



# **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 [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

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: No</b> (circled in red)	<b>Update Forecast: No</b> (circled in red)
Increment Pay Steps: No	<b>Update Budget: N - Do not update Budget</b> (circled in red)
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)** 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 August. 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 on 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**.

**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.

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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

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 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.

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](#).