






localannual_body

Table of Contents

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.

Pay Grade	Type the code for the pay grade. The field can be a maximum of three characters.
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Pay Step	Type the code for the salary level within the indicated pay grade. The field can be a maximum of two characters.
Max Days Employed	Type the maximum number of days worked at the indicated pay grade and pay step. The field can be a maximum of three characters.
Local Sched	Type the optional, locally assigned, single-character code that is used to indicate the separate pay schedules for professional and support staff with the same pay grade, pay step, and maximum number of days employed.

The system populates the **Annual Amt** field with the annual salary for this pay grade and step from the Local Annual NYR table.

Note: Each row can only be changed by a percent or dollar amount, not both, and if a row previously had a value entered in the **Amount Increase** column, and now a value is entered in the **% Increase** column, the **Amount Increase** column changes to zero.

% Increase	Type the percentage of the increase.
Amount Increase	Type the dollar amount of the increase.
New Amount	This field is calculated by the system.

☐ Click **Refresh Totals** to recalculate the new amounts when a new amount or percent is entered.

☐ Click **Save**.



Back Cover