



# **moving\_12month\_employees\_cyr\_payroll\_ste p5**



# Table of Contents

**moving\_12month\_employees\_cyr\_payroll\_step5** ..... i



## 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

The screenshot shows the 'Simulation Options' page. At the top, there is a 'Save' button. Below it, the 'Simulation Name' is '12MO' and the 'Simulation Description' is '12 MONTH STAFF FOR PR'. The page is divided into several tabs: 'SIMULATION OPTIONS', 'FIRST PAY DATE CODES', 'FUND/FISCAL YEAR EXCLUSIONS', 'LOCAL ANNUAL', 'HOURLY/DAILY', 'EXTRA DUTY', 'MIDPOINT', 'DEDUCTIONS', and 'UPDATE'. Under 'SIMULATION OPTIONS', there are buttons for 'Retrieve', 'Add Simulation', 'Execute', and 'Delete'. A note states: 'If updating tables, please create export for Budget Tables prior to using this utility.' Below this, there are input fields for 'Simulation Name', 'Simulation Description', and 'User ID'. The page is split into two main sections: 'Calculation Options' and 'Update Options'. In 'Calculation Options', 'Include Proposed Positions' is set to 'No', 'Include Vacant Supplement Positions' is set to 'No' (circled in red), 'Increment Pay Steps' is 'No', 'Maximum Annual Pay Step' is '40', 'Maximum Hourly/Daily Pay Step' is '0', 'Increment State Steps' is 'Yes', 'Include TRS On-Behalf Calculations' is 'Yes', 'Expenditure Account for TRS On-Behalf Calculations' is 'XXX-XX-6144.XX-XXX-XXXXXX', 'For Midpoint Salaries - Basis of Salary Change' is 'C - Use position hrly/dly rate', 'For Midpoint Salaries - Increase Pay Rate to Minimum' is 'No', and 'Include TEA Health Insurance' is 'Yes'. In 'Update Options', 'Update for Active Positions Only' is 'B - Move Actual Amount to Budget Amount', 'Update Forecast' is 'Yes', 'Update Budget' is 'N - Do not update Budget' (circled in red), 'Update Budget Amount' is 'R - Recommended Amount', and 'Round Budget Amount to nearest dollar' is '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 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 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**.

**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.

Tables > Salaries Personnel

Save

LOCAL ANNUAL HOURLY/DAILY **EXTRA DUTY** FUND TO GRANT STATE MINIMUM SUBSTITUTE MIDPOINT

Records  
Pay Acty: All  
Wholly Sep: All  
Retrieve Print

Delete	Code	Description	Account Code	Activity	Wholly Sep	Exp 373	Acct Type
	01	1/8 Sal X Period	211-11-6119 00-001-X-30-X-	80 Base Salary	N No	N Account not used in ASB distr	G Standard gross pay
	02	ECHS Dean St	199-11-6118 00-001-X-31-X-	79 Other Supplemental	N No	Y Account used in ASB distr	S Supplemental pay
	05	HS SUBS COMP ED	199-11-6112 00-001-3-24-0-	80 Base Salary	N No	N Account not used in ASB distr	T Non-TRS non-taxable bus all
	06	MS SUB REG	199-11-6112 00-041-3-11-0-	80 Base Salary	N No	N Account not used in ASB distr	B Non-TRS taxable bus allow
	07	MS SUB SP ED	199-11-6112 00-041-3-23-0-	80 Base Salary	N No	N Account not used in ASB distr	G Standard gross pay
	08	MS SUB COMP ED	199-11-6112 00-041-3-24-0-	80 Base Salary	N No	N Account not used in ASB distr	G Standard gross pay
	09	EL SUBS REG	199-11-6112 00-101-3-11-0-	80 Base Salary	N No	N Account not used in ASB distr	G Standard gross pay
	10	EL SUBS G/T	199-11-6112 00-101-3-21-0-	80 Base Salary	N No	N Account not used in ASB distr	G Standard gross pay

Maintenance > PMIS Position Modify Position Ma

Save

Position Number: P5D1802 Position Description: CHILDCARE PROVIDER Retrieve

Details	Billet	Sch YR	Description	Status	Freq	Emp Nbr	First Name	Middle Name	Last Name	Gen
	00001	2019	CHILDCARE PROVIDER	A	E	000719	MARIA	L		
	00002	2019	CHILDCARE PROVIDER	A	E	000890	PATRICIA	L		
	00003	2019	CHILDCARE PROVIDER	A	E	000434	J	H		

First 1 / 1

POSITION RECORD **DISTRIBUTION** DATE BUDGET

Job Code: 1802 - DAY CARE WORKER  
 Budgeted Salary: 20,832.00  
 Actual Salary: 19,842.00  
 Actual Daily/Hourly Rate: 91.440

Delete	Activity Code	Account Code	Grant Code	Workers' Comp	Expense 373	Employer Contribution	Percent	Amount
	80 - Base Salary	199-61-6129 00-999-999000		B	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100.000	19,842.00
Totals:							100.000	19,842.00

A user-created report is helpful to verify this information. Compare the report to the data on the [Personnel > 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](#).