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addendum

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The Payroll Simulation tabs are used to create simulated payrolls for individual employees or groups of employees. This feature can show new employees what their checks will be or to show existing employees the changes to their paychecks before the changes become effective.

The Addendum tab is used to print a copy of the employee's proposed pay for review/approval.

Note: The pay step and pay schedule are not included on the report if a job's salary concept is set to midpoint.

View the payroll simulation addendum:

Under **Parameters**, select the employee to be retrieved.

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.
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.

Field	Description
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.

Notes:

- If more than one employee is selected, the system only populates the Addendum tab with all selected employees. The other Payroll Simulation tabs are not populated.
- Once an employee is selected, the same employee's information is presented on all tabs of the Payroll Simulation utility.
- A specific payroll frequency must be selected before clicking **Execute**; otherwise, no data displays. The user can select either current year or next year frequencies. All other parameters are optional.

Click **Execute** to retrieve the selected employee.

Include Emergency Contact Information	
Include Budget Information	Select to add budget data to the addendum printout.
Include Number of Days Employed/In Contract	Select to add the number of days employed and number of days in contract to the addendum printout.

Click the vertical scroll bar on the right side of the tab to scroll through the employee's payroll simulation data.

If data is correct, click **Print** to print the addendum.

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.

Other functions and features:

	Delete a row. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.