


# ASCENDER - Position Management: Salary Simulations Overview

# Table of Contents

**ASCENDER - Position Management: Salary Simulations Overview** ..... i
**ASCENDER - Position Management: Salary Simulations Overview** ..... 1

# ASCENDER - Position Management: Salary Simulations Overview

Use the following pages to set up and perform 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 guide assumes you are familiar with the basic features of the ASCENDER Business system and have reviewed the ASCENDER Business Overview guide.

## 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.

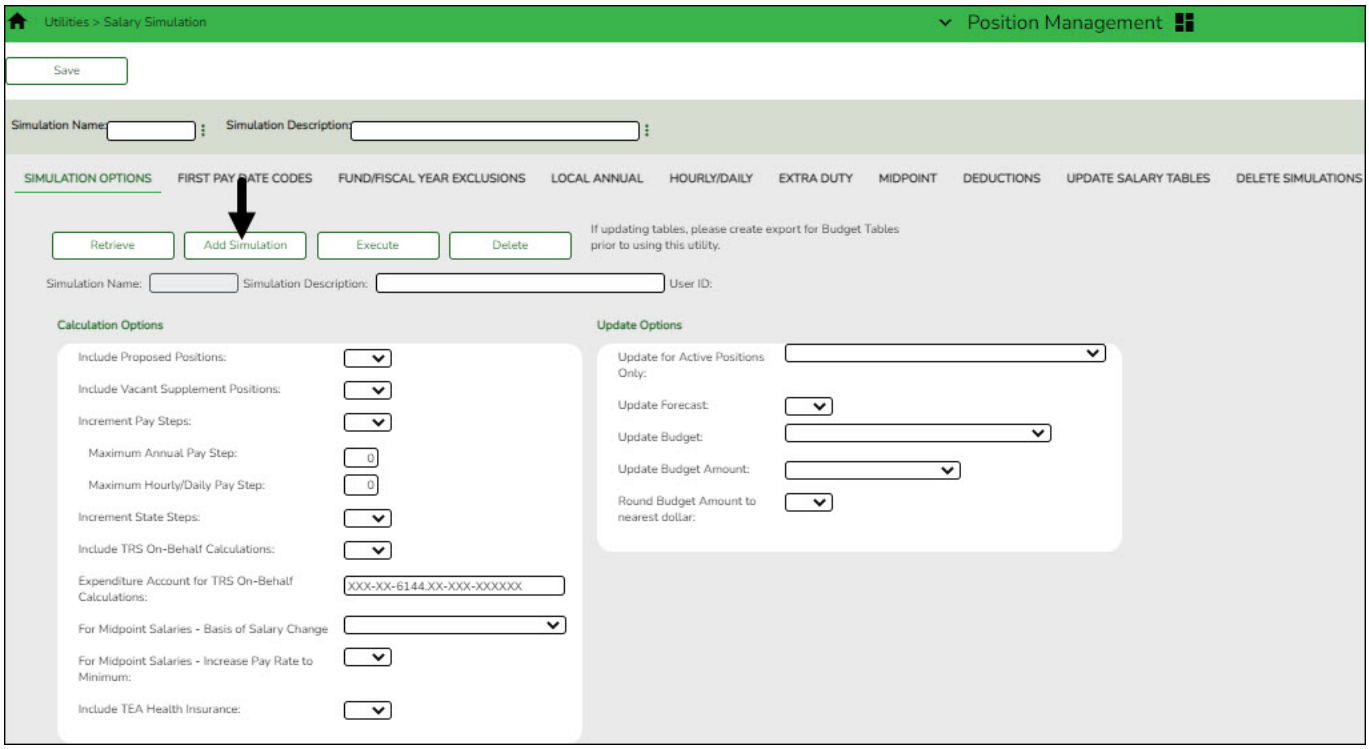
## Create a simulation:

| 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.

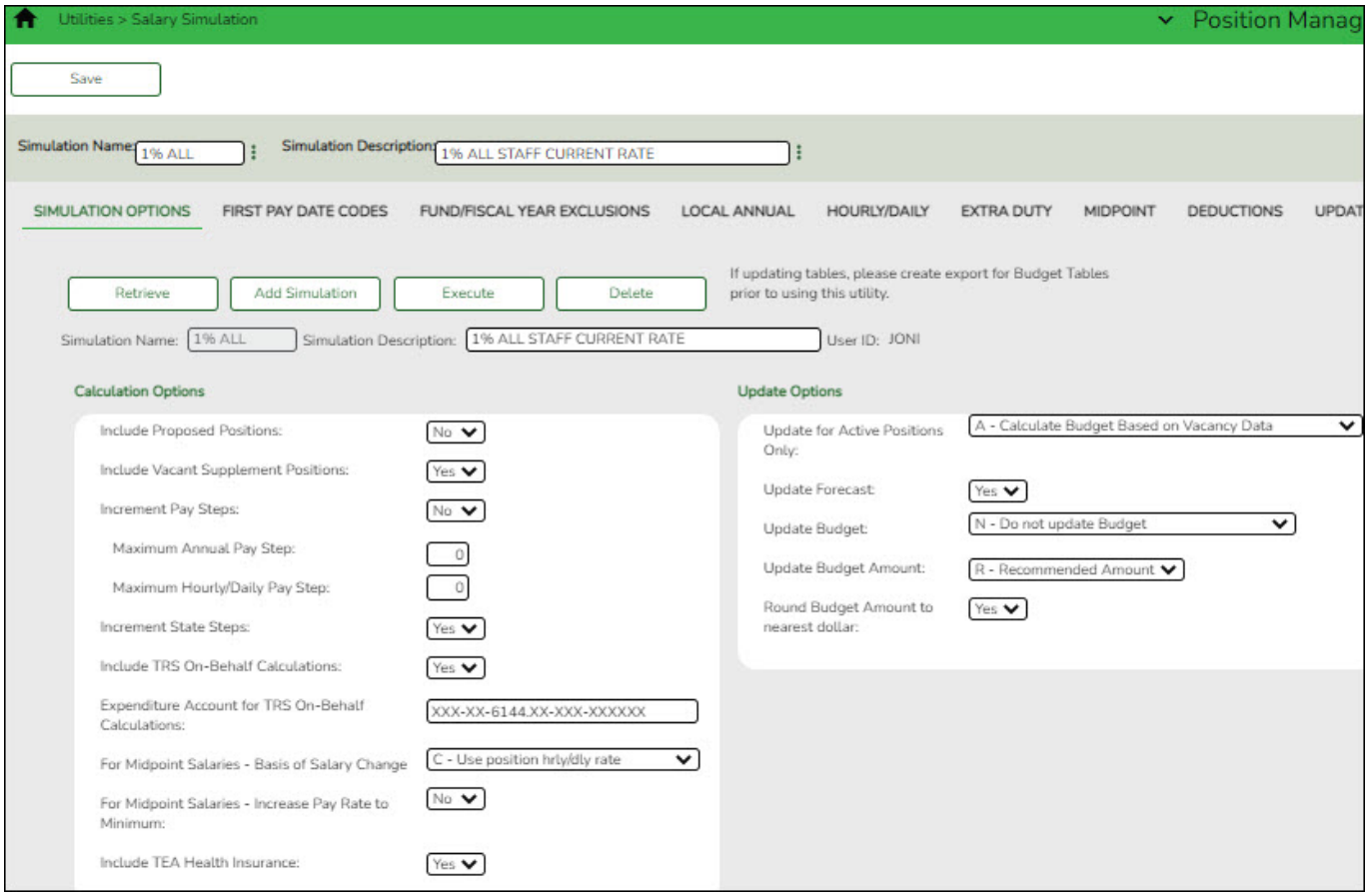



❑ Under **Calculation Options**:

| | |
|---|---|
| **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.<br><br>**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.<br><br>**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:<br>*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.<br><br>*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.<br>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.<br>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.<br>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.<br>Example<br>**Example 1**:<br>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<br>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.<br>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.<br>**Example 2**:<br>If an employee's pay rate is $49.50, and all of the factors are the same as in example 1:<br>If *Yes* is selected, the employee's new pay rate is $50.75.<br>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:<br>*A - Calculate Budget Based on Vacancy Data*<br>*B - Move Actual Amount to Budget Amount*<br>*C - Move Actual Amount to Budget if Actual > Budget*<br>This is a required field. |
| **Update Forecast** | Click ⌄ to select *Yes* or *No* to update or not update the forecast in the simulation.<br><br>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.<br><br>This is a required field. |
| **Update Budget** | Click ⌄ to select one of the following options:<br>*N - Do not update Budget*<br>*I - Increase or add to the amounts in Budget*<br>*R - Replace the amounts in Budget* (This is how next year payroll to next year budget works.)<br>This is a required field. |
| **Update Budget Amount** | Click ⌄ to select one of the following options:<br>*R - Recommended Amount*<br>*A - Approved Amount*<br>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.

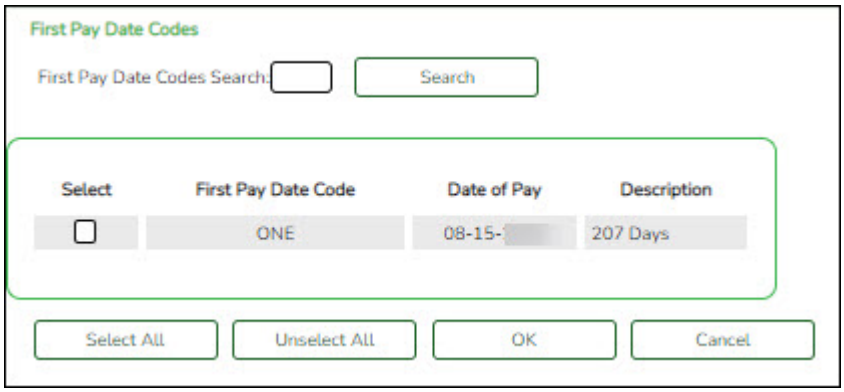
### Set up first pay date codes:

| 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. |

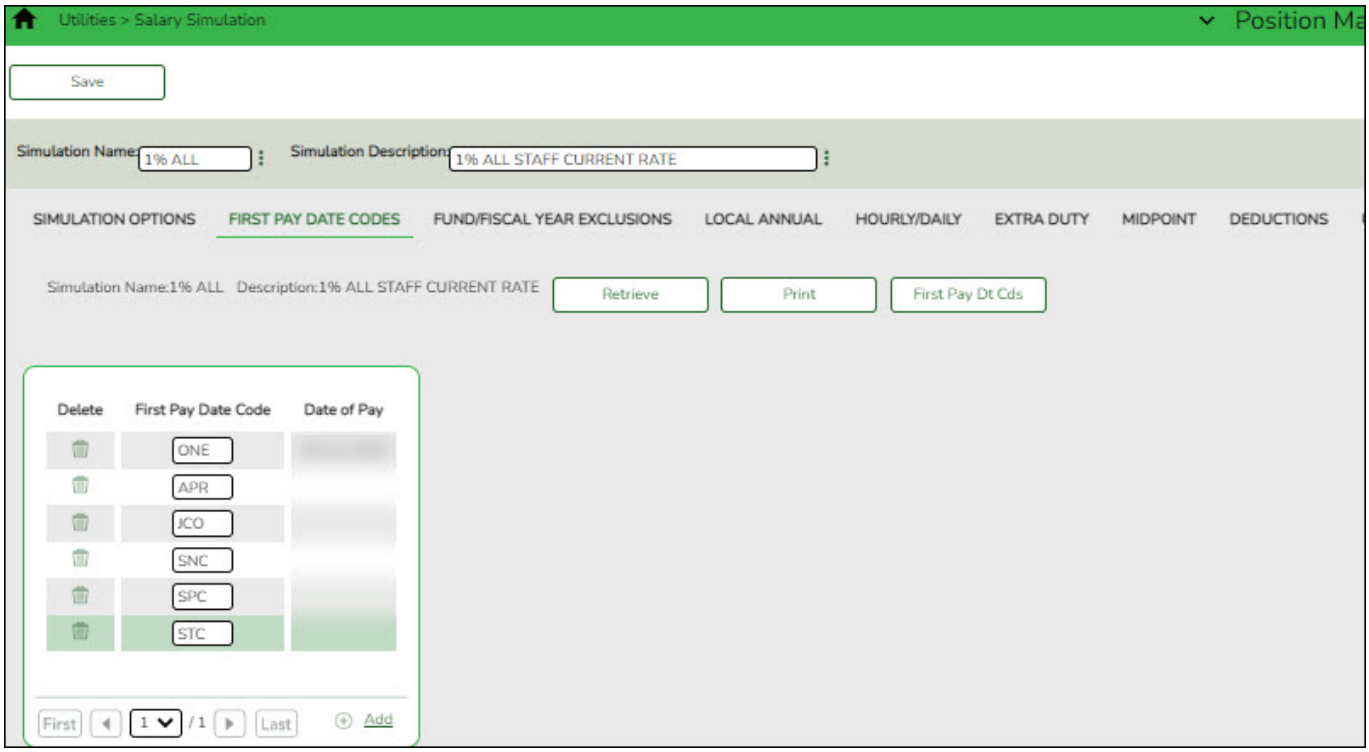
❑ Click **Retrieve**. The simulation is retrieved.

| | |
|---|---|
| **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.

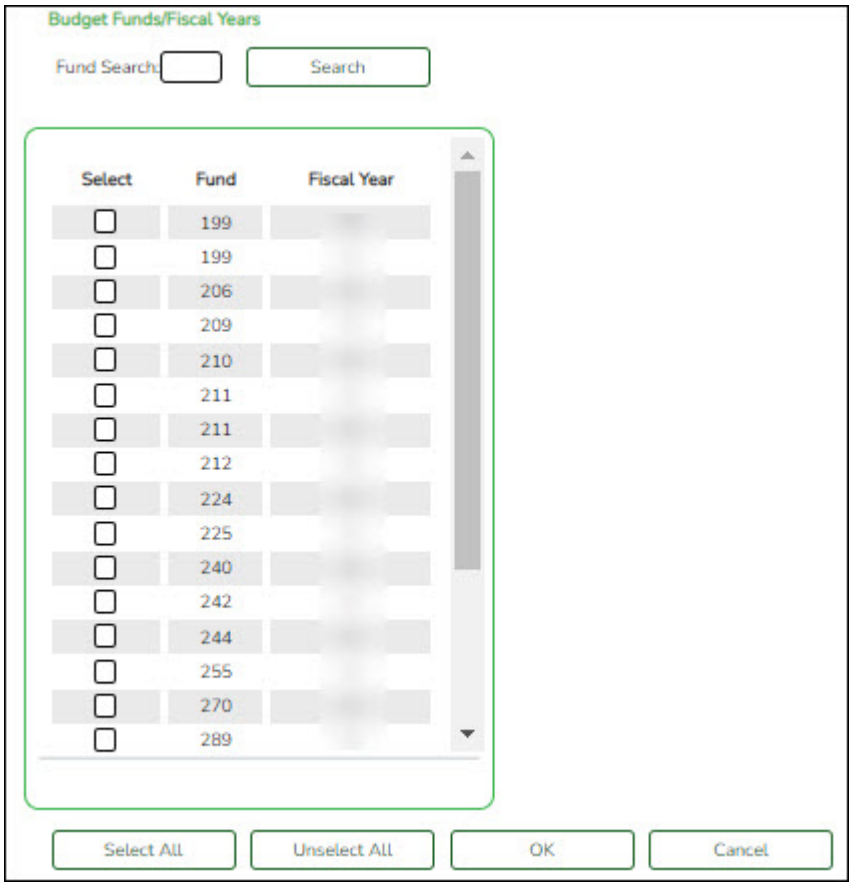
| | |
|---|---|
| **Simulation Name** | The simulation name is displayed. |
| **Simulation Description** | The description of the current simulation is displayed. |

❑ 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**.



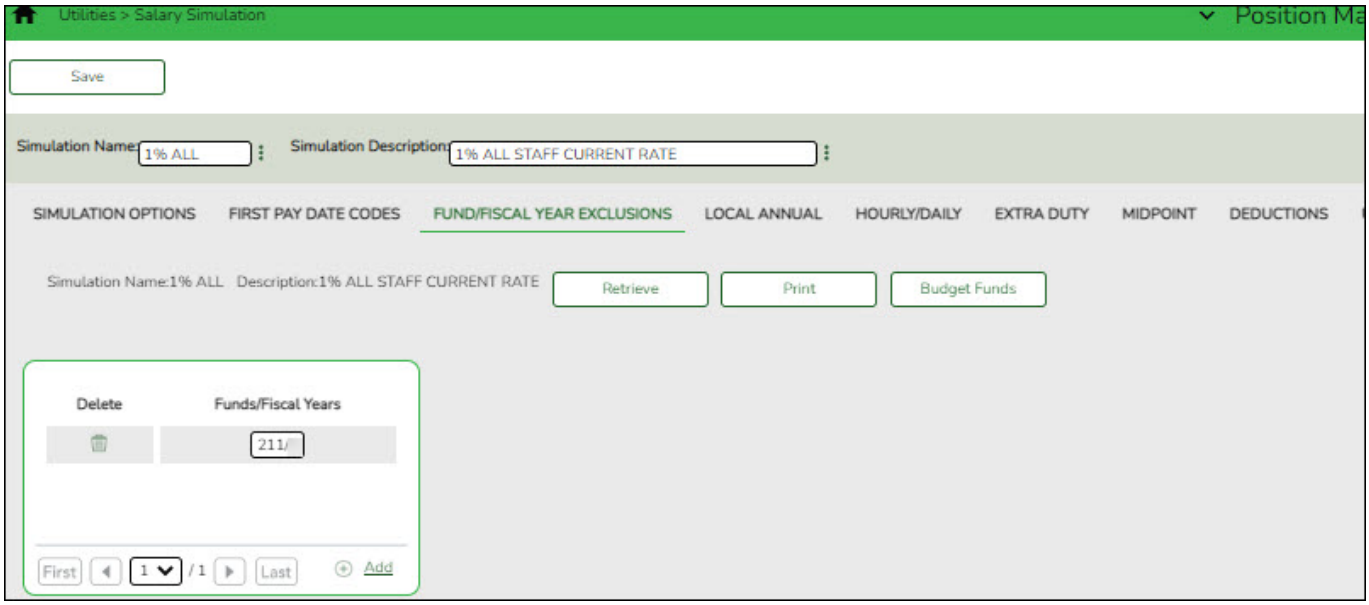

## Create an exclusion:

| 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

### Local Annual - HRS6250

***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. |
| **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

### Hourly/Daily - HRS6250

***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. |
| **Pay Grade** | Click ⋮ to select the appropriate pay grade for the current simulation. This option limits your selection.<br><br>**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:<br><br>If the **Hrs Per Day** field is left blank, the rate type is set to the daily rate.<br><br>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

**Extra Duty - HRS6250**

***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.<br><br>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

**Midpoint - HRS6250**

***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.<br><br>**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.<br><br>When pay types 1, 2, and 4 are calculated as daily rates, the **Hours** field is left blank.<br><br>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

**Deductions - HRS6250**

***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.<br>**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

**Update Salary Tables- HRS6250**

***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 to move selected entries from the left side to the right side of the page.

 - Click to move all entries from the left side to the right side of the page.

 - Click to move selected entries from the right side to the left side of the page.

 - Click to move all entries from the right side to the left side of the page.

❑ 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

**Delete Simulations - HRS6250**

***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.

 - Click to move selected entries from the left side to the right side of the page.

 - Click to move all entries from the left side to the right side of the page.

 - Click to move selected entries from the right side to the left side of the page.

 - Click to move all entries from the right side to the left side of the page.

❑ 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.

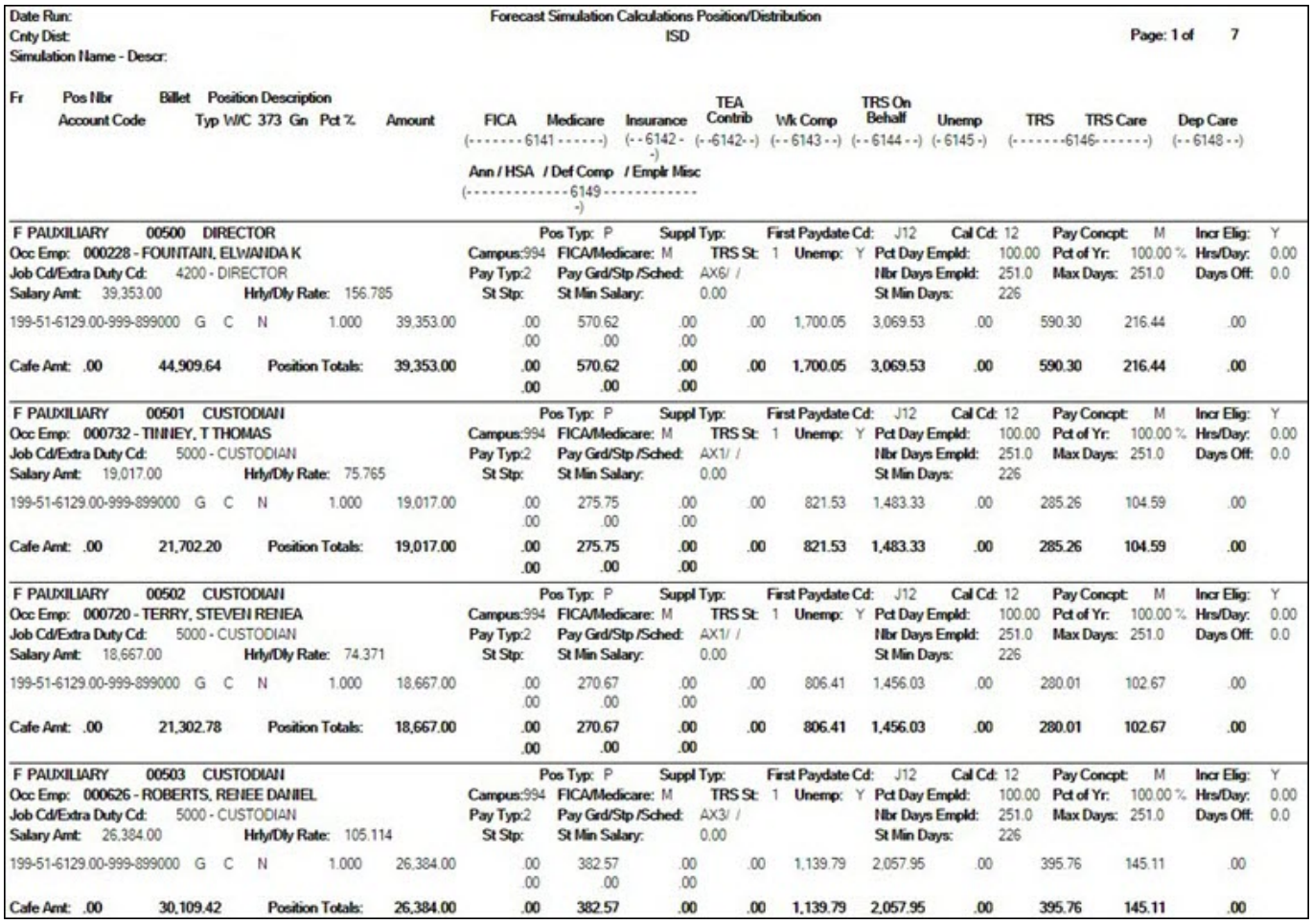
**Forecast Simulation Errors** - The error report provides a list of encountered errors.

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 | Position Description W/C | 373 | Gn | Pct % | Amount | FICA (-------6141-------) | Medicare | Insurance (--6142--) | TEA Contrib (--6142--) | Wk Comp (--6143--) | TRS On Behalf (--6144--) | Unemp (-6145-) | TRS (-------6146-------) | TRS Care | Dep Care (--6148--) |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | Ann / HSA / Def Comp (-------------6149-------------) | | / Emplr Misc | | | | | | | |
| F | PAUXILIARY 00500 | | DIRECTOR | | | | | | Pos Typ: P | | Suppl Typ: | | First Paydate Cd: J12 | | Cal Cd: 12 | | Pay Concpt: M | | Incr Elig: Y |
| | 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 | | | | | | Pos Typ: P | | Suppl Typ: | | First Paydate Cd: J12 | | Cal Cd: 12 | | Pay Concpt: M | | Incr Elig: Y |
| | 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 | | | | | | Pos Typ: P | | Suppl Typ: | | First Paydate Cd: J12 | | Cal Cd: 12 | | Pay Concpt: M | | Incr Elig: Y |
| | 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 | | | | | | Pos Typ: P | | Suppl Typ: | | First Paydate Cd: J12 | | Cal Cd: 12 | | Pay Concpt: M | | Incr Elig: Y |
| | 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

Page: 1 of 4

| 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

Page: 1 of 6

| 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

Page: 1 of 3

| Pos Nbr / Freq | Billet / Emp Nbr | 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: Budget Expenditure Report for Position Management
Cnty Dist: ISD Page: 10 of 11
Simulation Name - Descr:

| 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** |