Update Salary Tables - HRS8200

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Payroll > Utilities > Salary Simulation > Update Salary Tables

This utility is used to select the simulation records to update the next year's salary data. All simulations that will be updated in the next year's 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 the user's responsibility to ensure the simulation has not been updated multiple times, which can cause the salary tables to be incorrect. It is also the user's responsibility to maintain the integrity of the simulation tables to prevent step duplication.

An error report is displayed with a list of all duplicates and rows in the simulation that are not listed in the salary table. When an error listing is displayed, all simulation update processes are disabled until the errors are cleared by the user.

For accurate data to display, data from the Local Annual, Hourly/Daily, Extra Duty, and Midpoint tabs need to be retrieved again after the salary tables have been updated.

Update existing salary tables:

❑ A list of all available simulations is displayed on the left side of the page. Select the check box next to the simulations that you want to move to the right side of the page, and then use the following buttons to move the simulations over:
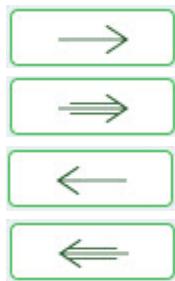
| → | - Click to move selected entries from the left side to the right side of the page. |

| ⇒ | - Click to move all entries from the left side to the right side of the page. |

| ← | - Click to move selected entries from the right side to the left side of the page. |

| ⇐ | - Click to move all entries from the right side to the left side of the page. |

❑ Click **Update**. If any errors are encountered during the update salary tables process, an error report is displayed. Review the report. If there are no errors, an error report is not displayed.

❑ Click **Continue** to proceed. Otherwise, click **Cancel** to close the report and return to the Update Salary Tables tab.

If no errors are encountered during the update salary tables process, or you clicked **Continue** from the error report, a report for each of the four salary tables is generated. Review the report.

❑ Click **Continue** to proceed. Otherwise, click **Cancel** to return to the Update Salary Tables tab without updating.

❑ Click **Process** to complete the update and continue.

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