Hourly/Daily - HRS8200

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Human Resources > Utilities > Salary Simulation > Hourly/Daily

This tab is used to automatically reference the correct hourly/daily salary for employees, based on their pay grade, pay step, max days employed, and local schedule code. This table can then be utilized to alter simulations for those employees, such as teachers, paraprofessionals, maintenance, bus drivers, and other jobs as maintained by the district.

Set up hourly/daily salary data:

Under **Records**:

Field	Description
Simulation Name	Click ⌄ to select the simulation name entered on the Simulation Options tab.
Description	This field is populated automatically with the simulation description as entered on the Simulation Options tab.
Pay Grade	Click ⌄ to select the appropriate pay grade for the current simulation. This option limits your selection. **Note**: In addition, you can click the **Hourly/Daily** 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**:

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 Increas**e columns are affected when applying the default values.

Click **+Add** to add a row.

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.
Hrs Per Day	Type the number of hours per day an employee would work in a day. Leave blank AND the **Rate Type** field defaults to Daily. Hours per day is required if performing hourly calculations.
Rate Type	This field is populated by the system: If the **Hrs Per Day** field is left blank, the rate type is set to the daily rate. If the **Hrs Per Day** field contains hours, the rate type changes to hourly.
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.
Est Ovtm Hrs	Type the estimated annual number of overtime hours allowed for this pay grade and step.

The system populates the Amount field with the hourly/daily salary amount authorized for this pay grade and step from the Hourly/Daily 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 **Print** to display the Simulation Hourly/Daily Salary Table report.

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. Click **Save**.
Reset	Click to reset the **% Increase** and **Amount Increase** columns to zero for the selected row. A range of rows can be selected by pressing SHIFT or ALT.

🗑 Delete a row.