



## 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>	Type the name of a simulation or click  to select the simulation name from a list.
<b>Simulation Description</b>	Type a description of the current simulation or click  to select the simulation description from a list. The field can be a maximum of 30 characters.

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

Under **Records**:

Field	Description
<b>Sim Name</b>	Displays 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.  <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).
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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.



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