



moving_10month_employees_cyr_payroll_ste p5

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Log on to the next year payroll frequency.

Prior to setting up and performing salary simulations, review the [QuickGuide: PMIS - Salary Simulations Overview](#) document for a description of the Salary Simulation pages and samples of the available simulation reports.

[Human Resources](#) > [Utilities](#) > [PMIS](#) > [Salary Simulation](#) > [Simulation Options](#)

Create a salary simulation for the September pay employees.

Image

Utilities > PMIS > Salary Simulation SessionTimer: 58 min and 50 sec

Simulation Name: 12MTH Simulation Description: 12 MONTH 2017-18

Simulation Options | First Pay Date Codes | Fund/Fiscal Year Exclusions | Local Annual | Hourly/Daily | Extra Duty | Midpoint | Deductions | Update Salary Tables | Delete Simulations

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

Simulation Name: 12MTH Simulation Description: 12 MONTH User ID: REGION11

Calculation Options

Include Proposed Positions: No

Include Vacant Supplement Positions: Yes

Increment Pay Steps: Yes

Maximum Annual Pay Step: 25

Maximum Hourly/Daily Pay Step: 0

Increment State Steps: Yes

Include TRS On-Behalf Calculations: Yes

Expenditure Account for TRS On-Behalf Calculations: 199-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: No

Update Options

Update for Active Positions Only: B - Move Actual Amount to Budget Amount

Update Forecast: No

Update Budget: N - Do not update Budget

Update Budget Amount: R - Recommended Amount

Round Budget Amount to nearest dollar: Yes

- **(Recommended)** Select **Include Vacant Supplement Positions** to budget for vacant supplement positions.
- In the **Update Forecast** field, select *No*.
- In the **Update Budget** field, select *N - Do Not Update Budget*.
- Include all first pay date codes for 10-month employees who receive their first paycheck in September. You can include all local/annual, hourly/daily, midpoint (if applicable), and extra duty tables.
- Click **Save**.

Note: Review the **Exp 373** field on the Extra Duty tab. If the table was changed (e.g., the **Exp 373** field is selected, but it was not selected last year), it is important that the current selection matches the Distribution tab for the supplement position in order to avoid errors.

If you verified this information when moving the 12-month employees, it is not necessary to do it again. A user-created report is helpful to verify this information. Compare the report to the data on the [Human Resources > Tables > Salaries > Extra Duty](#) tab.

- Click **Execute**. Review the Simulation Process Error Listing and correct any errors prior to continuing the process.
- Generate the simulation reports and review all salaries.
- Review the user-created report to confirm that all 10-month employees or positions are included in the simulation. The reflected salaries are the amounts that are used to pay employees in the current year payroll.

If necessary, continue making corrections and running the simulation until all of the salary amounts are correct.

Run the final simulation. This process updates the included state step, pay step, and salary amount in the next year PMIS for all 10-month positions and clears the **Accept Changes** field.

- In the **Update Forecast** field, select Yes.
- Click **Save**.
- Generate and save the reports.
- Click **Process** process the simulation. [Create a backup](#).