





**localannual\_body**




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## Set up local annual salary data:

Field	Description
<b>Simulation Name</b>	Type the name of a simulation or click  to select the simulation name from a list.
<b>Simulation Description</b>	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**:

<b>Simulation Name</b>	Display only and indicates the simulation name as entered in the <b>Simulation Name</b> field at the top of the page.
<b>Description</b>	Display only and indicates the simulation description as entered in the <b>Simulation Description</b> field at the top of the page.
<b>Pay Grade</b>	Click  to select the appropriate pay grade for the current simulation. This option limits your selection.
<b>Local Annual</b>	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**:

<b>Amount</b>	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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