



moving_11month_employees_cyr_payroll_ste p5

Table of Contents

moving_11month_employees_cyr_payroll_step5 i

Log on to the next year payroll frequency.

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

- **(Recommended)** Do not select **Include 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 11-month employees who receive their first paycheck in August. You can include all local/annual, hourly/daily, midpoint (if applicable), and extra duty tables.
- If increases are not provided to 11-month employees in August, do not include an increase on the salary tables. If increases are provided 11-month employees in August, update the salary tables with the increase data.
- If the LEA wants to interface the simulation to Budget, add the deductions with the annual amount for the Employer Contribution.
- 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 11-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 11-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](#).