





salarysimulationoverview_localannual

Table of Contents


salarysimulationoverview_localannual i

This tab is used to automatically reference the correct annual salary for employees, based on their pay grade, pay step, max days employed, and local schedule code. This table can be utilized to alter simulations for those employees, such as teaching staff, whose pay is based on an annual amount with step increases for years of service.

Set up local annual 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.

☐ Under **Records**:

Simulation Name	Display only and indicates the simulation name as entered in the Simulation Name field at the top of the page.
Description	Display only and indicates the simulation description as entered in the Simulation Description field at the top of the page.
Pay Grade	Click  to select the appropriate pay grade for the current simulation. This option limits your selection.
Local Annual	Click to retrieve and select multiple pay grades from the annual salary table, or create new entries to be included in the simulation phase.

☐ Click **Retrieve**. The local annual salary data is displayed.

☐ Under **Modify**, select either of the following criteria to modify local annual 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).
---------------	---

☐ 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.

Note: When adding a new row with **+Add**, the same pay grade, pay step, local schedule, and maximum days employed must exist in the NYR Local Annual Salary Table, or the record cannot be saved.

Utilities > Salary Simulation
Position Ma

Simulation Name: : Simulation Description: :

SIMULATION OPTIONS FIRST PAY DATE CODES FUND/FISCAL YEAR EXCLUSIONS LOCAL ANNUAL HOURLY/DAILY EXTRA DUTY MIDPOINT DEDUCTIONS

Records
Simulation Name: 1% ALL Description: 1% ALL STAFF CURRENT RATE
Pay Grade: :

Modify
☒ By Percent
☐ By Dollar Amt

Salary
Amount: %

Delete	Pay Grade	Pay Step	Max Days Employed	Local Sched	Annual Amt	% Increase	Amount Increase	New Amount
	ADM	29	000		73,033.02	0.00	0.00	73,033.02
	AGR	0	226		48,971.65	0.00	0.00	48,971.65
	AGR	01	226		50,495.00	0.00	0.00	50,495.00
	AGR	02	226		50,865.82	0.00	0.00	50,865.82
	AGR	09	207		48,971.65	0.00	0.00	48,971.65
	AGR	29	226		71,437.78	0.00	0.00	71,437.78
	AGR	30	226		70,762.18	0.00	0.00	70,762.18
	NTE	0	187		46,000.00	0.00	0.00	46,000.00
	NTE	1	000		46,200.00	0.00	0.00	46,200.00
	NTE	10	187		48,950.00	0.00	0.00	48,950.00
	NTE	11	187		49,250.00	0.00	0.00	49,250.00
	NTE	12	187		49,550.00	0.00	0.00	49,550.00
	NTE	13	187		49,950.00	0.00	0.00	49,950.00
	NTE	14	187		50,450.00	0.00	0.00	50,450.00
	NTE	15	187		51,250.00	0.00	0.00	51,250.00
	NTE	16	187		51,550.00	0.00	0.00	51,550.00

/ 4

Pay Grade	Type the code for the pay grade. The field can be a maximum of three characters.
Pay Step	Type the code for the salary level within the indicated pay grade. The field can be a maximum of two characters.
Max Days Employed	Type the maximum number of days worked at the indicated pay grade and pay step. The field can be a maximum of three characters.
Local Sched	Type the optional, locally assigned, single-character code that is used to indicate the separate pay schedules for professional and support staff with the same pay grade, pay step, and maximum number of days employed.

The system populates the **Annual Amt** field with the annual salary for this pay grade and step from the Local Annual NYR table.

Note: Each row can only be changed by a percent or dollar amount, not both, and if a row previously had a value entered in the **Amount Increase** column, and now a value is entered in the **% Increase** column, the **Amount Increase** column changes to zero.

% Increase	Type the percentage of the increase.
Amount Increase	Type the dollar amount of the increase.
New Amount	This field is calculated by the system.

☐ Click **Refresh Totals** to recalculate the new amounts when a new amount or percent is entered.

☐ Click **Save**.