



## Local Annual - HRS8200



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## Human Resources > Utilities > Salary Simulation > Local Annual

This tab is used to automatically reference the correct annual salary for employees, based on their pay grade, pay step, max days employed, and local schedule code. This table can be utilized to alter simulations for those employees, such as teaching staff, whose pay is based on an annual amount with step increases for years of service.

### Set up local annual salary data:

Under **Records**:

Field	Description
<b>Simulation Name</b>	Click  to select the simulation name entered on the Simulation Options tab.
<b>Description</b>	This field is populated automatically with the simulation description as entered on the Simulation Options tab.
<b>Pay Grade</b>	Click  to select the appropriate pay grade for the current simulation. This option limits your selection.  <b>Note:</b> In addition, you can click the <b>Local Annual</b> button to retrieve and select multiple pay grades from the annual salary table, or create new entries to be included in the simulation phase.

Click **Retrieve**. The local annual salary data is displayed.

Under **Modify**, select either of the following criteria to modify local annual salaries:

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

Under **Salary**:

<b>Amount</b>	Type the dollar or percentage value to increase a salary. The dollar amount can be a maximum of six digits (e.g., 9999.99).
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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.

<b>Pay Grade</b>	Type the code for the pay grade. The field can be a maximum of three characters.
<b>Pay Step</b>	Type the code for the salary level within the indicated pay grade. The field can be a maximum of two characters.
<b>Max Days Employed</b>	Type the maximum number of days worked at the indicated pay grade and pay step. The field can be a maximum of three characters.

<b>Local Sched</b>	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.
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The system populates the **Annual Amt** field with the annual salary for this pay grade and step from the Local Annual 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.

<b>% Increase</b>	Type the percentage of the increase.
<b>Amount Increase</b>	Type the dollar amount of the increase.
<b>New Amount</b>	This field is calculated by the system.

Click **Save**.

Click **Print** to display the Simulation Local Annual Salary Table report.

[Review the report.](#)

**Review the report using the following buttons:**

- Click  to go to the first page of the report.
- Click  to go back one page.
- Click  to go forward one page.
- Click  to go to the last page of the report.

**The report can be viewed and saved in various file formats.**

- Click  to save and print the report in PDF format.
- Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.
- Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

**Other functions and features:**

	<p><a href="#">Delete a row.</a></p> <p>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click <b>Save</b>.</p>
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