



moving_11month_employees_cyr_payroll_step5

Table of Contents

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

Utilities > Salary Simulation Position Management

Save

Simulation Name: Simulation Description:

SIMULATION OPTIONS FIRST PAY DATE CODES FUND/FISCAL YEAR EXCLUSIONS LOCAL ANNUAL HOURLY/DAILY EXTRA DUTY MIDPOINT DEDUCTIONS UPDATE

Retrieve Add Simulation Execute Delete If updating tables, please create export for Budget Tables prior to using this utility.

Simulation Name: Simulation Description: User ID:

Calculation Options

Include Proposed Positions:

Include Vacant Supplement Positions:

Increment Pay Steps:

Maximum Annual Pay Step:

Maximum Hourly/Daily Pay Step:

Increment State Steps:

Include TRS On-Behalf Calculations:

Expenditure Account for TRS On-Behalf Calculations:

For Midpoint Salaries - Basis of Salary Change:

For Midpoint Salaries - Increase Pay Rate to Minimum:

Include TEA Health Insurance:

Update Options

Update for Active Positions Only:

Update Forecast:

Update Budget:

Update Budget Amount:

Round Budget Amount to nearest dollar:

☐ Complete the following:

- **(Recommended)** In the **Include Vacant Supplement Positions** field, select *No*.
- 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 11-month employees who receive their first paycheck in August. Include all local/annual, hourly/daily, midpoint (if applicable), and extra duty tables.
- If increases are not provided to 11-month employees in August, do not include an increase in the salary tables. If increases are provided 11-month employees in August, update the salary tables with the increase data.
- If the LEA wants to interface the simulation to Budget, add the deductions with the annual amount for the Employer Contribution.

☐ 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 11-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 11-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](#).



Back Cover