



# **moving\_11month\_employees\_cyr\_payroll\_ste p5**



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## Log on to the next year payroll frequency.

Prior to setting up and performing salary simulations, review the [QuickGuide: PMIS - Set up and Perform Salary Simulations](#) document for a description of the Salary Simulation pages and samples of the available simulation reports.

Human Resources > Utilities > PMIS > Salary Simulation > Simulation Options

Image

Utilities > PMIS > Salary Simulation SessionTimer: 239 min and 07 sec

**Save** (indicated by a red arrow)

Simulation Name: 12MO Simulation Description: 12 MONTH STAFF FOR PR

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

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

Simulation Name: 12MO Simulation Description: 12 MONTH STAFF FOR PR User ID: PAMELA

Calculation Options		Update Options	
Include Proposed Positions:	No ▼	Update for Active Positions Only:	B - Move Actual Amount to Budget Amount ▼
<b>Include Vacant Supplement Positions:</b>	<b>No ▼</b>	<b>Update Forecast:</b>	<b>No ▼</b>
Increment Pay Steps:	No ▼	<b>Update Budget:</b>	<b>N - Do not update Budget ▼</b>
Maximum Annual Pay Step:	40	Update Budget Amount:	R - Recommended Amount ▼
Maximum Hourly/Daily Pay Step:	0	Round Budget Amount to nearest dollar:	Yes ▼
Increment State Steps:	Yes ▼		
Include TRS On-Behalf Calculations:	Yes ▼		
Expenditure Account for TRS On-Behalf Calculations:	XXX-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 ▼		
Include TEA Health Insurance:	No ▼		

- **(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.

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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](#).