



moving_10mosalarysimulationstep5

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Log on to the next year.

Prior to setting up and performing salary simulations, review the [Position Management: Salary Simulations Overview](#) document for a description of the Salary Simulation pages and samples of the available simulation reports.

Position Management > Utilities > Salary Simulation > Simulation Options

The screenshot displays the 'Simulation Options' page within the 'Position Management' utility. The page is divided into several sections:

- Simulation Name and Description:** Fields for entering the simulation's name and description.
- Navigation Tabs:** SIMULATION OPTIONS (selected), FIRST PAY DATE CODES, FUND/FISCAL YEAR EXCLUSIONS, LOCAL ANNUAL, HOURLY/DAILY, EXTRA DUTY, MIDPOINT, DEDUCTIONS, and UPDATE.
- Action Buttons:** Retrieve, Add Simulation, Execute, and Delete.
- Calculation Options:**
 - Include Proposed Positions: Yes
 - Include Vacant Supplement Positions: Yes** (circled in red)
 - Increment Pay Steps: Yes
 - Maximum Annual Pay Step: 25
 - Maximum Hourly/Daily Pay Step: 0
 - Increment State Steps: Yes
 - Include TRS On-Behalf Calculations: Yes
 - Expenditure Account for TRS On-Behalf Calculations: XXX-XX-6144.XX-XXX-XXXXXX
 - For Midpoint Salaries - Basis of Salary Change: C - Use position hrly/dly rate
 - For Midpoint Salaries - Increase Pay Rate to Minimum: No
 - Include TEA Health Insurance: No
- Update Options:**
 - Update for Active Positions Only: B - Move Actual Amount to Budget Amount
 - Update Forecast: No** (circled in red)
 - Update Budget: N - Do not update Budget** (circled in red)
 - Update Budget Amount: R - Recommended Amount
 - Round Budget Amount to nearest dollar: Yes

Complete the following:

- **(Recommended)** In the **Include Vacant Supplement Positions** field, select Yes to budget for vacant supplement positions.
- In the **Update Forecast** field, select *No*.
- In the **Update Budget** field, select *N - Do Not Update Budget*.
- Include all first pay date codes for 10-month employees who receive their first paycheck in August. Include all local/annual, hourly/daily, midpoint (if applicable), and extra duty tables.

Click **Save**.

Click **Execute**. Review the Simulation Process Error Listing and correct any errors prior to continuing the process.

- Generate the simulation reports and review all salaries.

- Review the user-created report to confirm that all 10-month employees or positions are included in the simulation. The reflected salaries are the amounts that are used to pay employees in the current year payroll.

If necessary, continue making corrections and running the simulation until all of the salary amounts are correct.

Run the final simulation. This process updates the state step, pay step, and salary amount in the next year PMIS for all 10-month positions and clears the **Accept Changes** field.

- In the **Update Forecast** field, select Yes.
- Click **Save**.
- Generate and save the reports.
- Click **Process** to process the simulation. [Create a backup](#).



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