






localannual_body

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Set up local annual salary data:

Field	Description
Simulation Name	Type the name of a simulation or click  to select the simulation name from a list.
Simulation Description	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.

☐ Under **Records**:

Simulation Name	Display only and indicates the simulation name as entered in the Simulation Name field at the top of the page.
Description	Display only and indicates the simulation description as entered in the Simulation Description field at the top of the page.
Pay Grade	Click  to select the appropriate pay grade for the current simulation. This option limits your selection.
Local Annual	Click to retrieve and select multiple pay grades from the annual salary table, or create new entries to be included in the simulation phase.

☐ Click **Retrieve**. The local annual salary data is displayed.

☐ Under **Modify**, select either of the following criteria to modify local annual 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).
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☐ 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 Increase** columns are affected when applying the default values.

☐ Click **+Add** to add a row.

Note: When adding a new row with **+Add**, the same pay grade, pay step, local schedule, and maximum days employed must exist in the NYR Local Annual Salary Table, or the record cannot be saved.



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