

Simulation Options - HRS6250

Table of Contents

Create an export using Utilities > PMIS > Export PMIS Tables prior to using this tab.

This tab is used to create a forecast positions salary simulation and to select the parameters associated with the simulation.

The simulation will process for positions where the school year matches the **Next Year** field on the District Administration > Options > PMIS > PMIS District Options tab and where the accept changes flag is not selected for forecast records.

Each simulation will have a unique, user-assigned name and may have various salary types included in the simulation.

When the salary calculations are performed, the program will use the original salary amount from the next year salary table, and then apply the percent or amount change as defined in the associated simulation table for that salary to determine the new salary amount for that pay grade and pay step.

Steps that have a zero percent or amount increase are included in the salary calculations at the rate from the original next year salary table amounts.

Salary Simulations provide budget reports without the need to overlay any employee or position data in the NYR payroll. Reports are available after the simulation calculations have been processed.

If the **Recalculate** field is selected for a supplement position on the Maintenance > PMIS Supplement Modify or PMIS Supplement Admin pages, and the position is not based on a regular position, the salary table amount for the extra duty is applied to the position record. If the **Recalculate** field is not selected, the salary amount in the supplement position is not changed

The Salary Simulation menu is only available when logged on to a next year pay frequency.

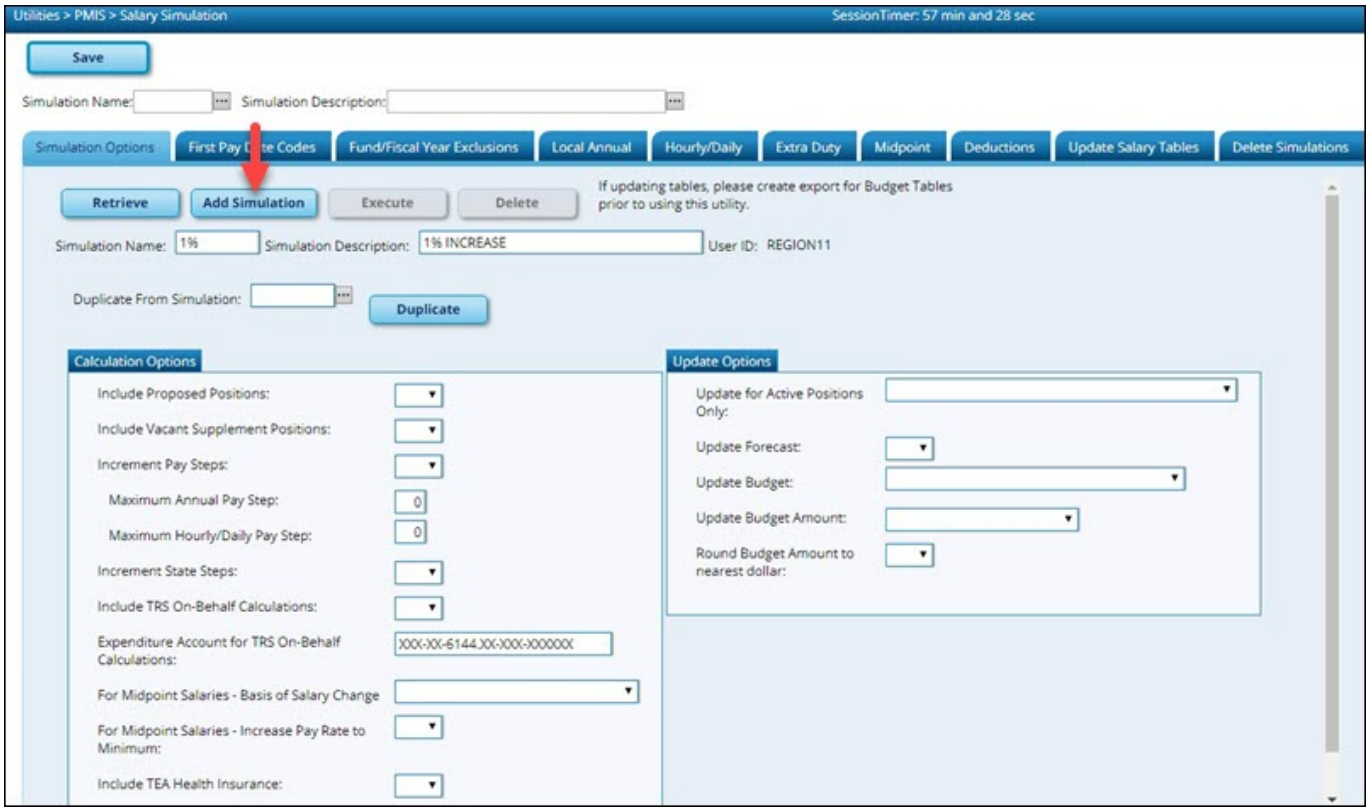
Create a simulation:

Field	Description
Simulation Name	Type the name of a simulation or click ⋮ to select the simulation name from a list.
Simulation Description	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 simulation is retrieved.

Simulation Name	If retrieving an existing simulation, the simulation name is displayed. If adding a new simulation, type the simulation name.
Simulation Description	The description of the current simulation is displayed. If adding a new simulation, type the new simulation description.
User ID	This field is populated per user per simulation.

Click **Add Simulation** to create a new simulation.

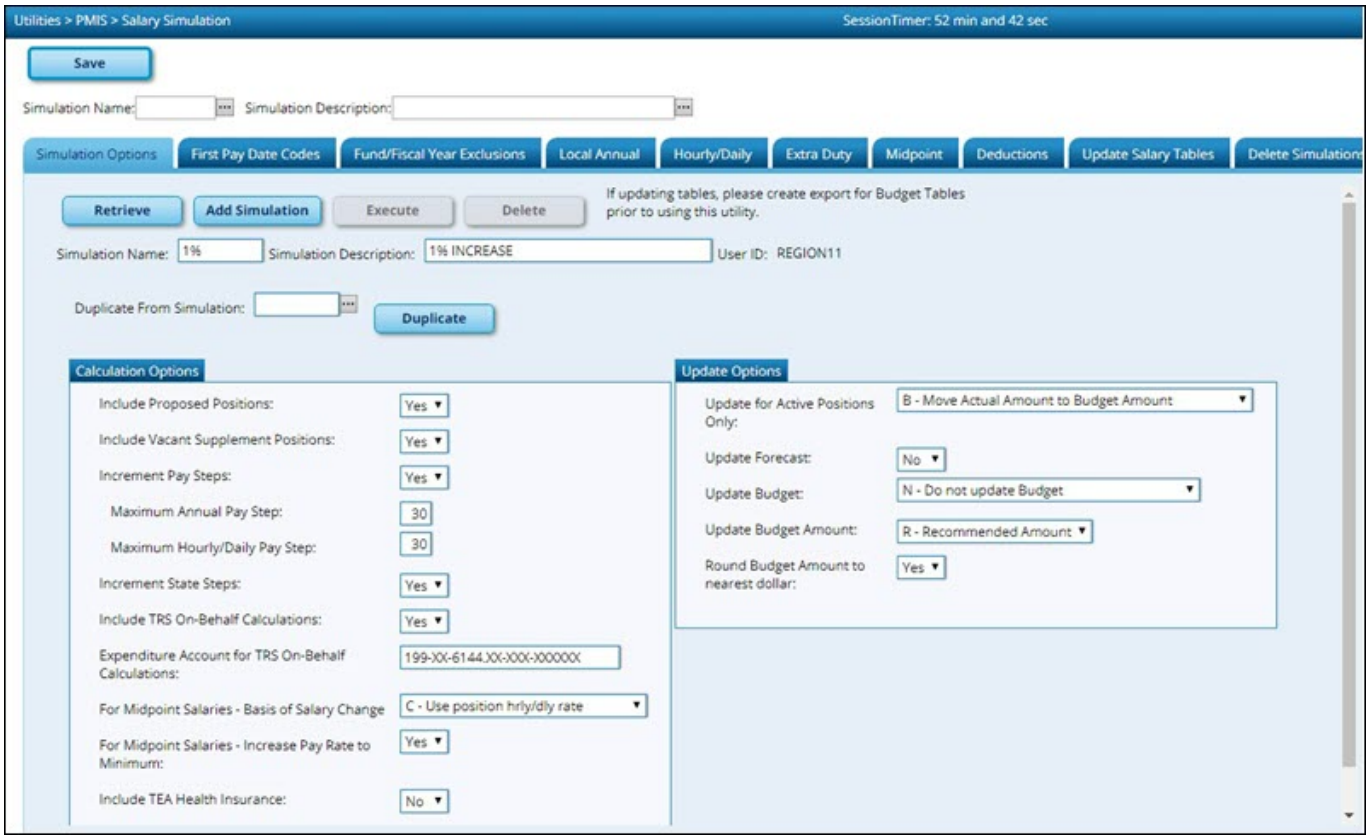


Under **Calculation Options**:

Include Proposed Positions	Click ⌄ to select *Yes* or *No* to budget for the proposed positions to determine if they are affordable. This is a required field.
Include Vacant Supplement Positions	Click ⌄ to select *Yes* or *No* to budget for the vacant supplement positions to determine if they are affordable. This is a required field. **Note**: Forecast always budgets for a vacant regular position.
Increment Pay Steps	Click ⌄ to select *Yes* or *No* to increment the pay steps in the simulation. This is a required field. **Note**: If salaries will be frozen, the salary increase should be set to 0%, and the step salary schedule should be changed by moving the amounts from one step to another.
Maximum Annual Pay Step	Type the two-character code for the highest pay step in your local annual salary schedule. The field is used to identify the correct salary amount on the salary table.
Maximum Hourly/Daily Pay Step	Type the two-character code for the highest pay step in your hourly/daily salary schedule. The field is used to identify the correct salary amount on the salary table.
Increment State Steps	Click ⌄ to select *Yes* or *No* to increment the state steps in the simulation. The state steps automatically max out at 20. This is a required field.
Include TRS On-Behalf Calculations	Click ⌄ to select *Yes* or *No* to include the TRS on-behalf calculations in the simulation. This is a required field.
Expenditure Account for TRS On-Behalf Calculations	Type an account code to be used as an expenditure account for the TRS on behalf calculations. The object code is always 6144 and it must be distributed by function so the function must be XX. The other account components can be determined by the LEA.

For Midpoint Salaries - Basis of Salary Change	Click ⌄ to select one of the following options: *C - Use position hrly/dly rate* - Select to calculate the percentage increase for midpoints on the actual existing rate. This option is used by LEAs that are using a midpoint schedule in place of putting employees on a salary schedule. *T - Use Simulation Mid Inc/Dec Amt* - Select to base the percentage on the midpoint. This option is used by LEAs that follow a midpoint schedule. Select to calculate the percentage increase for midpoints on the actual existing rate. This option is used by LEAs that are using a midpoint schedule in place of putting employees on a salary schedule. This is a required field.
For Midpoint Salaries - Increase Pay Rate to Minimum	Click ⌄ to select *Yes* or *No* to increase or not increase the pay rate to minimum for midpoint salaries. This is a required field. If *Yes* is selected, the pay rate is increased to the minimum amount if it is below the minimum amount, and then the pay rate raise is applied per the simulation. This ensures that employees are not paid less than the minimum. If *No* is selected, the pay rate raise is applied per the simulation, and then the pay rate is raised to the minimum amount if it is still below the minimum amount. Example **Example 1**: If an employee's current pay rate is $47, the simulation is set up for a 1% increase on midpoint, and the midpoint table amounts are set up as follows: $50 minimum $75 midpoint $100 maximum If *Yes* is selected, the pay rate is updated to $50.75, which is an increase to $50 (the minimum) plus 1% (.75) of $75. If *No* is selected, add 1% (.75) of $75 to the current pay rate of $47, which is below the minimum so the pay rate is updated to $50. **Example 2**: If an employee's pay rate is $49.50, and all of the factors are the same as in example 1: If *Yes* is selected, the employee's new pay rate is $50.75. If *No* is selected, the employee's new pay rate is $50.25.
Include TEA Health Insurance	Click ⌄ to select *Yes* or *No* to include or not include TEA health insurance in the simulation. This is a required field.

Under **Update Options**:



Update for Active Positions Only	Click ⌄ to select one of the following options: *A - Calculate Budget Based on Vacancy Data* *B - Move Actual Amount to Budget Amount* *C - Move Actual Amount to Budget if Actual > Budget* This is a required field.
Update Forecast	Click ⌄ to select *Yes* or *No* to update or not update the forecast in the simulation. Only select *Yes* when you are ready to secure all of the positions and apply the increase and updates to the next year positions. This option moves the simulations into the next year positions, and if selected, the pay and state step increase is updated. This is a required field.
Update Budget	Click ⌄ to select one of the following options: *N - Do not update Budget* *I - Increase or add to the amounts in Budget* *R - Replace the amounts in Budget* (This is how next year payroll to next year budget works.) This is a required field.
Update Budget Amount	Click ⌄ to select one of the following options: *R - Recommended Amount* *A - Approved Amount* This is a required field.

Click **Execute** to begin the simulation process.

Under **Calculation Reports**:

- Select the report(s) from the list. Click **Select All** or **Unselect All** to select all of the reports or

unselect all reports.
- Click **Generate Reports**. The reports are displayed in the order selected.

Click **Process** to save the data to budget and/or PMIS records based on the **Update Options** selected.

Create a backup.

Review the report.

Click **Continue** to continue to the next report.

Click **Return** to return to the Calculation Reports page and skip the display of the remaining reports selected.

Duplicate a simulation:

The **Duplicate From Simulation** field and **Duplicate** button are only visible when you click **Add Simulation**.

Duplicate From Simulation	Type the name of a simulation, or click ⌄ to select a simulation name from a list.

Click **Duplicate** to duplicate the simulation.

Delete a simulation:

Click **Delete** to delete the displayed simulation.


ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

Back Cover