



**hourlydaily\_body**





# Table of Contents

hourlydaily\_body ..... i




**Set up hourly/daily salary data:**

Field	Description
<b>Simulation Name</b>	Type the name of a simulation or click  to select the simulation name from a list.
<b>Simulation Description</b>	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
<b>Sim Name</b>	Displays the simulation name as entered in the <b>Simulation Name</b> field at the top of the page.
<b>Descr</b>	This field is populated automatically with the simulation description as entered on the Simulation Options tab.
<b>Pay Grade</b>	Click  to select the appropriate pay grade for the current simulation. This option limits your selection.  <b>Note:</b> In addition, you can click the <b>Hourly/Daily</b> 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**:

<b>Amount</b>	Type the dollar or percentage value to increase a salary. The dollar amount can be a maximum of six digits (e.g., 9999.99).
---------------	---

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.