



# simulationoptions



# Table of Contents

**simulationoptions** ..... i

**Simulation Options - HRS6250** ..... 1



# Simulation Options - HRS6250

## **Human Resources > Utilities > PMIS > Salary Simulation > Simulation Options**

This tab is used to create a forecast positions salary simulation and to select the parameters associated with the simulation. The simulation will process for positions where the school year matches the **Next Year** field on the District Administration > Options > PMIS > PMIS District Options tab and where the accept changes flag is not selected for forecast records.

The Salary Simulation menu option is only available when logged on to a next year pay frequency.

Each simulation will have a unique, user-assigned name and may have various salary types included in the simulation.

When the salary calculations are performed, the program will use the original salary amount from the next year salary table, and then apply the percent or amount change as defined in the associated simulation table for that salary to determine the new salary amount for that pay grade and pay step.


Steps that have a zero percent or amount increase are included in the salary calculations at the rate from the original next year salary table amounts.


The user should create an export using Utilities > PMIS > Export PMIS Tables prior to using this tab.

Reports are available after the simulation calculations have been processed.

If the **Recalculate** field is selected for a supplement position on the Maintenance > PMIS Supplement Modify or PMIS Supplement Admin pages, and the position is not based on a regular position, the salary table amount for the extra duty is applied to the position record. If the **Recalculate** field is not selected, the salary amount in the supplement position is not changed

## **Create a simulation:**

In the **Simulation Name** field, type the name of a simulation, or click  to select the simulation name from a list.

In the **Simulation Description** field, 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 **Simulation Name** field is display only.

In the **Simulation Description** field, the description of the current simulation is displayed, or the user can type a different simulation description.

The **User ID** field is display only and is populated per user per simulation.

### Under **Calculation Options:**

In the **Include Proposed Positions** field, click ☐ to include or not include the proposed positions to determine if they are affordable. This is a required field.

In the **Include Vacant Supplement Positions** field, click ☐ to include or not include the vacant positions to determine if they are affordable. This is a required field.

In the **Increment Pay Steps** field, click ☐ to select Yes or No to increment or not increment the pay steps in the simulation. This is a required field.

**Note:** If salaries will be frozen, the salary increase should be set to 0%, and the step salary schedule should be changed by moving the amounts from one step to another.

In the **Maximum Annual Pay Step** field, type the two-character code for the maximum annual salary level an employee can be paid. The field is used to identify the correct salary amount on the salary table.

In the **Maximum Hourly/Daily Pay Step** field, type the two-character code for the maximum hourly/daily salary level an employee can be paid. The field is used to identify the correct salary amount on the salary table.

In the **Increment State Steps** field, click ☐ to select Yes or No to increment or not increment the state steps in the simulation. This is a required field.

In the **Include TRS On-Behalf Calculations** field, click ☐ to select Yes or No to include or not include the TRS on-behalf calculations in the simulation. This is a required field.

In the **Expenditure Account for TRS On-Behalf Calculations** field, type an account code to be used as an expenditure account for the TRS on behalf calculations.

In the **For Midpoint Salaries - Basis of Salary Change** field, click ☐ to select *C - Use position hrly/dly rate* or *T - Use Simulation Mid Inc/Dec Amt*. This is a required field.

In the **For Midpoint Salaries - Increase Pay Rate to Minimum** field, click ☐ to select Yes or No to increase or not increase the pay rate to minimum for midpoint salaries. This is a required field.

- If Yes is selected, the pay rate is increased to the minimum amount if it is below the minimum amount, and then the pay rate raise is applied per the simulation.
- If No is selected, the pay rate raise is applied per the simulation, and then the pay rate is raised to the minimum amount if it is still below the minimum amount.

### Example

```
page>general:pmis:salarysimulation:simulationoptionsexample&inline}}
```

In the **Include TEA Health Insurance** field, click ☐ to select Yes or No to include or not include TEA health insurance in the simulation. This is a required field.

### Under **Update Options:**

In the **Update for Active Positions** field, click ▼ to select one of the following options:

- A - Calculate Budget Based on Vacancy Data
- B - Move Actual Amount to Budget Amount
- C - Move Actual Amount to Budget if Actual > Budget

This is a required field.

In the **Update Forecast** field, click ▼ to select Yes or No to update or not update the forecast in the simulation. This is a required field.

In the **Update Budget** field, click ▼ to select one of the following options:

- N - Do no update Budget
- I - Increase of add to the amounts in Budget
- R - Replace the amounts in Budget

This is a required field.

In the **Update Budget Amount** field, click ▼ to select one of the following options:

- R - Recommended Amount
- A - Approved Amount

This is a required field.

In the **Round Budget Amount** to nearest dollar field, click ▼ to select Yes or No to round or not round the budget amount to the nearest dollar in the simulation. This is a required field.

Click **Add Simulation** to create a new simulation.

The **Duplicate From Simulation** field and **Duplicate** button are only visible and enabled when the user clicks **Add Simulation**.

- In the **Duplicate From Simulation** field, type the name of a simulation, or click ▼ to select the simulation name from a list. Then, click **Duplicate**.
- Click **Duplicate** to duplicate the simulation.

Click **Delete** to delete the simulation that is currently displayed.

Click **Execute** to begin the simulation process.


Under **Calculation Reports**:

- Select the report(s) from the list.
- Click **Generate Reports**. The system displays the first report selected.


[Review the report.](#)

**Review the report using the following buttons:**

Click  to go to the first page of the report.


Click  to go back one page.

Click  to go forward one page.

Click  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 **Continue** to close the displayed report and open the next report.

Click **Return** to return to the Calculation Reports page and skip the display of the remaining reports selected.

Click **Process** to save the data to budget and/or PMIS records based on the **Update Options** selected.


### [Create a backup.](#)

A backup is highly recommended. Click **Yes** to create an export. Otherwise, click **No** to not create the export and continue with the process.

Type a password for the archive, and then click **Continue**. An export spinning wheel is displayed indicating the progress of the export process.

When the export process is completed, the File Download page is displayed.

Select **Save File**, and then click **OK**. The Save As dialog box is displayed. Otherwise, click **Cancel** to close the dialog box.

In the **Save As** field, click  to navigate to the appropriate folder.

In the **File name** field, the file name is set to dbccddd\_pmis\_mmddyyyy.rsf, where cccddd is the county-district number and mmddyyyy is the current date.

Click **Save**. Otherwise, click **Cancel** to close the Save As dialog box without saving the file.