



Create a simulation

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Create a salary simulation for the group of employees who are owed retro pay that includes a raise.

The screenshot shows the 'Salary Simulation' utility interface. At the top, there is a breadcrumb trail: 'Utilities > Salary Simulation' and 'Position Management'. Below this, there is a 'Save' button and a 'Year: N' dropdown. The main form area is titled 'Simulation Options' and contains two tabs: 'SIMULATION OPTIONS' (active) and 'UPDATE SALARY TABLES'. The 'Simulation Name' is '12MO RE' and the 'Simulation Description' is '12 MONTH RETRO PAY'. Below the tabs, there are buttons for 'Retrieve', 'Add Simulation', 'Execute', and 'Delete'. A note states: 'If updating tables, please create export for Budget Tables prior to using this utility.' Below this, there are input fields for 'Simulation Name', 'Simulation Description', and 'User ID'. The 'Calculation Options' section includes: 'Include Proposed Positions: No', 'Include Vacant Supplement Positions: Yes', 'Increment Pay Steps: Yes', 'Maximum Annual Pay Step: 0', 'Maximum Hourly/Daily Pay Step: 0', 'Increment State Steps: Yes', 'Include TRS On-Behalf Calculations: No', 'Expenditure Account for TRS On-Behalf Calculations: XXX-XX-6144.XX-XXX-XXXXXX', 'For Midpoint Salaries - Basis of Salary Change: T - Use Simulation Mid Inc/Dec Amt', 'For Midpoint Salaries - Increase Pay Rate to Minimum: No', and 'Include TEA Health Insurance: No'. The 'Update Options' section includes: 'Update for Active Positions Only: B - Move Actual Amount to Budget Amount', 'Update Forecast: Yes', 'Update Budget: R - Replace the amounts in Budget', 'Update Budget Amount: R - Recommended Amount', and 'Round Budget Amount to nearest dollar: Yes'.

Under **Update Options**, in the **Update Forecast** field, select Yes.

Click **Execute** to begin the simulation process.

Under **Calculation Reports**:

- Select the report(s) from the list. Click **Select All** or **Unselect All** to select all of the reports or unselect all reports.
- Click **Generate Reports**. The reports are displayed in the order selected.

Click **Process** to save the data to budget and/or PMIS records based on the **Update Options** selected. And, then process the simulation. The simulation updates the forecast and clears the **Accept Changes** checkbox.



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