Update Salary Tables - HRS8200

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Human Resources > Utilities > Salary Simulation > Update Salary Tables

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 needs 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, causing 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 listing 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:

The system displays all available simulations on the left side of the page. Select which entries to update using the following buttons:

- 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, the system displays an error report. If there are no errors, the error report will not display.

Review the report.

Review the report using the following buttons:

Click First to go to the first page of the report.
Click ◀ to go back one page.
Click ▶ to go forward one page.
Click Last 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.

Click **Continue** to proceed.

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.

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.

Click **Continue** to proceed.

Click **Cancel** to return to the Update Salary Tables tab without updating.

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

Create a backup.

If you click **Yes**, a pop-up window is displayed with the **Frequency** and **Export File Name**. Click **Execute** to continue. Or, click **Cancel** to not create the backup and continue.

If you click **Execute** to create the system backup, a pop-up window is displayed prompting you to enter a password for the archive. Type the password and click **OK** or click **Cancel** to cancel the process. After the process is completed, the Save As window is displayed. Select the drive location to save a copy of the export.

Click **Save**. A message is displayed indicating whether or not the process was completed. Click **Yes** or **No** to either continue or end the process.

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