





hourlydaily_body

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Set up hourly/daily salary data:

Field	Description
Simulation Name	Type the name of a simulation or click  to select the simulation name from a list.
Simulation Description	Type a description of the current simulation or click  to select the simulation description from a list. The field can be a maximum of 30 characters.

☐ Click **Retrieve**. The hourly/daily salary data is displayed.

☐ Under **Records**:

Field	Description
Sim Name	Displays the simulation name as entered in the Simulation Name field at the top of the page.
Descr	This field is populated automatically with the simulation description as entered on the Simulation Options tab.
Pay Grade	Click  to select the appropriate pay grade for the current simulation. This option limits your selection. Note: In addition, you can click the Hourly/Daily button to retrieve and select multiple pay grades from the hourly/daily table, or create new entries to be included in the simulation phase.

☐ Click **Retrieve**. The hourly/daily salary data is displayed.

☐ Under **Modify**, select either of the following criteria to modify hourly/daily salaries:

- **By Percent**
- **By Dollar Amt**

☐ Under **Salary**:

Amount	Type the dollar or percentage value to increase a salary. The dollar amount can be a maximum of six digits (e.g., 9999.99).
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☐ Click **Default** to apply the amount entered in the **Amount** field to each salary.

Note: Only those rows that have no value in the **% Increase** or **Amount Increase** columns are affected when applying the default values.

☐ Click **+Add** to add a row.