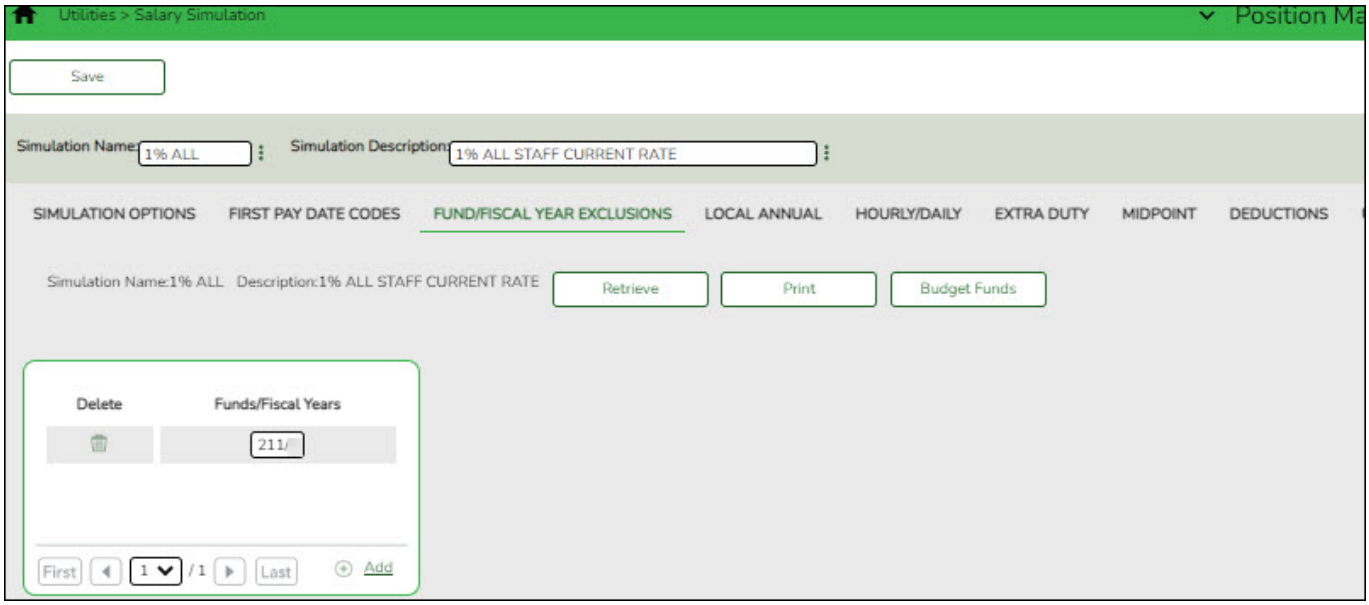
Create an exclusion:

Field	Description
Simulation Name	Type the name of a simulation or click ⋮ to select the simulation name from a list.
Simulation Description	Type a description of the current simulation or click ⋮ to select the simulation description from a list. The field can be a maximum of 30 characters.

❑ Click **Retrieve**. The simulation is retrieved.

Simulation Name	The simulation name is displayed.
Simulation Description	The description of the current simulation is displayed.

❑ Click **Budget Funds** to select a fund from the Budget Funds/Fiscal Years lookup.



❑ Click **+Add** to add a row.

Fund/Fiscal Years	Type the fund code and the fiscal year. The fund code can be any digit between 101-999, and the fiscal year is a one-digit code that is the last digit in the fiscal (school) year.

❑ Click **Save**.

Local Annual

Select the local annual salary scales to be used in the simulation. The salary scales can default to a particular percentage or amount increase with the ability to update individual pay grade/schedule/steps.

Position Management > Utilities > Salary Simulation > Local Annual

This tab is used to automatically reference the correct annual salary for employees, based on their pay grade, pay step, max days employed, and local schedule code. This table can be utilized to alter simulations for those employees, such as teaching staff, whose pay is based on an annual amount with step increases for years of service.

Set up local annual salary data:

Field	Description
Simulation Name	Type the name of a simulation or click ⋮ to select the simulation name from a list.

Field	Description
Simulation Description	Type a description of the current simulation or click ⋮ to select the simulation description from a list. The field can be a maximum of 30 characters.

❑ Under **Records**:

Simulation Name	Display only and indicates the simulation name as entered in the **Simulation Name** field at the top of the page.
Description	Display only and indicates the simulation description as entered in the **Simulation Description** field at the top of the page.
Pay Grade	Click ⋮ to select the appropriate pay grade for the current simulation. This option limits your selection.
Local Annual	Click to retrieve and select multiple pay grades from the annual salary table, or create new entries to be included in the simulation phase.

❑ Click **Retrieve**. The local annual salary data is displayed.

❑ Under **Modify**, select either of the following criteria to modify local annual salaries:

- **By Percent**
- **By Dollar Amt**

❑ Under **Salary**:

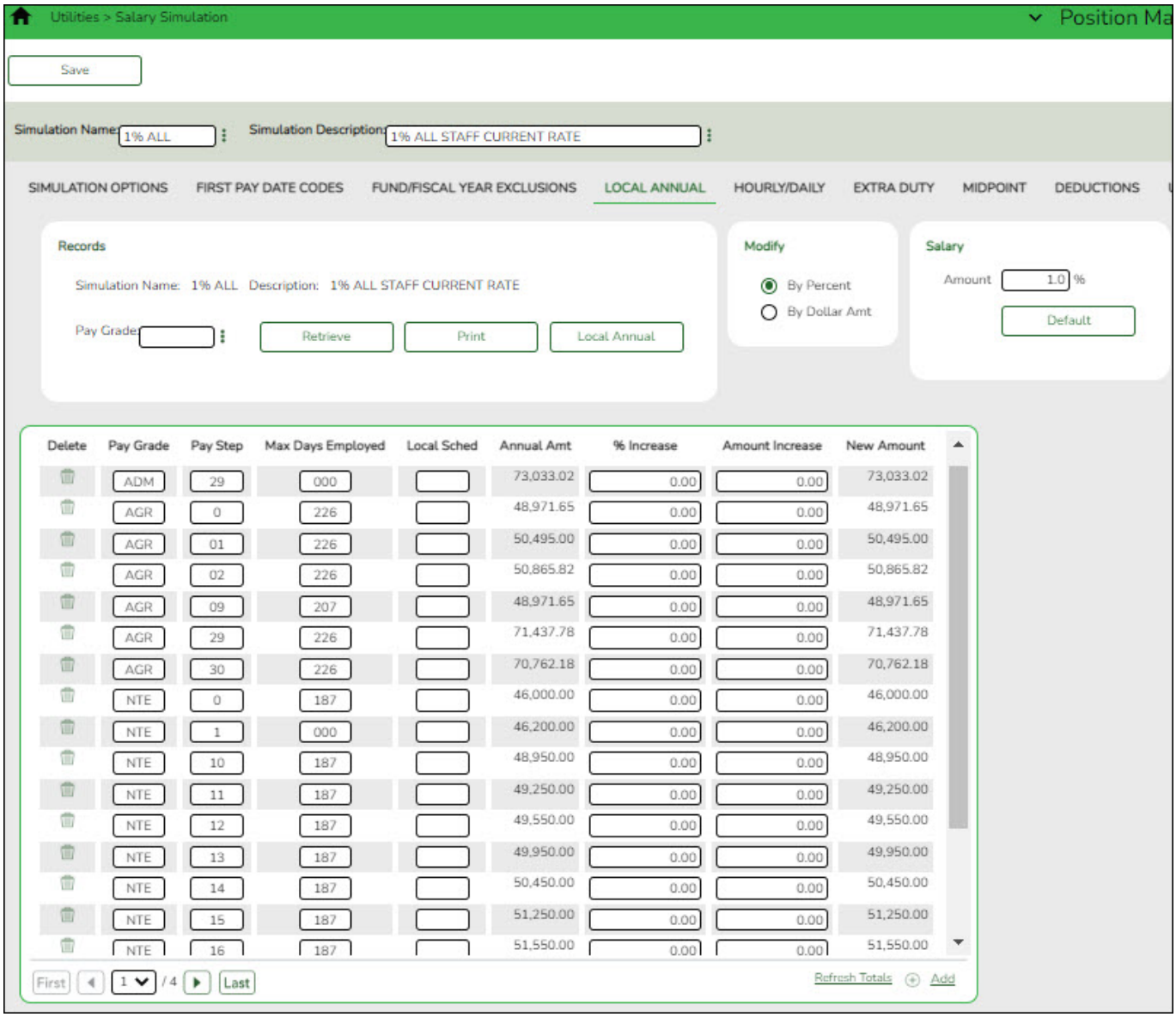
Amount	Type the dollar or percentage value to increase a salary. The dollar amount can be a maximum of six digits (e.g., 9999.99).

❑ Click **Default** to apply the amount entered in the **Amount** field to each salary.

Note: Only those rows that have no value in the **% Increase** or **Amount Increase** columns are affected when applying the default values.

❑ Click **+Add** to add a row.

Note: When adding a new row with **+Add**, the same pay grade, pay step, local schedule, and maximum days employed must exist in the NYR Local Annual Salary Table, or the record cannot be saved.



Pay Grade	Type the code for the pay grade. The field can be a maximum of three characters.
Pay Step	Type the code for the salary level within the indicated pay grade. The field can be a maximum of two characters.
Max Days Employed	Type the maximum number of days worked at the indicated pay grade and pay step. The field can be a maximum of three characters.
Local Sched	Type the optional, locally assigned, single-character code that is used to indicate the separate pay schedules for professional and support staff with the same pay grade, pay step, and maximum number of days employed.

The system populates the **Annual Amt** field with the annual salary for this pay grade and step from the Local Annual NYR table.

Note: Each row can only be changed by a percent or dollar amount, not both, and if a row previously had a value entered in the **Amount Increase** column, and now a value is entered in the **% Increase** column, the **Amount Increase** column changes to zero.

% Increase	Type the percentage of the increase.

Amount Increase	Type the dollar amount of the increase.
New Amount	This field is calculated by the system.

❑ Click **Refresh Totals** to recalculate the new amounts when a new amount or percent is entered.

❑ Click **Save**.

Hourly/Daily

Select the hourly/daily salary scales to be used in the simulation. The salary scales can default to a particular percentage or amount increase with the ability to update individual pay grade/steps.

Position Management > Utilities > Salary Simulation > Hourly/Daily

This tab is used to automatically reference the correct hourly/daily salary for positions, based on their pay grade, pay step, max days employed, and local schedule code. This table can then be utilized to alter simulations for those positions, such as teachers, paraprofessionals, maintenance, bus drivers, and other jobs as maintained by the district.

You must be logged on to a next year pay frequency to access this utility.

Set up hourly/daily salary data:

Field	Description
Simulation Name	Type the name of a simulation or click ⋮ to select the simulation name from a list.
Simulation Description	Type a description of the current simulation or click ⋮ to select the simulation description from a list. The field can be a maximum of 30 characters.

❑ Click **Retrieve**. The hourly/daily salary data is displayed.

❑ Under **Records**:

Field	Description
Sim Name	Displays the simulation name as entered in the **Simulation Name** field at the top of the page.
Descr	This field is populated automatically with the simulation description as entered on the Simulation Options tab.

Field	Description
Pay Grade	Click ⋮ to select the appropriate pay grade for the current simulation. This option limits your selection. **Note**: In addition, you can click the **Hourly/Daily** button to retrieve and select multiple pay grades from the hourly/daily table, or create new entries to be included in the simulation phase.

❑ Click **Retrieve**. The hourly/daily salary data is displayed.

❑ Under **Modify**, select either of the following criteria to modify hourly/daily salaries:

- **By Percent**
- **By Dollar Amt**

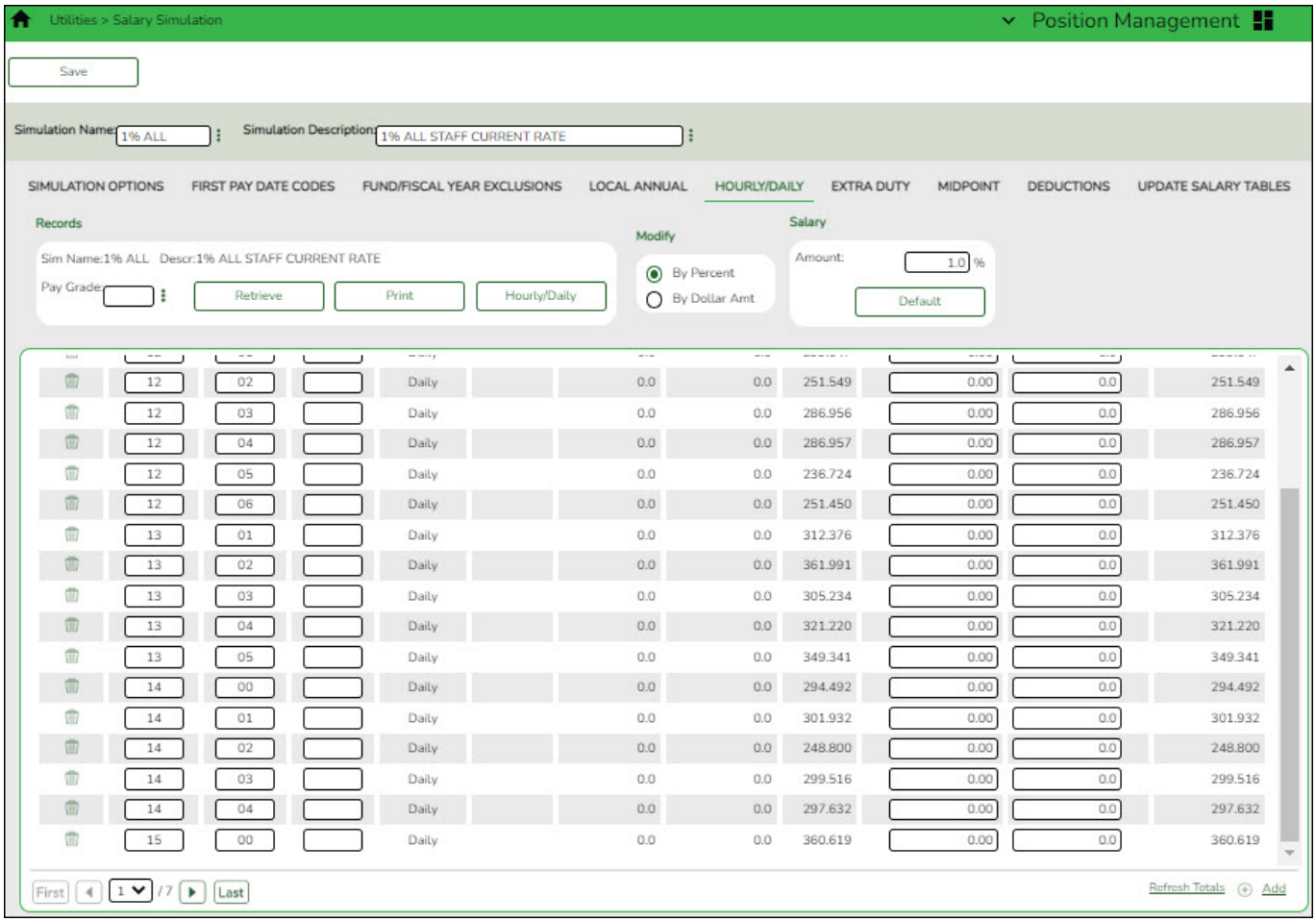
❑ Under **Salary**:

Amount	Type the dollar or percentage value to increase a salary. The dollar amount can be a maximum of six digits (e.g., 9999.99).

❑ Click **Default** to apply the amount entered in the **Amount** field to each salary.

> **Note**: Only those rows that have no value in the **% Increase** or **Amount Increase** columns are affected when applying the default values.

❑ Click **+Add** to add a row.



Pay Grade	Type the code for the pay grade. The field can be a maximum of three characters.
Pay Step	Type the code for the salary level within the indicated pay grade. The field can be a maximum of two characters.
Rate Type	This field is populated by the system: If the **Hrs Per Day** field is left blank, the rate type is set to the daily rate. If the **Hrs Per Day** field contains hours, the rate type changes to hourly.
Pay Type	Displays the type of pay for the selected simulation.
Hrs Per Day	Indicates how the rate is paid. If hours are not zero, the rate is considered an hourly rate.
Local Sched	Type the optional, locally assigned, single-character code that is used to indicate the separate pay schedules for professional and support staff with the same pay grade, pay step, and maximum number of days employed.
Est Ovtm Hrs	Displays the estimated annual number of overtime hours allowed for this pay grade and step.

The system populates the **Amount field** with the hourly/daily salary amount authorized for this pay grade and step from the Hourly/Daily NYR table.

Note: Each row can only be changed by a percent or dollar amount, not both, and if a row previously had a value entered in the **Amount Increase** column, and now a value is entered in the **% Increase** column, the **Amount Increase** column changes to zero.

% Increase	Type the percentage of the increase.
Amount Increase	Type the dollar amount of the increase.
New Amount	This field is calculated by the system.

❑ Click **Refresh Totals** to recalculate the new amounts when a new amount or percent is entered.

❑ Click **Save**.

Extra Duty

Include all extra duty codes in the simulation even if there is not an increase.

Position Management > Utilities > Salary Simulation > Extra Duty

This tab is used to automatically reference the correct extra duty salary for employees based on their extra duty codes. This table can be utilized to alter simulations for those pay rates for part-time functions required at each campus or LEA (e.g., Cheerleader Sponsor, and UIL events).

You must be logged on to a next year pay frequency to access this utility.

Set up extra duty salary data:

Field	Description
Simulation Name	Type the name of a simulation or click ⋮ to select the simulation name from a list.
Simulation Description	Type a description of the current simulation or click ⋮ to select the simulation description from a list. The field can be a maximum of 30 characters.

❑ Under **Records**:

Sim Name	Displays the simulation name as entered in the **Simulation Name** field at the top of the page.
Descr	Displays the simulation description as entered in the **Simulation Description** field at the top of the page.
Extra Duty Cd	Type the appropriate extra duty code for the current simulation, or click ⋮ to select the extra duty code from a list.

❑ Click **Retrieve**. The extra duty code data is displayed.

❑ Click **Extra Duty** to select an extra duty code from the Extra Duty lookup. Or, create new entries to be included in the simulation phase.

❑ Under **Modify**, select either of the following criteria to modify extra duty salaries:

- **By Percent**
- **By Dollar Amt**

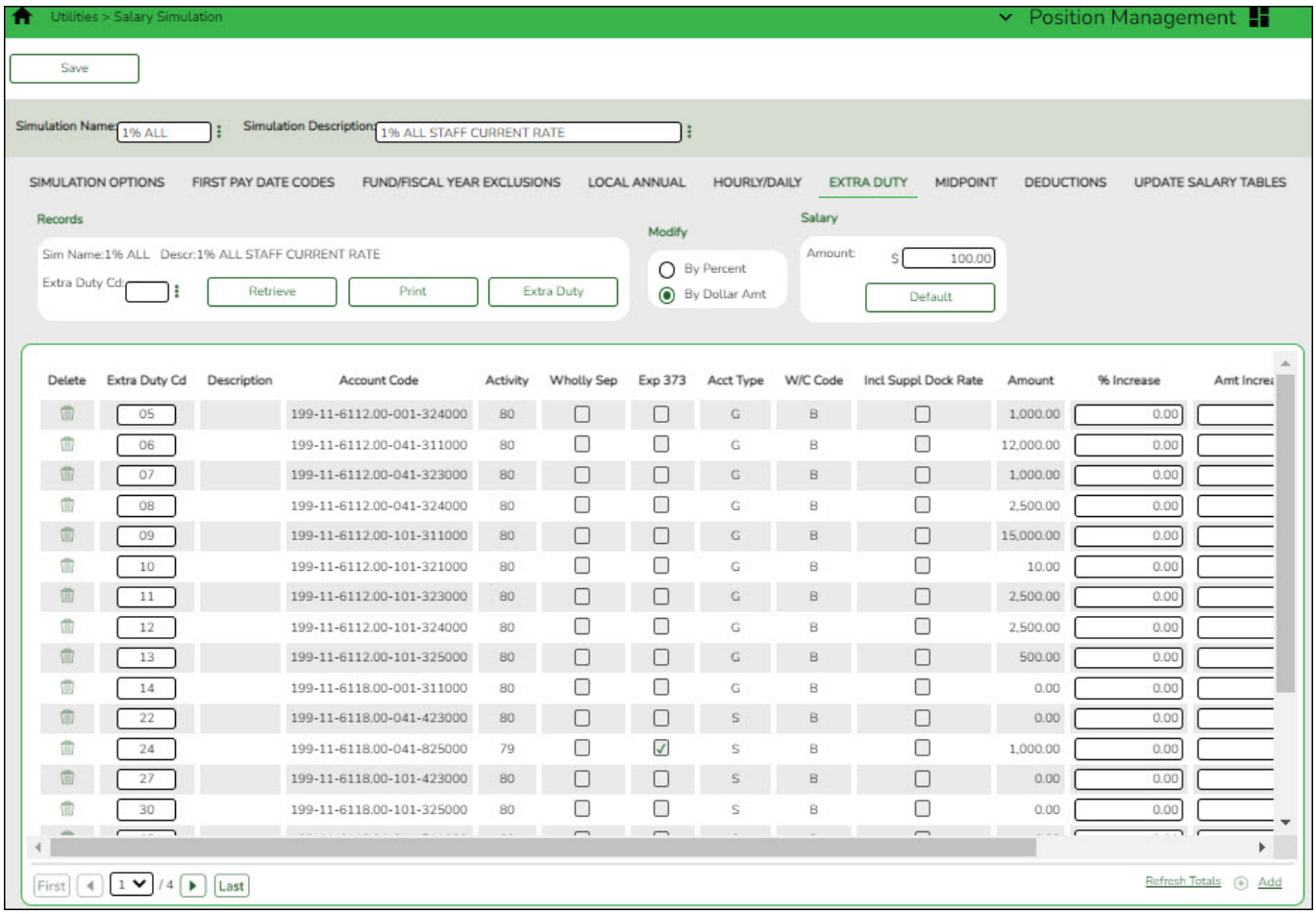
❑ Under **Salary**:

Amount	Type the dollar or percentage value to increase a salary. The dollar amount can be a maximum of six digits (e.g., 9999.99).

❑ Click **Default** to apply the amount entered in the **Amount** field to each salary.

Note: Only the rows without a value in the **% Increase** or **Amount Increase** columns are affected when applying the default values.

❑ Click **+Add** to add a row.



Extra Duty Cd	Type the extra duty code. The field can be a maximum of two characters.
Description	Type the name that best describes the code. The field can be a maximum of 16 characters.

Account Code	An edit mask allows you to type the full 20-digit account number, mask the organization code, or mask the whole account number. If the organization code is masked, when extra duty is assigned to the employee, the organization code from the employee record would complete the code. If the entire code is masked, when extra duty is assigned to the employee, a complete account code must be entered on the distribution record for the employee.
Activity	Click ⌄ to select a PEIMS activity code and corresponding description.
Wholly Sep	Click ⌄ to select whether the extra duty salary is subject to the Above State Minimum Salary Calculations of the TRS 373 Report.
Exp 373	Click ⌄ to select whether the amount is to be distributed for the above state base.
Acct Type	Click ⌄ to select an account type that best identifies the type of salary. The **Acct Type** field is a required field and must be populated to save entries in the table.
W/C Cd	Click ⌄ to select the workers' compensation code.
Incl Suppl Dock Rate	Display only and indicates if the supplemental extra duty amount is included in the simulation or not.

The **Amount** field is populated with the salary amount authorized for this extra duty assignment from the next year extra duty table.

Note: Each row can only be changed by a percent or dollar amount, not both, and if a row previously had a value entered in the **Amount Increase** column, and a value is entered in the **% Increase** column, the **Amount Increase** column changes to zero.

% Increase	Type the percentage of the increase.
Amount Increase	Type the dollar amount of the increase.
New Amount	This field is calculated by the system.
Suppl Extra Days	If the extra duty will be used for extra days that the employee works, type the number of additional days to be used for the simulation. If this field is updated, the amount for any extra days worked is calculated. And, if the supplemental position is tied to the employee's regular position, the amount is calculated based on the daily rate of the regular position.

❑ Click **Refresh Totals** to recalculate the new amounts when a new amount or percent is entered.

❑ Click **Save**.

Midpoint

The LEA has the option to increase the minimum, midpoint, and maximum and/or increase the employee’s pay.

Position Management > Utilities > Salary Simulation > Midpoint

This tab is used to manage the pay rates for hourly, noncontract employees, and contract employees not covered under the Annual or Hourly/Daily salary tables.

Midpoint Salary Schedule

Set up midpoint salary data:

Field	Description
Simulation Name	Type the name of a simulation or click ⋮ to select the simulation name from a list.
Simulation Description	Type a description of the current simulation or click ⋮ to select the simulation description from a list. The field can be a maximum of 30 characters.

❑ Under **Records**:

Sim Name	Display only and indicates the simulation name as entered in the **Simulation Name** field at the top of the page.
Descr	Display only and indicates the simulation description as entered in the **Simulation Description** field at the top of the page.
Pay Grade	Click ⌄ to select the appropriate pay grade for the current simulation. This option will limit your selection. **Note**: In addition, you can click the **Midpoint** button to retrieve and select multiple pay grades from the midpoint table, or create new entries to be included in the simulation phase.

❑ Click **Midpoint** to retrieve and select multiple pay grades from the midpoint table, or create new entries to be included in the simulation phase.

❑ Click **Retrieve**. The midpoint salary data is displayed.

❑ Under **Modify**, select either of the following criteria to modify midpoint salaries:

- **By Percent**
- **By Dollar Amt**

❑ Under **Salary**:

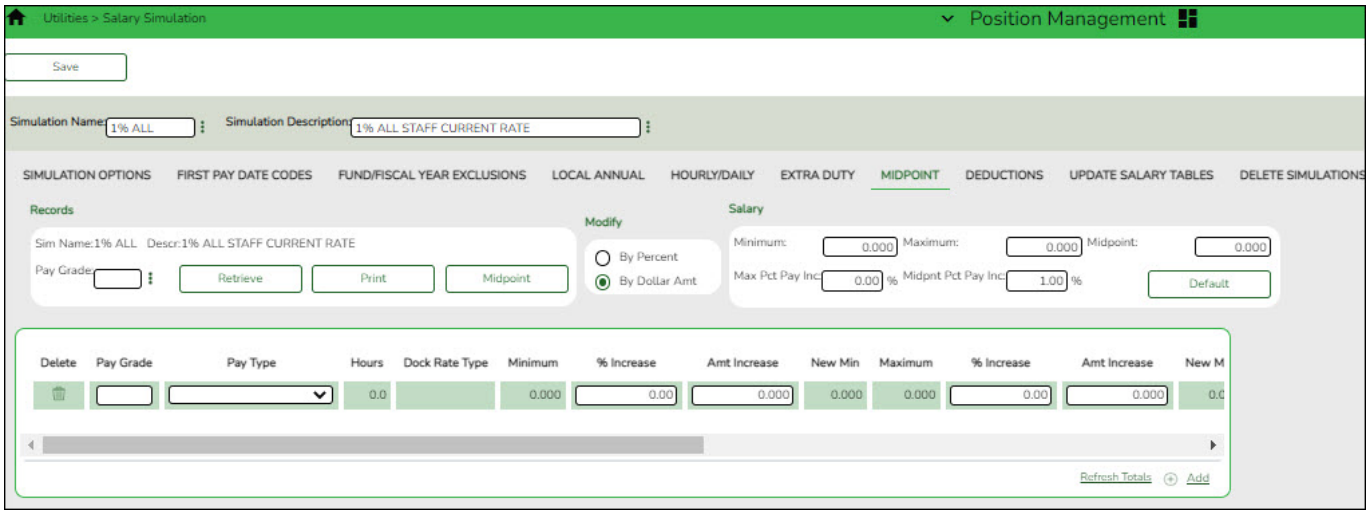
Minimum	Type the percentage or dollar amount each row will increase by.
Maximum	Type the percentage or dollar amount each row will increase by.
Midpoint	Type the percentage or dollar amount each row will increase by.
Max Pct Pay Inc	Type the maximum percentage allowable for the simulation.
Midpt Pct Pay Inc	Type the maximum midpoint percentage allowable for the simulation.

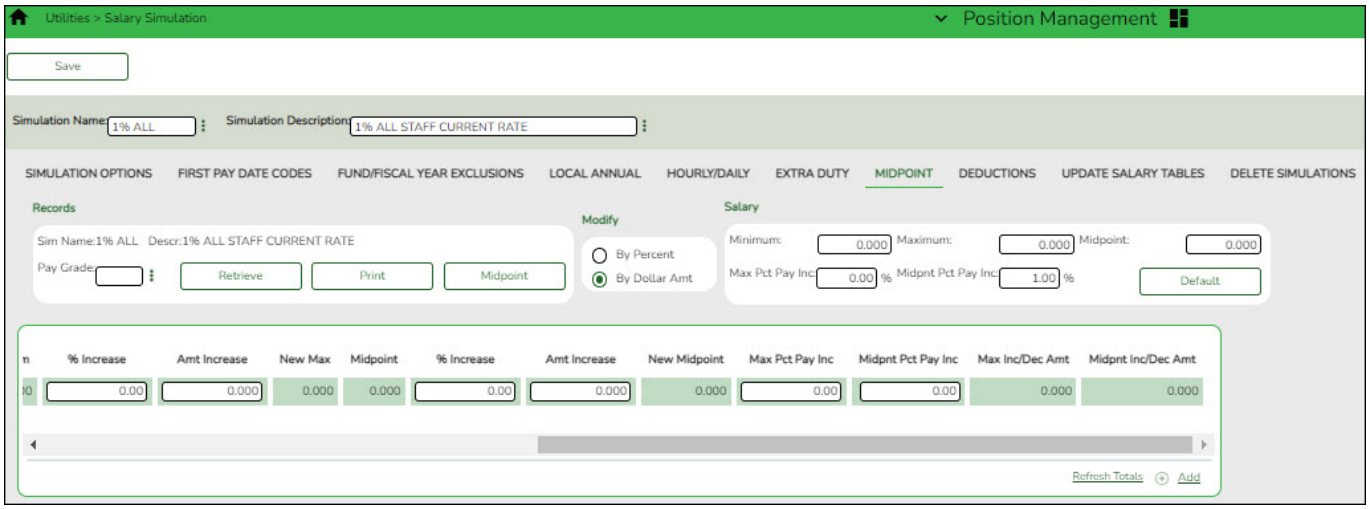
❑ Click **Default** to apply the amounts entered in the **Minimum**, **Maximum**, and **Midpoint** fields to

each row.

Note: Only those rows that have no value in the **% Increase** or **Amt Increase** columns are affected when applying the default values.

❑ Click **+Add** to add a row.





Pay Grade	Type the locally assigned, three-character code for the pay grade.
Pay Type	Click ⌄ to select a of pay type code.
Hours	Type the number of hours authorized for this pay grade. When pay types 1, 2, and 4 are calculated as daily rates, the **Hours** field is left blank. When pay type 3 is calculated on an hourly pay rate, the **Hours** field requires a value.

The system populates the **Minimum** field with the lowest pay rate for this pay grade/pay type from the Midpoint NYR table.

Note: Each row can only be changed by a percent or dollar amount, not both, and if a row previously had a value entered in the **Amount Increase** column, and now a value is entered in the **% Increase** column, the **Amount Increase** column will change to zero.

% Increase	Type the percentage of the increase.
Amt Increase	Type the dollar amount of the increase.
New Min	This field is calculated by the system.

The system populates the **Maximum** field with the highest pay rate for this pay grade/pay type from the Midpoint NYR table.

% Increase	Type the percentage of the increase.
Amt Increase	Type the dollar amount of the increase.
New Max	This field is calculated by the system.

The system populates the **Midpoint** field with the calculated midpoint pay rate for this pay grade/pay type from the Midpoint NYR table.

% Increase	Type the percentage of the increase.
Amt Increase	Type the dollar amount of the increase.
New Midpoint	This field is calculated by the system.
Max Pct Pay Inc	Type the maximum percentage allowable for the simulation.
Midpt Pct Pay Inc	Type the maximum midpoint percentage allowable for the simulation.
Max Inc/Dec Amt	This field is calculated by the system.
Midpnt Inc/Dec Amt	This field is calculated by the system.

❑ Click **Refresh Totals** to recalculate the new amounts when a new amount or percent is entered.

❑ Click **Save**.

Deductions

Designate the estimated employee and employer annual amounts for deductions. Vacant positions can be included.

Position Management > Utilities > Salary Simulation > Deductions

This tab is used to designate estimated employee and employer annual amounts for deductions. PMIS does not use the next year Staff Job/Pay Data; therefore, employee deductions are not available for budgeting. Vacant positions can also be included in the simulation.

The intent of the employee amount is to have an annual estimated value of deductions that are subject to a Cafeteria Plan 125 that affects FICA/Medicare tax calculations for budgeting purposes. The employer amount is intended for those deductions where employer contribution needs to be

budgeted. The simulation looks at the current year payroll to detect which employees have that deduction code, and takes the amount reflected in the **Emp Amt** field on this tab and reduces the employee annual gross on the simulation by that amount for those employees who occupy positions in the next year PMIS to determine the amount of FICA/Medicare that needs to be calculated for Budget. This field is optional; however, leaving it blank will over budget for FICA and Medicare, which may be preferred by some LEAs.

You must be logged on to a next year pay frequency to access this utility.

Designate or add a deduction code:

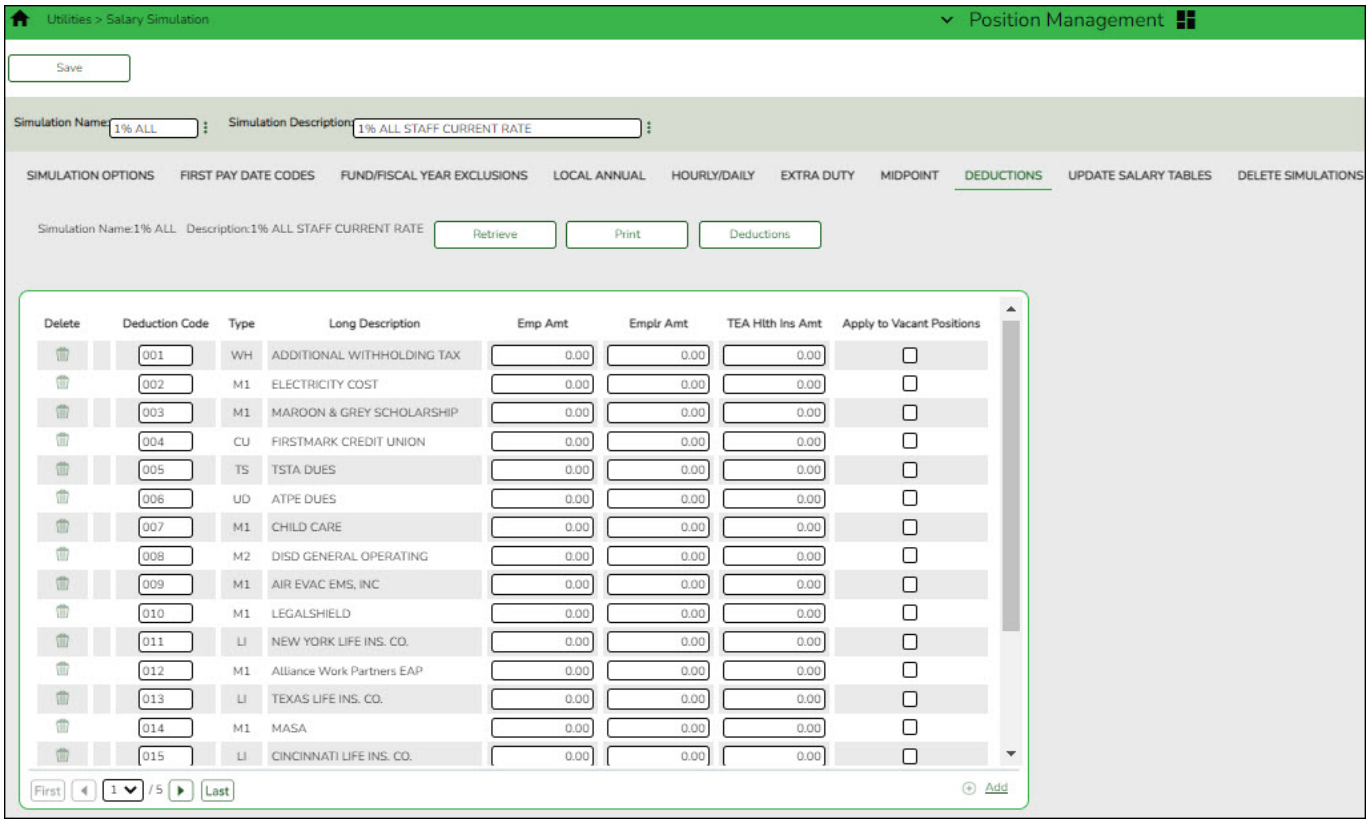
Field	Description
Simulation Name	Type the name of a simulation or click ⋮ to select the simulation name from a list.
Simulation Description	Type a description of the current simulation or click ⋮ to select the simulation description from a list. The field can be a maximum of 30 characters.

❑ Click **Retrieve**.

Simulation Name	Display only and indicates the simulation name as entered in the **Simulation Name** field at the top of the page.
Description	Display only and indicates the simulation description as entered in the **Simulation Description** field at the top of the page.

❑ Click **Deductions** to select a fund from the Deductions lookup.

❑ Click **+Add** to add a row.



Deduction Code	Type a three-digit code identifying the deduction. This code must exist in the Deduction Code table.
Type	Indicates the two-character code identifying the deduction and is automatically populated based the **Deduction Code** field.
Long Description	Indicates the long name that best describes the deduction code and is automatically populated based on the **Deduction Code** field.
Emp Amt	Type the annual amount of the contribution by the employee with that deduction.
Emplr Amt	Type the annual amount of the contribution by the LEA for the employee with that deduction.
Apply to Vacant Position	Select to apply the employer amount to vacant positions included in the simulation. **Note**: If your TRS Active-Care is split between more than one payroll deduction code, only select this field for one of the deduction codes. For example, if you have four TRS Active-Care codes and each one has an annual amount of $2700 for the employer contribution and you select this field for all four codes, then each vacant position in your reports will reflect a budget amount of $10,800 for health insurance.

❑ Click **Save**.

Update Salary Tables

Select the simulation records to update the next year salary data. Update all simulations in the next year tables at one time. Once the update process is completed, the process is disabled until the Copy CYR Tables to NYR Tables process is completed again.

Position Management > Utilities > Salary Simulation > Update Salary Tables

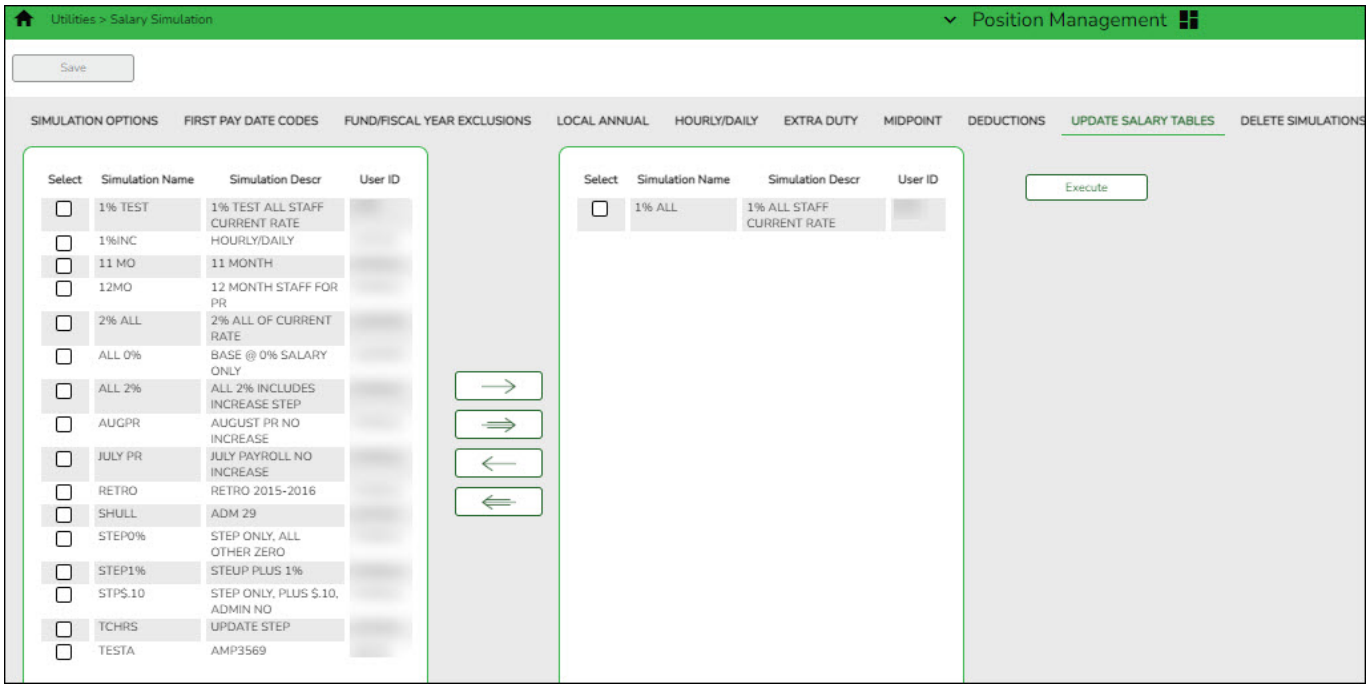
This tab is used to select the simulation records to update the next year salary data. All simulations that will be updated in the next year tables need to be updated at one time. Once the update process has been completed, the process is disabled until the Copy CYR Tables to NYR Tables process is completed again.

It is your responsibility to ensure the simulation has not been updated multiple times, causing the salary tables to be incorrect. It is also important to maintain the integrity of the simulation tables to prevent duplicated steps.

You must be logged on to a next year pay frequency to access this utility.

Update existing salary tables:

❑ All available simulations are displayed on the left side of the page. Use the arrow buttons to select the simulations to be updated.



❑ Click **Execute**.

If any errors are encountered during the process, an error report is displayed. A listing of all duplicates and rows in the simulation that are not listed in the salary table is displayed. All simulation update processes are disabled until you clear the errors.

Review the report.

❑ Click **Continue**.

❑ Click **Cancel** to close the report and return to the Update Salary Tables tab.

If no errors are encountered during the process or you clicked **Continue** from the error report, a report for each of the four salary tables is generated.

❑ Click **Cancel** to return to the Update Salary Tables tab without updating.

❑ Click **Process** to process the update. You are prompted to create a backup.

> After the export process is completed, the actual update is performed. If the update is successful, a message is displayed indicating that the simulation update was processed successfully.

Delete Simulations

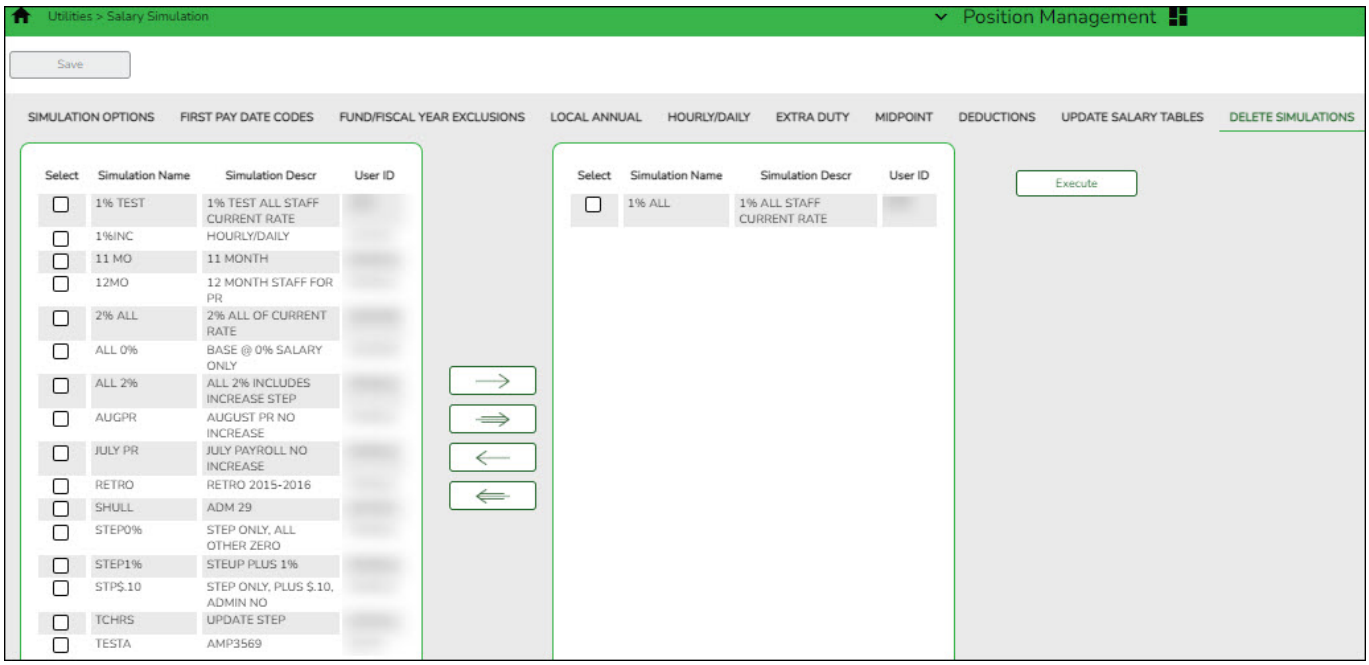
Delete PMIS salary simulation records.

Position Management > Utilities > Salary Simulation > Delete Simulations

This tab is used to delete simulation tables. The Delete Simulations tab is not a required step in the simulation process.

You must be logged on to a next year pay frequency to access this utility.

Prior to using this utility, create an export using the Position Management > Utilities > Export PMIS Tables page.



Delete existing simulation tables:

❑ All available simulations are displayed on the left side of the page. Use the arrow buttons to select the simulations to be updated.

❑ Select the simulations to be deleted.

❑ Click **Execute** to delete the selected simulation(s).

Position Management - Salary Simulation Reports

The following Calculation Reports are available. Regular and supplement positions are listed separately for each employee.

Sample reports:

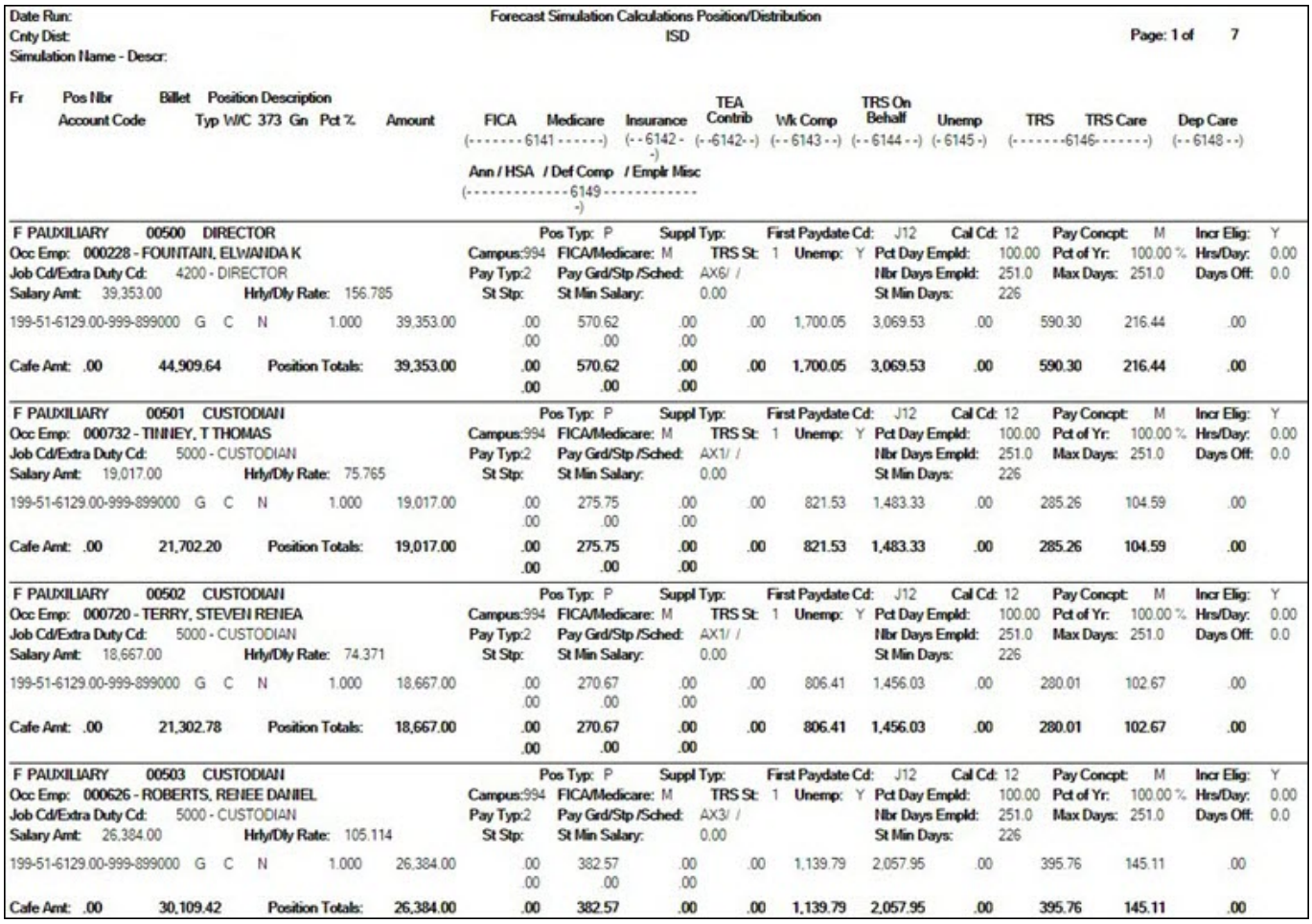
Forecast Simulation Errors - The error report provides a list of encountered errors.

Date Run: Forecast Simulation Errors
Cnty Dist: ISD Page: 1 of 1
Simulation Name: 1%
Simulation Descr: 1% ACROSS THE BOARD

Position Nbr	Billet Nbr	Pos Typ	Error Message
P6ADIRECTOR	00001	P	State Minimum Salary is zero for TRS Position Code 01, State Minimum Days 0, State Step
P6ADIRECTOR	00002	P	State Minimum Salary is zero for TRS Position Code 01, State Minimum Days 0, State Step
P6ADIRECTOR	00003	P	State Minimum Salary is zero for TRS Position Code 01, State Minimum Days 0, State Step
P6ADIRECTOR	00004	P	State Minimum Salary is zero for TRS Position Code 01, State Minimum Days 0, State Step
P6ADIRECTOR	00005	P	Position has TRS 373 amounts calculated but no distribution accounts selected for expense 373
P6ADIRECTOR	00005	P	State Minimum Salary is zero for TRS Position Code 01, State Minimum Days 0, State Step 01
P6ADIRECTOR	00005	P	Warning - calculated midpoint pay rate exceeds simulation maximum for selected pay grade
P6ADIRECTOR	00006	P	State Minimum Salary is zero for TRS Position Code 01, State Minimum Days 0, State Step
			Process complete

End of Report

Forecast Simulation Calculations Position/Distribution - This report is similar to the Next Year Payroll Employee Distribution report that is generated on the Payroll > Next Year > Interface NY Payroll to NY Budget page, HRS9960 - NY Payroll Extract Distribution by Name. The report provides the position, billet, and employee name.



Date Run:
Cnty Dist:
Simulation Name - Descr:

Forecast Simulation Calculations Position/Distribution
ISD

Page: 1 of 7

Fr	Pos Nbr / Account Code	Billet Typ	W/C	373	Gn	Pct %	Amount	FICA (6141)	Medicare (6141)	Insurance (6142)	TEA Contrib (6142)	Wk Comp (6143)	TRS On Behalf (6144)	Unemp (6145)	TRS (6146)	TRS Care (6146)	Dep Care (6148)	Ann / HSA / Def Comp / Empl Misc (6149)
F	PAUXILIARY 00500 DIRECTOR																	
	Occ Emp: 000228 - FOUNTAIN, ELWANDA K							Campus: 994	FICA/Medicare: M		TRS St: 1	Unemp: Y	Pct Day Empld: 100.00		Pct of Yr: 100.00 %		Hrs/Day: 0.00	
	Job Cd/Extra Duty Cd: 4200 - DIRECTOR							Pay Typ: 2	Pay Grd/Stp /Sched: AX6/ /				Nbr Days Empld: 251.0		Max Days: 251.0		Days Off: 0.0	
	Salary Amt: 39,353.00 Hrly/Dly Rate: 156.785							St Stp:	St Min Salary: 0.00				St Min Days: 226					
	199-51-6129.00-999-899000	G	C	N		1.000	39,353.00	.00	570.62	.00	.00	1,700.05	3,069.53	.00	590.30	216.44	.00	
								.00	.00	.00								
	Cafe Amt: .00	44,909.64	Position Totals:				39,353.00	.00	570.62	.00	.00	1,700.05	3,069.53	.00	590.30	216.44	.00	
								.00	.00	.00								
F	PAUXILIARY 00501 CUSTODIAN																	
	Occ Emp: 000732 - TINNEY, T THOMAS							Campus: 994	FICA/Medicare: M		TRS St: 1	Unemp: Y	Pct Day Empld: 100.00		Pct of Yr: 100.00 %		Hrs/Day: 0.00	
	Job Cd/Extra Duty Cd: 5000 - CUSTODIAN							Pay Typ: 2	Pay Grd/Stp /Sched: AX1/ /				Nbr Days Empld: 251.0		Max Days: 251.0		Days Off: 0.0	
	Salary Amt: 19,017.00 Hrly/Dly Rate: 75.765							St Stp:	St Min Salary: 0.00				St Min Days: 226					
	199-51-6129.00-999-899000	G	C	N		1.000	19,017.00	.00	275.75	.00	.00	821.53	1,483.33	.00	285.26	104.59	.00	
								.00	.00	.00								
	Cafe Amt: .00	21,702.20	Position Totals:				19,017.00	.00	275.75	.00	.00	821.53	1,483.33	.00	285.26	104.59	.00	
								.00	.00	.00								
F	PAUXILIARY 00502 CUSTODIAN																	
	Occ Emp: 000720 - TERRY, STEVEN RENEA							Campus: 994	FICA/Medicare: M		TRS St: 1	Unemp: Y	Pct Day Empld: 100.00		Pct of Yr: 100.00 %		Hrs/Day: 0.00	
	Job Cd/Extra Duty Cd: 5000 - CUSTODIAN							Pay Typ: 2	Pay Grd/Stp /Sched: AX1/ /				Nbr Days Empld: 251.0		Max Days: 251.0		Days Off: 0.0	
	Salary Amt: 18,667.00 Hrly/Dly Rate: 74.371							St Stp:	St Min Salary: 0.00				St Min Days: 226					
	199-51-6129.00-999-899000	G	C	N		1.000	18,667.00	.00	270.67	.00	.00	806.41	1,456.03	.00	280.01	102.67	.00	
								.00	.00	.00								
	Cafe Amt: .00	21,302.78	Position Totals:				18,667.00	.00	270.67	.00	.00	806.41	1,456.03	.00	280.01	102.67	.00	
								.00	.00	.00								
F	PAUXILIARY 00503 CUSTODIAN																	
	Occ Emp: 000626 - ROBERTS, RENEE DANIEL							Campus: 994	FICA/Medicare: M		TRS St: 1	Unemp: Y	Pct Day Empld: 100.00		Pct of Yr: 100.00 %		Hrs/Day: 0.00	
	Job Cd/Extra Duty Cd: 5000 - CUSTODIAN							Pay Typ: 2	Pay Grd/Stp /Sched: AX3/ /				Nbr Days Empld: 251.0		Max Days: 251.0		Days Off: 0.0	
	Salary Amt: 26,384.00 Hrly/Dly Rate: 105.114							St Stp:	St Min Salary: 0.00				St Min Days: 226					
	199-51-6129.00-999-899000	G	C	N		1.000	26,384.00	.00	382.57	.00	.00	1,139.79	2,057.95	.00	395.76	145.11	.00	
								.00	.00	.00								
	Cafe Amt: .00	30,109.42	Position Totals:				26,384.00	.00	382.57	.00	.00	1,139.79	2,057.95	.00	395.76	145.11	.00	

Current/Forecast Simulation Comparison Report - This report is similar to the HRS6650 - CYR/NYR Salary Comparison Report in the next year payroll files. The report compares the current year PMIS salary to the calculated salary in the simulation for the next year PMIS. The only difference between this report and the HRS6650 report is that the HRS6650 report compares the employee's current year payroll salary to the employee's next year payroll salary.

Date Run:
Cnty Dist:
Simulation Name - Descr:
Campus ID:

Current/Forecast Simulation Comparison Report

ISD

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Position Nbr	Billet	Position Description	Emp Nbr	Employee Name	Concpt	Pay Grd	Pay Stp	Pay Sched	Hrly/Dly Rate	Sal Amount	
PAUXILIARY	00600	DIRECTOR	000519	NEVIL, MELINDA LYNN	M	AX6			140.536	26,140.00	Curr
		DIRECTOR	000519	NEVIL, MELINDA LYNN	M	AX6			143.347	26,663.00	Frcst
PAUXILIARY	00601		000088	BULL, BRYAN E	M	AX3			110.937	20,190.53	Curr
		FOOD SERVICE MANAGER	000088	BULL, BRYAN E	M	AX3			113.156	20,594.00	Frcst
PAUXILIARY	00602		000548	NOWAK, MONICA LEE ANN	M	AX3			93.200	10,345.20	Curr
		FOOD SERVICE MANAGER	000548	NOWAK, MONICA LEE ANN	M	AX3			95.064	17,302.00	Frcst
PAUXILIARY	00603		000521	NEW EMPLOYEE, MELISSA D	M	AX3			100.320	18,258.24	Curr
		FOOD SERVICE MANAGER	000521	NEW EMPLOYEE, MELISSA D	M	AX3			102.326	18,623.00	Frcst
PAUXILIARY	00606	FOOD SERVICE WORKER	000772	WATSON, TRACY LYNN	M	AX1			71.440	13,002.08	Curr
		FOOD SERVICE WORKER	000772	WATSON, TRACY LYNN	M	AX1			72.869	13,262.00	Frcst
PAUXILIARY	00607	FOOD SERVICE WORKER	000640	RUSSELL, ROBERT MARIE	M	AX1			80.758	14,698.00	Curr
		FOOD SERVICE WORKER	000640	RUSSELL, ROBERT MARIE	M	AX1			82.373	14,992.00	Frcst
PAUXILIARY	00608	FOOD SERVICE WORKER		Vacant	M	AX1			81.960	14,916.72	Curr
		FOOD SERVICE WORKER	000773	WAYSON, TRAVIS L	M	AX1			73.522	13,381.00	Frcst
PAUXILIARY	00611	FOOD SERVICE WORKER	000643	SAGER, ROBERT	M	AX1			70.720	6,859.84	Curr
		FOOD SERVICE WORKER	000643	SAGER, ROBERT	M	AX1			77.030	14,019.00	Frcst
					Campus Totals:	Current				124,410.61	
						Forecast				138,836.00	

Employee Base Pay Information Report - This report is unique to PMIS for budgeting purposes. The report provides the base salary (no benefits) by pay grade. LEAs can review this information to determine the cost of a base salary amount for a particular pay grade for the listed employees. The forecast amount is the amount reflected on the position in the next year PMIS, the simulation amount reflects the salary amount with the applied increase.

Date Run:
Cnty Dist:
Simulation Name - Descr:

Employee Base Pay Information Report
ISD

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Position Nbr / Emp Nbr	Billet / Employee Name	Position Description	Camp	Pay Grd	Pay Stp / %Yr	Pay Sched	FTE / % Day	Days Max/ Act	Frcst Rate / Salary	Sim Rate / Salary	Amt Incr Rate / Salary	% Inc Rate / Salary	Inc Elig
P101TEACHER	00201	2ND	101	TBA	00		1.00	187.000	186.631	186.631	0.000	0.00%	N
000806	WRIGHT, ZEB LURAI				100.00 %		100.00 %	187.000	34,900.00	34,900.00	0.00	0.00%	
		Pay Grade / Step / Schedule Totals:					**Forecast**			**34,900.00**			
							Simulation			**34,900.00**			
							Salary Increase			**0.00**	**0.00%**		
P101TEACHER	00076	KINDERGARTEN	101	TBA	01		1.00	187.000	186.631	192.246	5.615	3.01%	Y
000592	POTEET, PENELOPE LYNN				100.00 %		100.00 %	187.000	34,900.00	35,950.00	1,050.00	3.01%	
		Pay Grade / Step / Schedule Totals:					**Forecast**			**34,900.00**			
							Simulation			**35,950.00**			
							Salary Increase			**1,050.00**	**3.01%**		
P101TEACHER	00200	2ND	101	TBA	02		1.00	187.000	192.246	194.920	2.674	1.39%	Y
000804	WRIGHT, WYOMING NICOLE				100.00 %		100.00 %	187.000	35,950.00	36,450.00	500.00	1.39%	
P101TEACHER	00203	2ND	101	TBA	02		1.00	187.000	192.246	194.920	2.674	1.39%	Y
000683	SOLES, SHANNAN RENEE				100.00 %		100.00 %	187.000	35,950.00	36,450.00	500.00	1.39%	
P101TEACHER	00300	3RD	101	TBA	02		1.00	187.000	192.246	194.920	2.674	1.39%	Y
000689	STACK, SHARRON MICHELLE				100.00 %		100.00 %	187.000	35,950.00	36,450.00	500.00	1.39%	
		Pay Grade / Step / Schedule Totals:					**Forecast**			**107,850.00**			
							Simulation			**109,350.00**			
							Salary Increase			**1,500.00**	**1.39%**		
P101TEACHER	00021	EARLY ED	101	TBA	03		1.00	187.000	194.920	199.198	4.278	2.19%	Y
000790	WILLIAMS, VIRGINIA RHEA				100.00 %		100.00 %	187.000	36,450.00	37,250.00	800.00	2.19%	
P101TEACHER	00102	1ST	101	TBA	03		1.00	187.000	194.920	199.198	4.278	2.19%	Y
000807	YOUNG, ZOE ANN				100.00 %		100.00 %	187.000	36,450.00	37,250.00	800.00	2.19%	
P101TEACHER	00202	2ND	101	TBA	03		1.00	187.000	194.920	199.198	4.278	2.19%	Y
000765	WALKER, TORRI DAVID				100.00 %		100.00 %	187.000	36,450.00	37,250.00	800.00	2.19%	
PTEACHER	00209	ENGLISH	001	TBA	03		1.00	187.000	199.198	199.198	0.000	0.00%	N
000823	STEPHENS, ASHLEY				100.00 %		100.00 %	187.000	37,250.00	37,250.00	0.00	0.00%	
		Pay Grade / Step / Schedule Totals:					**Forecast**			**146,600.00**			
							Simulation			**149,000.00**			
							Salary Increase			**2,400.00**	**1.64%**		

Forecasting Report - This report is unique to PMIS for budgeting purposes. The report provides the base salary without benefits.

Date Run:
Cnty Dist:
Simulation Name - Descr:

Forecasting Report
ISD

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Pos Nbr / Freq / Emp Nbr	Billet / Emp Name	Pos Typ	Pos Stat	Pay Cpt	Pay Grd	Pay Stp	Pay Sched	Max Days	Midpnt Base	Pct of Midpnt	Incr Elig	Hrly/Dly Rate	Hrs Per Day	Nbr Days Empld	Salary Amt / Pct of Yr	Pct Day Empld / FTE
P101TEACHER	00020	P	A	A	TBA	19		187.0			Y	269.519	0.00	187.0	50,400.00	100.00 %
F 000034	BAULOS, ANGELA A														100.00 %	1.00
P101TEACHER	00021	P	A	A	TBA	03		187.0			Y	199.198	0.00	187.0	37,250.00	100.00 %
F 000790	WILLIAMS, VIRGINIA RHEA														100.00 %	1.00
P101TEACHER	00050	P	A	A	TBA	14		187.0			Y	246.524	0.00	187.0	46,100.00	100.00 %
F 000060	BOURLAND, BILLIE														100.00 %	1.00
P101TEACHER	00075	P	A	A	TBA	12		187.0			Y	237.701	0.00	187.0	44,450.00	100.00 %
F 000419	LEE, KELLI OWENS														100.00 %	1.00
P101TEACHER	00076	P	A	A	TBA	01		187.0			Y	192.246	0.00	187.0	35,950.00	100.00 %
F 000592	POTEET, PENELOPE LYNN														100.00 %	1.00
P101TEACHER	00077	P	A	A	TBA	26		187.0			Y	289.572	0.00	187.0	54,150.00	100.00 %
F 000103	CAMP, CARRIE														100.00 %	1.00
P101TEACHER	00078	P	A	A	TBA	17		187.0			Y	260.963	0.00	187.0	48,800.00	100.00 %
F 000330	HOWARD, JENNIFER OWENS														100.00 %	1.00
P101TEACHER	00079	P	V	A	TBA	10		187.0			N	229.144	0.00	0.0	42,850.00	100.00 %
F	Vacant														100.00 %	1.00
P101TEACHER	00100	P	A	A	TBA	12		187.0			Y	237.701	0.00	187.0	44,450.00	100.00 %
F 000747	UPTERGROVE, TERESA L														100.00 %	1.00
P101TEACHER	00101	P	A	A	TBA	09		187.0			Y	224.866	0.00	187.0	42,050.00	100.00 %
F 000750	VAN RITE, TERRY														100.00 %	1.00
P101TEACHER	00102	P	A	A	TBA	03		187.0			Y	199.198	0.00	187.0	37,250.00	100.00 %
F 000807	YOUNG, ZOE ANN														100.00 %	1.00
P101TEACHER	00103	P	A	A	TBA	12		187.0			Y	237.701	0.00	187.0	44,450.00	100.00 %
F 000624	RILEY, REGINA ELIZABETH														100.00 %	1.00
P101TEACHER	00200	P	A	A	TBA	02		187.0			Y	194.920	0.00	187.0	36,450.00	100.00 %
F 000804	WRIGHT, WYOMING NICOLE														100.00 %	1.00
P101TEACHER	00201	P	A	A	TBA	00		187.0			N	186.631	0.00	187.0	34,900.00	100.00 %
F 000806	WRIGHT, ZEB LURAI														100.00 %	1.00
P101TEACHER	00202	P	A	A	TBA	03		187.0			Y	199.198	0.00	187.0	37,250.00	100.00 %
F 000765	WALKER, TORRI DAVID														100.00 %	1.00
P101TEACHER	00203	P	A	A	TBA	02		187.0			Y	194.920	0.00	187.0	36,450.00	100.00 %
F 000683	SOLES, SHANNAN RENEE														100.00 %	1.00

Forecast Account Distribution Journal by Salary Account - This report is unique to PMIS for budgeting purposes. The report includes salary and benefits based on the simulation increases. LEAs can view salary amounts by fund and function.

Date Run:
Cnty Dist:
Simulation Name - Descr:

Forecast Account Distribution Journal by Salary Account
ISD

Page: 4 of 6

Account Cd / Employee Nbr/Name	Freq	Campus	Acct Amount 61XX	FICA/Med 6141	Emplr Contr 6142	W/C Amt 6143	TRS On Behalf - 6144	Unemp 6145	TRS Amts 6146	Depend Care 6148	Annuities 6149	TEA Hlth 6142
199-51-6129.00-999-[redacted]99000	Total:		235,223.00	3,410.73	0.00	9,272.93	18,347.40	0.00	4,822.10	0.00	0.00	0.00
199-51-6129.00-999	Total:		235,223.00	3,410.73	0.00	9,272.93	18,347.40	0.00	4,822.10	0.00	0.00	0.00
199-51-6129.00	Total:		235,223.00	3,410.73	0.00	9,272.93	18,347.40	0.00	4,822.10	0.00	0.00	0.00
199-51-6129.51-999-[redacted]99000												
000311 - HICKS JR, JANET L	F	995	36,303.00	526.39	0.00	1,568.29	2,831.63	0.00	744.22	0.00	0.00	0.00
000445 - LUTTRELL, LACEY STEVEN	F	995	30,346.00	440.02	0.00	1,310.95	2,366.99	0.00	622.09	0.00	0.00	0.00
000534 - NEW EMPLOYEE, MICHAEL G	F	995	32,272.00	467.94	0.00	1,394.15	2,517.22	0.00	661.58	0.00	0.00	0.00
000563 - PARMAN, NICHOLE MOORE	F	995	37,102.00	537.98	0.00	1,602.81	2,893.96	0.00	760.59	0.00	0.00	0.00
000598 - QUY, PHYLLIS A	F	995	32,323.00	468.68	0.00	1,396.35	2,521.19	0.00	662.63	0.00	0.00	0.00
199-51-6129.51-999-[redacted]99000	Total:		168,346.00	2,441.01	0.00	7,272.55	13,130.99	0.00	3,451.11	0.00	0.00	0.00
199-51-6129.51-999-[redacted]9000	Total:		168,346.00	2,441.01	0.00	7,272.55	13,130.99	0.00	3,451.11	0.00	0.00	0.00
199-51-6129.51-999	Total:		168,346.00	2,441.01	0.00	7,272.55	13,130.99	0.00	3,451.11	0.00	0.00	0.00
199-51-6129.51	Total:		168,346.00	2,441.01	0.00	7,272.55	13,130.99	0.00	3,451.11	0.00	0.00	0.00
199-51-6129	Total:		403,569.00	5,851.74	0.00	16,545.48	31,478.39	0.00	8,273.21	0.00	0.00	0.00
19951	Total:		403,569.00	5,851.74	0.00	16,545.48	31,478.39	0.00	8,273.21	0.00	0.00	0.00
199	Total:		1,875,942.00	27,201.27	0.00	34,105.39	138,957.18	0.00	45,327.61	0.00	0.00	0.00

Forecast Account Distribution Journal of All Expenditures - This report is similar to the Next Year Payroll Account Distribution report that is generated on the Payroll > Next Year > Interface NY Payroll to NY Budget page, HRS9970 - NY Payroll Extract Distribution by Acct. The report provides the account code with a list of employees with the distribution code, salary, and benefits.

Date Run:
Cnty Dist:
Simulation Name - Descr:

Forecast Account Distribution Journal of All Expenditures
ISD
Page: 8 of 13

Account Cd	Acty Cd	Freq	Employee Nbr/Name	Campus	Concpt	Pay Grd	Pay Stp	Pay Sched	Acct Amount	FTE Units
199-51-6141.00-999-[illegible]99000	80	F	000428 - LENAMON, KEVIN L	994		AX1			283.14	0.00
199-51-6141.00-999-[illegible]99000	80	F	000564 - PARSLEY, NICOLE MARLENE	994		AX1			283.29	0.00
199-51-6141.00-999-[illegible]99000	80	F	000586 - PLOWMAN, PATRICIA MAY	994		AX1			283.30	0.00
199-51-6141.00-999-[illegible]99000	80	F	000606 - RASCO, RANDAL ANDREW	994		AX1			265.47	0.00
199-51-6141.00-999-[illegible]99000	80	F	000626 - ROBERTS, RENEE DANIEL	994		AX3			375.06	0.00
199-51-6141.00-999-[illegible]99000	80	F	000667 - SHERLEY, SALLY THOMAS FELIPE	994		AX1			259.06	0.00
199-51-6141.00-999-[illegible]99000	80	F	000678 - SMITH, SARAH N	994		AX1			268.00	0.00
199-51-6141.00-999-[illegible]99000	80	F	000720 - TERRY, STEVEN RENEA	994		AX1			265.36	0.00
199-51-6141.00-999-[illegible]99000	80	F	000732 - TINNEY, T THOMAS	994		AX1			270.34	0.00
199-51-6141.00-999-[illegible]99000							**Total:**		**3,410.73**	**0.00**
199-51-6141.00-999							**Total:**		**3,410.73**	**0.00**
199-51-6141.00							**Total:**		**3,410.73**	**0.00**
199-51-6141.51-999-[illegible]99000	80	F	000311 - HICKS JR, JANET L	995		AX6			526.39	0.00
199-51-6141.51-999-[illegible]99000	80	F	000445 - LUTTRELL, LACEY STEVEN	995		AX4			440.02	0.00
199-51-6141.51-999-[illegible]99000	80	F	000534 - NEW EMPLOYEE, MICHAEL G	995		AX4			467.94	0.00
199-51-6141.51-999-[illegible]99000	80	F	000563 - PARMAN, NICHOLE [illegible]	995		AX4			537.98	0.00

Budget Expenditure Report for Position Management - This report is similar to the Next Year Payroll Account Distribution report that is generated on the Payroll > Next Year > Interface NY Payroll to NY Budget page, HRS9970 - NY Payroll Extract Distribution by Acct. The report provides the position names with the distribution code instead of providing the employee names with the distribution code, salary, and benefits.

Date Run:
Cnty Dist:
Simulation Name - Descr:

Budget Expenditure Report for Position Management

ISD

Page: 10 of 11

Account Cd	Position Description		Acct Amount	FTE Units
240-35-6129				
240-35-6129.00				
240-35-6129.00-999-99000	DIRECTOR		26,140.00	1.00
240-35-6129.00-999-99000	FOOD SERVICE MANAGER		20,191.00	1.00
240-35-6129.00-999-99000	FOOD SERVICE MANAGER		16,962.00	1.00
240-35-6129.00-999-99000	FOOD SERVICE MANAGER		18,258.00	1.00
240-35-6129.00-999-99000	FOOD SERVICE WORKER		13,002.00	1.00
240-35-6129.00-999-99000	FOOD SERVICE WORKER		14,698.00	1.00
240-35-6129.00-999-99000	FOOD SERVICE WORKER		13,119.00	1.00
240-35-6129.00-999-99000	FOOD SERVICE WORKER		13,745.00	1.00
240-35-6129.00		**Total:**	**136,115.00**	**8.00**
240-35-6129		**Total:**	**136,115.00**	**8.00**
240-35-6141				
240-35-6141.00				
240-35-6141.00-999-99000	DIRECTOR		379.03	0.00
240-35-6141.00-999-99000	FOOD SERVICE MANAGER		292.77	0.00
240-35-6141.00-999-99000	FOOD SERVICE MANAGER		245.95	0.00
240-35-6141.00-999-99000	FOOD SERVICE MANAGER		264.74	0.00
240-35-6141.00-999-99000	FOOD SERVICE WORKER		188.53	0.00
240-35-6141.00-999-99000	FOOD SERVICE WORKER		213.12	0.00
240-35-6141.00-999-99000	FOOD SERVICE WORKER		190.23	0.00
240-35-6141.00-999-99000	FOOD SERVICE WORKER		199.30	0.00
240-35-6141.00		**Total:**	**1,973.67**	**0.00**
240-35-6141		**Total:**	**1,973.67**	**0.00**
240-35-6143				
240-35-6143.00				
240-35-6143.00-999-99000	DIRECTOR		336.92	0.00
240-35-6143.00-999-99000	FOOD SERVICE MANAGER		872.25	0.00
240-35-6143.00-999-99000	FOOD SERVICE MANAGER		732.76	0.00
240-35-6143.00-999-99000	FOOD SERVICE MANAGER		788.75	0.00
240-35-6143.00-999-99000	FOOD SERVICE WORKER		561.69	0.00
240-35-6143.00-999-99000	FOOD SERVICE WORKER		634.95	0.00

Forecast Positions with Budget Accounts, Amounts and Units - This report is unique to PMIS for budgeting purposes. The report provides a snapshot of the employee and a list of distributions indicating the LEA's cost of a position.

Date Run: Forecast Positions with Budget Accounts, Amounts and Units
Cnty Dist: ISD Page: 2 of 12
Simulation Name - Descr:
Campus ID:

Position Nbr - Billet: Description	Employee Number - Name	Account Cd	Acct Amount	FTE Units
P101TEACHER - 00020: EARLY ED	000034 - BAULOS, ANGELA A			
		199-11-6119.00-101-[redacted]23000	50,400.00	1.00
		199-11-6141.00-101-[redacted]23000	730.80	
		199-11-6143.00-101-[redacted]23000	649.61	
		199-11-6144.00-101-[redacted]23000	3,865.51	
		199-11-6146.00-101-[redacted]23000	1,084.40	
		Position Total:	**56,730.32**	**1.00**
P101TEACHER - 00021: EARLY ED	000790 - WILLIAMS, VIRGINIA RHEA			
		199-11-6119.00-101-[redacted]23000	18,625.00	0.50
		199-11-6119.00-101-[redacted]30824	18,625.00	0.50
		199-11-6141.00-101-[redacted]23000	270.06	
		199-11-6141.00-101-[redacted]30824	270.07	
		199-11-6144.00-101-[redacted]23000	1,304.14	
		199-11-6144.00-101-[redacted]30824	1,304.14	
		199-11-6146.00-101-[redacted]23000	497.65	
		199-11-6146.00-101-[redacted]30824	497.65	
		Position Total:	**41,393.71**	**1.00**
P101TEACHER - 00050: PRE-K	000060 - BOURLAND, BILLIE			
		199-11-6119.00-101-[redacted]32000	46,100.00	1.00
		199-11-6141.00-101-[redacted]32000	668.45	
		199-11-6143.00-101-[redacted]32000	594.18	
		199-11-6144.00-101-[redacted]32000	3,569.69	
		199-11-6146.00-101-[redacted]32000	965.40	
		Position Total:	**51,897.72**	**1.00**
P101TEACHER - 00075: KINDERGARTEN	000419 - LEE, KELLI OWENS			
		199-11-6119.00-101-[redacted]11000	44,450.00	1.00
		199-11-6141.00-101-[redacted]11000	644.53	
		199-11-6143.00-101-[redacted]11000	572.92	
		199-11-6144.00-101-[redacted]11000	3,431.26	
		199-11-6146.00-101-[redacted]11000	939.16	
		Position Total:	**50,037.87**	**1.00**

Forecast Simulation Update to Budget - This report is displayed when the **Update Budget** field is set to *I - Increase or add to the amounts in Budget* under **Update Options** on the Position Management > Utilities > Salary Simulation > Simulation Options tab.

Date Run: Forecast Simulation Update to Budget
Cnty Dist: ISD Page: 1 of 1
Simulation Name - Descr: 1% - 1% ACROSS THE BOARD
Budget Update: Replace the amounts in Budget

Actn	Account Code	Description	Last Year Closing Amt	This Year Original	This Year Amended	Simulation Amount	Next Year Recommended
	199-41-6118.00-737-[redacted]99000	EXTRA PAY PROFESSIONALS	0.00	9,000.00	9,000.00	125,543.00	125,543.00
	199-41-6142.00-737-[redacted]99000	GROUP HEALTH & LIFE INSURANCE	0.00	0.00	0.00	1,500.00	1,500.00
	199-41-6144.00-737-[redacted]99000	TR/CARE ON BEHALF PAYMENTS	0.00	0.00	0.00	15,934.43	15,934.00
	199-41-6146.00-737-[redacted]99000	TEACHER RETIREMENT	0.00	55.00	55.00	6,260.23	6,260.00
		Fund Totals:	**0.00**	**9,055.00**	**9,055.00**	**149,237.66**	**149,237.00**
End of Report		**District Totals:**	**0.00**	**9,055.00**	**9,055.00**	**149,237.66**	**149,237.00**