



# **moving\_12month\_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 [Position Management: Salary Simulations Overview](#) guide for a description of the Salary Simulation pages and samples of the available simulation reports.

### Position Management > Utilities > Salary Simulation > Simulation Options

Utilities > Salary Simulation Position Management

Save

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

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:

**Calculation Options**

Include Proposed Positions: No

**Include Vacant Supplement Positions: No**

Increment Pay Steps: No

Maximum Annual Pay Step: 40

Maximum Hourly/Daily Pay Step: 0

Increment State Steps: Yes

Include TRS On-Behalf Calculations: Yes

Expenditure Account for TRS On-Behalf Calculations: XXX-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

Include TEA Health Insurance: Yes

**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

Complete the following:

- **(Recommended)** In the **Include Vacant Supplement Positions** field, select *No*.
- 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 12-month employees who receive their first paycheck in July. Include all local/annual, hourly/daily, midpoint (if applicable), and extra duty tables.
- If increases are not provided to 12-month employees in July, do not include an increase in the salary tables. If increases are provided to 12-month employees in July, update the salary tables with the increase data.
- If the LEA decides to interface the simulation to Budget, add the deductions with the annual amount for the Employer Contribution.

Click **Save**.

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 12-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 12-month positions and clears the **Accept Changes** field.

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