



salarysimulationoverview_updatesalarytables

Table of Contents

This tab is used to select the simulation records to update the next year salary data. All simulations that will be updated in the next year tables need to be updated at one time. Once the update process has been completed, the process is disabled until the Copy CYR Tables to NYR Tables process is completed again.

It is your responsibility to ensure the simulation has not been updated multiple times, causing the salary tables to be incorrect. It is also important to maintain the integrity of the simulation tables to prevent duplicated steps.

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

Update existing salary tables:

All available simulations are displayed on the left side of the page. Use the arrow buttons to select the simulations to be updated.

The screenshot displays the 'Update Salary Tables' utility interface. The top navigation bar includes 'Utilities > Salary Simulation' and 'Position Management'. Below the navigation bar, there are several tabs: 'SIMULATION OPTIONS', 'FIRST PAY DATE CODES', 'FUND/FISCAL YEAR EXCLUSIONS', 'LOCAL ANNUAL', 'HOURLY/DAILY', 'EXTRA DUTY', 'MIDPOINT', 'DEDUCTIONS', 'UPDATE SALARY TABLES', and 'DELETE SIMULATIONS'. The 'UPDATE SALARY TABLES' tab is active. The main content area is divided into two panels. The left panel contains a table with columns 'Select', 'Simulation Name', 'Simulation Descr', and 'User ID'. The table lists various simulation records, each with a checkbox. The right panel contains a table with the same columns, showing a single selected record '1% ALL'. To the right of the right panel is an 'Execute' button. Between the two panels are four arrow buttons: a single right arrow, a double right arrow, a single left arrow, and a double left arrow.

Click **Execute**.

If any errors are encountered during the process, an error report is displayed. A listing of all duplicates and rows in the simulation that are not listed in the salary table is displayed. All simulation update processes are disabled until you clear the errors.

[Review the report.](#)

Click **Continue**.

Click **Cancel** to close the report and return to the Update Salary Tables tab.

If no errors are encountered during the process or you clicked **Continue** from the error report, a

report for each of the four salary tables is generated.

- Click **Cancel** to return to the Update Salary Tables tab without updating.
- Click **Process** to process the update. You are prompted to create a [backup](#).

After the export process is completed, the actual update is performed. If the update is successful, a message is displayed indicating that the simulation update was processed successfully.



Back Cover