



ASCENDER - Position Management: Salary Simulations Overview

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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](#).



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 <input type="checkbox"/> to select <i>Yes</i> or <i>No</i> to budget for the proposed positions to determine if they are affordable. This is a required field.
Include Vacant Supplement Positions	Click <input type="checkbox"/> to select <i>Yes</i> or <i>No</i> 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 <input type="checkbox"/> to select <i>Yes</i> or <i>No</i> 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 <input type="checkbox"/> to select <i>Yes</i> or <i>No</i> 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 <input type="checkbox"/> to select <i>Yes</i> or <i>No</i> 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.

<p>For Midpoint Salaries - Basis of Salary Change</p>	<p>Click <input type="checkbox"/> to select one of the following options: <i>C - Use position hrly/dly rate</i> - 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. <i>T - Use Simulation Mid Inc/Dec Amt</i> - 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.</p>
<p>For Midpoint Salaries - Increase Pay Rate to Minimum</p>	<p>Click <input type="checkbox"/> to select <i>Yes</i> or <i>No</i> to increase or not increase the pay rate to minimum for midpoint salaries. This is a required field. If <i>Yes</i> 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 <i>No</i> 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 <i>Yes</i> is selected, the pay rate is updated to \$50.75, which is an increase to \$50 (the minimum) plus 1% (.75) of \$75. If <i>No</i> 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 <i>Yes</i> is selected, the employee's new pay rate is \$50.75. If <i>No</i> is selected, the employee's new pay rate is \$50.25.</p>
<p>Include TEA Health Insurance</p>	<p>Click <input type="checkbox"/> to select <i>Yes</i> or <i>No</i> to include or not include TEA health insurance in the simulation. This is a required field.</p>

Under **Update Options:**

Utilities > Salary Simulation Position Manag

Save

Simulation Name: 1% ALL Simulation Description: 1% ALL STAFF CURRENT RATE

SIMULATION OPTIONS FIRST PAY DATE CODES FUND/FISCAL YEAR EXCLUSIONS LOCAL ANNUAL HOURLY/DAILY EXTRA DUTY MIDPOINT DEDUCTIONS UPDAT

Retrieve Add Simulation Execute Delete

If updating tables, please create export for Budget Tables prior to using this utility.

Simulation Name: 1% ALL Simulation Description: 1% ALL STAFF CURRENT RATE User ID: JONI

Calculation Options

Include Proposed Positions: No

Include Vacant Supplement Positions: Yes

Increment Pay Steps: No

Maximum Annual Pay Step: 0

Maximum Hourly/Daily Pay Step: 0

Increment State Steps: Yes

Include TRS On-Behalf Calculations: Yes

Expenditure Account for TRS On-Behalf Calculations: XXX-XX-6144.XX-XXX-XXXXXX

For Midpoint Salaries - Basis of Salary Change: C - Use position hrly/dly rate

For Midpoint Salaries - Increase Pay Rate to Minimum: No

Include TEA Health Insurance: Yes

Update Options

Update for Active Positions Only: A - Calculate Budget Based on Vacancy Data

Update Forecast: Yes

Update Budget: N - Do not update Budget

Update Budget Amount: R - Recommended Amount

Round Budget Amount to nearest dollar: Yes

Update for Active Positions Only	Click to select one of the following options: <i>A - Calculate Budget Based on Vacancy Data</i> <i>B - Move Actual Amount to Budget Amount</i> <i>C - Move Actual Amount to Budget if Actual > Budget</i> 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: <i>N - Do not update Budget</i> <i>I - Increase or add to the amounts in Budget</i> <i>R - Replace the amounts in Budget</i> (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: <i>R - Recommended Amount</i> <i>A - Approved Amount</i> 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](#).

First Pay Date Codes

First Pay Date Codes Search:

Select	First Pay Date Code	Date of Pay	Description
<input type="checkbox"/>	ONE	08-15-	207 Days







Click **+Add** to add a row.

Utilities > Salary Simulation Position Ma

Simulation Name: Simulation Description:

[SIMULATION OPTIONS](#)
[FIRST PAY DATE CODES](#)
[FUND/FISCAL YEAR EXCLUSIONS](#)
[LOCAL ANNUAL](#)
[HOURLY/DAILY](#)
[EXTRA DUTY](#)
[MIDPOINT](#)
[DEDUCTIONS](#)

Simulation Name: 1% ALL Description: 1% ALL STAFF CURRENT RATE

Delete	First Pay Date Code	Date of Pay
	ONE	
	APR	
	JCO	
	SNC	
	SPC	
	STC	

/ 1

First Pay Date Code	Type a unique pay date code. The field can be a maximum of three characters.
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Date of Pay	This field is display only and indicates the starting pay date.
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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.
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Click **Save**.

Budget Funds/Fiscal Years

Fund Search:

Select	Fund	Fiscal Year
<input type="checkbox"/>	199	
<input type="checkbox"/>	199	
<input type="checkbox"/>	206	
<input type="checkbox"/>	209	
<input type="checkbox"/>	210	
<input type="checkbox"/>	211	
<input type="checkbox"/>	211	
<input type="checkbox"/>	212	
<input type="checkbox"/>	224	
<input type="checkbox"/>	225	
<input type="checkbox"/>	240	
<input type="checkbox"/>	242	
<input type="checkbox"/>	244	
<input type="checkbox"/>	255	
<input type="checkbox"/>	270	
<input type="checkbox"/>	289	

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).
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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.

Utilities > Salary Simulation Position Ma

Save

Simulation Name: 1% ALL Simulation Description: 1% ALL STAFF CURRENT RATE

SIMULATION OPTIONS FIRST PAY DATE CODES FUND/FISCAL YEAR EXCLUSIONS LOCAL ANNUAL HOURLY/DAILY EXTRA DUTY MIDPOINT DEDUCTIONS

Records

Simulation Name: 1% ALL Description: 1% ALL STAFF CURRENT RATE

Pay Grade:

Modify

By Percent
 By Dollar Amt

Salary

Amount: %

Delete	Pay Grade	Pay Step	Max Days Employed	Local Sched	Annual Amt	% Increase	Amount Increase	New Amount
	ADM	29	000		73,033.02	0.00	0.00	73,033.02
	AGR	0	226		48,971.65	0.00	0.00	48,971.65
	AGR	01	226		50,495.00	0.00	0.00	50,495.00
	AGR	02	226		50,865.82	0.00	0.00	50,865.82
	AGR	09	207		48,971.65	0.00	0.00	48,971.65
	AGR	29	226		71,437.78	0.00	0.00	71,437.78
	AGR	30	226		70,762.18	0.00	0.00	70,762.18
	NTE	0	187		46,000.00	0.00	0.00	46,000.00
	NTE	1	000		46,200.00	0.00	0.00	46,200.00
	NTE	10	187		48,950.00	0.00	0.00	48,950.00
	NTE	11	187		49,250.00	0.00	0.00	49,250.00
	NTE	12	187		49,550.00	0.00	0.00	49,550.00
	NTE	13	187		49,950.00	0.00	0.00	49,950.00
	NTE	14	187		50,450.00	0.00	0.00	50,450.00
	NTE	15	187		51,250.00	0.00	0.00	51,250.00
	NTE	16	187		51,550.00	0.00	0.00	51,550.00

First 1 / 4 Last Refresh Totals Add

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.
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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	<p>Click  to select the appropriate pay grade for the current simulation. This option limits your selection.</p> <p>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.</p>

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).
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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.

Utilities > Salary Simulation Position Management

Save

Simulation Name: 1% ALL Simulation Description: 1% ALL STAFF CURRENT RATE

SIMULATION OPTIONS FIRST PAY DATE CODES FUND/FISCAL YEAR EXCLUSIONS LOCAL ANNUAL HOURLY/DAILY EXTRA DUTY MIDPOINT DEDUCTIONS UPDATE SALARY TABLES

Records Modify Salary

Sim Name: 1% ALL Descr: 1% ALL STAFF CURRENT RATE

Pay Grade: Retrieve Print Hourly/Daily

By Percent By Dollar Amt

Amount: %

12	02		Daily	0.0	0.0	251.549	0.00	0.00	251.549
12	03		Daily	0.0	0.0	286.956	0.00	0.00	286.956
12	04		Daily	0.0	0.0	286.957	0.00	0.00	286.957
12	05		Daily	0.0	0.0	236.724	0.00	0.00	236.724
12	06		Daily	0.0	0.0	251.450	0.00	0.00	251.450
13	01		Daily	0.0	0.0	312.376	0.00	0.00	312.376
13	02		Daily	0.0	0.0	361.991	0.00	0.00	361.991
13	03		Daily	0.0	0.0	305.234	0.00	0.00	305.234
13	04		Daily	0.0	0.0	321.220	0.00	0.00	321.220
13	05		Daily	0.0	0.0	349.341	0.00	0.00	349.341
14	00		Daily	0.0	0.0	294.492	0.00	0.00	294.492
14	01		Daily	0.0	0.0	301.932	0.00	0.00	301.932
14	02		Daily	0.0	0.0	248.800	0.00	0.00	248.800
14	03		Daily	0.0	0.0	299.516	0.00	0.00	299.516
14	04		Daily	0.0	0.0	297.632	0.00	0.00	297.632
15	00		Daily	0.0	0.0	360.619	0.00	0.00	360.619

First 1 / 7 Last Refresh Totals Add

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.

The screenshot shows the 'Salary' tab in the 'Position Management' system. It features a table with the following columns: Delete, Pay Grade, Pay Type, Hours, Dock Rate Type, Minimum, % Increase, Amt Increase, New Min, Maximum, % Increase, Amt Increase, and New M. The % Increase and Amt Increase columns are highlighted in green. The interface includes a 'Records' section with a 'Modify' dropdown set to 'By Dollar Amt' and a 'Salary' section with input fields for Minimum, Maximum, Midpoint, Max Pct Pay Inc, and Midpnt Pct Pay Inc.

This screenshot shows a different view of the 'Salary' tab, focusing on a table with columns: % Increase, Amt Increase, New Max, Midpoint, % Increase, Amt Increase, New Midpoint, Max Pct Pay Inc, Midpnt Pct Pay Inc, Max Inc/Dec Amt, and Midpnt Inc/Dec Amt. The % Increase and Amt Increase columns are highlighted in green. The interface includes a 'Records' section with a 'Modify' dropdown set to 'By Dollar Amt' and a 'Salary' section with input fields for Minimum, Maximum, Midpoint, Max Pct Pay Inc, and Midpnt Pct Pay Inc.

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.

Utilities > Salary Simulation Position Management

Save

Simulation Name: 1% ALL Simulation Description: 1% ALL STAFF CURRENT RATE

SIMULATION OPTIONS FIRST PAY DATE CODES FUND/FISCAL YEAR EXCLUSIONS LOCAL ANNUAL HOURLY/DAILY EXTRA DUTY MIDPOINT DEDUCTIONS UPDATE SALARY TABLES DELETE SIMULATIONS

Simulation Name: 1% ALL Description: 1% ALL STAFF CURRENT RATE Retrieve Print Deductions

Delete	Deduction Code	Type	Long Description	Emp Amt	Emplr Amt	TEA Hlth Ins Amt	Apply to Vacant Positions
	001	WH	ADDITIONAL WITHHOLDING TAX	0.00	0.00	0.00	<input type="checkbox"/>
	002	M1	ELECTRICITY COST	0.00	0.00	0.00	<input type="checkbox"/>
	003	M1	MAROON & GREY SCHOLARSHIP	0.00	0.00	0.00	<input type="checkbox"/>
	004	CU	FIRSTMARK CREDIT UNION	0.00	0.00	0.00	<input type="checkbox"/>
	005	TS	TSTA DUES	0.00	0.00	0.00	<input type="checkbox"/>
	006	UD	ATPE DUES	0.00	0.00	0.00	<input type="checkbox"/>
	007	M1	CHILD CARE	0.00	0.00	0.00	<input type="checkbox"/>
	008	M2	DISD GENERAL OPERATING	0.00	0.00	0.00	<input type="checkbox"/>
	009	M1	AIR EVAC EMS, INC	0.00	0.00	0.00	<input type="checkbox"/>
	010	M1	LEGALSHIELD	0.00	0.00	0.00	<input type="checkbox"/>
	011	LI	NEW YORK LIFE INS. CO.	0.00	0.00	0.00	<input type="checkbox"/>
	012	M1	Alliance Work Partners EAP	0.00	0.00	0.00	<input type="checkbox"/>
	013	LI	TEXAS LIFE INS. CO.	0.00	0.00	0.00	<input type="checkbox"/>
	014	M1	MASA	0.00	0.00	0.00	<input type="checkbox"/>
	015	LI	CINCINNATI LIFE INS. CO.	0.00	0.00	0.00	<input type="checkbox"/>

First < 1 / 5 > Last Add

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.

The screenshot displays the 'Update Salary Tables' utility interface. The top navigation bar shows 'Utilities > Salary Simulation' and 'Position Management'. The main area has a green header with 'Save' and a 'Position Management' dropdown. Below the header, there are several tabs: 'SIMULATION OPTIONS', 'FIRST PAY DATE CODES', 'FUND/FISCAL YEAR EXCLUSIONS', 'LOCAL ANNUAL', 'HOURLY/DAILY', 'EXTRA DUTY', 'MIDPOINT', 'DEDUCTIONS', 'UPDATE SALARY TABLES' (which is selected), and 'DELETE SIMULATIONS'. The interface is divided into two main sections. The left section contains a table with columns 'Select', 'Simulation Name', 'Simulation Descr', and 'User ID'. It lists various simulation options, each with a checkbox. The right section contains a similar table with one row selected: '1% ALL' with a description '1% ALL STAFF CURRENT RATE' and a 'User ID' field. To the right of this table is an 'Execute' button. Between the two tables are four arrow buttons: a single right arrow, a double right arrow, a single left arrow, and a double left arrow.

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.

The screenshot shows the 'Delete Simulations' utility interface. At the top, there is a breadcrumb trail: 'Utilities > Salary Simulation' and 'Position Management'. Below the breadcrumb, there is a 'Save' button. The main area is divided into two columns. The left column contains a table of simulation options with checkboxes and columns for 'Select', 'Simulation Name', 'Simulation Descr', and 'User ID'. The right column contains a table with one selected simulation, also with columns for 'Select', 'Simulation Name', 'Simulation Descr', and 'User ID', and an 'Execute' button. Between the two tables are four navigation buttons: a right arrow, a double right arrow, a left arrow, and a double left arrow.

Select	Simulation Name	Simulation Descr	User ID
<input type="checkbox"/>	1% TEST	1% TEST ALL STAFF CURRENT RATE	
<input type="checkbox"/>	1%INC	HOURLY/DAILY	
<input type="checkbox"/>	11 MO	11 MONTH	
<input type="checkbox"/>	12MO	12 MONTH STAFF FOR PR	
<input type="checkbox"/>	2% ALL	2% ALL OF CURRENT RATE	
<input type="checkbox"/>	ALL 0%	BASE @ 0% SALARY ONLY	
<input type="checkbox"/>	ALL 2%	ALL 2% INCLUDES INCREASE STEP	
<input type="checkbox"/>	AUGPR	AUGUST PR NO INCREASE	
<input type="checkbox"/>	JULY PR	JULY PAYROLL NO INCREASE	
<input type="checkbox"/>	RETRO	RETRO 2015-2016	
<input type="checkbox"/>	SHULL	ADM 29	
<input type="checkbox"/>	STEP0%	STEP ONLY, ALL OTHER ZERO	
<input type="checkbox"/>	STEP1%	STEPUP PLUS 1%	
<input type="checkbox"/>	STP\$.10	STEP ONLY, PLUS \$.10, ADMIN NO	
<input type="checkbox"/>	TCHRS	UPDATE STEP	
<input type="checkbox"/>	TESTA	AMP3569	

Select	Simulation Name	Simulation Descr	User ID
<input type="checkbox"/>	1% ALL	1% ALL STAFF CURRENT RATE	

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.

Forecast Simulation Errors			
Date Run:	ISD		Page: 1 of 1
Cnty Dist:			
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:	Forecast Simulation Calculations Position/Distribution										Page: 1 of 7				
Cnty Dist:	ISD														
Simulation Name - Descr:															
Fr	Pos Ibr	Billet	Position Description		Amount	FICA	Medicare	Insurance	TEA Contrib	Wk Comp	TRS On Behalf	Unemp	TRS	TRS Care	Dep Care
Account Code	Typ	W/C	373	Gn	Pct %	(-----6141-----)	(--6142--)	(--6142--)	(--6143--)	(--6144--)	(-6145-)	(-----6146-----)	(--6148--)		
Ann / HSA / Def Comp / Emplr Misc															
(-----6149-----)															
F PAUXILIARY	00500	DIRECTOR													
Occ Emp:	000228	FOUNTAIN, ELWANIDA K													
Job Cd/Extra Duty Cd:	4200	DIRECTOR													
Salary Amt:	39,353.00	Hrly/Dly Rate: 156.785													
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
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
F PAUXILIARY	00501	CUSTODIAN													
Occ Emp:	000732	TINNEY, T THOMAS													
Job Cd/Extra Duty Cd:	5000	CUSTODIAN													
Salary Amt:	19,017.00	Hrly/Dly Rate: 75.765													
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
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
F PAUXILIARY	00502	CUSTODIAN													
Occ Emp:	000720	TERRY, STEVEN RENEA													
Job Cd/Extra Duty Cd:	5000	CUSTODIAN													
Salary Amt:	18,667.00	Hrly/Dly Rate: 74.371													
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
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
F PAUXILIARY	00503	CUSTODIAN													
Occ Emp:	000626	ROBERTS, RENEE DANIEL													
Job Cd/Extra Duty Cd:	5000	CUSTODIAN													
Salary Amt:	26,384.00	Hrly/Dly Rate: 105.114													
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
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:		Current/Forecast Simulation Comparison Report						Page: 1 of 4		
Cnty Dist:		ISD								
Simulation Name - Descr:										
Campus ID:										
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 Frkst
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 Frkst
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 Frkst
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 Frkst
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 Frkst
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 Frkst
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 Frkst
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 Frkst
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:		Employee Base Pay Information Report										Page: 1 of 6	
Cnty Dist:		ISD											
Simulation Name - Descr:													
Position Nbr	Billet	Position Description	Camp	Pay Grd	Pay Stp %Yr	Pay Sched	FTE % Day	Days Max/ Act	Frst Rate / Salary	Sim Rate / Salary	Amt Incr Rate / Salary	% Inc Rate / Salary	Inc Elig
Emp Nbr	Employee Name												
P101TEACHER 000806	00201 2ND	WRIGHT, ZEB LURAI	101	TBA	00		1.00	187.000	186.631	186.631	0.000	0.00%	N
							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 000592	00076 KINDERGARTEN	POTEET, PENELOPE LYNN	101	TBA	01		1.00	187.000	186.631	192.246	5.615	3.01%	Y
							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 000804	00200 2ND	WRIGHT, WYOMING NICOLE	101	TBA	02		1.00	187.000	192.246	194.920	2.674	1.39%	Y
							100.00 %	187.000	35,950.00	36,450.00	500.00	1.39%	
P101TEACHER 000683	00203 2ND	SOLES, SHANNAN RENEE	101	TBA	02		1.00	187.000	192.246	194.920	2.674	1.39%	Y
							100.00 %	187.000	35,950.00	36,450.00	500.00	1.39%	
P101TEACHER 000689	00300 3RD	STACK, SHARRON MICHELLE	101	TBA	02		1.00	187.000	192.246	194.920	2.674	1.39%	Y
							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 000790	00021 EARLY ED	WILLIAMS, VIRGINIA RHEA	101	TBA	03		1.00	187.000	194.920	199.198	4.278	2.19%	Y
							100.00 %	187.000	36,450.00	37,250.00	800.00	2.19%	
P101TEACHER 000807	00102 1ST	YOUNG, ZOE ANN	101	TBA	03		1.00	187.000	194.920	199.198	4.278	2.19%	Y
							100.00 %	187.000	36,450.00	37,250.00	800.00	2.19%	
P101TEACHER 000765	00202 2ND	WALKER, TORRI DAVID	101	TBA	03		1.00	187.000	194.920	199.198	4.278	2.19%	Y
							100.00 %	187.000	36,450.00	37,250.00	800.00	2.19%	
PTEACHER 000823	00209 ENGLISH	STEPHENS, ASHLEY	001	TBA	03		1.00	187.000	199.198	199.198	0.000	0.00%	N
							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:		Forecasting Report											Page: 1 of 3					
Cnty Dist:		ISD																
Simulation Name - Descr:																		
Pos Nbr	Billet	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 Day Empld		
Freq	Emp Nbr	Emp Name															Pct of Yr	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:		Forecast Account Distribution Journal by Salary Account										Page: 4 of 6	
Cnty Dist:		ISD											
Simulation Name - Descr:													
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
199-51-6129-00-999-99000	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
199-51-6129-51-999-99000													
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
199-51-6129-51-999-99000	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
199-51-6129-51-999-99000	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	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:		Forecast Account Distribution Journal of All Expenditures						Page: 8 of 13		
Cnty Dist:		ISD								
Simulation Name - Descr:										
Account Cd	Acty Cd	Freq	Employee Nbr/Name	Campus	Concpt	Pay Grd	Pay Stp	Pay Sched	Acct Amount	FTE Units
199-51-6141.00-999-99000	80	F	000428 - LENAMON, KEVIN L	994		AX1			283.14	0.00
199-51-6141.00-999-99000	80	F	000564 - PARSLEY, NICOLE MARLENE	994		AX1			283.29	0.00
199-51-6141.00-999-99000	80	F	000586 - PLOWMAN, PATRICIA MAY	994		AX1			283.30	0.00
199-51-6141.00-999-99000	80	F	000606 - RASCO, RANDAL ANDREW	994		AX1			265.47	0.00
199-51-6141.00-999-99000	80	F	000626 - ROBERTS, RENEE DANIEL	994		AX3			375.06	0.00
199-51-6141.00-999-99000	80	F	000667 - SHERLEY, SALLY THOMAS FELIPE	994		AX1			259.06	0.00
199-51-6141.00-999-99000	80	F	000678 - SMITH, SARAH N	994		AX1			268.00	0.00
199-51-6141.00-999-99000	80	F	000720 - TERRY, STEVEN RENE A	994		AX1			265.36	0.00
199-51-6141.00-999-99000	80	F	000732 - TINNEY, T THOMAS	994		AX1			270.34	0.00
199-51-6141.00-999-99000									3,410.73	0.00
199-51-6141.00-999									3,410.73	0.00
199-51-6141.00									3,410.73	0.00
199-51-6141.51-999-99000	80	F	000311 - HICKS JR, JANET L	995		AX6			526.39	0.00
199-51-6141.51-999-99000	80	F	000445 - LUTTRELL, LACEY STEVEN	995		AX4			440.02	0.00
199-51-6141.51-999-99000	80	F	000534 - NEW EMPLOYEE, MICHAEL G	995		AX4			467.94	0.00
199-51-6141.51-999-99000	80	F	000563 - PARMAN, NICHOLE MOORE	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		Page: 10 of 11	
Cnty Dist:		ISD			
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			Page: 2 of 12	
Cnty Dist:		ISD				
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	199-11-6119.00-101-23000	50,400.00	1.00		
		199-11-6141.00-101-23000	730.80			
		199-11-6143.00-101-23000	649.61			
		199-11-6144.00-101-23000	3,865.51			
		199-11-6146.00-101-23000	1,084.40			
		Position Total:	56,730.32	1.00		
P101TEACHER - 00021: EARLY ED	000790 - WILLIAMS, VIRGINIA RHEA	199-11-6119.00-101-23000	18,625.00	0.50		
		199-11-6119.00-101-30824	18,625.00	0.50		
		199-11-6141.00-101-23000	270.06			
		199-11-6141.00-101-30824	270.07			
		199-11-6144.00-101-23000	1,304.14			
		199-11-6144.00-101-30824	1,304.14			
		199-11-6146.00-101-23000	497.65			
		199-11-6146.00-101-30824	497.65			
		Position Total:	41,393.71	1.00		
P101TEACHER - 00050: PRE-K	000060 - BOURLAND, BILLIE	199-11-6119.00-101-32000	46,100.00	1.00		
		199-11-6141.00-101-32000	668.45			
		199-11-6143.00-101-32000	594.18			
		199-11-6144.00-101-32000	3,569.69			
		199-11-6146.00-101-32000	965.40			
		Position Total:	51,897.72	1.00		
P101TEACHER - 00075: KINDERGARTEN	000419 - LEE, KELLI OWENS	199-11-6119.00-101-11000	44,450.00	1.00		
		199-11-6141.00-101-11000	644.53			
		199-11-6143.00-101-11000	572.92			
		199-11-6144.00-101-11000	3,431.26			
		199-11-6146.00-101-11000	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			Page: 1 of 1		
Cnty Dist:		ISD					
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
	199-41-6118.00-737-99000	EXTRA PAY PROFESSIONALS	0.00	9,000.00	9,000.00	125,543.00	125,543.00
	199-41-6142.00-737-99000	GROUP HEALTH & LIFE INSURANCE	0.00	0.00	0.00	1,500.00	1,500.00
	199-41-6144.00-737-99000	TR/CARE ON BEHALF PAYMENTS	0.00	0.00	0.00	15,934.43	15,934.00
	199-41-6146.00-737-99000	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