



## Hourly/Daily - HRS6250



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## Position Management > Utilities > Salary Simulation > Hourly/Daily

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  |
|------------------------|--|
| <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.  |

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

Under **Records**:

| Field            | Description  |
|------------------|--|
| <b>Sim Name</b>  | Display only and indicates the simulation name as entered in the <b>Simulation Name</b> field at the top of the page.  |
| <b>Descr</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.<br><br><b>Note:</b> In addition, you can click the <b>Hourly/Daily</b> 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**:

|               |   |
|---------------|---|
| <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). |
|---------------|---|

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>Rate Type</b>    | This field is populated by the system:<br><br>If the <b>Hrs Per Day</b> field is left blank, the rate type is set to the daily rate.<br><br>If the <b>Hrs Per Day</b> field contains hours, the rate type changes to hourly. |
| <b>Pay Type</b>     | Displays the type of pay for the selected simulation.  |
| <b>Hrs Per Day</b>  | Display only and indicates how the rate is paid. If hours are not zero, the rate is considered an hourly rate.   |
| <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.    |
| <b>Est Ovtm Hrs</b> | Display only and indicates 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.

|                        |   |
|------------------------|---|
| <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 **Refresh Totals** to recalculate the new amounts when a new amount or percent is entered.



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