



# **moving\_10month\_employees\_cyr\_payroll\_ste p5**



# Table of Contents

**moving\_10month\_employees\_cyr\_payroll\_step5** ..... i



## 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'. At the top, there are fields for 'Simulation Name' (12MTH) and 'Simulation Description' (12 MONTH 2017-18). Below these are several tabs: 'Simulation Options', 'First Pay Date Codes', 'Fund/Fiscal Year Exclusions', 'Local Annual', 'Hourly/Daily', 'Extra Duty', 'Midpoint', 'Deductions', 'Update Salary Tables', and 'Delete Simulations'. The 'Simulation Options' tab is active, showing a 'Retrieve' button, 'Add Simulation' button, 'Execute' button, and 'Delete' button. 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 page is divided into two main sections: 'Calculation Options' and 'Update Options'. In the 'Calculation Options' section, 'Include Vacant Supplement Positions' is set to 'Yes' (circled in red). Other options include 'Include Proposed Positions' (No), '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), and 'Include TEA Health Insurance' (No). In the 'Update Options' section, 'Update for Active Positions Only' is set to 'B - Move Actual Amount to Budget Amount', 'Update Forecast' is set to 'No' (circled in red), 'Update Budget' is set to 'N - Do not update Budget' (circled in red), 'Update Budget Amount' is set to 'R - Recommended Amount', and 'Round Budget Amount to nearest dollar' is set to '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

Tables > Salaries NVR  
SessionTimer: 55 min and 48 sec

Save

Local Annual | Hourly/Daily | Extra Duty | State Min | Substitute | Midpoint | Workers' Comp

Records  
Pay Acty: All  
Wholly Sep: All  
Retrieve

Modify  
By Percent  
By Dollar Amt  
Salary Amount: 0.00 %  
Default Print

Delete	Code	Description	Account Code	Activity	Wholly Sep	Exp 373	Acct Type
	01	HS CHEERLEADER	199-36-6119.37-001-X-91-0-00	17 Non-UIL Clubs/Activ	N No	Y Account used in ASB distr	G Standard gross pay
	02	FROZEN CO	XXX-XX-XXXXXX-XX-XX-XX-XX	80 Base Salary	N No	Y Account used in ASB distr	G Standard gross pay
	03	ADDL STIM INC	266-11-6119.00-001-0-11-0-00	80 Base Salary	N No	N Account not used in ASB distr	G Standard gross pay
	04	FROZEN CO \$250	XXX-XX-XXXXXX-XX-XX-XX-XX	80 Base Salary	N No	Y Account used in ASB distr	G Standard gross pay

Image

Position Number: EXTRADUTY Position Description: EXTRA Retrieve

Details	Billet	Sch YR	Description	Status	Freq	Emp Nbr	First Name	Middle Name	Last Name	Gen
	00015	2019	FROZEN CARRYOVER	A	F	000100	BRIAN	RAE	BULL	
	00017	2019	FROZEN CARRYOVER	A	F	000063	BARBARA	M	BLOODWORTH	
	00018	2019	FROZEN CARRYOVER	A	F	000103	BRIDGET		BUNNELL	
	00019	2019	FROZEN CARRYOVER	A	F	000191	CYNTHIA	J	DEBUSK	
	00025	2019	ARCHERY HEAD	A	F	000756	SALLY	L	SIMCOX	
	00030	2019	CHEERLEADER SPONSOR	V	F					
	00031	2019	CHEERLEADER SPONSOR	V	F					
	00032	2019	CHEERLEADER SPONSOR	V	F					
	00038	2019	CHOIR	A	F	000791	SHELLY	A	STEPHENS	

Position Record | Distribution | Date | Budget

Extra Duty Code: 01 - HS CHEERLEADER Account Type: G - Standard gross pay

Budgeted Salary: 2,500.00  
Actual Salary: 0.00

Delete	Activity Code	Account Code	Grant Code	Workers' Comp	Expense 373	Percent	Amount
	80 - Base Salary	199-36-6129.37-001-991000		A - PROFESSIONAL EMPL	<input checked="" type="checkbox"/>	100.000	0.00
Total:						100.000	0.00

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](#).