

salarycalculation

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Human Resources > Utilities > Mass Update > Salary Calculation

This tab is used to update salary data for a number of employees at a single time. Data may be updated by a variety of criteria including pay type, pay grade, primary campus, and payroll frequency. Once salary data is altered using this page, changes are reflected in the individual employee records.

The system makes salary calculations based on the salary concept which uses one of the following three formulas: midpoint, annual salary, or hourly/daily rate.

Caution: Because of the profound and widespread effects caused by this function, users should exercise caution when executing mass update salary calculations.

Mass update salary calculation data:

Under **Parameters**:

TIP: Prior to processing a mass update, capture a screenshot of the used parameters for possible future reference.

Field	Description
Pay Status	Select whether active, inactive, or both groups are to be included in the process.
Pay Type	Click ⌄ to select the one-digit pay type to be included in the process. The system is set to All.
Job Code	Click ⌄ to select the four-digit job code to be included in the process. The system is set to All.
Accrual Code	Click ⌄ to select the one-character accrual code to be included in the process. The system is set to All.
Pay Grade	Type the three-digit pay grade to be included in the process.
Prior Yr Emp Date	Type a date in the MMDDYYYY format for the previous school year reemployment date. The system will select all employees who were hired on or before that date. If there is no reemployment date from the previous school year, the system will use the employee's original employment date.
Primary Campus	Click ⌄ to select the three-digit primary campus to be included in the process. The system is set to All.
Pay Campus	Click ⌄ to select the three-digit pay campus to be included in the process. The system is set to All.
Contract Begin Date	Click ⌄ to select the exact contract begin date to be included in the process.
Contract End Date	Click ⌄ to select the exact contract end date to be included in the process.
Contract Months	Type the contract months to be included in the process.

Field	Description
Payoff Date	Click ⋮ to select the payoff date to be included in the process.
Payroll Freq	Click ⌄ to select the one-digit payroll frequency to be included in the process. The system is set to the current logged-on payroll frequency. A specific payroll frequency must be selected; otherwise, no data displays.
Salary Concept	Click ⌄ to select the salary concept to be used in the process. The system is set to All. However, when calculating salaries, a specific salary concept must be selected (e.g., A - Use annual salary table, D - Use hourly/daily rate table, or M - Use mid-point table). If All is selected, the system will not perform salary calculations.
Extract ID	Click ⌄ to select a three-character, locally assigned code (e.g., En1 = English 1, AL2 = Algebra 2, HI4 = History 4) for grouping employees. The code is used to tag employee records for a batch process (e.g., copy or extract). Each employee must have the Extract ID set in the Employment Info tab before they can be selected using this function.
Employee Nbr	If you want to update data for only one employee, type the employee number, if known. If the employee number is not known or multiple employees are needed, click ⋮ to select employees.

Based on the parameters selected, the following results may occur:

- The system recalculates the distribution amount based on the contract amount. The distribution amount is equally distributed based on percentage.
- The supplemental (extra duty) amount is calculated.
    - If you have an extra duty account type G, the distribution percentages and amounts are recalculated. The extra duty amount is added to the contract amount. If the extra duty is not attached to any specific job code, the extra duty amount displayed on the Pay Info page will be distributed to the primary job distributions. If the extra duty is attached to a specific job code, the extra duty amount displayed on the Pay Info page is distributed to the distributions for that job code.
    - If a supplemental (extra duty type S) amount is calculated, the extra duty table values for the activity, expense 373, TRS grant code, and workers' compensation code will be populated to the distribution records assigned to the extra duty code.
- The daily rate of pay, pay rate, contract total amount, state minimum salary, and accrual rates are recalculated.
- If the midpoint salary concept is selected, a midpoint page is displayed. Increases are calculated based on the percent of increase indicated in the **Max Percent Pay Increase** or **Mid Percent Pay Increase** fields as indicated. Do not enter an increase to either of the fields if all desired increases were made to the midpoint salary table.

Midpoint calculation examples

- If a fund has a grant code assigned to it on the Salaries, Fund to Grant tab, that grant code will be assigned to all distributions assigned to the fund. If no grant code is assigned, the grant code in the distribution record is not changed.

Under **Type of Calculation**:

Salary	Select to run the regular salary calculation.
State Minimum Only	Select to only run the state minimum calculation.

Select **Apply the Percent of Day Employed to Salary Amount** to calculate the salary for either the **Salary** option or the **State Minimum Only** option based on the percentage of day employed.

Click **Execute**. A message is displayed prompting you to create a backup. A backup is highly recommended.

Create a backup.

If you click **Yes**, a pop-up window is displayed with the **Frequency** and **Export File Name**. Click **Execute** to continue. Or, click **Cancel** to not create the backup and continue.

If you click **Execute** to create the system backup, a pop-up window is displayed prompting you to enter a password for the archive. Type the password and click **OK** or click **Cancel** to cancel the process. After the process is completed, the Save As window is displayed. Select the drive location to save a copy of the export.
Click **Save**. A message is displayed indicating whether or not the process was completed. Click **Yes** or **No** to either continue or end the process.

A preview report is displayed.

Review the report.

Review the report using the following buttons:

Click First to go to the first page of the report.
Click ◀ to go back one page.
Click ▶ to go forward one page.
Click Last to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click  to save and print the report in PDF format.
Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.
Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

Click **Process** to accept the changes and continue.

Other functions and features:

Click **Reset** to reset all previously selected parameter options to the default.