body2

Table of Contents

❏ Under **Calculation Options**:

Include Proposed Positions	Click ⌄ to select *Yes* or *No* to budget for the proposed positions to determine if they are affordable. This is a required field.
Include Vacant Supplement Positions	Click ⌄ to select *Yes* or *No* to budget for the vacant supplement positions to determine if they are affordable. This is a required field. **Note**: Forecast always budgets for a vacant regular position.
Increment Pay Steps	Click ⌄ to select *Yes* or *No* to increment the pay steps in the simulation. This is a required field. **Note**: If salaries will be frozen, the salary increase should be set to 0%, and the step salary schedule should be changed by moving the amounts from one step to another.
Maximum Annual Pay Step	Type the two-character code for the highest pay step in your local annual salary schedule. The field is used to identify the correct salary amount on the salary table.
Maximum Hourly/Daily Pay Step	Type the two-character code for the highest pay step in your hourly/daily salary schedule. The field is used to identify the correct salary amount on the salary table.
Increment State Steps	Click ⌄ to select *Yes* or *No* to increment the state steps in the simulation. The state steps automatically max out at 20. This is a required field.
Include TRS On-Behalf Calculations	Click ⌄ to select *Yes* or *No* to include the TRS on-behalf calculations in the simulation. This is a required field.
Expenditure Account for TRS On-Behalf Calculations	Type an account code to be used as an expenditure account for the TRS on behalf calculations. The object code is always 6144 and must be distributed by function so the function must be XX. The LEA can determine other account code components.
For Midpoint Salaries - Basis of Salary Change	Click ⌄ to select one of the following options: *C - Use position hrly/dly rate* - Select to calculate the percentage increase for midpoints on the actual existing rate. This option is used by LEAs that are using a midpoint schedule in place of putting employees on a salary schedule. *T - Use Simulation Mid Inc/Dec Amt* - Select to base the percentage on the midpoint. This option is used by LEAs that follow a midpoint schedule. Select to calculate the percentage increase for midpoints on the actual existing rate. This option is used by LEAs that are using a midpoint schedule in place of putting employees on a salary schedule. This is a required field.

For Midpoint Salaries - Increase Pay Rate to Minimum	Click ⌄ to select *Yes* or *No* to increase or not increase the pay rate to minimum for midpoint salaries. This is a required field. If *Yes* is selected, the pay rate is increased to the minimum amount if it is below the minimum amount, and then the pay rate raise is applied per the simulation. This ensures that employees are not paid less than the minimum. If *No* is selected, the pay rate raise is applied per the simulation, and then the pay rate is raised to the minimum amount if it is still below the minimum amount. Example **Example 1**: If an employee's current pay rate is $47, the simulation is set up for a 1% increase on midpoint, and the midpoint table amounts are set up as follows: $50 minimum $75 midpoint $100 maximum If *Yes* is selected, the pay rate is updated to $50.75, which is an increase to $50 (the minimum) plus 1% (.75) of $75. If *No* is selected, add 1% (.75) of $75 to the current pay rate of $47, which is below the minimum so the pay rate is updated to $50. **Example 2**: If an employee's pay rate is $49.50, and all of the factors are the same as in example 1: If *Yes* is selected, the employee's new pay rate is $50.75. If *No* is selected, the employee's new pay rate is $50.25.
Include TEA Health Insurance	Click ⌄ to select *Yes* or *No* to include or not include TEA health insurance in the simulation. This is a required field.

❑ Under **Update Options**:

Back Cover