# Update Salary Tables- HRS6250

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**Update Salary Tables- HRS6250** ..... i

This tab is used to select the simulation records to update the next year salary data. All simulations that will be updated in the next year tables needs to be updated at one time. Once the update process has been completed, the process is disabled until the Copy CYR Tables to NYR Tables process is completed again.

It is your responsibility to ensure the simulation has not been updated multiple times, causing the salary tables to be incorrect. It is also important to maintain the integrity of the simulation tables to prevent duplicated steps.

You must be logged on to a next year pay frequency to access this utility.

## Update existing salary tables:

All available simulations are displayed on the left side of the page. Use the arrow buttons to select the simulations to be updated.

- Click to move selected entries from the left side to the right side of the page.

- Click to move all entries from the left side to the right side of the page.

- Click to move selected entries from the right side to the left side of the page.

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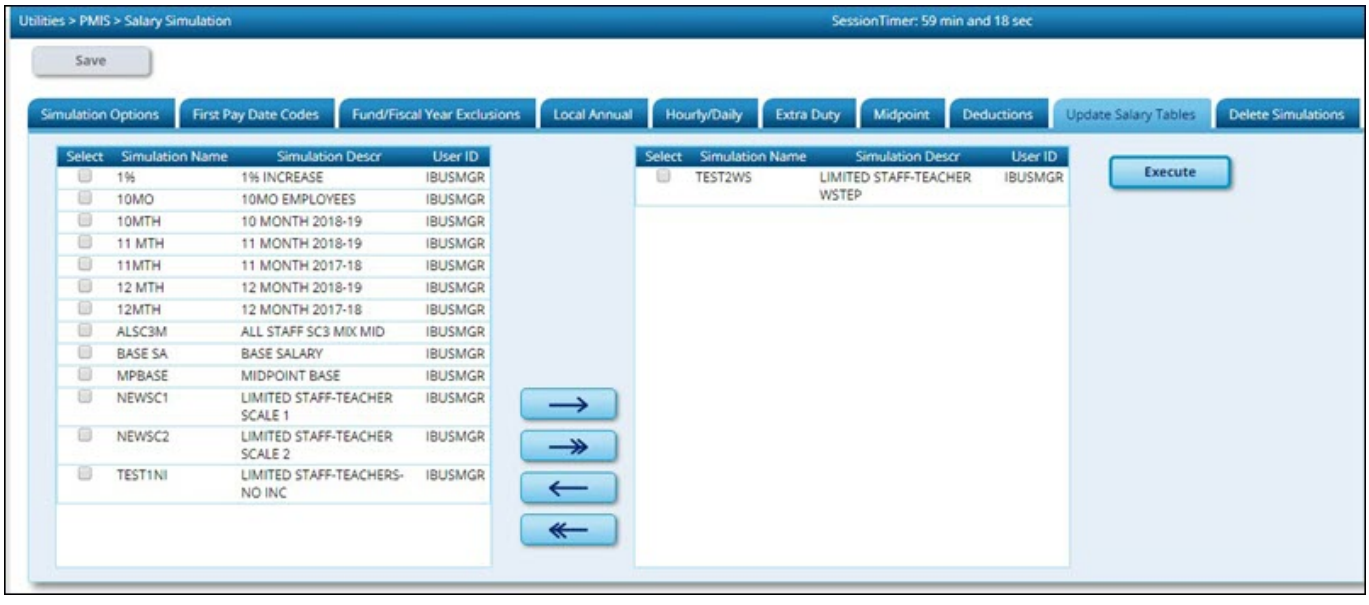


Click **Update**. If any errors are encountered during the update salary tables process, an error report is displayed. A listing of all duplicates and rows in the simulation that are not listed in the salary table is displayed. All simulation update processes are disabled until you clear the errors.

Review the report.

Click **Continue** to proceed.

Click **Cancel** to close the report and return to the Update Salary Tables tab.

If no errors are encountered during the update salary tables process, or you clicked **Continue** from the error report, a report for each of the four salary tables is generated.

Click **Cancel** to return to the Update Salary Tables tab without updating.

Click **Process** to process the update.

Create a backup.

After the export process is completed, the actual update is performed. If the update is successful, a message indicating that the simulation update was processed successfully is displayed.