



# **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'. The simulation name is '12MTH' and the description is '12 MONTH 2017-18'. The 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'. In the 'Update Options' section, 'Update Forecast' is set to 'No' and 'Update Budget' is set to 'N - Do not update Budget'. Other options include 'Update for Active Positions Only' set to 'B - Move Actual Amount to Budget Amount', 'Update Budget Amount' set to 'R - Recommended Amount', and 'Round Budget Amount to nearest dollar' 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. 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 currently selected, but 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 NYR 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 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-XXXX-XX-XXX-X-XX-X-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-XXXX-XX-XXX-X-XX-X-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
Totals						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](#).