salarysimulationoverview_hourlydaily

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This tab is used to automatically reference the correct hourly/daily salary for positions, based on their pay grade, pay step, max days employed, and local schedule code. This table can then be utilized to alter simulations for those positions, such as teachers, paraprofessionals, maintenance, bus drivers, and other jobs as maintained by the district.

You must be logged on to a next year pay frequency to access this utility.

Set up hourly/daily 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.

❑ Click **Retrieve**. The hourly/daily salary data is displayed.

❑ Under **Records**:

Field	Description
Sim Name	Displays the simulation name as entered in the **Simulation Name** field at the top of the page.
Descr	This field is populated automatically with the simulation description as entered on the Simulation Options tab.
Pay Grade	Click ⋮ to select the appropriate pay grade for the current simulation. This option limits your selection. **Note**: In addition, you can click the **Hourly/Daily** button to retrieve and select multiple pay grades from the hourly/daily table, or create new entries to be included in the simulation phase.

❑ Click **Retrieve**. The hourly/daily salary data is displayed.

❑ Under **Modify**, select either of the following criteria to modify hourly/daily salaries:

- **By Percent**
- **By Dollar Amt**

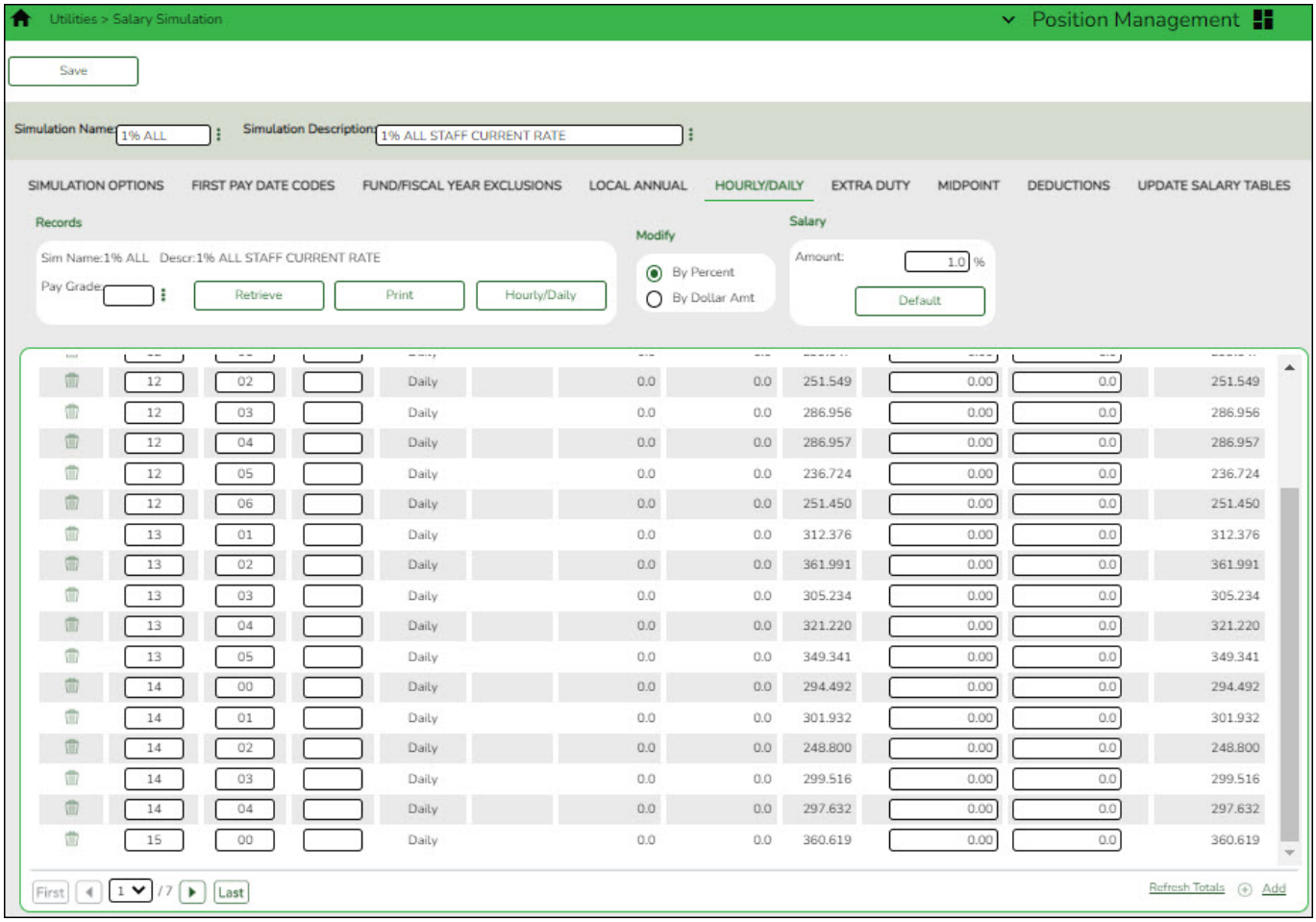
❑ Under **Salary**:

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).

❑ 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.



Pay Grade	Type the code for the pay grade. The field can be a maximum of three characters.
Pay Step	Type the code for the salary level within the indicated pay grade. The field can be a maximum of two characters.
Rate Type	This field is populated by the system: If the **Hrs Per Day** field is left blank, the rate type is set to the daily rate. If the **Hrs Per Day** field contains hours, the rate type changes to hourly.
Pay Type	Displays the type of pay for the selected simulation.
Hrs Per Day	Indicates how the rate is paid. If hours are not zero, the rate is considered an hourly rate.
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.
Est Ovtm Hrs	Displays the estimated annual number of overtime hours allowed for this pay grade and step.

The system populates the **Amount field** with the hourly/daily salary amount authorized for this pay grade and step from the Hourly/Daily 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**.

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