



# **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, the 'Include Vacant Supplement Positions' field is set to 'Yes' and is circled in red. In the 'Update Options' section, the 'Update Budget' field is set to 'N - Do not update Budget' and is also 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).

- **(Recommended)** In the **Include Vacant Supplement Positions** field, select Yes 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 to avoid errors.

Image



Image

Position Record		Distribution		Date		Budget	
Extra Duty Code:	01 - HS CHERLEADER	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		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.

Image

Utilities > PMIS > Salary Simulation SessionTimer: 59 min and 33 sec

**Save** 

Simulation Name: 10MO Simulation Description: 10MO EMPLOYEES

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

Retrieve Add Simulation Execute Delete If updating tables, please create export for Budget Tables prior to using this utility.

Simulation Name: 10MO Simulation Description: 10MO EMPLOYEES User ID: IBUSMGR

**Calculation Options**

Include Proposed Positions: Yes ▼

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: 199-001-6144-00-000000

For Midpoint Salaries - Basis of Salary Change: T - Use Simulation Mid Inc/Dec Amt ▼

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: Yes ▼**

Update Budget: N - Do not update Budget ▼

Update Budget Amount: R - Recommended Amount ▼

Round Budget Amount to nearest dollar: Yes ▼

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