



moving_10month_employees_cyr_payroll_ste p5

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Log on to the next year.

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.

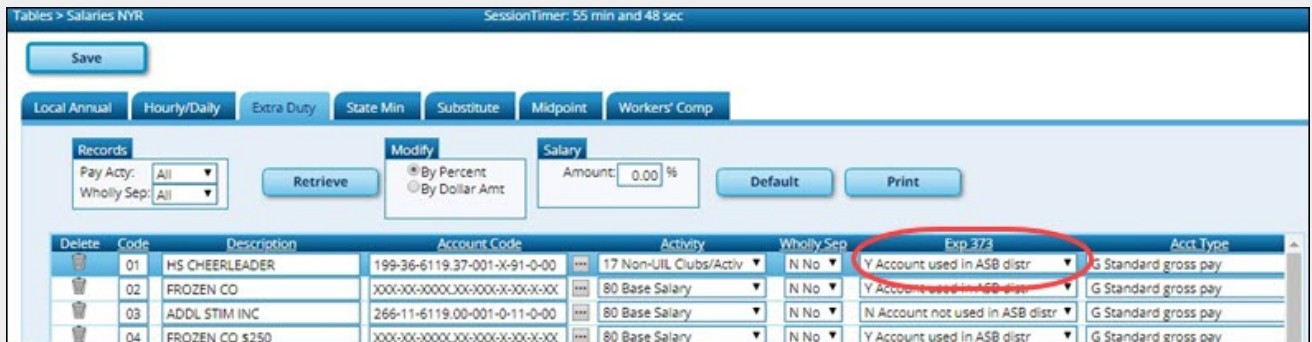
Image

The screenshot displays the 'Simulation Options' page in the PMIS system. The page title is 'Utilities > PMIS > Salary Simulation' and the session timer shows '58 min and 50 sec'. A 'Save' button is at the top left. Below it, there are input fields for 'Simulation Name' (12MTH) and 'Simulation Description' (12 MONTH 2017-18). A navigation bar contains tabs for 'Simulation Options', 'First Pay Date Codes', 'Fund/Fiscal Year Exclusions', 'Local Annual', 'Hourly/Daily', 'Extra Duty', 'Midpoint', 'Deductions', 'Update Salary Tables', and 'Delete Simulations'. Below the navigation bar are buttons for 'Retrieve', 'Add Simulation', 'Execute', and 'Delete'. A note states: 'If updating tables, please create export for Budget Tables prior to using this utility.' The 'Simulation Name' is 12MTH, 'Simulation Description' is 12 MONTH, and 'User ID' is REGION11. The 'Calculation Options' section includes: '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-XX-XXXXXX), 'For Midpoint Salaries - Basis of Salary Change' (C - Use position hrly/dly rate), 'For Midpoint Salaries - Increase Pay Rate to Minimum' (No), and 'Include TEA Health Insurance' (No). The 'Update Options' section includes: '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), and 'Round Budget Amount to nearest dollar' (Yes).

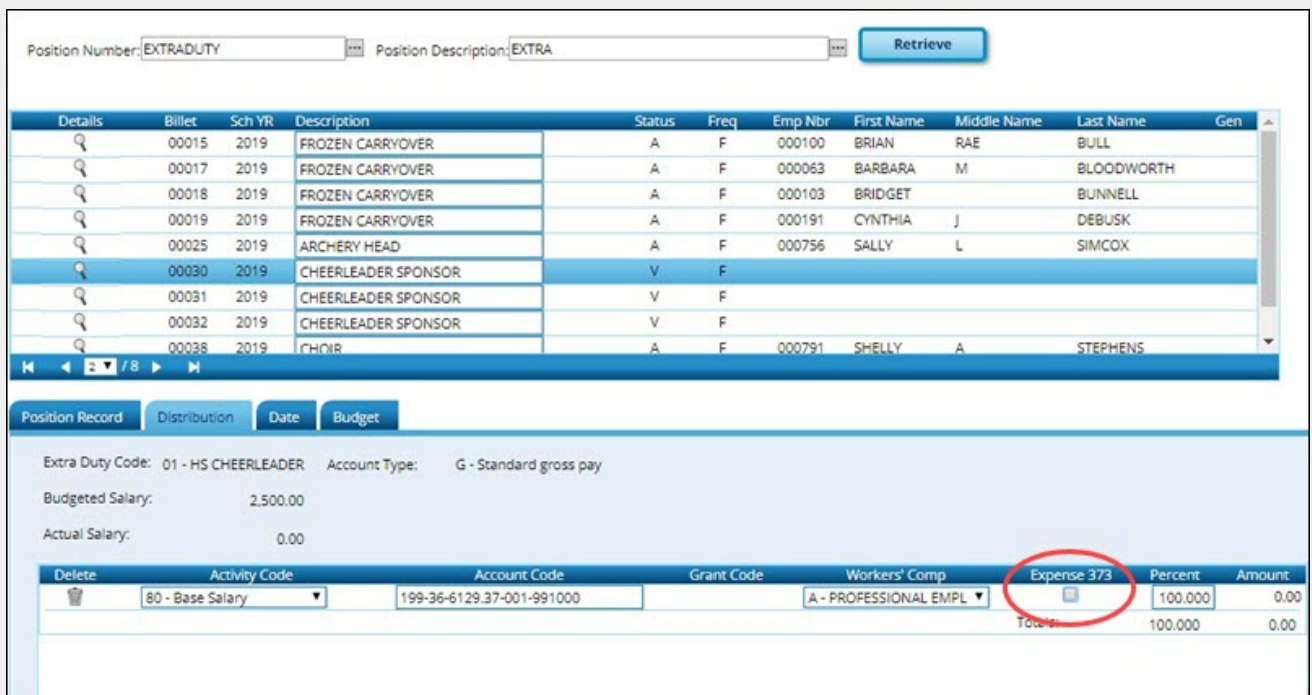
- **(Recommended)** Select **Include Vacant Supplement Positions** to budget for vacant supplement positions.
- In the **Update Forecast** field, select *No*.
- In the **Update Budget** field, select *N - Do Not Update Budget*.
- Include all first pay date codes for 10-month employees who receive their 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.

Image



Image



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](#).