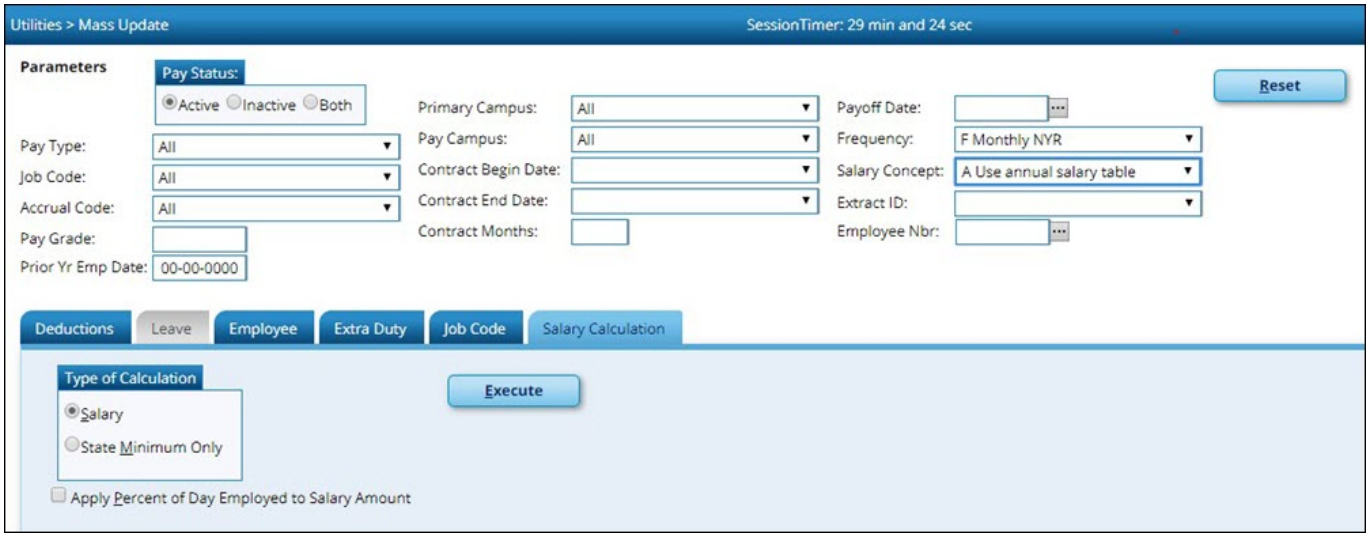


Mass update salary calculations

Table of Contents

Human Resources > Utilities > Mass Update > Salary Calculation

Perform salary calculations if you are using salary tables. This tab is used to automatically calculate salaries for active employees (pay status 1) that are linked to the salary tables. You can quickly calculate salaries and automatically update important fields in the employee record.



Salary calculations should not be done multiple times for an employee using the midpoint table. It is highly recommended that you perform an export prior to running calculations using the midpoint table. This allows you to restore data to the backup and run the midpoint calculations again if necessary.

A report provides a listing of errors prior to completing the process. Clear all errors and perform the calculations as often as necessary. All errors should be cleared before continuing. If employee errors are encountered, the listed employees are not updated. If the employee has multiple jobs and one of those jobs does not have all or part of the salary table information selected on the Job Info tab, errors are displayed and updates are not processed. When calculations are performed on one concept and the employee has multiple concepts, errors are displayed if any of the other concepts are incomplete and updates are not processed.

The system automatically uses the new contract amount and distributes it among the employees' master distribution records based on the existing percentage. The new amount displays regardless of the option selected in the **Distributions Built by Amt %** field on the Human Resources > Tables > District HR Options. Manual modifications may be necessary to employees' salary distribution codes, amounts, and/or percentages after performing salary calculations.

❑ The following fields must be completed on the Job Info tab for pay type 1, 2, and 3 employees:

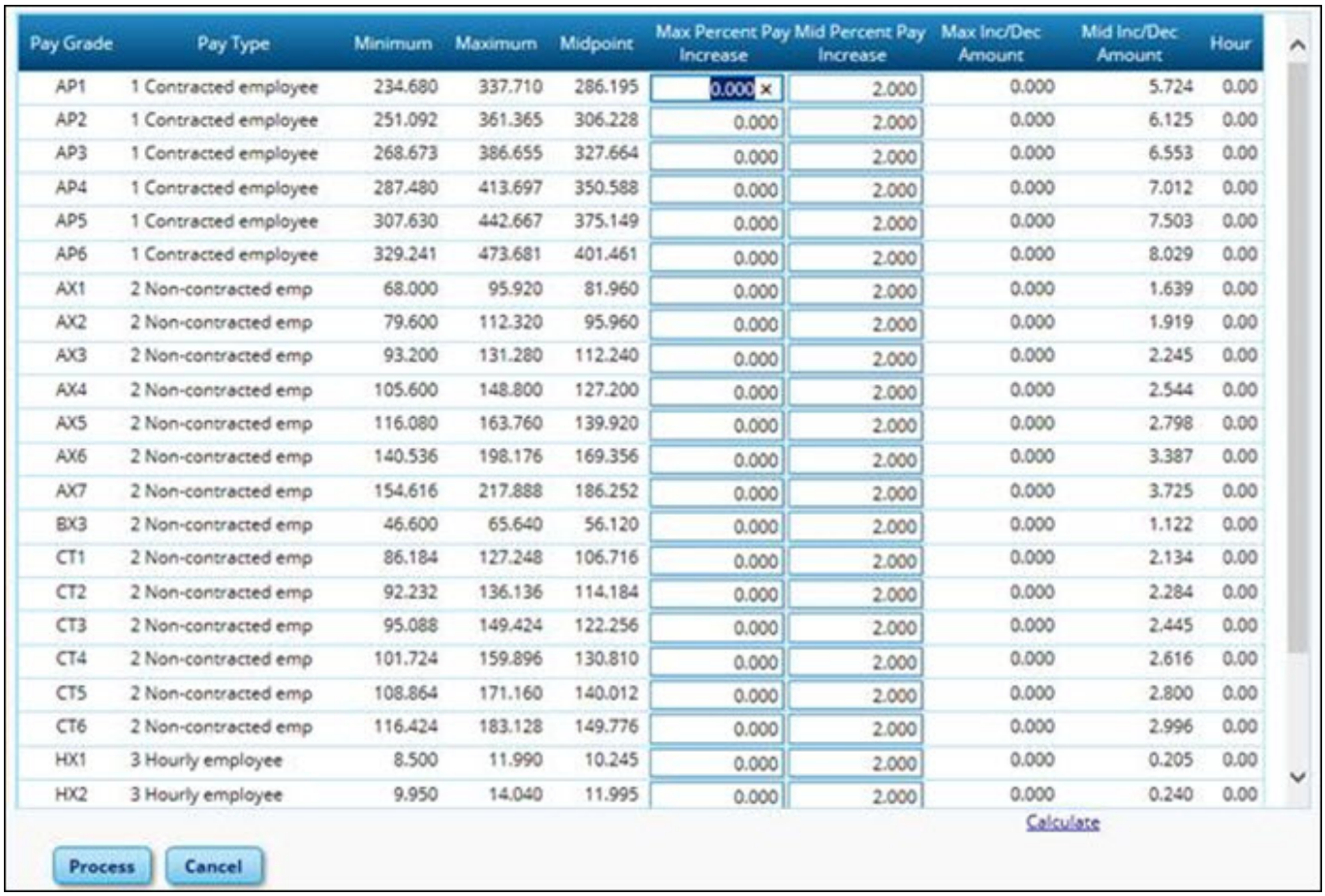
- **Pay Grade**
- **Step**
- **Max Days** - If the **Max Days** field is not populated, salary calculations will only process if the field is not linked to the **Annual Salary Concept**. If the field is linked to the **Annual Salary Concept**, this field must be populated to run salary calculations.
- **Begin Date**
- **End Date**
- The **OVTM Rate** field and the **# of Days Employed** field are calculated when the **OVTM** flag and **Calendar Code** fields are populated on the Job Info tab.
- If the **State Step** field is populated on the Job Info tab, the amount from the state minimum

salary table is entered in the **State Min Salary** field.

Caution: The **State Min Salary** field is calculated by multiplying either the **State Min Days** or the **# of Days Employed** by the appropriate daily rate from the state minimum salary table for all pay types that have state min. The **% Assigned** field in the **State Info** section on the Job Info tab is also considered in this calculation. The **State Min Salary** field should be checked closely and manually updated, if necessary, after performing salary calculations.

- If an employee has an extra duty account type G on the Pay Info tab, it is added to the **Total** field for the contract on the primary job.
- If an employee has a business allowance account type T or B amount with remaining payments and/or an extra duty account type S amount with remaining payments and distribution codes totaling 100% exist in the master distribution record for the account type, the appropriate distribution records are updated.
- If the **# of Annual Payments** and **Contract Total** fields are greater than zero, the **Pay Rate** field is calculated by dividing the **Contract Total by the # of Annual Payments**. If the **# of Annual Payments** and/or **Contract Total** is not populated, the **Pay Rate** is not calculated.
- If the **# of Days EmpId** and **Contract Total** fields are greater than zero, the **Daily Rate of Pay** field is calculated by dividing the **Contract Total** by the **# of Days Employed**. If the **# of Days Employed** and/or **Contract Total** is not populated, the **Daily Rate of Pay** is not calculated.
- Other fields that are updated on the Job Info tab are:
    - Accrual Rate - If the accrual code exists and the **# of Days EmpId** and **Contract Total** fields are greater than zero, the **Accrual Rate** field is calculated by dividing the **Contract Total** by the **# of Days Employed**. The amount is rounded to three decimal places.
    - Contract Total and Balance
        - Pay type 3 employee salaries are calculated based on the hourly/daily or midpoint salary table information. If the local annual table is used, errors are displayed when performing mass salary calculations.
        - When using the hourly/daily salary schedule, calculations are based on the **Hrs Per Day** field x the **Amount** field from the salary table x the **# of Days Employed** field from the Job Info tab. The resulting amount populates the **Estimated Annual Salary** field on the Employment Info tab.
        - When using the midpoint salary schedule, calculations are based on the **Midpoint** field x the **Amount** field from the salary table x the **# of Days Employed** field from the Job Info tab. The resulting amount populates the **Estimated Annual Salary** field on the Employment Info tab.
        - If the **# of Days Employed** field is not populated, the **Estimated Annual Salary** field is not calculated.
- If not performing mass salary calculations for hourly employees, manually update the amount in the **Estimated Annual Salary field** on the Employment Info tab or update the **Contract Total** on the Job Info tab and distribution information. This salary information is extracted to Budget and used for PEIMS reporting.
- On the Job Info tab, there is a **Calculate** button, salary calculations can be done for an individual rather than doing salary calculations in Mass Update for groups of employees. The **Calculate** button on the Job Info tab will render the same results as doing the Mass Update salary calculations.
- The **Automatically Compute** fields on the District HR Options page assists in manually updating employees. By using this feature, the pay rate, daily rate, dock rate, accrual rate, and overtime rate can all be automatically calculated when the annual contract and days employed are entered on the Job Info tab.

Midpoint Calculation Examples



Pay Grade	Pay Type	Minimum	Maximum	Midpoint	Max Percent Pay Increase	Mid Percent Pay Increase	Max Inc/Dec Amount	Mid Inc/Dec Amount	Hour
AP1	1 Contracted employee	234.680	337.710	286.195	0.000	2.000	0.000	5.724	0.00
AP2	1 Contracted employee	251.092	361.365	306.228	0.000	2.000	0.000	6.125	0.00
AP3	1 Contracted employee	268.673	386.655	327.664	0.000	2.000	0.000	6.553	0.00
AP4	1 Contracted employee	287.480	413.697	350.588	0.000	2.000	0.000	7.012	0.00
AP5	1 Contracted employee	307.630	442.667	375.149	0.000	2.000	0.000	7.503	0.00
AP6	1 Contracted employee	329.241	473.681	401.461	0.000	2.000	0.000	8.029	0.00
AX1	2 Non-contracted emp	68.000	95.920	81.960	0.000	2.000	0.000	1.639	0.00
AX2	2 Non-contracted emp	79.600	112.320	95.960	0.000	2.000	0.000	1.919	0.00
AX3	2 Non-contracted emp	93.200	131.280	112.240	0.000	2.000	0.000	2.245	0.00
AX4	2 Non-contracted emp	105.600	148.800	127.200	0.000	2.000	0.000	2.544	0.00
AX5	2 Non-contracted emp	116.080	163.760	139.920	0.000	2.000	0.000	2.798	0.00
AX6	2 Non-contracted emp	140.536	198.176	169.356	0.000	2.000	0.000	3.387	0.00
AX7	2 Non-contracted emp	154.616	217.888	186.252	0.000	2.000	0.000	3.725	0.00
BX3	2 Non-contracted emp	46.600	65.640	56.120	0.000	2.000	0.000	1.122	0.00
CT1	2 Non-contracted emp	86.184	127.248	106.716	0.000	2.000	0.000	2.134	0.00
CT2	2 Non-contracted emp	92.232	136.136	114.184	0.000	2.000	0.000	2.284	0.00
CT3	2 Non-contracted emp	95.088	149.424	122.256	0.000	2.000	0.000	2.445	0.00
CT4	2 Non-contracted emp	101.724	159.896	130.810	0.000	2.000	0.000	2.616	0.00
CT5	2 Non-contracted emp	108.864	171.160	140.012	0.000	2.000	0.000	2.800	0.00
CT6	2 Non-contracted emp	116.424	183.128	149.776	0.000	2.000	0.000	2.996	0.00
HX1	3 Hourly employee	8.500	11.990	10.245	0.000	2.000	0.000	0.205	0.00
HX2	3 Hourly employee	9.950	14.040	11.995	0.000	2.000	0.000	0.240	0.00

Calculate

Process Cancel


ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

Back Cover