



Negotiations

User Guide

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Negotiations

Negotiations, which is an add-on module of the School Accounting System, dovetails with the Payroll and General Ledger modules to aid in the process of determining future salaries for employees. With the Negotiations module, packages are defined and salary schedules are built to calculate total costs of salaries and benefits for various scenarios for comparison purposes. When a settlement has been reached, options within the Negotiations module can be completed in order to post the new employee wages to Payroll, update the deduction rate tables with the new rates entered for the upcoming year (if applicable), print employee contracts (using the mail merge function in Microsoft® Word), and post the total salary and benefits to each line item in a budget batch in General Ledger.

Available Help

Help File

The School Accounting System (including the Negotiations module) features a Help File that includes a table of contents, a topical index, a search option, and context-sensitive help. To open the Help File, select the **Help** menu from any screen and then select **School Accounting System Help**. To then access the table of contents, click the **Contents** tab located in the upper left-hand corner of the screen; to use the topical index, click the **Index** tab; or to complete a search for specific information, click the **Search** tab.

The context-sensitive help provides help text related to a specific field in the data entry and maintenance screens of the School Accounting System and its add-on modules. To access the context-sensitive help, place the cursor on the desired field and then press the **F1** key (or right-click in a field and select **What's This?**).

To print a specific topic in the Help File, bring up the desired topic and then click the **Print** button located at the top of this screen.

Web Page

Access Software Unlimited, Inc.'s web site at www.su-inc.com, and to view the Knowledge Base containing Frequently Asked Questions (FAQs) and Training Tidbits, click the **Knowledge Base** link under the Help & Support section on any of the main screens in the School Accounting System.

Customer Support Help Line

The Customer Support Help Line is a toll-free number available to our customers from 8 a.m. to 5 p.m. Central Time, Monday through Friday. The annual maintenance fee for the software includes help line assistance for questions related to the School Accounting System and the add-on modules your organization has licensed. **To reach our Customer Support Help Line, call 800.756.0035, Ext. 2**, or utilize the Create a Support Request feature in the software. If calling, be ready to give the receptionist your Name, School District, Customer ID, and a brief message regarding the problem. After calling or creating a support request, one of our Certified Customer Support Representatives will call you back to assist with problem resolution.

Create a Support Request

The Create a Support Request feature allows a user to request assistance from Customer Support for help with a question or issue. Once a request has been submitted, a Customer Support Representative will contact you for assistance.

Creating a Support Request:

1. From the main School Accounting System screen or a module's main screen, click the **Request Support** icon (see **Diagram A**) in the lower right-hand corner of the screen, or click the **Create a Support Request** link under the Help & Support section.

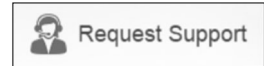


Diagram A

2. At the Create a Support Request screen, the customer ID number assigned to your organization by Software Unlimited, Inc. displays in the Customer Number field and cannot be changed.
3. In the Name field, enter the name of the user at your organization that should be contacted for assistance, or click the **down-arrow** button to select the correct one.

Note: Only the users we have listed in our records for your organization are able to be entered into the Name field; if your name is not listed, click the **Cancel** button and contact Customer Support.

4. Enter your question or a description of the issue in the Comment/Question field. The question or description can be up to **8,000** characters long.
5. If desired, to attach a file to submit with the support request, enter the path (drive and folders) and file name of the file to attach in the Attach File field, or click the **Attach File** button to browse to and select the file.

Note: Only one file can be attached, and the file size cannot be greater than 50MB.

6. Click the **Execute** button.
7. A prompt will appear stating the request has been submitted; click **OK**.

Program Suggestions

The Program Suggestions feature allows a user to submit a suggestion for a future change or enhancement to the School Accounting System or one of the add-on modules.

Submitting a Program Suggestion:

1. From the main School Accounting System screen or a module's main screen, click the **Program Suggestions** link under the Information section.
2. At the Program Suggestions screen (see **Diagram B**), the customer ID number assigned to your organization by Software Unlimited, Inc. displays in the Customer Number field and cannot be changed.
3. In the Name field, enter the name of the user at your organization that should be contacted for any additional information regarding the suggestion, or click the **down-arrow** button to select the correct one.
4. Enter a description of the suggestion and an explanation of the benefits for the enhancement in the applicable fields. The description and explanation can each be up to **8,000** characters long.
5. Complete the next three fields by clicking the **down-arrow** button and selecting the appropriate response.
6. If desired, to attach a file to submit with the program suggestion, enter the path (drive and folders) and file name of the file to attach in the Attach File field, or click the **Attach File** button to browse to and select the file.

A screenshot of a web browser window titled "sas Program Suggestions". The window has a menu bar with "File" and "Help". Below the menu bar, there are several form fields: "Customer Number" with the value "9997", "Name" with a dropdown menu showing "Carolyn Smith", and a large text area for "Describe your idea for a program enhancement in as much detail as possible.". Below this is a section titled "Why would this enhancement be beneficial?" with a text area. Further down are three dropdown menus: "The program, in its current state, is not meeting this need because (choose one):", "How much time do you spend working around this each time you encounter it?", and "How often would you use this program enhancement?". At the bottom, there is an "Attach File" field with a file icon button. A callout box with a white background and a thin grey border is positioned over the form, containing the text: "Enter the information into the appropriate fields and then click the **Execute** button to submit a program suggestion." An arrow points from the callout box to the "Execute" button at the bottom left of the form.

Diagram B

- Note:** Only one file can be attached, and the file size cannot be greater than 50MB.
7. Click the **Execute** button to submit the suggestion.
8. A prompt will appear stating the suggestion has been submitted; click **OK**.

Backups

The backup database function, which is accessed by clicking the **Backup** icon on the main screen of the School Accounting System or the Backup option listed under the Check Cycle menus in Accounts Payable and Payroll, makes an encrypted backup file of the database at a specific point in time. Since all the data in the School Accounting System resides in one database, the backup database function backs up all modules including Accounts Payable, General Ledger, Payroll, Fixed Asset Inventory, Human Resources, Negotiations, Report Writer, and Accounts Receivable.

When making a backup in the School Accounting System, the backup file of the database is created in the backup folder in the SQL Server instance and can be copied to a different location, such as to a flash drive or a location on the user's local hard drive, if desired. The backup files in the backup folder in the SQL Server instance are retained based on the values entered in the Number of Days to Keep Backups field and the Minimum Number of Backups to Keep field in the System File, while the additional backup copies can be stored for longer periods of time as desired.

Tips:

- Be sure to make a backup prior to updating files in the School Accounting System (for example, make a backup prior to updating a check cycle).
- **For organizations using the School Accounting System-Online version**, a nightly backup is automatically made and the nightly backups are retained for three weeks. If needed, the previous night's backup file is readily available to be restored by contacting Customer Support for assistance to access it; if a nightly backup other than the prior night's backup is needed, there may be a fee to access it (as that nightly backup file is stored offsite).
- **For organizations with the School Accounting System installed locally**, be sure to make regular backups of your database in the School Accounting System (such as a weekly or a daily backup), in addition to making backups prior to updating files; and develop a schedule for all users for when to make backups and establish a procedure for storing the backups in a safe place away from the office in case of a fire or other natural disaster.

Note: For organizations with the School Accounting System installed locally, the School Accounting System can be set up to complete daily backups of the database, if desired. To set up the system to make a daily backup, complete the fields on the Backup Options screen in the System File (refer to Steps 1, 4, and 5 of the Completing the System File topic in the Help File). When making a daily backup, the backup file is only created in the backup folder in the SQL Server instance (an external copy is not made).

Backing Up:

Note: The steps below are for completing the backup database function at a specific point in time in the School Accounting System.

1. From the School Accounting System screen, click the **Backup** icon.

Note: The Backup option can also be accessed by selecting the **Check Cycle** menu and then **Backup** from the Accounts Payable or Payroll screen if backing up prior to updating a batch of checks for Accounts Payable or Payroll. If making a backup as part of completing the Change Account Structure, Crosswalk Account Numbers, Purge Data, or Upload Database to SUI option, or installing an update, skip this step.

2. At the Backup Database screen (see **Diagram A**), enter a description to explain the reason for making the backup in the Comment field. The description can be up to **1,000** characters long. For example, if making a backup prior to updating a batch of checks in Accounts Payable, enter **Accounts Payable Checks Backup October YYYY** in the Comment field. If applicable (such as when making a backup as part of completing an option or installing an update), leave this field blank to use a default description assigned by the system.
3. Select the Make an Additional Copy field to copy the backup from the backup folder (on the SQL Server instance) to a different location, such as to a flash drive or a location on the user's local hard drive, in order to retain the backup for a longer period of time (than what is stipulated on the Backup Options screen in the System File) or store the backup away from the office. A checkmark will appear in the box if the field is selected.
4. If the Make an Additional Copy field is selected, the Path for Additional Copy field will be enabled. Enter the destination location for where to make the additional backup copy in the Path for Additional Copy field, or click the **Directory** button to browse to the desired path and then click the

OK button. The path last specified when an additional backup was made on your computer appears as the default, but can be changed.

5. Click the **Execute** button to backup the database.

Tip: The name of the backup file will include the date and time the backup was made, using the following format: **XX_####_OrganizationName_yyyy-mm-dd_hhmmss**, with **XX** being the appropriate state abbreviation and **####** being the customer ID number for the organization. The backup file created in the backup folder will have a file extension of **.bak**, while the additional backup file copied to the specified location (if applicable) will have a file extension of **.gz**.

6. Once the backup file (**.bak** file) has been created, the Backup Database screen will close. If an additional copy was selected to be made, the system will start creating the additional backup file (**.gz** file) after the screen closes and will continue working in the background. (**Tip:** If the additional backup file is being made on a removable drive (i.e. a flash drive), keep the removable drive connected until the additional copy has been completed.)

Note: The Backup Database screen will remain open until the additional copy (if applicable) was created if making a backup while installing an update to the School Accounting System or completing the Upload Database to SUI Support option.

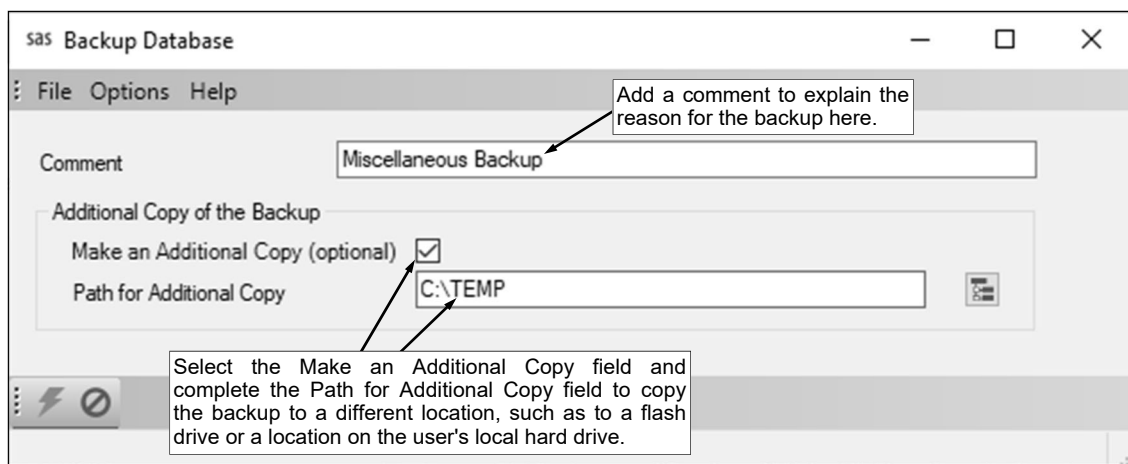


Diagram A

Printing Reports

Printing a Report:

1. From the applicable screen, select the **Reports** menu. See **Diagram A**.

Tips:

1) If accessing the **Reports** menu from the main screen for a module, select **Report Writer - Standard** if the report to print is a standard report; select **Report Writer - Custom** if the report to print is a custom report; select the Report Search option to search for a particular report within that module; select the appropriate group (for example, Employee Reports, Vendor Reports, etc.) as a short-cut to only view reports pertaining to a particular file or item; or select the "favorites" group for your user to view only the reports designated as a favorite for your User ID. (**Note:** The Report Writer - Custom option is only available if custom reports have been built for the particular module.)

2) If printing a report *prior* to printing checks during an Accounts Payable or Payroll check cycle, select the **Check Cycle** menu and then **Pre-Check Reports**, or if printing a report *after* printing checks during a check cycle, select the **Check Cycle** menu and then **Post-Check Reports**.

3) Within the various option or groups of reports, the custom reports are listed with an icon of a blue pencil.

2. Select the desired report.
3. If printing mailing labels, when prompted, select the label setup for which to use by double-clicking on the desired format.
4. Complete the required report printing options, if applicable. See **Diagram B**.

Tip: If the report printing options for the particular report have been previously saved by clicking the **Save Settings** button, click the **Retrieve Settings** button at this time to display the saved settings.

- a. If applicable, specify the desired type of the report to print in the Report Selection Description field. For example, when printing the Balance Sheet in General Ledger, select either **Monthly** or **Annual**, depending on which

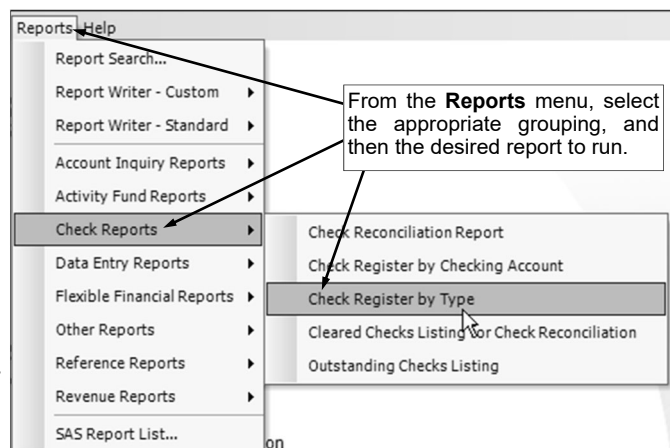


Diagram A

- b. type of balance sheet to print. The default report selection will appear in the Report Selection Description field but can be changed by clicking the **down-arrow** button and selecting the correct one.
- b. If applicable, specify the variable values for each field listed in the Variable Fields section to determine what information to print on the report. When entering the value for a date, month, or year variable field, use the format of **mm/dd/yyyy** for a date, **mm/yyyy** for a month, or **yyyy** for a year, or click the **down-arrow** button to select the desired date, month, or year.
- c. If applicable, specify the ranges or select only certain records for each field listed in the Report Parameter section to determine what information to print on the report. To select the desired records to include on the report for the parameter fields, complete one of the following:
 - Click the **Search** button to select specific records. When using the **Search** button, only the records applicable for the other specified selections will appear (for example, if a particular pay group has been specified on a Payroll report, only the employees in the particular pay group will appear when clicking the **Search** button for the Employee ID parameter).

Note: If the **Search** button is used to select specific records, the number of records selected will appear to the right of the button (or if the description of the selected records will fit in the space allotted for the display, the description of those selected records will display instead).
 - Enter the desired starting record to include on the report in the From field and the ending record to include in the To field. If the parameter field is for a date or month, use the format of **mm/dd/yyyy** when entering a date or **mm/yyyy** for a month, or click the **down-arrow** button to select the desired date or month.
 - Enter the records to include on the report using the wildcard characters (**%** or **_**) as placeholders in your variable search information for the parameters in the From field. Use the percent sign (**%**) as a placeholder for an unlimited number of characters and the underscore (**_**) as a placeholder for one character. For example, enter **G%** in the From

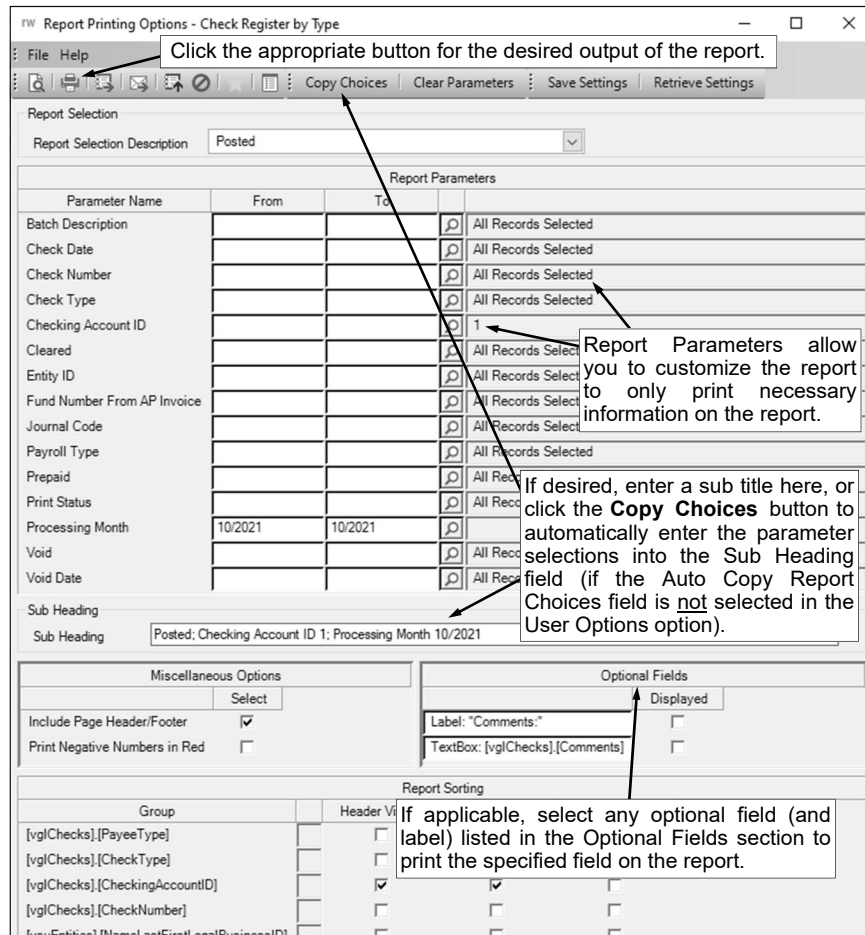


Diagram B

field for a Vendor ID parameter to print all vendors defined with an ID starting with the letter G. **When entering a mask for account numbers using the wildcard characters, be sure to key spaces between the account dimensions.**

- Enter the particular range of records to include using a "z". To print a range, enter the beginning information of the first records to print in the range in the From field for the desired parameter; then in the To field for that parameter, enter the beginning information of the last records to print in the range followed by a "z" at the end of the string. For example, to print all vendors defined with an ID starting with letters A through H, enter **A** in the From field for a Vendor ID parameter and enter **H**z in the To field. **When entering a range for account numbers using a "z", be sure to key spaces between the account dimensions.**

Tip: If there are parameters selected by default (for example, a batch is selected by default), click the **Clear Parameters** button, if desired, to clear the defaults so that all records are selected for each item.

- d. If desired, enter a description to use as a sub title for the report in the Sub Heading field. The sub heading can be up to **255** characters long. If the Auto Copy Report Choices field is selected within the User Options option, a default sub heading will appear but can be changed.

Tip: Click the **Copy Choices** button to automatically copy the selections made to the report, such as the specified Report Selection Description and selected parameters, into the Sub Heading field (only applicable if the Auto Copy Report Choices field is not selected within the User Options option).

- e. If applicable, complete the Miscellaneous Options section with the desired options.

- The Include Page Header/Footer field appears if the report contains the Page Header and Page Footer sections. If applicable, select the Include Page Header/Footer field (by clicking the box under the Select column located to the right of the field) to print the information included in the Page Header and Page Footer sections on the report. A checkmark will appear in the box if the field is selected. This field is selected by default.

Tip: Typically, this field is only unselected if the report will be exported to a format in which the page header and page footer sections should be omitted, such as when exporting to a Microsoft® Excel spreadsheet file.

- The Mask Federal ID field appears if the report contains the Federal ID field for employees or vendors. If applicable, select the Mask Federal ID field (by clicking the box under the Select column located to the right of the field) to print only the last 4 digits of the federal IDs on the report. If this field is selected, the first digits of the federal IDs will be masked (for example, XXX-XX-4321 or XX-XXX1234). A checkmark will appear in the box if the field is selected. This field is selected by default.
Note: This field will be disabled if the user does not have the Print Federal ID field selected within the User Security option.
 - The Mask Bank Account Number field appears if the report contains a bank account number field. If applicable, select the Mask Bank Account Number field (by clicking the box under the Select column located to the right of the field) to print only the last 4 digits of the bank account numbers on the report. If this field is selected, the first digits of the bank account numbers will be masked (for example, XXXXXX4321). A checkmark will appear in the box if the field is selected. This field is selected by default.
 - The Print Negative Numbers in Red field appears if the report contains numeric fields. If applicable, select the Print Negative Numbers in Red field (by clicking the box under the Select column located to the right of the field) to have the numeric values that are negative on the report appear in red on the preview screen and print in red (provided a color printer is utilized). A checkmark will appear in the box if the field is selected. This field will be selected by default if the Print Negative Numbers in Red field is selected within the User Options option for the specified user.
- f. If applicable, select the Displayed field for any optional field and the corresponding label field listed in the Optional Fields section to print the specified field on the report. A checkmark will appear in the box if the Displayed field is selected and the optional field will print on the report.
- g. Only the following items can be changed for the Report Sorting section; otherwise, if other changes are made, the report will not print correctly.
- If the [vprEmployeePersonnelReference].[NoCustomReferencedID] field appears as a Report Sorting field, click the **Search** button to select the desired referenced custom field on which to sort the information included on the report.
 - If applicable, for each Report Sorting field listed, select the New Page After field to insert a page break after the specified item. For example, if printing the Deduction Register by Deduction report, select the New Page After field for the [vprDeductionsAndTaxes].[DeductionID] report sorting field to have each deduction print on a separate page.
Note: If the selected report was built with a defined page break for a particular item, the New Page After field will be selected by default for that item, but can be changed. Each time the report is printed, only the default page breaks will be selected.
 - Only when printing the applicable reports, such as the Employee Detail Listing for Payroll or the Vendor Listing - Detail, select the Footer Visible field to remove the checkmark for any section to omit (not print).
5. If desired, click the **Save Settings** button at this time to save the specified report printing options in order to run the report with these exact settings in the future by utilizing the **Retrieve Settings** button. If you do not click the **Save Settings** button at this time, the settings must be re-entered the next time the report is generated.
Tip: A report can also be set as a favorite report (for the user) at this time by clicking the **Favorite Reports** button, or the report can be added to the user's report list accessed under the Reports menu on a module's main screen by clicking the **Report List** button.
6. Click the appropriate button for the desired output:
- a. To preview the report on the screen, click the **To Screen** button.
 - b. To print the report directly to the printer, click the **To Printer** button.
 - c. To export the report to a file, click the **Export** button and then complete the Export Options as desired.
 - d. To email the report, click the **Email** button. Refer to the Emailing a Report topic for requirements to email a report.
 - e. For organizations with the K12Docs module licensed and users with the applicable rights, click the **Upload to K12Docs** button to upload the report to K12Docs.
7. After the report is printed, click the **X** in the upper right-hand corner to close the reporting printing options screen, if applicable.

Negotiations System File

The Negotiations System File includes customized information pertaining to the Negotiations module for your organization.

Completing the Negotiations System File:

1. From the Negotiations screen, select the **Maintenance** menu and then **Negotiations System File**.
2. Enter the **4-digit** year of the next fiscal year's ending date in the Negotiation Year End field. For example, if the current fiscal year is 2021-2022, the year entered in this field is **2023**. See **Diagram A**.
3. Click the **Save** button.

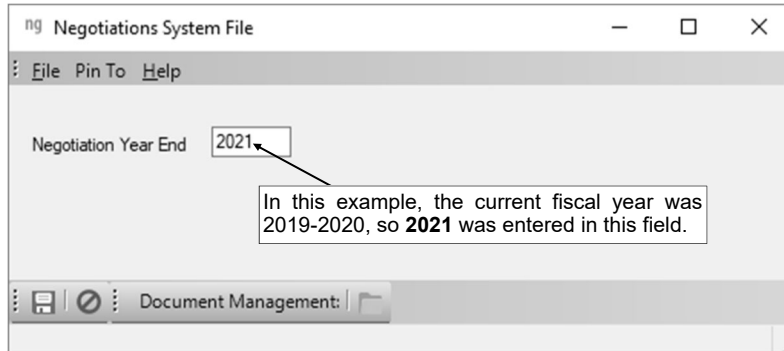


Diagram A

MAINTENANCE

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Packages

Packages are used in the Negotiations module to define specific groups of employees that make up one bargaining unit. Several packages can be created for the same groups of employees for comparison purposes, with each package including the same or different deduction rates, salary base, and salary increases. After a package is created, salary schedules are built to calculate the total cost of salaries and benefits for each package.

Adding a Package:

1. From the Negotiations screen, select the **Maintenance** menu and then **Packages**.

2. Click the **New Record** button.

Note: For any field equipped with the repeat function, click the **Repeat** button or press the **Ctrl+R** keys to repeat the previous entry for the specified field. The repeat function is only available after your initial entry.

3. Enter a unique ID for the package in the Package ID field. The ID can be alphanumeric and up to **10** characters long (no spaces). See **Diagram A**.

Note: To have the system automatically assign the ID *using the first 10 characters (letters and numbers only) of the description*, leave the ID field blank; once the record is saved, the ID will be assigned.

4. Select the Active field to stipulate the package is currently active and used by the district. A checkmark will appear in the box if the field is selected. When adding a new package, the Active field is selected by default.

5. Enter a description for the package in the Package Description field. The description can be up to **40** characters long.

6. Enter the appropriate type for the package (**Extracurricular**, **Regular Contracts**, or **Unit**) in the Package Type field, or click the **down-arrow** button to select the correct one. If the package is for employees paid with contract pay codes for extracurricular wages, enter **Extracurricular**. If the package is for employees paid with contract pay codes for regular wages, enter **Regular Contracts**. If the package is for employees paid with unit pay codes, enter **Unit**.

ng Packages

File Options Reports Pin To Help

Package ID: TEACH Active

Package Description: Teacher Package Example

Package Type: Regular Contracts

Main Package ID:

Negotiation Year End: 2021

Update Payroll Date:

Nebraska Comparison Package:

Step Orientation: Down

Starting Step: 1

Ending Step: 5

Ending Lane: 5

Diagonal:

Pay Codes				
Selected	Pay Code ID	Pay Code Description	Active	Pay T.
<input checked="" type="checkbox"/>	C01	Contract 1	<input checked="" type="checkbox"/>	Contra
<input type="checkbox"/>	C02	Contract 2	<input checked="" type="checkbox"/>	Contra
<input type="checkbox"/>	C03	Contract 3	<input checked="" type="checkbox"/>	Contra
<input type="checkbox"/>	C04	Contract 4	<input checked="" type="checkbox"/>	Contra

Pay Groups		
Selected	Pay Group ID	Pay Group Description
<input checked="" type="checkbox"/>	CERTIFIED	Certified
<input type="checkbox"/>	ADMIN	Administration
<input type="checkbox"/>	BUS	Bus Driver
<input type="checkbox"/>	DEDUCT	Deductions
<input type="checkbox"/>	HOTLUNCH	Hot Lunch
<input type="checkbox"/>	RETIRE	Retired Employees
<input type="checkbox"/>	SUBS	Substitute

Click the **New Record** button to add a new package.

Diagram A

7. If **Extracurricular** is specified as the Package Type, the Main Package ID field will be enabled. If the package for the extracurricular wages uses the salary schedule from another package, enter the ID for the package it is tied to in the Main Package ID field, or click the **down-arrow** button to select the correct one; otherwise, leave this field blank.
8. Enter the **4-digit** year of the ending fiscal year for which to negotiate the salaries for the package in the Negotiation Year End field. The year can range from **2000** to **2098**. Leave this field blank to default to the year entered in the Negotiation Year End field in the Negotiations System File. Typically, the year entered in this field is the ending year of the *next* fiscal year; for example, if the current fiscal year is 2023-2024, the year entered in this field is **2025**.
9. If an existing package had been updated, the date the Update Payroll with Packages option was completed appears in the Update Payroll Date field and cannot be changed.
10. The Nebraska Comparison Package field will only be enabled for Nebraska school districts. If applicable, select the Nebraska Comparison Package field if the package will be used to build the salary schedule for a neighboring district for comparison purposes. A checkmark will appear in the box if the field is selected.
Note: If the Nebraska Comparison Package field is selected, when a change is made to the Step and/or Lane fields on the Negotiations tab of the Wages screen in the Employee File, the updated step and lane numbers will not be reflected in the Employee Negotiation Rates option for the package. Also, if the Nebraska Comparison Package field is selected, the package will not be able to be updated.
11. Enter the direction (**Across** or **Down**) of the steps on the salary schedules to be built for the package in the Step Orientation field, or click the **down-arrow** button to select the correct one. To have the steps go across as the columns on the salary schedules for the package, enter **Across**. To have the steps go down as the rows on the salary schedules for the package, enter **Down**.
12. In the Starting Step field, enter either **0** or **1** to be used as the *first* step on the salary schedules for the package. The starting step is just the preference of the school district for whether the first step is *Step 0* or *Step 1*.
13. Enter the maximum number of steps to be used on the salary schedules for the package in the Ending Step field. The number entered here will be the number of the *last* step on the salary schedules.
14. Enter the maximum number of lanes to be used on the salary schedules for the package in the Ending Lane field. The number entered here will be the number of the *last* lane on the salary schedules.
Note: The number entered in the Ending Step field multiplied by the number entered in the Ending Lane field cannot be greater than 6,500.
15. If the steps in each lane on the salary schedules for this package end diagonally to the last lane, select the Diagonal field. For example, if the maximum step on the salary schedule is 10, the last lane would have all 10 steps, but the second to the last lane would only have 9 steps, and the third to the last lane would have 8 steps, and so on. A checkmark will appear in the box if the field is selected.
16. All the active pay codes matching the specified package type for the package (if applicable) appear in the Pay Codes List. Specify the pay codes that will be negotiated with the package by clicking the box under the Selected column to the left of each desired pay code. A checkmark will appear in the box if the pay code is selected. To select all the pay codes, click the **Select All** button located above the Pay Codes List. If desired, change the filters to modify the pay codes displayed here.
17. All the pay groups appear in the Pay Groups List. Specify the pay groups of employees that will be negotiated with the package by clicking the box under the Selected column to the left of each desired pay group. A checkmark will appear in the box if the pay group is selected. To select all the pay groups, click the **Select All** button located above the Pay Groups List.
18. Click the **Save** button.

Changing a Package:

1. From the Negotiations screen, select the **Maintenance** menu and then **Packages**.
2. At the Packages screen, enter the ID of the package to change in the Package ID field. If the ID is not known, click the **down-arrow** button or the **Find** button to select the correct one.
3. Make the desired changes to the package.
4. After all the changes have been made, click the **Save** button.

- If the ID for the package was changed, a prompt will appear verifying whether or not to change the ID or add a new one. To change the ID for the package, click the **Change** button. To not change the ID and revert to use the original ID, click the **Revert to Original** button.
- If the number in the Starting Step, Ending Step, or Ending Lane fields was changed, or the Diagonal field was changed, a prompt will appear to reconfigure the salary schedule dimensions; click **Yes** to change the dimensions of the package and reconfigure the salary schedules for the package.

Copying a Package:

- From the Negotiations screen, select the **Maintenance** menu and then **Packages**.
- At the Packages screen, select the **Options** menu and then **Copy Package**.
- At the Copy Package screen, enter the ID of the existing package to copy in the Package ID to Copy field, or click the **down-arrow** button to select the correct one. See **Diagram B**.
- Enter a unique ID for the new package to create in the Package ID field. The ID can be alphanumeric and up to **10** characters long (no spaces).

Note: To have the system automatically assign the ID *using the first 10 characters (letters and numbers only) of the description*, leave the ID field blank; once the package is copied, the ID will be assigned.

- Enter a description for the new package in the Package Description field. The description can be up to **40** characters long.
- Enter the **4-digit** year of the ending fiscal year for which to negotiate the salaries for the new package in the Negotiation Year End field. The year can range from **2000** to **2098**. Leave this field blank to default to the year entered in the Negotiation Year End field in the Negotiations System File. Typically, the year entered in this field is the ending year of the *next* fiscal year; for example, if the current fiscal year is 2023-2024, the year entered in this field is **2025**.

- For Nebraska school districts only, if the Nebraska Comparison Package field was selected for the package specified in the Package ID to Copy field, the Increment Step field will be enabled. If applicable, select the Increment Step field to automatically increment the step of each employee in the Employee Negotiation Rates option for the new package. For example, if the employee is currently at Step 3 for the package being copied, the employee would be placed at Step 4 in the new package. A checkmark will appear in the box if the field is selected.

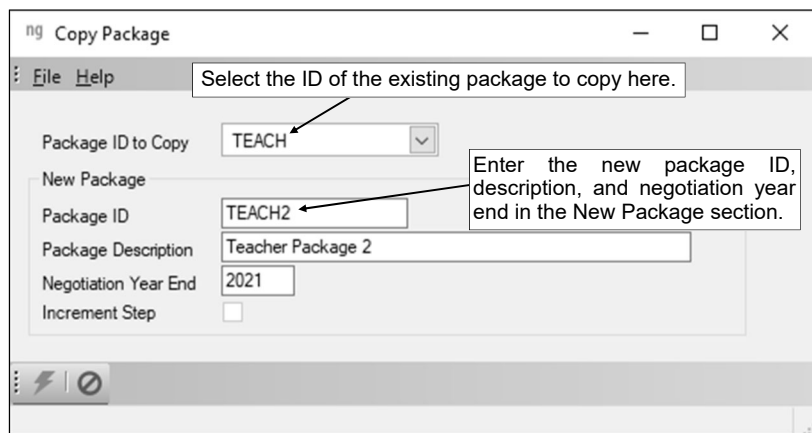


Diagram B

- Click the **Execute** button.

Deleting a Package:

Note: If a package has had the Calculate Budget option or the Update Payroll with Packages option completed for it, the system will not allow it to be deleted; however, a package can be made inactive by removing the checkmark for the Active field within the Packages option.

- From the Negotiations screen, select the **Maintenance** menu and then **Packages**.
- At the Packages screen, enter the ID of the package to delete in the Package ID field. If the ID is not known, click the **down-arrow** button or the **Find** button to select the correct one.
- Once the package to delete is displayed on the screen, click the **Delete** button; when prompted to delete the record, click **Yes**.

Exporting Packages:

Note: The instructions below are for using the Export Packages option in the Negotiations module.

- From the Negotiations screen, select the **Maintenance** menu and then **Packages**.
- At the Packages screen, select the **Options** menu and then **Export Packages**.

3. At the Export Packages screen, select the packages to export by clicking the box under the Selected column to the left of the package ID. A checkmark will appear in the box if a package is selected.
4. Click the **Execute** button.
5. When prompted, browse to the desired location (drive and folders) for the destination to save the exported files and click the **OK** button.
Note: A separate file will be created for each package that is exported; the name of the file will be **NegotiationsPACKAGEID.xml**, with **PACKAGEID** being replaced with the ID of the package exported.
6. A message will appear in the status bar after the export is complete.
7. Click the **X** in the upper right-hand corner of the screen to close the Export Packages screen.

Importing a Package:

Note: The instructions below are for using the Import Package option in the Negotiations module.

1. From the Negotiations screen, select the **Maintenance** menu and then **Packages**.
2. At the Packages screen, select the **Options** menu and then **Import Package**.
3. At the Import Package screen, enter the correct path (drive and folders) and file name for the file containing the package to import in the File Name field, or click the **Search** button to select the correct path and file.

Tip: The name of the file for a package that was exported using the Export Packages option will be **NegotiationsPACKAGEID.xml**, with **PACKAGEID** being replaced with the ID of the package exported.

4. Enter the **4-digit** year of the ending fiscal year for which to negotiate the salaries for the imported package in the Negotiation Year End field.
5. Click the **Execute** button.

Note: If a package with the same ID of the one being imported already exists, the system will prompt asking to rename the package. Click **Rename** to import the package using a new package ID, or click **Cancel** to cancel the import.

6. After the import is complete, the imported package will appear on the Packages screen; edit the package as needed. **Be sure to select the appropriate pay codes and pay groups used with the package.** Then click the **Save** button to save the changes.

Tip: After all the applicable steps on the Negotiations Checklist have been completed, recalculate the FTE - Hours table, Salary Totals table, and Benefit Totals table for the package within the Salary Schedules option.

Define Pay Scales

Enter the labels for each step and lane on the salary schedules for each package. The pay scales (steps and lanes) are defined in the Salary Schedules option.

Adding Labels for Steps and Lanes in a Salary Schedule:

1. From the Negotiations screen, select the **Maintenance** menu and then **Salary Schedules**.
2. At the Salary Schedules screen, enter the ID of the package for which to add the labels in the Package ID field, or click the **down-arrow** button to select the correct one.
3. The Salary Schedule - Amounts table for the specified package will display.
4. Click the **Edit** tab; or if desired, double-click on a cell (step and lane) on the table instead to view the information specific to the particular cell and then continue with Step 7.
5. Enter the number of the desired step to view in the Step field, or click the **down-arrow** button to select the correct one. See **Diagram A**.
6. Enter the number of the desired lane to view in the Lane field, or click the **down-arrow** button to select the correct one.
7. Enter the description (up to **34** characters) for the step in the Step Description field. If the brackets or the number are deleted, the system will automatically add them back in and truncate the description to **34** characters (if **35** or more characters were entered).
8. Enter the description (up to **34** characters) for the lane in the Lane Description field. If the brackets or the number are deleted, the system will automatically add them back in and truncate the description to **34** characters (if **35** or more characters were entered).
9. Click the **Save** button.
10. Repeat Steps 5-9 until the descriptions have been entered for all the steps and lanes.
11. When done, click the **Salary Schedules** tab to view the tables with the newly added labels for the steps and lanes.

The screenshot shows the 'Salary Schedules' application window with the 'Edit' tab selected. The 'Package ID' is set to 'TEACH'. The 'Step' field is set to '1' and the 'Lane' field is set to '1'. The 'Step Description' field contains '{ 1 } Year 1' and the 'Lane Description' field contains '{ 1 } BA'. A table below shows columns for Employee ID, Last Name, First Name, Pay Code ID, Check Description, Fiscal Year End, Pay Rate, and Total Amount. The status bar at the bottom shows Salary Total: 0.00, Benefit Total: 0.00, FTE Total: 0.00, and Hours Total: 0.00.

Callouts in the image provide instructions:

- Enter or select the desired step and lane to view.
- Enter the description for the particular step here.
- Enter the description for the specified lane here.
- If the brackets or number are deleted, the system will automatically add them back in and truncate the description to 34 characters (if 35 or more characters were entered).

Diagram A

Deduction Rates

The Deduction Rates option in Negotiations is used to enter different rates for deductions (than what is currently defined in Payroll) for use when calculating benefit totals in Negotiations. The deductions for which new rates will be entered must be set up with a rate table. Deduction Rates are tied to a package, which allows the same deduction to have two (or more) different rates for two (or more) different packages.

Entering Deduction Rates:

Note: Complete the steps below to include different rates for deductions (than what is currently defined in Payroll) when calculating in Negotiations. The deductions for which new rates will be entered must be set up with a rate table. If the applicable deductions are not currently set up with a rate table, convert the deductions at this time using the Convert to Rate Table option (accessed under the **Options** menu in the Deduction File).

1. From the Negotiations screen, select the **Maintenance** menu and then **Deduction Rates**.
2. At the Deduction Rates screen, click the **New Record** button.

Note: For any field equipped with the repeat function, click the **Repeat** button or press the **Ctrl+R** keys to repeat the previous entry for the specified field. The repeat function is only available after your initial entry.
3. Enter the ID of the package for which to enter the new rates for deductions in the Package ID field, or click the **down-arrow** button to select the correct one. See **Diagram A**.
4. Enter the ID of the deduction for which to enter the rates in the Deduction ID field. If the ID is not known, click the **down-arrow** button to select the correct one.
5. If applicable, select the Exclude Deduction field to not include the specified deduction in the calculations in Negotiations for the particular package. A checkmark will appear in the box if the field is selected.
6. The standard rates (and new rates, if applicable) currently entered on the rate table in Payroll for the specified deduction appear in the Rate Table List. For each rate for the deduction in which a different amount should be included in the calculations for the package in Negotiations, complete the following:
 - a. Enter the new amount to be withheld from the employee's earnings in the Employee Rate field in the Negotiations Rates section. The amount can be up to **14** digits long (including the decimal point) and will be rounded to **4** decimal places by the system.
 - b. Enter the new amount to be expensed and paid by the employer in the Employer Rate field in the Negotiations Rates section. The amount can be up to **14** digits long (including the decimal point) and will be rounded to **4** decimal places by the system.
 - c. The system will automatically calculate the total of the two new amounts and display it in the Rate Total field in the Negotiations Rates section. The amount displayed in the Rate Total field cannot be edited.

Rate Description	Payroll Current Rates			Rate Change Date	Payroll New Rates			Negotiations Rates		
	Employee Rate	Employer Rate	Rate Total		New Employee Rate	New Employer Rate	New Rate Total	Employee Rate	Employer Rate	Rate Total
FAMILY	163.00	259.00	422.00				.00	175.00	265.00	440.00
SINGLE	.00	259.00	259.00				.00		265.00	265.00
SUPT	.00	422.00	422.00				.00		440.00	440.00

Diagram A

7. Click the **Save** button.
8. Repeat Steps 4-7 until all the new rates have been entered for the desired deductions for the specified package.

Changing Deduction Rates:

Note: Complete the steps below to change the rates previously entered for deductions for a package in Negotiations. If rates have not been previously entered for the package, follow the steps to enter deduction rates instead.

1. From the Negotiations screen, select the **Maintenance** menu and then **Deduction Rates**.
2. At the Deduction Rates screen, enter the ID of the package for which to edit the new rates for deductions in the Package ID field, or click the **down-arrow** button to select the correct one.
3. Enter the ID of the deduction for which to edit the new rates in the Deduction ID field. If the ID is not known, click the **down-arrow** button or the **Find** button to select the correct one.
4. Make the desired changes for the deduction.
5. After all the changes have been made, click the **Save** button.

Employees - Fields to Complete for Negotiations

Complete the FTE, Step, Lane, Total Payments (for *unit* pay codes only), Total Hours (for *unit* pay codes only), and Primary Pay Code (for *contract* pay codes only) fields on the Wages screen of the Employee File for all pay codes that will be included in a package in Negotiations for each employee. If you used Negotiations last year, the fields will already be completed for those employees included in the packages last year, but make any necessary changes and verify the information for any new employees added throughout the year. Also, If applicable, complete the Annual Total field on the Deductions screen for all declining balance deductions that will be calculated in Negotiations.

Completing the Employee File for Negotiations:

1. From the Negotiations screen, select the **Payroll** menu and then **Employees**.
2. At the Employees screen, click the **First Record** button to view the first employee.
3. Click the **Wages** tab to view the pay codes for the employee.
4. Then click the **Negotiations** tab located in the upper right-hand corner of the screen (below the **Wages** tab) to view the negotiations information for the employee. See **Diagram A**.
5. Select each contract and unit pay code that will be included in a package for the employee by double-clicking on the pay code in the Employee Wages List located in the lower left corner of the screen, or by entering the ID of the desired pay code to edit in the Pay Code ID field and then entering the appropriate **4-digit** year in the Fiscal Year End field.
6. Enter the FTE for the employee for this pay code in the FTE field. The FTE can be up to **6** digits long (including the decimal point) and will be rounded to **4** decimal places by the system if capable.
7. Enter the number of the current step for the employee for this pay code in the Step field. The step number cannot be *greater than 999*, and will be rounded to **2** decimal places by the system.
8. Enter the number of the current lane for the employee for this pay code in the Lane field. The lane number can be up to **3** digits long (no decimals).

The screenshot shows the 'PF Employees' application window. The 'Wages' tab is active, and the 'Negotiations' sub-tab is selected. The employee name is 'GREEDAL'. The 'Primary Pay Code' checkbox is checked. The 'Employee Wages' table at the bottom left shows the following data:

Year	Pay Code ID	Check Description	Pay Rate	Total Contract	Primary Pay Code
2020			3,608.33	34,450.00	
		PHASEIII	.00	.00	
		Contract	3,608.33	34,450.00	
	C01	JH Soc Tch	2,625.00	31,500.00	<input checked="" type="checkbox"/>
	C02	Track Coach	983.33	2,950.00	<input type="checkbox"/>

The 'Cross References' table at the bottom right shows the following data:

Selected	ID	Description	Supplemental Rate
<input checked="" type="checkbox"/>	FIT	Federal Income Tax	<input type="checkbox"/>
<input checked="" type="checkbox"/>	FUTA	Federal Unemployment Tax	<input type="checkbox"/>
<input checked="" type="checkbox"/>	MEDICARE	Medicare	<input type="checkbox"/>
<input checked="" type="checkbox"/>	SITIA	Iowa SIT	<input type="checkbox"/>
<input checked="" type="checkbox"/>	SOCSECC	Social Security	<input type="checkbox"/>

Callouts in the image provide the following instructions:

- Click the **Negotiations** tab.
- Enter the FTE for the employee here.
- Enter the employee's current step here.
- Enter the employee's current lane here.
- The Position Title ID field only appears if your school district has the Human Resources module.
- If the pay code is a contract and it is the main contract for the employee, select the Primary Pay Code field.

Diagram A

Note: If you have the Human Resources module, leave the Lane field blank and complete the Negotiation Lanes option within Human Resources in order to have the system place the employees in the correct lanes as based on their degree and additional credit hours (for example, BA + 6 additional credit hours) or position title (for example, Head Football Coach), if desired. If position titles will be used, enter the ID of the position title that corresponds to the position for which the employee is assigned in the Position Title ID field (Position Title ID field is only enabled if the school district has the Human Resources module).

9. For all unit pay codes, enter the number of times the employee will get paid in the Total Payments field. The number can be up to **14** digits long (including the decimal point and comma(s) if applicable) and will be rounded to **4** decimal places by the system if capable. See **Diagram B**.

10. For all unit pay codes, enter the total hours the employee is estimated to work in the fiscal year in the Total Hours field. The number can be up to **8** digits long (including the decimal point) and will be rounded to **2** decimal places by the system if capable.

11. For all contract pay codes, select the Primary Pay Code field if the contract is the main contract for the employee. A checkmark will appear in the box if the field is selected.

Note: The Primary Pay Code field is used by the system to sort contracts on particular reports (specifically with the Export Pay Codes for Mail Merge option) used in Negotiations in order to list the main contract first, if an employee has more than one contract.

Diagram B

12. Click the **Next Record** button to advance to the Wages screen for the next employee; when prompted to save the changes before continuing, click **Yes**.

13. Repeat Steps 5-12 until all the employee records have been completed.

14. If applicable, complete the Annual Total field for the employee and/or employer share on the Deductions screen for all declining balance deductions that will be calculated in Negotiations. **Only complete the Annual Total field for the declining balance deductions to be used in Negotiations that are paid by the employer, or are pre-tax and paid by the employee (which affects taxes paid by the employer).**

a. Click the **Deductions** tab to view the deductions for the employee.

b. Select each desired deduction by double-clicking on the deduction in the Employee Deductions List located in the lower left corner of the screen, or by entering the ID of the desired deduction to edit in the Deduction ID field.

c. Enter the total amount to be withheld or expensed for this fiscal year for the deduction in the Annual Total field for the employee and/or employer share. The amount can be up to **14** digits long (including the decimal point and comma(s) if applicable) and will be rounded to **2** decimal places by the system if capable. See **Diagram C**.

d. Click the **Next Record** button to advance to the Deductions screen for the next employee; when prompted to save the changes before continuing, click **Yes**.

e. Repeat these steps until all the employee records have been completed.

PF Employees

File Options Reports Pin To Help

Employee ID WILLBER Bert Williamson

Employment Employment History FMLA Leaves Military Service Positions Taxes

Name & Address ACA 1095s ACA Hours Benefits Certificates Custom Fields Deductions Demographics Dependents

Applies To: pr

Deduction ID UNITEDWAY Member Number

Comments

Individual Bank Account Deduction

Account Number

Direct Deposit Transaction Code

Direct Deposit Bank ID

Standard Entry Class Code

Addenda

Amount Due

Complete the Annual Total field for the employee and/or employer share on the Deductions screen for all declining balance deductions that will be calculated in Negotiations.

Employee

Active Declining

Rate Type Fixed Balance 250.00

Start Date 09/01/2019 Annual Total 300.00

End Date Regular Pay Period Only

Process if No Pay

Enter the amount to be withheld or expensed for the fiscal year here.

Employee Amounts

	Deduction Frequency /	Rate	Rate Change Date	New Rate
▶ X	Every Pay Period	25.00		
* X				

Active

Rate Type

Start Date

End Date

Deduction Frequency /

Diagram C

Create Payroll Wages for New Year

The Create Payroll Wages for New Year option is accessed from the Options menu in Negotiations. The Create Payroll Wages for New Year option is used to create the selected pay codes tied to the next fiscal year for employees in the specified pay groups for use with the Negotiations module.

With the Create Payroll Wages for New Year option, wages can be created for the new fiscal year with zero dollars OR the wages can be created with the previous year's amounts if the school district needs to start paying employees before a settlement has been reached; and if needed, a new fiscal year's wages can be deleted if the wages were created in error.

The wages created using the Create Payroll Wages for New Year option are for only employees with a status of Active that match the specified criteria (pay groups and pay codes). The Start Date on the new wages (applicable for contract pay codes only) will use the same Start Date as the previous year's wages except with the year incremented, unless a specific Start Date is designated to be used instead. The information in the Regular Days field (applicable for contract pay codes only) will be copied across to the new wages. When creating the new wages for use in the Negotiations module, the steps for employees can also be incremented, if needed, and the information entered in the Additional Days (for contract pay codes only), Additional Dollars, Additional Percent, and Additional Degree Hours fields can be copied across to the new wages if specified to do so.

Creating Payroll Wages for New Year for Negotiations:

1. From the Negotiations screen, select the **Options** menu and then **Create Payroll Wages for New Year**.
2. At the Create Payroll Wages for New Year screen, enter the **4-digit** year of the ending fiscal year date for which to create the new wages in the New Fiscal Year End field. For example, if creating wages for the 2024-2025 fiscal year, enter **2025** in this field. See **Diagram A**.
3. Enter the type of action to complete (**Copy Previous Year Wages**, **Create Blank Wages**, or **Delete New Fiscal Year Wages**) in the Wages field, or click the **down-arrow** button to select the correct one. To create wages with the previous year's amounts, enter **Copy Previous Year Wages**. To create wages with zero amounts, enter **Create Blank Wages**. To delete wages for a new fiscal year that were created in error (only those wages that have not been used will be deleted), enter **Delete New Fiscal Year Wages**. Typically, **Create Blank Wages** is used for purposes of creating wages in Negotiations.
4. If wages already exist for the specified year, select the Overwrite Existing Wages field to replace the existing wages with the newly created wages. A checkmark will appear in the box if the field is selected.

Note: The Overwrite Existing Wages field is disabled and not applicable if **Delete New Fiscal Year Wages** is specified in the Wages field.

5. If desired, enter the date on which the contract pay codes to be created for the new year should start to be paid in the Start Date field; otherwise, leave the Start Date field blank to use the same Start Date as the previous year's wages except with the year incremented. If applicable, use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date.

Note: The Start Date field is disabled and not applicable if **Delete New Fiscal Year Wages** is specified in the Wages field.

6. Select the Increment Step field to automatically increment the step of each employee when creating the new wages. For example, if the employee's wage is currently at Step 3, the new wage would be created at Step 4. A checkmark will appear in the box if the field is selected. This field is selected by default.

Note: The Increment Step field is disabled and not applicable if **Delete New Fiscal Year Wages** is specified in the Wages field.

7. In the Retain Previous Year Values section, select which fields of information to copy to the new wages:
 - Select the Additional Days field to copy the information entered for employees in the Additional Days field (applicable for contract pay codes only) on the Wages screen in the Employee File to the new wages. A checkmark will appear in the box if the field is selected. The field is selected by default.

Tip: The information entered in the Regular Days field (applicable for contract pay codes only) will automatically be copied across to the new wages.

- Select the Additional Dollars field to copy the information entered for employees in the Additional Dollars field on the Wages screen in the Employee File to the new wages. A checkmark will appear in the box if the field is selected. The field is selected by default.

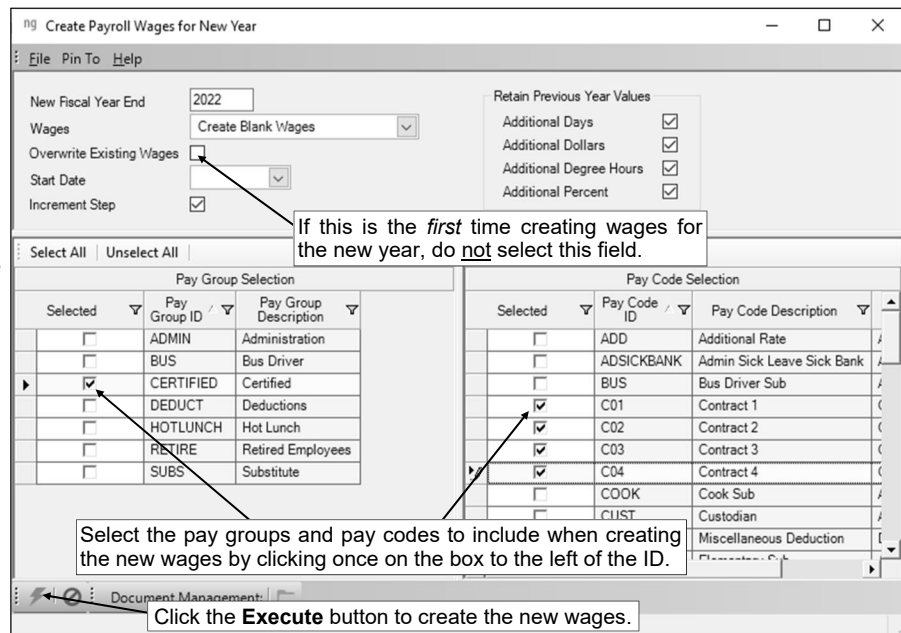


Diagram A

- Select the Additional Degree Hours field to copy the information entered for employees in the Additional Degree Hours field on the Wages screen in the Employee File to the new wages. A checkmark will appear in the box if the field is selected. The field is selected by default.
- Select the Additional Percent field to copy the information entered for employees in the Additional Percent field on the Wages screen in the Employee File to the new wages. A checkmark will appear in the box if the field is selected. The field is selected by default.

Note: The fields in the Retain Previous Year Values section are disabled and not applicable if **Delete New Fiscal Year Wages** is specified in the Wages field.

7. All the pay groups appear in the Pay Group Selection List. Specify which pay groups to include when creating (or deleting) the new wages by clicking the box for the Selected column to the left of the desired pay group. A checkmark will appear in the box if the pay group is selected. To select all the pay groups listed on the screen, click the **Select All** button located above the Pay Group Selection List. If desired, change the filters to modify the pay groups displayed here.
8. All the active pay codes appear in the Pay Code Selection List. Specify which pay codes to create (or delete) for the new fiscal year by clicking the box for the Selected column to the left of the desired pay code. A checkmark will appear in the box if the pay code is selected. To select all the pay codes listed on the screen, click the **Select All** button located above the Pay Code Selection List. If desired, change the filters to modify the pay codes displayed here.
9. Click the **Execute** button.

Note: If the Overwrite Existing Wages field was selected and there are employees with contracts for the specified year with the Contract Balance not equal to the Total Contract amounts and the Total Payments is greater than zero (0), a message will appear stating the process cannot continue; click **Yes** to view the employees with those contracts. If needed, contact Customer Support for assistance with overwriting the wages.
11. After the process is completed, the system will display a message in the status bar.

Completing the Wages Screen in the Employee File:

Note: After creating the pay codes for the new year, complete the Wages screen in the Employee File for the new pay codes for any employees who are contracted to work any additional days, receive an additional amount (percentage or fixed dollar amount), or have earned additional degree hours for which they will be paid an extra amount.

1. From the Negotiations screen, select the **Payroll** menu and then **Employees**.
2. At the Employees screen, click the **First Record** button to view the first employee.
3. Click the **Wages** tab to view the pay codes for the employee.
4. Click the **Negotiations** tab located in the upper right-hand corner of the screen (below the **Wages** tab) to view the negotiations information for the employee.

5. Select each new contract and unit pay code that needs to be edited by double-clicking on the pay code in the Employee Wages List located in the lower left corner of the screen, or by entering the ID of the desired pay code to edit in the Pay Code ID field and then entering the appropriate **4-digit** year in the Fiscal Year End field. See **Diagram B**.
6. For contract pay codes only, enter the number of additional days the employee is contracted to work (beyond the regular number of days) in the Additional Days field, if applicable. The number of additional days cannot be *greater than 999*, but can be up to **8** digits long (including the decimal point) and will be rounded to **4** decimal places by the system if capable.
7. If the employee is to be paid an additional dollar amount on what is calculated in the package for this pay code for the employee's step and lane, enter the dollar amount in the Additional Dollars field. If an amount is entered in this field for a contract pay code, the amount will be added to the total wages for the pay code from the package (or subtracted, if a negative amount is entered); for example, if \$1,500 is entered in this field and the total wages from the package for the employee's step and lane for the pay code is \$20,000, the final amount for the pay code for the employee would be \$21,500. If an amount is entered in this field for a unit pay code, the amount will be added to the unit rate for the pay code from the package before multiplying it with the number of hours (or subtracted, if a negative amount is entered); for example, if \$0.25 is entered in this field and the unit rate from the package for the employee's step and lane for the pay code is \$5.50, the final amount for the pay code for the employee would be \$5.75 multiplied by the number of hours. The amount can be up to **14** digits long (including the decimal point and comma(s) if applicable) and will be rounded to **2** decimal places by the system if capable.
8. If the employee is to be paid an extra amount for each additional degree hour earned (on what is calculated in the package for this pay code for the employee's step and lane), enter the number of degree hours for which to pay the employee in the Additional Degree Hours field. The amount can be up to **10** digits long (including the decimal point and comma(s) if applicable) and will be rounded to **4** decimal places by the system if capable.
Note: The amount to pay for each additional degree hour will be entered when calculating the salary schedules.
9. If the employee is to be paid an additional percentage on what is calculated in the package for this pay code for the employee's step and lane, enter the percentage in the Additional Percent field. If a

The screenshot shows the 'pr Employees' window for employee GREEDAL, Dale Green. The 'Applies To' section is active, showing details for pay code C01, fiscal year 2021, and package ID CERTIFIED. The 'Expense Accounts' section shows values for Additional Dollars (250.00), Additional Degree Hours (0.00), and Additional Percent (0.00). The 'Employee Wages' table at the bottom left shows a total contract of 34,450.00 for 2021. The 'Cross References' table shows taxes FIT, FUTA, and MEDICARE.

Callout boxes provide instructions for entering additional amounts, degree hours, and days:

- "If applicable, enter any additional amount the employee will get paid in this field." (points to Additional Dollars)
- "If applicable, enter the number of additional degree hours the employee has earned and will be paid for in this field." (points to Additional Degree Hours)
- "If applicable, enter the extra percentage the employee will get paid in this field." (points to Additional Percent)
- "If applicable, enter the number of additional days the employee is contracted to work (and be paid an additional amount for) here." (points to Additional Days)

Diagram B

percentage is entered in this field for a contract pay code, the percentage will be added to the total wages for the pay code from the package (or subtracted, if a negative percentage is entered); for example, if 2.5% is entered in this field and the total wages from the package for the employee's step and lane for the pay code is \$20,000, the final amount for the pay code for the employee would be \$20,500. If a percentage is entered in this field for a unit pay code, the percentage will be added to the unit rate for the pay code from the package before multiplying it with the number of hours (or subtracted, if a negative percentage is entered); for example, if 2% is entered in this field and the unit rate from the package for the employee's step and lane for the pay code is \$5.50, the final amount for the pay code for the employee would be \$5.61 multiplied by the number of hours. The percentage can be up to **10** digits long (including the decimal point and comma(s) if applicable) and will be rounded to **4** decimal places by the system if capable.

10. Click the **Next Record** button to advance to the next employee's wage screen; when prompted to save the changes before continuing, click **Yes**.
11. Repeat the steps until all the necessary employees have been completed.

Salary Schedules

Salary Schedules are the tables used in Negotiations to define the pay scale for the school district. Within the Salary Schedules option, five different tables can be built for each package, including the Salary Schedule - Amounts table, Salary Schedule - Percents table, FTE - Hours table, Salary Totals table, and Benefit Totals table.

If percents are used on the pay scale OR steps and lanes increment by percentages or fixed dollar amounts, build the Salary Schedule - Percents table first. Otherwise, if each step and lane has a fixed dollar amount that is incremented without consistency, build the Salary Schedule - Amounts table first (and do not build the Salary Schedule - Percents table). The Salary Schedule - Amounts table (if applicable) and the FTE - Hours table must be built prior to the Salary Totals and Benefit Totals tables. Also, the Salary Totals table must be built before the Benefit Totals Table.

Note: If all the employees in one package will have a fixed percentage or dollar increase from their previous year's wages, the Salary Schedule - Percents or Salary Schedule - Amounts tables do not need to be built; only build the FTE - Hours, Salary Totals, and Benefit Totals tables.

Tips:

- Once a table has been built successfully, lock the table to prevent it from being accidentally recalculated.
- A table created for one package can be copied to another package using the Copy Table option, or the Copy Package option can be used instead to copy an entire package including all the tables (and the labels for the steps and lanes).
- The salary schedules (tables) for a package can be exported to a spreadsheet file, if desired; refer to the Viewing Salary Schedules topic.
- The Salary Schedule - Amounts table for a package can be imported from a spreadsheet file, if desired.

Building (Recalculating) a Salary Schedule - Percents Table:

1. From the Negotiations screen, select the **Maintenance** menu and then **Salary Schedules**.
2. At the Salary Schedules screen, enter the ID of the package for which to build the new Salary Schedule - Percents table in the Package ID field, or click the **down-arrow** button to select the correct one.
3. Click the **Recalculate** tab.
4. Click the **Salary Schedule - Percents** tab.

Note: If the table is locked, the tab will be disabled; if needed, unlock the table.

5. Complete the Salary Schedule - Percents Recalculate Options List to define the options for calculating the table. If the calculations on the table are consistent throughout, only enter one line using the dimensions for the entire package; otherwise, multiple ranges of cells (steps and lanes) can be entered with different options stipulated, if needed. To enter the calculate options for a range, complete the following:
 - a. In the blank line (indicated with an asterisk) at the bottom of the Salary Schedule - Percents Recalculate Options List, enter the number of the first step to calculate in the Starting Step field, or click the **down-arrow** button to select the correct one. See **Diagram A**.
 - b. Enter the number of the last step to calculate in the Ending Step field, or click the **down-arrow** button to select the correct one.
 - c. Enter the number of the first lane to calculate in the Starting Lane field, or click the **down-arrow** button to select the correct one.
 - d. Enter the number of the last lane to calculate in the Ending Lane field, or click the **down-arrow** button to select the correct one.
 - e. If the steps increment by percentages, enter the percent increase for each step in the specified range in the Step Percent Increment field. For example, if the steps increase by 3%, enter **3** in this field. The percentage can be up to **12** digits long (including the decimal point) and will be rounded to **4** decimal places if capable. If the steps do not increment by percentages, enter a **0** in this field or leave it blank.

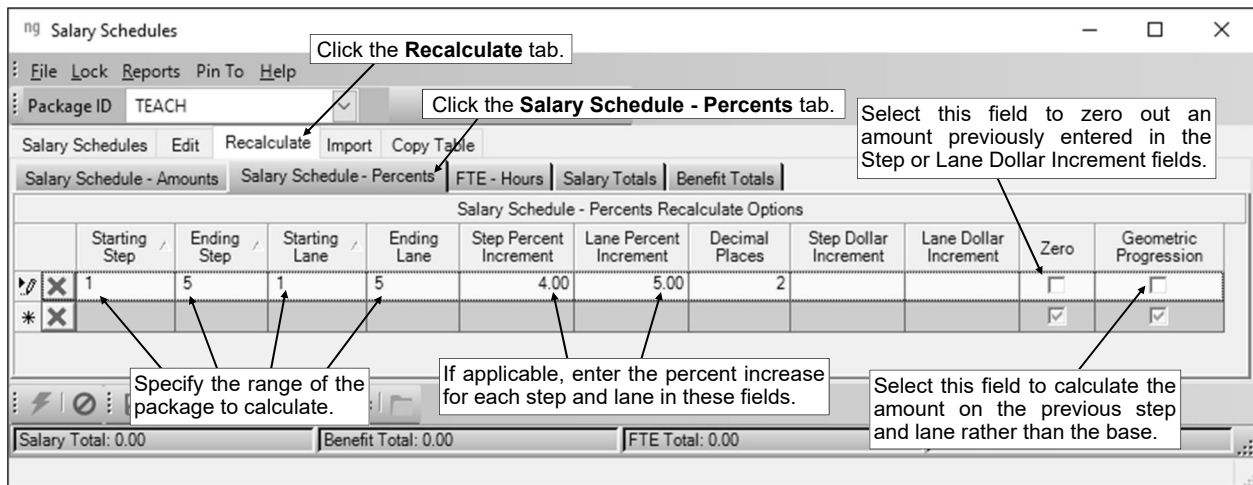


Diagram A

- f. If the specified range includes the first step in the package, the Lane Percent Increment field is enabled. If the lanes increment by percentages, enter the percent increase for each lane in the specified range in the Lane Percent Increment field. For example, if the lanes increase by 4%, enter **4** in this field. The percentage can be up to **12** digits long (including the decimal point) and will be rounded to **4** decimal places if capable. If the lanes do not increment by percentages or each lane is calculated on a different base, enter a **0** in this field or leave it blank.
- g. Enter the number of decimal places (**0** to **4**) to use when calculating the table in the Decimal Places field.

Note: The number entered here is not the number of the decimal places that will automatically be displayed on the table, as the table defaults to show **2** decimal places unless a greater number is entered here and the amount in the cell contains a value with that number of decimals. For example, if **0** is entered in this field, the system will calculate the amounts using **0** decimals, but the table will display the amounts with **2** decimal places (the decimals will be all zeros since decimal places were not calculated); or if **4** is entered in this field, the system will calculate the amounts using **4** decimals, but the table will only display the amounts with **4** decimal places if the amount contains **4** decimals (otherwise, **2** (or **3**, if applicable) decimal places will show on the table).

- h. If the steps increment by fixed dollar amounts rather than or in addition to percents, enter the dollar amount increase for each step in the specified range in the Step Dollar Increment field. For example, if the steps increase by \$500, enter **500** in this field, or if the steps increment by 25 cents, enter **0.25** in this field. The amount can be up to **14** digits long (including the decimal point) and will be rounded to **4** decimal places by the system if capable. If the steps do not increment by dollar amounts, enter a **0** in this field or leave it blank.

Note: The amount entered in this field will be the amount in the Additional Dollars field for each step in the specified range (excluding the first step in the package, if applicable); for example, if the Step Dollar Increment is \$500, \$500 will be in the Additional Dollars field for all the steps in the range (except the first step in the package, if applicable).

- i. If the specified range includes the first step in the package, the Lane Dollar Increment field is enabled. If the lanes increment by fixed dollar amounts rather than or in addition to percents, enter the dollar amount increase for the lanes in the specified range in the Lane Dollar Increment field. For example, if the lanes increase by \$250, enter **250** in this field, or if the lanes increment by 25 cents, enter **0.25** in this field. The amount can be up to **14** digits long (including the decimal point) and will be rounded to **4** decimal places by the system if capable. If the lanes do not increment by dollar amounts or each lane is calculated on a different base, enter a **0** in this field or leave it blank.

Note: The amount entered in this field will be the amount in the Additional Dollars field for the first step in each lane in the specified range (excluding the first lane in the package, if applicable); for example, if the Lane Dollar Increment is \$250, \$250 will be in the Additional Dollars field for the first step for all the lanes in the range (except the first lane in the package, if applicable). The amount entered in this field can be calculated progressively for each lane, if applicable, by selecting the Geometric Progression field (see below); then the amounts in the

Additional Dollars field for the first step in the lanes in the range would be \$250, \$500, \$750, \$1,000, and so on.

- j. If applicable, select the Zero field to delete (zero out) the amount calculated as the Step Dollar Increment and/or Lane Dollar Increment in the specified range. A checkmark will appear in the box if the field is selected.
 - k. If applicable, select the Geometric Progression field if the percentage entered in the Step Percent Increment and/or Lane Percent Increment fields is calculated on the previous step and lane rather than as an additional percentage of the base, or if the amount entered in the Lane Dollar Increment field is calculated on the previous lane rather than as an additional amount of the base. For example, select the Geometric Progression field if the percent increment is an additional 5% on the previous step and lane and the amounts should be 100%, 105%, 110.25%, 115.7625%, and so on, instead of 100%, 105%, 110%, 115%, etc.; or if the dollar increment for the lanes is an additional \$250 on the previous lane and the amounts should be \$250, \$500, \$750, \$1,000, and so on, instead of \$250 for each lane. A checkmark will appear in the box if the field is selected. The Geometric Progression field is only applicable if using the Step Percent Increment, Lane Percent Increment, and/or Lane Dollar Increment fields.
 - l. If applicable, repeat these steps until the calculate options for all the ranges have been entered.

Note: If needed, to remove the calculate options for a range, click the **Delete** button located to the left of the desired line in the Salary Schedule - Percents Recalculate Options List; when prompted to delete the record, click **Yes**.
6. Click the **Execute** button to build the table as specified, or click the **Save** button to save the changes and wait to calculate the table at a later time.
 7. After building the table, click the **Salary Schedules** tab and then the **Salary Schedule - Percents** tab located on the bottom of the screen to view the table. See **Diagram B**.
 8. Once the table has been built successfully, lock the table to prevent it from being accidentally recalculated.

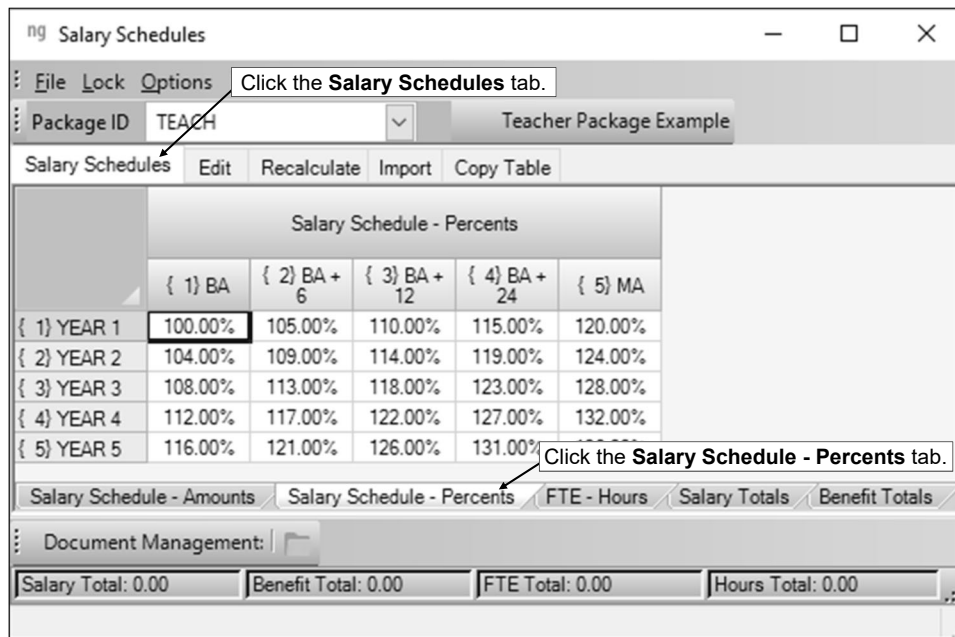


Diagram B

Building (Recalculating) a Salary Schedule - Amounts Table:

Note: In most cases, the Salary Schedule - Percents table should be built before the Salary Schedule - Amounts table.

1. From the Negotiations screen, select the **Maintenance** menu and then **Salary Schedules**.
2. At the Salary Schedules screen, enter the ID of the package for which to build the new Salary Schedule - Amounts table in the Package ID field, or click the **down-arrow** button to select the correct one.
3. Click the **Recalculate** tab.
4. Click the **Salary Schedule - Amounts** tab.

Note: If the table is locked, the tab will be disabled; if needed, unlock the table.

5. Complete the Salary Schedule - Amounts Recalculate Options List to define the options for calculating the table. If the calculations on the table are consistent throughout, only enter one line using the dimensions for the entire package; otherwise, multiple ranges of cells (steps and lanes) can be entered with different options stipulated, if needed. To enter the calculate options for a range, complete the following:
 - a. In the blank line (indicated with an asterisk) at the bottom of the Salary Schedule - Amounts Recalculate Options List, enter the number of the first step to calculate in the Starting Step field, or click the **down-arrow** button to select the correct one. See **Diagram C**.

- b. Enter the number of the last step to calculate in the Ending Step field, or click the **down-arrow** button to select the correct one.

- c. Enter the number of the first lane to calculate in the Starting Lane field, or click the **down-arrow** button to select the correct one.

- d. Enter the number of the last lane to calculate in the Ending Lane field, or click the **down-arrow** button to select the correct one.

- e. Enter the dollar amount to use as the base for the specified range in the Base field, if applicable. The

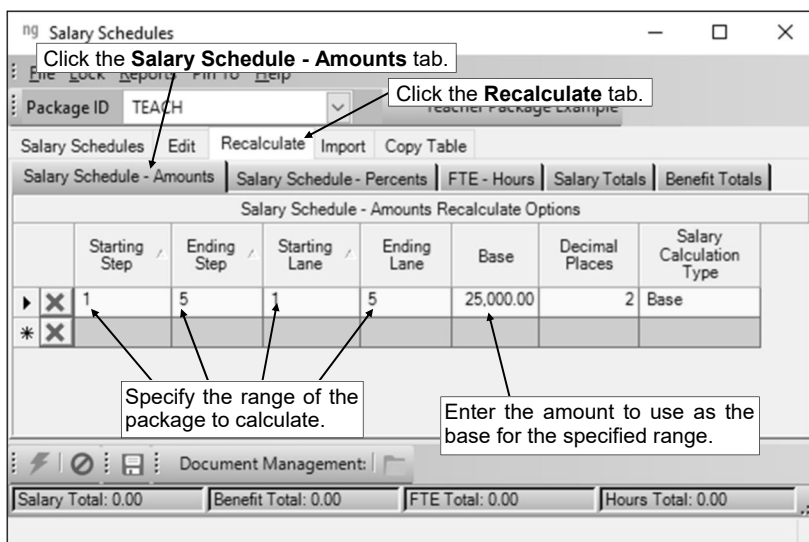


Diagram C

amount can be up to **14** digits long (including the decimal point) and will be rounded to **4** decimal places by the system if capable.

Note: The Base field is only enabled if **Base** is specified as the Salary Calculation Type, or if **First Step in Lane** or **Previous** is specified as the Salary Calculation Type and the specified range includes the first step in the package.

- f. Enter the number of decimal places (**0** to **4**) to use when calculating the table in the Decimal Places field.

Note: The number entered here is not the number of the decimal places that will automatically be displayed on the table, as the table defaults to show **2** decimal places unless a greater number is entered here and the amount in the cell contains a value with that number of decimals. For example, if **0** is entered in this field, the system will calculate the amounts using **0** decimals, but the table will display the amounts with **2** decimal places (the decimals will be all zeros since decimal places were not calculated); or if **4** is entered in this field, the system will calculate the amounts using **4** decimals, but the table will only display the amounts with **4** decimal places if the amount contains **4** decimals (otherwise, **2** (or **3**, if applicable) decimal places will show on the table).

- g. Enter the appropriate option for how to calculate the table (**Base**, **First Step in Lane**, or **Previous**) in the Salary Calculation Type field, or click the **down-arrow** button to select the correct one. To calculate the amounts on the table as a percentage, and additional dollar amount if applicable, of the base (as specified in the Base field for the range), enter **Base**. To calculate the amounts on the table as a percentage, and additional dollar amount if applicable, of the amount in the first step for the lane, enter **First Step in Lane**. To calculate the amounts on the table as a percentage, and additional dollar amount if applicable, of the amount in the previous step in the lane, enter **Previous**.
 - h. If applicable, repeat these steps until the calculate options for all the ranges have been entered.

Note: If needed, to remove the calculate options for a range, click the **Delete** button located to the left of the desired line in the Salary Schedule - Amounts Recalculate Options List; when prompted to delete the record, click **Yes**.

6. Click the **Execute** button to build the table as specified, or click the **Save** button to save the changes and wait to calculate the table at a later time.

- After building the table, click the **Salary Schedules** tab and then the **Salary Schedule - Amounts** tab located on the bottom of the screen to view the table. See **Diagram D**.
- Once the table has been built successfully, lock the table to prevent it from being accidentally recalculated.

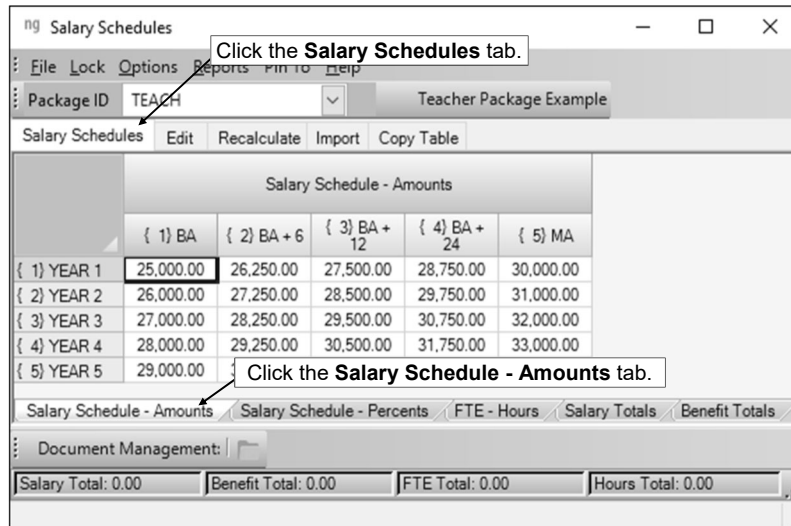


Diagram D

Building (Recalculating) an FTE - Hours Table:

- From the Negotiations screen, select the **Maintenance** menu and then **Salary Schedules**.
- At the Salary Schedules screen, enter the ID of the package for which to build the new FTE - Hours table in the Package ID field, or click the **down-arrow** button to select the correct one.

- Click the **Recalculate** tab.
- Click the **FTE - Hours** tab.

Note: If the table is locked, the tab will be disabled; if needed, unlock the table.

- Select the Reset Employee Steps and Lanes field to have the system adjust the employees with steps and/or lanes that are **not** within the dimensions of the salary schedule for calculation purposes (for example, adjust steps that are beyond the maximum step for a particular lane, or adjust lanes to Lane 1 if no lane was specified). A checkmark will appear in the box if the field is selected. See **Diagram E**.

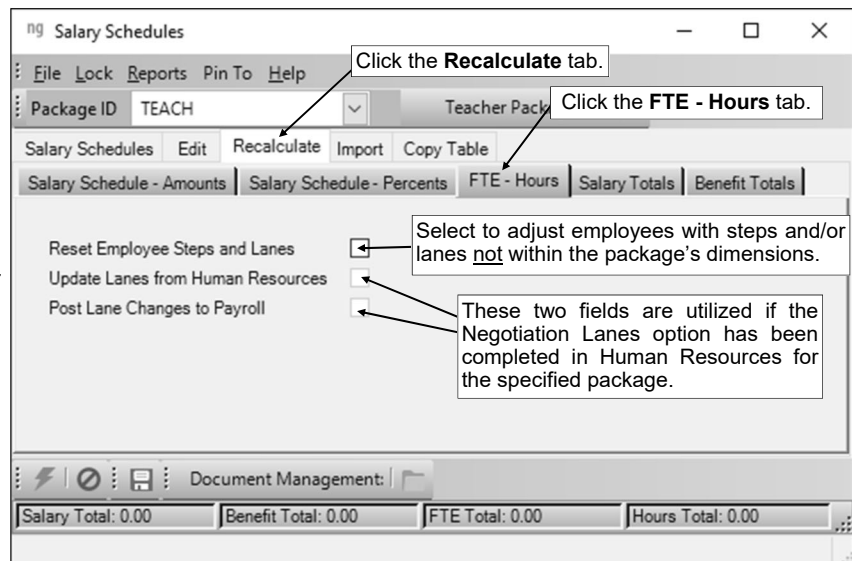


Diagram E

Note: If the step and/or lane is adjusted for an employee, the step and lane entered in the Employee File for the particular pay code will **not** be updated, but the adjusted step and lane will be used in the calculations for the package and reflected in the Employee Negotiation Rates option for the employee. Then when completing the Update Payroll with Packages option, the steps in the Employee File can be updated at that time to the steps and lanes used in the calculations, if desired.

Tip: When building the FTE - Hours table the first time for a package, do **not** select this field so that employees with steps and/or lanes that are **not** within the dimensions of the salary schedule can be verified (and **not** included in the calculations for a package by mistake); then after building the table the first time, the table can be recalculated with the field selected in order to adjust the appropriate employees.

- If the Negotiation Lanes option has been completed in Human Resources for the specified package, the Update Lanes from Human Resources field is enabled. If applicable, select the Update Lanes from Human Resources field to have the system place the employees in the appropriate lanes

based on their education and/or position titles, rather than use the number of the lane entered in the Employee File. A checkmark will appear in the box if the field is selected.

Note: If an employee would happen to match multiple lanes based on the criteria entered in the Negotiation Lanes option, the employee is placed in the *greatest* lane.

7. If the Update Lanes from Human Resources field is selected, the Post Lane Changes to Payroll field is enabled. If applicable, select the Post Lane Changes to Payroll field to update the number in the Lane field entered in the Employee File for the appropriate pay code with the number of the lane in which the employee is placed when building the FTE - Hours table. A checkmark will appear in the box if the field is selected.
8. Click the **Execute** button to build the table as specified, or click the **Save** button to save the changes and wait to calculate the table at a later time.

Note: If the Reset Employee Steps and Lanes field was not selected and there are employees with steps and/or lanes that are not within the dimensions of the salary schedule, a message appears stating the number of employees that were not included in the table. To view a list of the employees that were not included, click **Yes**. If there are employees on the list that should be included in the calculation for the package, edit the record for the employee (double-click an employee on the list to open the record in the Employee File) and change the step and lane, if needed; then recalculate the FTE - Hours table. If there are employees on the list that should not be included in the calculation for the package, either delete the applicable year's pay code for the employee or change the pay group for the employee so it is not tied to the package; then recalculate the FTE - Hours table.

9. After building the table, click the **Salary Schedules** tab and then the **FTE - Hours** tab located on the bottom of the screen to view the table. See **Diagram F**.
10. Once the table has been built successfully, lock the table to prevent it from being accidentally recalculated.

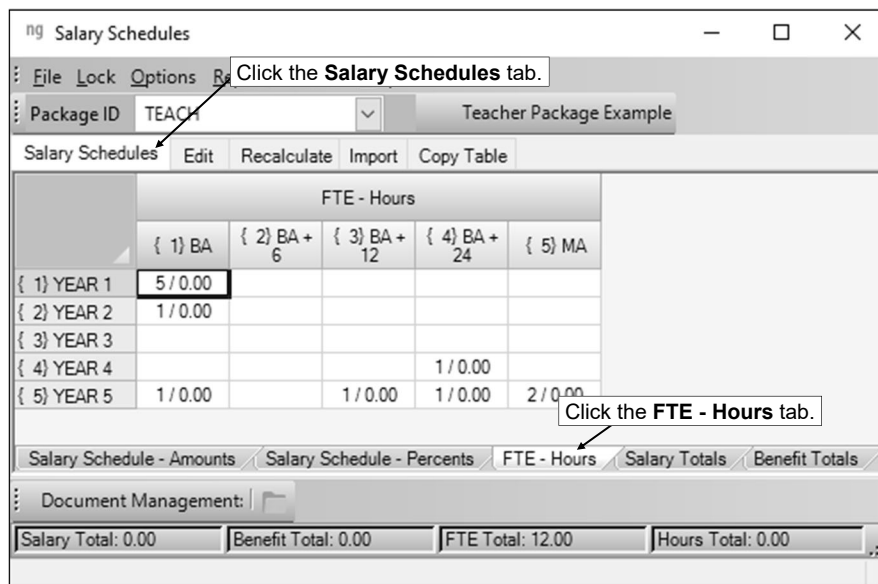


Diagram F

Building (Recalculating) a Salary Totals Table:

1. From the Negotiations screen, select the **Maintenance** menu and then **Salary Schedules**.
2. At the Salary Schedules screen, enter the ID of the package for which to build the new Salary Totals table in the Package ID field, or click the **down-arrow** button to select the correct one.
3. Click the **Recalculate** tab.
4. Click the **Salary Totals** tab.

Note: If the table is locked, the tab will be disabled; if needed, unlock the table.

5. Complete the Salary Totals Recalculate Options List to define the options for calculating the table. If the calculations on the table are consistent throughout, only enter one line using the dimensions for the entire package; otherwise, multiple ranges of cells (steps and lanes) can be entered with different options stipulated, if needed. To enter the calculate options for a range, complete the following:
 - a. In the blank line (indicated with an asterisk) at the bottom of the Salary Totals Recalculate Options List, enter the number of the first step to calculate in the Starting Step field, or click the **down-arrow** button to select the correct one. See **Diagram G**.

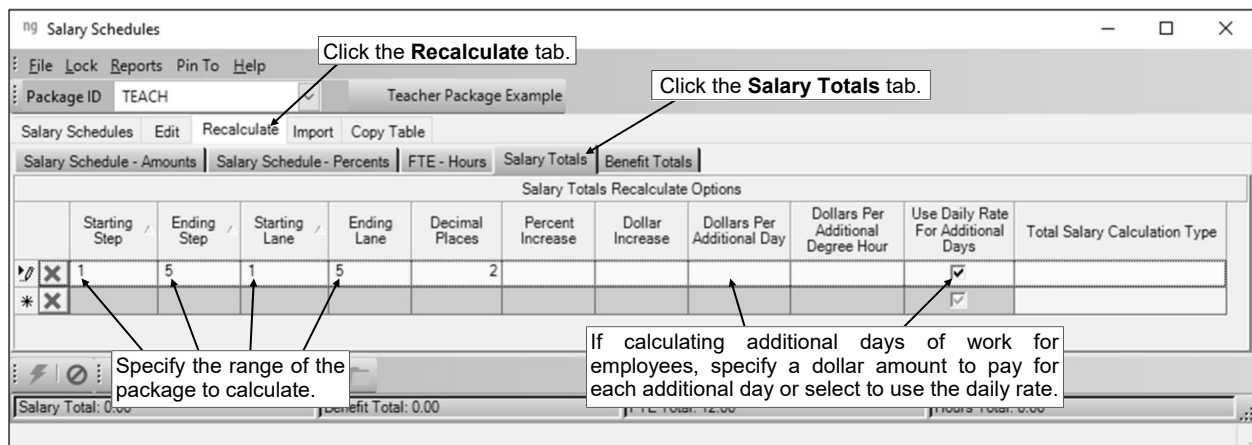


Diagram G

- b. Enter the number of the last step to calculate in the Ending Step field, or click the **down-arrow** button to select the correct one.
- c. Enter the number of the first lane to calculate in the Starting Lane field, or click the **down-arrow** button to select the correct one.
- d. Enter the number of the last lane to calculate in the Ending Lane field, or click the **down-arrow** button to select the correct one.
- e. Enter the number of decimal places (**0** to **4**) to use when calculating the table in the Decimal Places field.

Note: The number entered here is not the number of the decimal places that will automatically be displayed on the table, as the table defaults to show **2** decimal places unless a greater number is entered here and the amount in the cell contains a value with that number of decimals. For example, if **0** is entered in this field, the system will calculate the amounts using **0** decimals, but the table will display the amounts with **2** decimal places (the decimals will be all zeros since decimal places were not calculated); or if **4** is entered in this field, the system will calculate the amounts using **4** decimals, but the table will only display the amounts with **4** decimal places if the amount contains **4** decimals (otherwise, **2** (or **3**, if applicable) decimal places will show on the table).

- f. If the employees included in the specified range are to be paid a percent increase from their previous year's wages (and not use the amounts on the Salary Schedule - Amounts table), enter the percentage for the increase in the Percent Increase field. The percentage can be up to **12** digits long (including the decimal point) and will be rounded to **4** decimal places by the system if capable. If a percent increase from the prior year's wages will not be used, enter a **0** in this field or leave it blank.

Note: The Percent Increase field is disabled if the package is defined with **Extracurricular** specified as the Package Type.

- g. If the employees included in the specified range are to be paid a fixed dollar increase from their previous year's wages (and not use the amounts on the Salary Schedule - Amounts table), enter the dollar amount for the increase in the Dollar Increase field. The amount can be up to **14** digits long (including the decimal point) and will be rounded to **4** decimal places by the system if capable. If a fixed dollar increase from the prior year's wages will not be used, enter a **0** in this field or leave it blank.

Note: The Dollar Increase field is disabled if the package is defined with **Extracurricular** specified as the Package Type.

- h. If applicable, enter the fixed dollar amount to be paid for each additional day the employees are contracted to work beyond the regular number of days in the Dollars Per Additional Day field. The amount can be up to **14** digits long (including the decimal point) and will be rounded to **4** decimal places by the system if capable.

Note: The Dollars Per Additional Day field is disabled if the package is defined with **Extracurricular** specified as the Package Type.

- i. If applicable, enter the extra dollar amount paid for each additional degree hour earned for the employees (as entered in the Additional Degree Hours field on the Wages screen in the Employee File for the applicable pay code) in the Dollars Per Additional Degree Hour field. The amount can be up to **14** digits long (including the decimal point) and will be rounded to **4** decimal places by the system if capable.

Note: The Dollars Per Additional Degree Hour field is disabled if the package is defined with **Extracurricular** specified as the Package Type.

- j. If applicable, select the Use Daily Rate For Additional Days field to use the individual daily rates (the Absence Per Day rate calculated for an employee's contract) as the amount to be paid for each additional day the employees are contracted to work beyond the regular number of days. A checkmark will appear in the box if the field is selected.

Note: If the Use Daily Rate For Additional Days field is selected, the Dollars Per Additional Day field should be blank. The Use Daily Rate For Additional Days field is disabled if the package is defined with **Extracurricular** specified as the Package Type.

- k. If the package is defined with **Extracurricular** specified as the Package Type, the Total Salary Calculation Type field is enabled. Enter the appropriate option for how to calculate the table (**Percent of Actual**, **Percent of Main Package**, or **Salary Table**) in the Total Salary Calculation Type field, or click the **down-arrow** button to select the correct one. To calculate the amounts on the table as a percentage of each employee's total wages (total includes all additional dollars on the main contract) in the main package, enter **Percent of Actual**. To calculate the amounts on the table as a percentage of the dollar amount for each employee's particular step and lane on the Salary Schedule - Amounts table of the main package, enter **Percent of Main Package**. To calculate the amounts on the table based on the Salary Schedule - Amounts table created for the package, enter **Salary Table**.

- l. If applicable, repeat these steps until the calculate options for all the ranges have been entered.

Note: If needed, to remove the calculate options for a range, click the **Delete** button located to the left of the desired line in the Salary Totals Recalculate Options List; when prompted to delete the record, click **Yes**.

6. Click the **Execute** button to build the table as specified, or click the **Save** button to save the changes and wait to calculate the table at a later time.
7. After building the table, click the **Salary Schedules** tab and then the **Salary Totals** tab located on the bottom of the screen to view the table. See **Diagram H**.
8. Once the table has been built successfully, lock the table to prevent it from being accidentally recalculated.

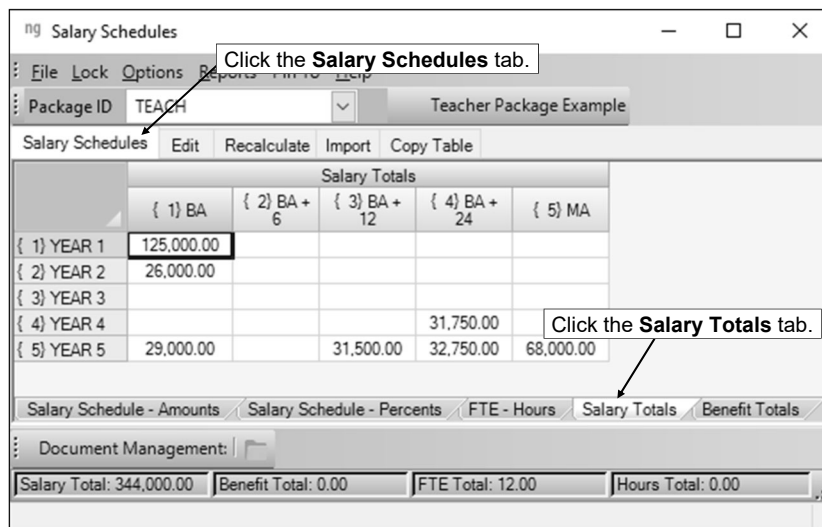


Diagram H

Building (Recalculating) a Benefit Totals Table:

Note: Building the Benefit Totals table uses a quick calculation to determine the benefits (deductions and taxes) paid by the employer for the employees in the package, and it does not take in account if there are employees set up with deductions to be withheld or expensed during different week numbers; if a more detailed calculation is needed, complete the Calculate Budget option to determine the exact amounts using the appropriate week numbers. If the Calculate Budget option is completed *after* building the Benefit Totals table, the table will be updated with the figures from the Calculate Budget option.

1. From the Negotiations screen, select the **Maintenance** menu and then **Salary Schedules**.
2. At the Salary Schedules screen, enter the ID of the package for which to build the new Benefit Totals table in the Package ID field, or click the **down-arrow** button to select the correct one.
3. Click the **Recalculate** tab.

- Click the **Benefit Totals** tab.
Note: If the table is locked, the tab will be disabled; if needed, unlock the table.

- Enter the number of times the employees will be paid next year in the Pay Periods Per Year field, or leave this field blank to use the number entered in the Total Payments field on the Wages screen of the Employee File for each employee. The number can be up to 2 digits long. See **Diagram I**.

- Click the **Execute** button to build the table as specified, or click the **Save** button to save the changes and wait to calculate the table at a later time.

- After building the table, click the **Salary Schedules** tab and then the **Benefit Totals** tab located on the bottom of the screen to view the table. See **Diagram J**.

- Once the table has been built successfully, lock the table to prevent it from being accidentally recalculated.

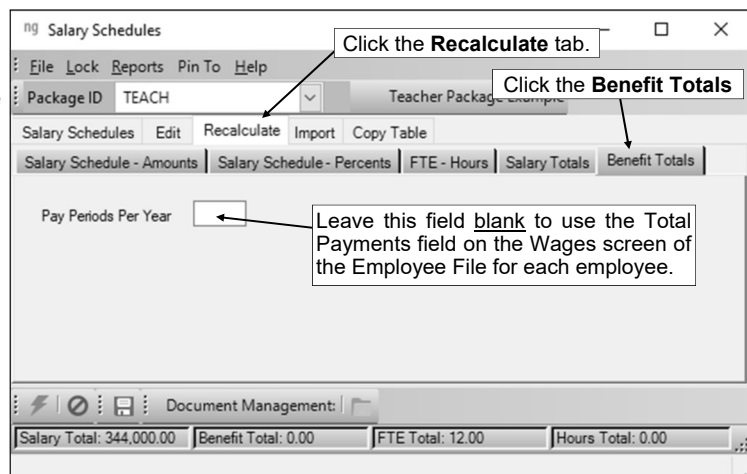


Diagram I

	{ 1 } BA	{ 2 } BA + 6	{ 3 } BA + 12	{ 4 } BA + 24	{ 5 } MA
{ 1 } YEAR 1	36,567.93				
{ 2 } YEAR 2	7,602.40				
{ 3 } YEAR 3				8,356.96	
{ 4 } YEAR 4			8,392.72	8,606.34	17,639.94
{ 5 } YEAR 5	7,965.47				

Diagram J

Locking a Table:

Note: A table that is "locked" cannot be recalculated, but can still be manually edited, if desired. A checkmark will appear in front of the table under the **Lock** menu if it is locked.

- From the **Negotiations** screen, select the **Maintenance** menu and then **Salary Schedules**.
- At the Salary Schedules screen, enter the ID of the package for which to lock the table in the Package ID field, or click the **down-arrow** button to select the correct one.
- Select the **Lock** menu and then the desired table to lock.
- To confirm the desired table is locked, select the **Lock** menu and verify that a checkmark appears in front of the table name.
- The locked table will be disabled on the **Recalculate** tab in the Salary Schedules option.

Note: If all the tables in a package are locked, the **Recalculate** tab in the Salary Schedules option will be disabled.

Employee Negotiation Rates

The Employee Negotiation Rates option is used in Negotiations to track the employees included in a package, along with their pay codes, step and lane, and salary totals for the specified package. The deductions and taxes tied to the specified pay code for each employee are also tracked in the Employee Negotiation Rates option and show the amount withheld (paid by the employee) and the amount expensed (paid by the employer) for each deduction and tax.

The Employee Negotiation Rates option is intended to be used as a reference or "look up" table. The only fields of information that can be changed within the Employee Negotiation Rates option are the Step and Lane fields. Nebraska school districts will use the Employee Negotiation Rates option when comparing packages with neighboring school districts with dissimilar salary schedule dimensions in order to place the employees in the appropriate steps and lanes for the specified package (salary schedules).

Editing Employee Negotiation Rates:

Note: Employees only appear in the Employee Negotiation Rates option for a package after building the FTE - Hours table.

1. From the Negotiations screen, select the **Maintenance** menu and then **Employee Negotiation Rates**.
2. At the Employee Negotiation Rates screen, enter the ID of the package for which to edit the information in the Package ID field, or click the **down-arrow** button to select the correct one. See **Diagram A**.
3. The employees included in the selected package will appear on the **Package** tab (screen) in the Employee Negotiation Rates List located in the lower left corner of the screen.
4. Enter the ID of the employee to view or edit in the Employee ID field, or click the **down-arrow** button to select the correct one. An employee can also be selected by double-clicking on the desired employee on the **Package** tab (screen) in the Employee Negotiation Rates List.

Note: To view all the packages for which the specified employee is included, click the **Employee** tab in the Employee Negotiation Rates List. To then view all the employees in the selected package, click the **Package** tab.

5. If needed, enter the ID of the pay code to view or edit for the specified employee in the Pay Code ID field, or click the **down-arrow** button to select the correct one.

Deductions and taxes tied to the specified pay code for the employee appear here.

The only fields that can be changed are the Step and Lane fields.

The employees in the selected package appear here if the **Package** tab is selected.

Tax ID	Deduction ID	Employer Amount	Employee Amount	Payment in Kind Amount
Totals :				
	AFLAC	.00	-126.00	.00
	DUES	.00	-420.00	.00
	EQUITLIFE	.00	-600.00	.00
	HEALTHINS	3,180.00	.00	.00
	HSA	.00	-1,800.00	.00
	PRUDENTIAL	51.00	.00	.00
	RET	2,360.00	-1,572.50	.00
	FIT	.00	-1,858.18	.00
	FUTA	.00	.00	.00
	MEDICARE	334.57	-334.57	.00
	SITIA	.00	-650.85	.00
	SOCSEC	1,430.59	-1,430.59	.00
	SUTAIA	.00	.00	.00
	WCIA	.00	.00	.00

Employee ID	Pay Code ID	Total Amount	Pay Rate	Step	Lane	Package ID
Totals :						
		344,000.00	28,666...			
BELLWAL	C01	34,000.00	2,833.33	5.00	5	TEACH
COLLOLI	C01	29,000.00	2,416.67	5.00	1	TEACH
GREEDAL	C01	31,750.00	2,645.83	4.00	4	TEACH
HERNGRA	C01	26,000.00	2,166.67	2.00	1	TEACH
JACKKAT	C01	25,000.00	2,083.33	1.00	1	TEACH
JOHNJOE	C01	25,000.00	2,083.33	1.00	1	TEACH

Diagram A

6. If applicable, the total salary amount calculated for the specified pay code for the employee in the particular package appears in the Total Amount field. The amount in this field cannot be changed.
Note: Amounts only appear in the field for employees once the Salary Totals table has been built for the package.
7. If applicable, the pay rate calculated for the specified pay code for the employee in the particular package appears in the Pay Rate field. The amount in this field cannot be changed.
Note: Amounts only appear in the field for employees once the Salary Totals table has been built for the package.
8. The step for which the employee is currently being calculated for the specified package and pay code appears in the Step field. If needed, change the number for the step for the pay code for the employee, and then recalculate the FTE - Hours, Salary Totals, and Benefit Totals tables.
Note: If the step is changed for the employee in this field, the step entered in the Employee File for the particular pay code will not be updated. If desired, when completing the Update Payroll with Packages option, the steps in the Employee File can be updated at that time to the steps (and lanes) shown here in the Employee Negotiation Rates option.
9. The lane for which the employee is currently being calculated for the specified package and pay code appears in the Lane field. If needed, change the number of the lane for the pay code for the employee, and then recalculate the FTE - Hours, Salary Totals, and Benefit Totals tables.
Note: If the lane is changed for the employee in this field, the lane entered in the Employee File for the particular pay code will not be updated. If desired, when completing the Update Payroll with Packages option, the lanes in the Employee File can be updated at that time to the lanes (and steps) shown here in the Employee Negotiation Rates option.
10. The deductions and taxes tied to the specified pay code for the employee appear in the Employee Deductions List on the right side of the screen. The amount withheld (paid by the employee) and the amount expensed (paid by the employer) are shown for each deduction and tax, along with the totals for the amounts paid by the employee and the employer.
Note: The deductions and taxes only appear for employees once the Benefit Totals table has been built for the package.
11. If changes were made, click the **Save** button.
12. If desired, to delete the calculations for the employee's pay code from the package, click the **Delete** button; then when prompted, click **Yes** to delete the record.
Note: Deleting the employee's calculations within the Employee Negotiation Rates option does not update the totals on the salary schedules for the package; to update the totals on the salary schedules, make the necessary changes in the Employee File for the employee and then recalculate the FTE - Hours, Salary Totals, and Benefit Totals tables for the package.
Tip: To delete the calculations for all the employees in the package, complete the Delete Package Rates option.
13. Repeat the steps until all of the employees have been edited.

Calculate Budget

The Calculate Budget option in Negotiations is used to create a budget batch for a selected package. The Calculate Budget option completes a detailed calculation for all the payrolls for the entire year, using the salary amounts for the specified package and the deductions defined for each employee. With the Calculate Budget option, the total salary and benefits for each line item for the package are added as entries in a budget batch, using the Budgets option in General Ledger (or also accessed under the Options menu in Negotiations). Once the calculation is complete, the budget batch created for the package can be edited and posted.

Note: The Calculate Budget option updates the amounts on the Benefit Totals table.

Calculating Budget:

1. From the Negotiations screen, select the **Options** menu and then **Calculate Budget**.
2. If a batch already exists, the Calculate Budget Batch Search screen will appear. To recalculate an existing budget batch, select the desired batch by double-clicking on the batch description; otherwise, to calculate a new batch, click the **New Record** button. If a batch does not exist, the Calculate Budget screen will appear immediately in order to create a new batch.
3. Enter a unique description for the new batch in the Calculate Budget Batch Description field. The description can be alphanumeric and up to **50** characters long. Leave the field blank to use a default description assigned by the system. See **Diagram A**.
4. Enter the description of the budget batch for which to add the budget entries from the calculation in the Budget Batch Description field. If the batch description is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.

Note: Only budget batches which are not tied to a different Calculate Budget batch can be entered in this field. If an existing budget batch which already contains budget entries is selected, the existing entries will be deleted during this calculation; only the new budget entries for the salaries and benefits will then be included in the batch.

5. Enter the ID of the package for which to calculate the budget in the Package ID field, or click the **down-arrow** button to select the correct one.
6. Enter the **4-digit** year for which tax rates to use when calculating the budget in the Tax Year field. Leave this field blank to default to the current year (as based on the computer date). Typically, the next calendar year is entered in this field.
7. Enter the appropriate pay period (frequency) for which deductions to include in the first calculation in the Week Number for Deductions field, or click the **down-arrow** button to select the correct one. For example, to include only those deductions defined with amounts for Every Pay Period in the first calculation, enter **Every Pay Period**; or to include those deductions defined with amounts for Every Pay Period and those with amounts for a specific week (used if there are multiple payrolls in one month and deductions are only withheld and expensed on a specific week), enter the appropriate week number, such as **Week 1**, **Week 2**, etc. Leave the field blank to default to **Every Pay Period**.
8. If deductions are to be withheld and expensed for only specific weeks (a week number was entered in the Week Number for Deductions field), complete the Deduction Week Numbers List in order to enter the week numbers for all pay periods for the entire year. To add an entry, complete the

The screenshot shows the 'Calculate Budget' window with the following fields and values:

- Calculate Budget Batch Description: Teacher Package Budget Calculation
- Budget Batch Description: Teacher Budget Batch
- Package ID: TEACH
- Tax Year: 2020
- Week Number for Deductions: Every Pay Period

Annotations include:

- A callout box pointing to the Budget Batch Description field: "To create a new budget batch, either click the **down-arrow** button and select **Add New**, or else press the **Ctrl+F** keys and then click the **New Record** button."
- A callout box pointing to the Deduction Week Numbers List: "If a week number was entered in the Week Number for Deductions field, complete the Deduction Week Numbers List in order to enter the week numbers for all pay periods for the entire year."

Deduction Week Numbers	
Date Sequence	Week Number for Deductions
* X	

Diagram A

following in the blank line (indicated with an asterisk) at the bottom of the Deduction Week Numbers List:

- a. Enter the number of the date sequence for the entry in the Date Sequence field (for example, enter **1** as the Date Sequence for the first entry, **2** for the second entry, **3** for the third entry, etc.).
- b. Enter the appropriate pay period (frequency) for which deductions to include in the calculation for the specified Date Sequence in the Week Number for Deductions field, or click the **down-arrow** button to select the correct one. For example, to include those deductions defined with amounts for Every Pay Period, enter **Every Pay Period**; or to include those deductions defined with amounts for a specific week (used if there are multiple payrolls in one month and deductions are only withheld and expensed on a specific week), enter the appropriate week number, such as **Week 1**, **Week 2**, etc.

Note: To remove an entry from the Deduction Week Numbers List, click the **Delete** button to the left of the desired entry; when prompted to delete the line, click **Yes**.

9. Click the **Save** button.
10. Click the **Execute** button.
11. When prompted, click **Yes** to continue calculating.
12. After the calculation is complete, a message will appear; click **OK** to view the Payroll Messages listing the number of employees calculated and any errors that were found.
Note: If any errors are found during the payroll calculation, the errors must be corrected and the batch recalculated before continuing.
13. If desired, to print payroll reports for the budget calculation batch, select the **Payroll** menu on the Negotiations screen, **Reports**, and then the desired report.
14. If needed, edit the budget batch by selecting the **Options** menu on the Negotiations screen and then **Budgets**.

Compare Packages

The Compare Packages option in Negotiations is used to compare two packages in order to view the differences in costs and the percentage changes between the two packages. With the Compare Packages option, the total costs for wages, deductions, and taxes are shown for each package, along with the breakdown by deduction and tax (based on the deduction or tax description). The grand totals for each package also display within the Compare Packages option, and the differences between the packages by dollar amount and percentage are shown for the various totals, including showing the overall percentage change in cost between the two packages.

Comparing Packages:

1. From the Negotiations screen, select the **Options** menu and then **Compare Packages**.
2. At the Compare Packages screen (see **Diagram A**), enter the IDs of the two packages to compare in the two fields in the Packages to Compare section, or click the **down-arrow** button to select a package for a field.
Note: Only packages with the Salary Totals table and the Benefit Totals table built (and either updated or not yet updated) can be entered in these fields.
3. Click the **Execute** button.
4. The Comparison Detail List displays showing the total costs for wages, deductions, and taxes for each package, along with the breakdown by deduction and tax (based on the deduction or tax description) and the grand total for each package. The Comparison Detail List also shows the differences between the packages by dollar amount and percentage for the various totals, including the overall percentage change in cost between the two packages.
5. To print the information for the package comparison, complete a print screen, print grid, or print the Package Comparison Report with Amount/Percent Change, or else use the Export Grid option to export the information in the grid to a file.
6. To complete the Compare Packages option for two different packages, click the **Cancel** button and then repeat these steps.

	TEACH500	TEACH	Dollar Amount Change	Percent Change
Grand Total	520,545.19	512,602.64	-7,942.55	-1.53%
Total Wages	427,915.00	420,900.00	-7,015.00	-1.64%
Wages	427,915.00	420,900.00	-7,015.00	-1.64%
Total Benefits	92,630.19	91,702.64	-927.55	-1.00%
Deductions	60,998.10	60,607.20	-390.90	-.64%
In Lieu of Insurance	2,220.00	2,220.00	.00	.00%
Prudential Life Ins Co	612.00	612.00	.00	.00%
Ret-South Dakota Retirement	23,978.10	23,587.20	-390.90	-1.63%
Travelers Health Ins Co	34,188.00	34,188.00	.00	.00%
Taxes	31,632.09	31,095.44	-536.65	-1.70%
Medicare	5,995.63	5,893.91	-101.72	-1.70%
Social Security	25,636.46	25,201.53	-434.93	-1.70%

Diagram A

Update Payroll with Packages

The Update Payroll with Packages option in Negotiations is used after a settlement has been reached to update the desired packages and post the new employee wages to the Employee File in Payroll. With the Update Payroll with Packages option, the rates in the Deduction File can also be updated with the new rates entered for the upcoming year, if desired. If needed, the Update Payroll for Packages option can calculate retroactive pay if the school district had to start paying employees using the previous year's amounts because a settlement had not been reached prior to the first payroll of the new year. For packages defined with **Unit** as the Package Type, the Update Payroll with Packages option can also calculate and update the rate for overtime pay codes for the new year, and contracts can be created based on the new unit rate and totals hours, if applicable.

Updating Payroll with Packages:

Note: As a precaution, make a current backup before completing the Update Payroll with Packages option.

1. From the Negotiations screen, select the **Options** menu and then **Update Payroll with Packages**.
2. At the Update Payroll with Packages screen, enter the ID of the package to update in the Package ID field, or click the **down-arrow** button to select the correct one
3. Select the Update Step/Lane field to update the numbers in the Step and Lane fields in the Employee File for the applicable pay codes with the steps and lanes used in the calculations of the salary schedules. A checkmark will appear in the box if the field is selected. See **Diagram A**.
4. If updating a package defined with **Unit** as the Package Type, the Update Overtime Pay Codes field is enabled. Select the Update Overtime Pay Codes field to have the system automatically calculate the overtime rates and update the appropriate pay codes for overtime for the new year. A checkmark will appear in the box if the field is selected.

Note: In order to update the overtime rates, the unit pay codes tied to the specified package must have the Overtime Pay Code ID field completed in the Pay Code File, and the overtime pay codes must have already been created for the new year.

5. If the Deduction Rates option had been completed for the specified package, the Update Deductions field is enabled. Select the Update Deductions field to update the rate tables in the Deduction File for the deductions with the new rates entered for the upcoming year in the Deduction Rates option. A checkmark will appear in the box if the field is selected.
6. If the school district had to start paying employees using the previous year's amounts because a settlement had not been reached prior to the first payroll of the new year, select the Calculate Retroactive Pay field to calculate the retroactive pay based on the new wages and the wages paid so far this fiscal year. A checkmark will appear in the box if the field is selected.

Diagram A

Note: If this field is selected, the system will create entries in a pay period entries batch taking the difference of the pay rate for the new wages less the pay rate of the previously paid wages multiplied by the number of payments (for contract pay codes) or the number of units (for unit pay codes). Only one entry will be created for each contract pay code (and absence on contract, if applicable) per employee with the amount (difference) in the Dollars field and the Units, Hours, and Pay Rate fields blank. For the unit pay codes, one entry for each pay code per employee will be created with the Units, Pay Rate, and Dollars fields completed and the Hours field blank. Only pay codes tied to the specified package (along with overtime pay codes or those defined to use the same rate as the primary pay code) and were in the Employee File at the time of the original payroll calculation will have the retroactive pay calculated. The retroactive pay entries cannot be created if there is a payroll calculation batch that is unposted.

7. If updating a package defined with **Unit** as the Package Type, the Create Contracts from Unit Package field is enabled. Select the Create Contracts from Unit Package field to have the system automatically create contracts based on the new unit rate and totals hours of the unit pay codes tied to the specified package. A checkmark will appear in the box if the field is selected.

8. Select the Update Check Description to use Lane Description field to change the description in the Check Description field (on the Wages screen in the Employee File) to use the corresponding lane description defined for the package for the applicable pay codes and employees. A checkmark will appear in the box if the field is selected.

Note: If this field is selected and a lane description is not defined on a package (the lane description is blank), the Check Description field will remain as is for the corresponding pay codes. Additionally, if the Update Overtime Pay Codes field is selected along with this field, the unit pay codes for overtime will not have the Check Description field updated (only the regular rate pay codes will be updated).

9. Enter the date the new wages (applicable for contract pay codes only) will start being paid in the Wages Start Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date. To use the Start Date currently set up for the wages, leave this field blank.

10. If the Update Deductions field is selected, the Deduction Start Date field is enabled. Enter the date the new deduction rates will take effect in the Deduction Start Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date. To update the rate tables in the Deduction File immediately, leave this field blank.

11. If the Create Contracts from Unit Package field is selected, the Pay Codes List is enabled. All the unit pay codes tied to the specified package appear in the Pay Codes List. For each unit pay code, complete the following:

- a. Enter the ID of the contract pay code to use when creating the contracts in the Contract Pay Code ID field, or click the **down-arrow** button to select the correct one.
- b. Enter the number of times the employees will get paid with the contracts in the Total Payments field.
- c. To round the total amount of the created contract up to the next whole dollar (for example, \$24,710.40 would round up to \$24,711.00), select the Round to Whole Dollars field. A checkmark will appear in the box if the field is selected.
- d. If the contract pay code already exists for the specified year for employees, select the Overwrite Existing Wages field to replace the existing wages with the newly created wages. A checkmark will appear in the box if the field is selected.
- e. If applicable, repeat these steps until all the pay codes have been completed.

Note: If needed, to remove a pay code from the list so that contracts are not created for it, click the **Delete** button located to the left of the desired line in the Pay Codes List; when prompted to delete the record, click **Yes**.

12. Click the **Execute** button.

13. The system will prompt to verify if you want to continue updating; click **Yes**.

Note: If there are not any employees or deductions (the Update Deductions field is not selected) to update for the specified package, a different prompt will appear stating there is nothing to update; click **OK**.

14. If the Calculate Retroactive Pay field was not selected and there are employees with contracts for the specified year with the Contract Balance not equal to the Total Contract amounts (and the Total Payments is greater than zero (0)), a message will appear stating the process cannot continue; click **Yes** to view the employees with those contracts. If needed, contact Customer Support for assistance with updating the wages.

15. If the wages to be updated already exist for the specified year, a message will appear prompting to skip or overwrite the existing wages. Click the **Skip** button to continue updating the package but not update the wages that already exist, click the **Overwrite** button to continue updating the package and replace the existing wages with the new wages, or click the **Cancel** button to cancel updating the package and return to the Update Payroll with Packages screen.
16. If the Calculate Retroactive Pay field was selected, the system will prompt for the pay period entries batch for which to post the retroactive pay entries. When prompted, complete the batch options to create a new pay period entries batch for which to post the entries, or double-click an existing batch if the search screen appears (or click the **New Record** button on the search screen to create a new batch).
17. After the update is complete, the system will display a message in the status bar.

Printing Contracts

Contracts can be printed by completing one of the following two methods.

Method One: Complete the Export Pay Codes for Mail Merge option in Negotiations to create a file of pay code information that can be merged with a Microsoft® Word document. Before completing the Export Pay Codes Mail Merge option and printing the contracts, the package must be updated using the Update Payroll with Packages option. There are two contract templates provided by Software Unlimited, Inc., for your use. Below are examples of the two templates.

Template 1:

MISSOURI SCHOOL DISTRICT
100 CHERRY LANE
ANYWHERE, MO 54777

EMPLOYMENT CONTRACT

Replace this paragraph with your own wording for employment contracts. This document will merge the “main” teaching contract into the area below. You can also setup various logic to change the wording as needed for your district.

This contract is between the school district and:

DALE GREEN
8675 JACKSON BLVD
SOMEPLACE, NE 68500
SS Number: **483-62-7362**

For fiscal year ending 2025, beginning September 1, 2024:

Contract Description: **JH SOC TCH**
Lane: **5 / [5] MA+18**
Step: **6 / [6] STEP 5**
FTE: **1.0**
Contract Days: **192**
Contract Amount: **\$30640.00**
Total Payments: **12**
Amount Per Pay Period: **\$2553.33**

Signed:

DALE GREEN

Date: _____

SUPERINTENDENT

Date: _____

Template 2:

MISSOURI SCHOOL DISTRICT
100 CHERRY LANE
ANYWHERE, MO 54777

EMPLOYMENT CONTRACT

Replace this paragraph with your own wording for employment contracts. This document will merge the "main" teaching contract into the area below. You can also setup various logic to change the wording as needed for your district.

This contract is between the school district and:

DALE GREEN
8675 JACKSON BLVD
SOMEPLACE, SD 57490
SS Number: **483-62-7362**

For fiscal year ending 2025, beginning September 1, 2024:

Contract(s)	Lane	Step	Amount
TEACHING	[4] BA+10	[3] 3RD YEAR	\$ 29,555.45
FB COACH	[10] VAR COACH	[3] 3RD YEAR	\$ 3,000.00
TOTAL FOR ALL CONTRACTS:			\$ 32,555.45

Signed:

_____ Date: _____
DALE GREEN

_____ Date: _____
SUPERINTENDENT

Export Pay Codes for Mail Merge:

Note: Before completing the Export Pay Codes for Mail Merge option, the package must be updated using the Update Payroll with Packages option.

1. From the Negotiations screen, select the **Options** menu and then **Export Pay Codes for Mail Merge**.
2. At the Export Pay Codes for Mail Merge screen, enter the correct path (drive and folders) and file name for the file to create during the export in the File Name field, or click the **Search** button to select the correct path and specify the file name. By default, the file name will be **Contract.txt**.
3. Enter the **4-digit** year of the ending fiscal year for the pay codes to export in the Fiscal Year End field. The year entered in the Negotiation Year End field in the Negotiations System File will appear as the default, but can be changed. See **Diagram A**.
4. Enter the maximum number of pay codes (up to **2** digits) to export for each employee in the Maximum Employee Pay Codes Exported field.
5. All the custom fields defined in Payroll (and Human Resources, if applicable) appear in the Custom Field Selection List. Specify the custom fields to include in the export file by clicking the box under the Selected column to the left of each desired custom field. A checkmark will appear in the box if the custom field is selected. To select all the custom fields, click the **Select All** button located above the Custom Field Selection List. If desired, change the filters to modify the custom fields displayed here.
6. All the active pay codes defined in Payroll appear in the Pay Code Selection List. Specify the pay codes to include in the export file by clicking the box under the Selected column to the left of each desired pay code. A checkmark will appear in the box if the pay code is selected. To select all the pay codes, click the **Select All** button located above the Pay Code Selection List. If desired, change the filters to modify the pay codes displayed here.

Note: Only pay codes that are selected here and are active for employees in the Employee File will be included in the export file.

7. All the employees appear in the Employee Selection List. Specify the employees to include in the export file by clicking the box under the Selected column to the left of each desired employee. A

Diagram A

checkmark will appear in the box if the employee is selected. To select all the employees, click the **Select All** button located above the Employee Selection List.

8. Click the **Execute** button to continue the export.
9. After the pay codes are exported to a file, a message will appear in the status bar.
10. If using the templates provided by Software Unlimited, Inc., copy the two files (templates) to a location on your hard drive at this time.
11. Access Microsoft® Word and then open the desired contract template.
12. If using *Template1* or *Template2* (provided by Software Unlimited, Inc.), a message will appear stating the data source was not found; click the **Find Data Source** button.

Note: Depending on which version of Microsoft® Word is installed on your computer, additional prompts may appear prior to the one noted above confirming the file is a mail merge document (click **Yes**) and/or showing an open database connectivity error (click **OK**).

13. At the Open Data Source screen, select the correct path (drive and folders) of the **Contract.txt** file. Once the correct path has been selected, select the **Contract.txt** file and then click **Open**.

Tip: You may have to change the Files of Type field to look for **Text Files (*.txt)** or **All Files (*.*)**.

Note: If the document is saved after completing this step, the system will try to locate the data source in that same location the next time the document is opened. If the data source is not found at that specified location when the document is opened, an error message will appear. For example, if you pointed to the **Contract.txt** file on **Drive E** in the previous step and then saved the document, the next time this document is opened, the system will look for the data file (**Contract.txt**) on **Drive E**; an error message will appear if **Drive E** does not contain the **Contract.txt** file.

14. Complete the appropriate steps depending upon which version of Microsoft® Word is being used.

Word 2000:

- Select the **Tools** menu and then **Mail Merge**.
- The path and file name of the source document appear under the **Get Data** button. If this is not the correct path, click the **Get Data** button and then **Open Data Source** to select the correct path and file name.
- Click the **Merge** button.
- Make your selections (for example, to merge to a new document or the printer) and then click **Merge**.
- If the files were merged to the printer, the contracts will print directly to the default printer.
- If the files were merged to a new document, the new document will be created and will display the first employee's contract (the first page of the new document) on the screen. The contracts can then be printed like a normal word processing document.

Word 2002/2003:

- The mail merged document will open showing the first employee's contract (the first page of the document) on the screen. The contracts can then be printed like a normal word processing document.
- If desired, to access the regular mail merge options, select the **Tools** menu, **Letters and Mailings**, and then **Mail Merge**.

Word 2007/2010:

- The mail merged document will open showing the first employee's contract (the first page of the document) on the screen. The contracts can then be printed like a normal word processing document.
- If desired, to access the regular mail merge options, select the **Mailings** tab, **Start Mail Merge**, and then **Step by Step Mail Merge Wizard**.

Note: For additional information on the mail merge function, contact your **Technology Coordinator** or **Business Education Teacher**.

Method Two: Complete the Agreement Form Setup - Contract Employee and Agreement Form Setup - Unit Employee options in Negotiations, and then generate the Standard Agreement Form - Contract Employee and Standard Agreement Form - Unit Employee reports.

Agreement Form Setup - Contract Employee:

1. From the Negotiations screen, select the **Maintenance** menu and then **Agreement Form Setup - Contract Employee**.

2. If desired, enter the name and title of the person who signs the contract (for example, the superintendent) in the Signature Line 1 field. See **Diagram B**. The name and title can be alphanumeric and up to **50** characters long.

Tip: A signature line automatically prints for the employee to sign the contract; the Signature Line 1 and Signature Line 2 fields are designed for the school district officials who must sign the contract.

3. To print the signature (that was scanned and saved as a **.gif** file)

on the contracts for the first person as specified in the Signature Line 1 field, enter the path (drive and folders) for the signature file in the Signature Line 1 Image Path field, or click the **Search** button to select the correct path and file. The path can be up to **150** characters in length.

Note: The image entered in this field is defined to print on the contracts in a space measuring **0.35** inches in height and **4** inches in width.

4. If desired, enter the name and title of an additional person who signs the contract (for example, the board president) in the Signature Line 2 field. The name and title can be alphanumeric and up to **50** characters long.

5. To print the signature (that was scanned and saved as a **.gif** file) on the contracts for the second person as specified in the Signature Line 2 field, enter the path (drive and folders) for the signature file in the Signature Line 2 Image Path field, or click the **Search** button to select the correct path and file. The path can be up to **150** characters in length.

Note: The image entered in this field is defined to print on the contracts in a space measuring **0.35** inches in height and **4** inches in width.

6. Enter the text to print as the terms on the Standard Agreement Form - Contract Employee report in the Agreement Statement field. The statement can be alphanumeric and up to **32,000** characters long.

Note: The reserved words available to use within the statement are:

EMPLOYEEFIRSTMIDDLELASTSUFFIX to include the employee's full name; **EMPLOYEEID** to include the employee's ID; **FIRSTNAME** to include the employee's first name; **LASTNAME** to include the employee's last name; **EMPLOYEEWITHADDRESS** to include the employee's full name and address (will be printed as a block on multiple lines); **ADDRESSWITHOUTNAME** to include the employee's address (will be printed as a block on multiple lines); **SOCIALSECURITYNUMBER** to include the employee's social security number (will be printed as a mask with only the last four digits displaying); **FISCALYEAREND** to include the fiscal year end for the pay code; **PAYCODEID** to include the ID of the pay code; **CONTRACTSTARTDATE** to include the date in the Start Date field for the contract pay code from the Wages screen in the Employee File (or the Default Contract Start Date as specified when printing the report if the Start Date field is blank); **UNITSTARTDATE** to include the date in the Start Date field for the unit pay code from the Wages screen in the Employee File (or the Default Unit Start Date as specified when printing the report if the Start Date field is blank); **CHECKDESCRIPTION** to include the data in the Check Description field for the pay code from the Wages screen in the Employee File; **FTEVALUE** to include the value from the FTE field for the pay code on the Wages screen in the Employee File; **LANEVALUE** to include the value from the Lane field for the pay code on the Wages screen in the Employee File; **LANEDESCRIPTION** to include the description for the lane specified in the Lane

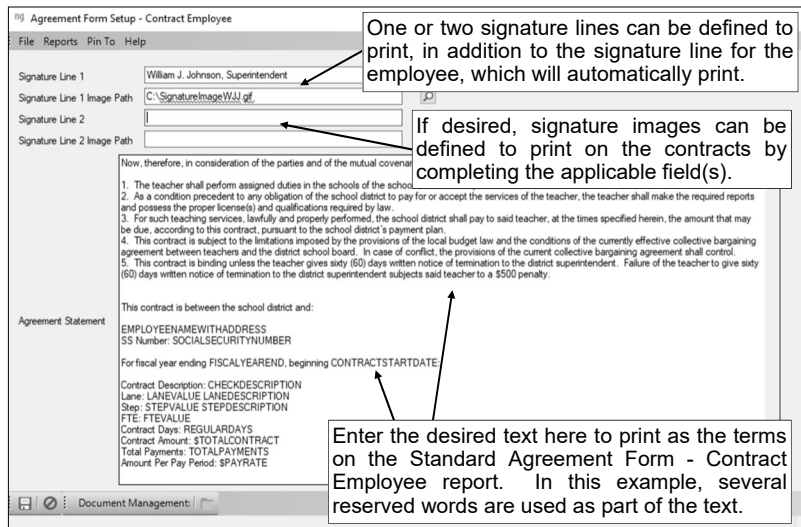


Diagram B

field for the pay code on the Wages screen in the Employee File; **STEPVALUE** to include the value from the Step field for the pay code on the Wages screen in the Employee File; **STEPDESCRIPTION** to include the description for the step specified in the Step field for the pay code on the Wages screen in the Employee File; **TOTALCONTRACT** to include the amount in the Total Contract field for the pay code on the Wages screen in the Employee File; **TOTALPAYMENTS** to include the number in the Total Payments field for the pay code on the Wages screen in the Employee File; **PAYRATE** to include the amount in the Pay Rate field for the pay code on the Wages screen in the Employee File; **TOTALHOURS** to include the number in the Total Hours field for the pay code on the Wages screen in the Employee File; **REGULARDAYS** to include the number in the Regular Days field for the pay code on the Wages screen in the Employee File; **ADDITIONALDAYS** to include the number in the Additional Days field for the pay code on the Wages screen in the Employee File; **HOURSPERDAY** to include the number in the Hours Per Day field for the pay code on the Wages screen in the Employee File; **HOURSPERPAYROLL** to include the number in the Hours Per Payroll field for the pay code on the Wages screen in the Employee File; **ABSENCEPERDAY** to include the amount from the Absence Per Day field on the Wages screen in the Employee File for the pay code; **ADDITIONALDOLLARS** to include the amount from the Additional Dollars field for the pay code on the Wages screen in the Employee File; **ADDITIONALDEGREEHOURS** to include the number in the Additional Degree Hours field for the pay code on the Wages screen in the Employee File; **ADDITIONALPERCENT** to include the number from the Additional Percent field for the pay code on the Wages screen in the Employee File; and **POSITIONDESCRIPTION** to include the description for the position specified in the Position Title ID field on the Wages screen in the Employee File for the pay code, if applicable. (*Tip:* The reserved words that are dollar amounts are not formatted to automatically print the dollar sign; therefore, to have the amount print with a dollar sign, enter \$ directly in front of the reserved word (for example, \$TOTALCONTRACT).)

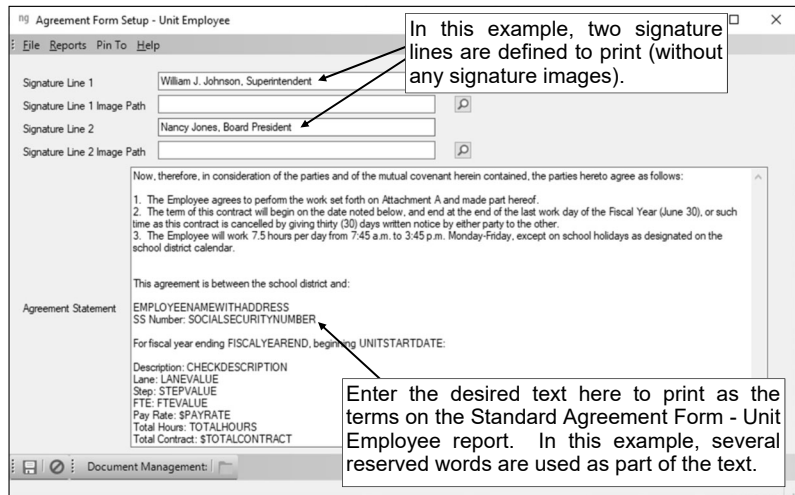
7. Click the **Save** button.
8. To then print contracts for the contract employees, generate the Standard Agreement Form - Contract Employee report, which is accessed under the **Reports** menu on the Agreement Form Setup - Contract Employee screen, or under the **Reports** menu on the Negotiations main screen, and then **Employee Reports (NG)**.

Agreement Form Setup - Unit Employee:

1. From the Negotiations screen, select the **Maintenance** menu and then **Agreement Form Setup - Unit Employee**.

2. If desired, enter the name and title of the person who signs the contract (for example, the superintendent) in the Signature Line 1 field. See **Diagram C**. The name and title can be alphanumeric and up to **50** characters long.

Tip: A signature line automatically prints for the employee to sign the contract; the Signature Line 1 and Signature Line 2 fields are designed for the school district officials who must sign the contract.



3. To print the signature (that was scanned and saved as a **.gif** file) on the contracts for the first person as specified in the Signature Line 1 field, enter the path (drive and folders) for the signature file in the Signature Line 1 Image Path field, or click the **Search** button to select the correct path and file. The path can be up to **150** characters in length.

Note: The image entered in this field is defined to print on the contracts in a space measuring **0.35** inches in height and **4** inches in width.

4. If desired, enter the name and title of an additional person who signs the contract (for example, the board president) in the Signature Line 2 field. The name and title can be alphanumeric and up to **50** characters long.

Diagram C

5. To print the signature (that was scanned and saved as a .gif file) on the contracts for the second person as specified in the Signature Line 2 field, enter the path (drive and folders) for the signature file in the Signature Line 2 Image Path field, or click the **Search** button to select the correct path and file. The path can be up to **150** characters in length.

Note: The image entered in this field is defined to print on the contracts in a space measuring **0.35** inches in height and **4** inches in width.

6. Enter the text to print as the terms on the Standard Agreement Form - Unit Employee report in the Agreement Statement field. The statement can be alphanumeric and up to **32,000** characters long.

Note: The reserved words available to use within the statement are:

EMPLOYEEFIRSTMIDDLELASTSUFFIX to include the employee's full name; **EMPLOYEEID** to include the employee's ID; **FIRSTNAME** to include the employee's first name; **LASTNAME** to include the employee's last name; **EMPLOYEEADDRESS** to include the employee's full name and address (will be printed as a block on multiple lines); **ADDRESSWITHOUTNAME** to include the employee's address (will be printed as a block on multiple lines);

SOCIALSECURITYNUMBER to include the employee's social security number (will be printed as a mask with only the last four digits displaying); **FISCALYEAREND** to include the fiscal year end for the pay code; **PAYCODEID** to include the ID of the pay code; **CONTRACTSTARTDATE** to include the date in the Start Date field for the contract pay code from the Wages screen in the Employee File (or the Default Contract Start Date as specified when printing the report if the Start Date field is blank); **UNITSTARTDATE** to include the date in the Start Date field for the unit pay code from the Wages screen in the Employee File (or the Default Unit Start Date as specified when printing the report if the Start Date field is blank); **CHECKDESCRIPTION** to include the data in the Check Description field for the pay code from the Wages screen in the Employee File; **FTEVALUE** to include the value from the FTE field for the pay code on the Wages screen in the Employee File; **LANEVALUE** to include the value from the Lane field for the pay code on the Wages screen in the Employee File; **LANEDESCRIPTION** to include the description for the lane specified in the Lane field for the pay code on the Wages screen in the Employee File; **STEPVALUE** to include the value from the Step field for the pay code on the Wages screen in the Employee File;

STEPDESCRIPTION to include the description for the step specified in the Step field for the pay code on the Wages screen in the Employee File; **TOTALCONTRACT** to include the amount in the Total Contract field for the pay code on the Wages screen in the Employee File; **TOTALPAYMENTS** to include the number in the Total Payments field for the pay code on the Wages screen in the Employee File; **PAYRATE** to include the amount in the Pay Rate field for the pay code on the Wages screen in the Employee File; **TOTALHOURS** to include the number in the Total Hours field for the pay code on the Wages screen in the Employee File; **REGULARDAYS** to include the number in the Regular Days field for the pay code on the Wages screen in the Employee File;

ADDITIONALDAYS to include the number in the Additional Days field for the pay code on the Wages screen in the Employee File; **HOURSPERDAY** to include the number in the Hours Per Day field for the pay code on the Wages screen in the Employee File; **HOURSPERPAYROLL** to include the number in the Hours Per Payroll field for the pay code on the Wages screen in the Employee File; **ABSENCEPERDAY** to include the amount from the Absence Per Day field on the Wages screen in the Employee File for the pay code; **ADDITIONALDOLLARS** to include the amount from the Additional Dollars field for the pay code on the Wages screen in the Employee File;

ADDITIONALDEGREEHOURS to include the number in the Additional Degree Hours field for the pay code on the Wages screen in the Employee File; **ADDITIONALPERCENT** to include the number from the Additional Percent field for the pay code on the Wages screen in the Employee File; and **POSITIONDESCRIPTION** to include the description for the position specified in the Position Title ID field on the Wages screen in the Employee File for the pay code, if applicable. (**Tip:** The reserved words that are dollar amounts are not formatted to automatically print the dollar sign; therefore, to have the amount print with a dollar sign, enter \$ directly in front of the reserved word (for example, \$**TOTALCONTRACT**).)

7. Click the **Save** button.
8. To then print contracts for the unit employees, generate the Standard Agreement Form - Unit Employee report, which is accessed under the **Reports** menu on the Agreement Form Setup - Unit Employee screen, or under the **Reports** menu on the Negotiations main screen, and then **Employee Reports (NG)**.

Standard Agreement Form - Contract Employee:

1. From the Negotiations screen, select the **Reports** menu, **Employee Reports (NG)**, and **Standard Agreement Form - Contract Employee**.
2. Complete the report printing options as needed. See **Diagram D**.

Tip: If a signature image is defined to print on the contracts (the Signature Line 1 Image Path field or the Signature Line 2 Image Path field is completed within the Agreement Form Setup - Contract Employee option), a Variable Fields parameter displays on the Report Printing Options screen (Contract Agreement Signed Date Line 1 field or Contract Agreement Signed Date Line 2 field); if applicable, complete the field with the date to print with the signature.

If a signature image is defined to print (within the Agreement Form Setup - Contract Employee option), complete the Contract Agreement Signed Date Line field(s) with the date to print with the signature.

Enter the date here to use as the default for any contract with the Start Date field left blank.

Parameter Name	From	To		
Active Employee			<input type="checkbox"/>	All Records Selected
Active Employee Pay Code	True	True	<input type="checkbox"/>	
Active Pay Code	True	True	<input type="checkbox"/>	
Employee Group ID			<input type="checkbox"/>	All Records Selected
Employee ID			<input type="checkbox"/>	All Records Selected
Employee Status			<input type="checkbox"/>	All Records Selected
Fiscal Year End	2021	2021	<input type="checkbox"/>	
Pay Code ID			<input type="checkbox"/>	All Records Selected
Pay Code Start Date			<input type="checkbox"/>	All Records Selected
Pay Group ID			<input type="checkbox"/>	CERTIFIED

Diagram D

3. Click the appropriate button for the desired output: **To Screen** button, **To Printer** button, **Export** button, or **Email** button. See **Diagram E** for a sample of the Standard Agreement Form - Contract Employee report.

Iowa Lab Data
15 Main Street
Someplace IA 55490

EMPLOYMENT CONTRACT

1. The teacher shall perform assigned duties in the schools of the school district for the period indicated below.
2. As a condition precedent to any obligation of the school district to pay for or accept the services of the teacher, the teacher shall make the required reports and possess the proper license(s) and qualifications required by law.
3. For such teaching services, lawfully and properly performed, the school district shall pay to said teacher, at the times specified herein, the amount that may be due, according to this contract, pursuant to the school district's payment plan.
4. This contract is subject to the limitations imposed by the provisions of the local budget law and the conditions of the currently effective collective bargaining agreement between teachers and the district school board. In case of conflict, the provisions of the current collective bargaining agreement shall control.
5. This contract is binding unless the teacher gives sixty (60) days written notice of termination to the district superintendent. Failure of the teacher to give sixty (60) days written notice of termination to the district superintendent subjects said teacher to a \$500 penalty.

This contract is between the school district and:

DALE JOSEPH GREEN JR
8675 JACKSON BLVD
SOMEPLACE IA 55490
SS Number: XXX-XX-7362

For fiscal year ending 2021, beginning September 1, 2020:

Contract Description: JH Soc Tch
Lane: 5 / { 5 } BA+45
Step: 1 / { 1 } Year 5
FTE: 1
Contract Days: 190
Contract Amount: \$34,000.00
Total Payments: 12
Amount Per Pay Period: \$2,833.33

Signed: _____ Date: _____

Dale Green Jr _____ Date: _____

William J. Johnson, Superintendent _____ Date: 08/15/2020

Diagram E

Standard Agreement Form - Unit Employee:

1. From the Negotiations screen, select the **Reports** menu, **Employee Reports (NG)**, and **Standard Agreement Form - Unit Employee**.
2. Complete the report printing options as needed. See **Diagram F**.

Tip: If a signature image is defined to print on the contracts (the Signature Line 1 Image Path field or the Signature Line 2 Image Path field is completed within the Agreement Form Setup - Unit Employee option), a Variable Fields parameter displays on the Report Printing Options screen (Contract Agreement Signed Date Line 1 field or Contract Agreement Signed Date Line 2 field); if applicable, complete the field with the date to print with the signature.

Variable Name	Variable Value
Default Unit Start Date	09/01/2019

Parameter Name	From	To		
Active Employee			<input type="checkbox"/>	All Records Selected
Active Employee Pay Code	True	True	<input type="checkbox"/>	
Active Pay Code	True	True	<input type="checkbox"/>	
Employee Group ID			<input type="checkbox"/>	All Records Selected
Employee ID			<input type="checkbox"/>	All Records Selected
Employee Status			<input type="checkbox"/>	All Records Selected
Fiscal Year End	2020	2020	<input type="checkbox"/>	
Pay Code ID			<input type="checkbox"/>	CUST. REG. SEC
Pay Code Start Date			<input type="checkbox"/>	All Records Selected
Pay Group ID			<input type="checkbox"/>	ADMIN. HOTLUNCH

Diagram F

3. Click the appropriate button for the desired output: **To Screen** button, **To Printer** button, **Export** button, or **Email** button. See **Diagram G** for a sample of the Standard Agreement Form - Unit Employee report.

Illinois Lab Data
15 Main Street
Someplace IL 60852

EMPLOYMENT AGREEMENT

Now, therefore, in consideration of the parties and of the mutual covenant herein contained, the parties hereto agree as follows:

1. The Employee agrees to perform the work set forth on Attachment A and made part hereof.
2. The term of this contract will begin on the date noted below, and end at the end of the last work day of the Fiscal Year (June 30), or such time as this contract is cancelled by giving thirty (30) days written notice by either party to the other.
3. The Employee will work 7.5 hours per day from 7:45 a.m. to 3:45 p.m. Monday-Friday, except on school holidays as designated on the school district calendar.

This agreement is between the school district and:

RICK M THOMAS
890 MAIN ST APT B
SOMEPLACE SD 57490
SS Number: XXX-XX-7895

For fiscal year ending 2020, beginning September 1, 2019:

Description: Custodian
Lane: 1
Step: 1
FTE: 1
Pay Rate: \$9.50
Total Hours: 1,875
Total Contract: \$17,812.50

Signed:

Rick Thomas

William J. Johnson, Superintendent

Nancy Jones, Board President

Date: _____
Date: _____
Date: _____

Diagram G

MISCELLANEOUS

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Salary Schedule Examples

Example 1:

This is an example of a *diagonal* salary schedule with a Maximum Step of **12** and Maximum Lane of **7**. The starting step in this example is **Step 1**. The salary schedule has a *step percent increment* of **4%** and a *lane percent increment* of **5%**. The **Lane 1, Step 6 cell** and the **Lane 2, Step 7 cell** were closed manually. After building the Salary Schedule - Percents table, the Salary Schedule - Amounts table was built (recalculated) by selecting to calculate on **Base** with **\$20,500** as the base. Two decimal places were used as the default in this salary schedule. See **Diagrams A, B, C, and D**.

Salary Schedule - Percents Recalculate Options										
Starting Step	Ending Step	Starting Lane	Ending Lane	Step Percent Increment	Lane Percent Increment	Decimal Places	Step Dollar Increment	Lane Dollar Increment	Zero	Geometric Progression
1	12	1	7	4.00	5.00	2			<input type="checkbox"/>	<input type="checkbox"/>
									<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Diagram A

Salary Schedule - Amounts Recalculate Options						
Starting Step	Ending Step	Starting Lane	Ending Lane	Base	Decimal Places	Salary Calculation Type
1	12	1	7	20,500.00	2	Base

Diagram B

Salary Schedule - Percents							
	{ 1 }	{ 2 }	{ 3 }	{ 4 }	{ 5 }	{ 6 }	{ 7 }
{ 1 }	100.00%	105.00%	110.00%	115.00%	120.00%	125.00%	130.00%
{ 2 }	104.00%	109.00%	114.00%	119.00%	124.00%	129.00%	134.00%
{ 3 }	108.00%	113.00%	118.00%	123.00%	128.00%	133.00%	138.00%
{ 4 }	112.00%	117.00%	122.00%	127.00%	132.00%	137.00%	142.00%
{ 5 }	116.00%	121.00%	126.00%	131.00%	136.00%	141.00%	146.00%
{ 6 }		125.00%	130.00%	135.00%	140.00%	145.00%	150.00%
{ 7 }			134.00%	139.00%	144.00%	149.00%	154.00%
{ 8 }			138.00%	143.00%	148.00%	153.00%	158.00%
{ 9 }				147.00%	152.00%	157.00%	162.00%
{ 10 }					156.00%	161.00%	166.00%
{ 11 }						165.00%	170.00%
{ 12 }							174.00%

Diagram C

Salary Schedule - Amounts							
	{ 1 }	{ 2 }	{ 3 }	{ 4 }	{ 5 }	{ 6 }	{ 7 }
{ 1 }	20,500.00	21,525.00	22,550.00	23,575.00	24,600.00	25,625.00	26,650.00
{ 2 }	21,320.00	22,345.00	23,370.00	24,395.00	25,420.00	26,445.00	27,470.00
{ 3 }	22,140.00	23,165.00	24,190.00	25,215.00	26,240.00	27,265.00	28,290.00
{ 4 }	22,960.00	23,985.00	25,010.00	26,035.00	27,060.00	28,085.00	29,110.00
{ 5 }	23,780.00	24,805.00	25,830.00	26,855.00	27,880.00	28,905.00	29,930.00
{ 6 }		25,625.00	26,650.00	27,675.00	28,700.00	29,725.00	30,750.00
{ 7 }			27,470.00	28,495.00	29,520.00	30,545.00	31,570.00
{ 8 }			28,290.00	29,315.00	30,340.00	31,365.00	32,390.00
{ 9 }				30,135.00	31,160.00	32,185.00	33,210.00
{ 10 }					31,980.00	33,005.00	34,030.00
{ 11 }						33,825.00	34,850.00
{ 12 }							35,670.00

Diagram D

Example 2:

This is an example of a salary schedule with a Maximum Step of **7** and Maximum Lane of **5**. The starting step in this example is **Step 0**. The salary schedule has a *step dollar increment* of **\$700** and a *lane dollar increment* of **\$500**. When building the Salary Schedule - Percents table, the Geometric Progression field was selected. After building the Salary Schedule - Percents table, the Salary Schedule - Amounts table was built by selecting to calculate on **Previous** (the previous step in each lane). Two decimal places were used in this salary schedule. See **Diagrams E, F, G, and H**.

Salary Schedule - Percents Recalculate Options										
Starting Step ▲	Ending Step ▲	Starting Lane ▲	Ending Lane	Step Percent Increment	Lane Percent Increment	Decimal Places	Step Dollar Increment	Lane Dollar Increment	Zero	Geometric Progression
0	7	1	5			2	700.00	500.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
									<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Diagram E

Salary Schedule - Amounts Recalculate Options						
Starting Step ▲	Ending Step ▲	Starting Lane ▲	Ending Lane	Base	Decimal Places	Salary Calculation Type
0	7	1	5	22,000.00	2	Previous

Diagram F

	Salary Schedule - Percents				
	{ 1 }	{ 2 }	{ 3 }	{ 4 }	{ 5 }
{ 0 }	100.00%	100.00% \$500.00	100.00% \$1,000.00	100.00% \$1,500.00	100.00% \$2,000.00
{ 1 }	100.00% \$700.00	100.00% \$700.00	100.00% \$700.00	100.00% \$700.00	100.00% \$700.00
{ 2 }	100.00% \$700.00	100.00% \$700.00	100.00% \$700.00	100.00% \$700.00	100.00% \$700.00
{ 3 }	100.00% \$700.00	100.00% \$700.00	100.00% \$700.00	100.00% \$700.00	100.00% \$700.00
{ 4 }	100.00% \$700.00	100.00% \$700.00	100.00% \$700.00	100.00% \$700.00	100.00% \$700.00
{ 5 }	100.00% \$700.00	100.00% \$700.00	100.00% \$700.00	100.00% \$700.00	100.00% \$700.00
{ 6 }	100.00% \$700.00	100.00% \$700.00	100.00% \$700.00	100.00% \$700.00	100.00% \$700.00
{ 7 }	100.00% \$700.00	100.00% \$700.00	100.00% \$700.00	100.00% \$700.00	100.00% \$700.00

Diagram G

	Salary Schedule - Amounts				
	{ 1 }	{ 2 }	{ 3 }	{ 4 }	{ 5 }
{ 0 }	22,000.00	22,500.00	23,000.00	23,500.00	24,000.00
{ 1 }	22,700.00	23,200.00	23,700.00	24,200.00	24,700.00
{ 2 }	23,400.00	23,900.00	24,400.00	24,900.00	25,400.00
{ 3 }	24,100.00	24,600.00	25,100.00	25,600.00	26,100.00
{ 4 }	24,800.00	25,300.00	25,800.00	26,300.00	26,800.00
{ 5 }	25,500.00	26,000.00	26,500.00	27,000.00	27,500.00
{ 6 }	26,200.00	26,700.00	27,200.00	27,700.00	28,200.00
{ 7 }	26,900.00	27,400.00	27,900.00	28,400.00	28,900.00

Diagram H

Example 3:

This is an example of a *diagonal* salary schedule with a Maximum Step of **12** and Maximum Lane of **7**. The starting step in this example is **Step 1**. The salary schedule has a *step percent increment* of **3%** and a *lane percent increment* of **4%**. The Geometric Progression field was also selected when building the Salary Schedule - Percents table to calculate a percent of the previous step and lane rather than a percent of the base. After building the Salary Schedule - Percents table, the Salary Schedule - Amounts table was built by selecting to calculate on **Base** with **\$20,000** as the base. Two decimal places were used as the default in this salary schedule. See **Diagrams I, J, K, and L**.

Salary Schedule - Percents Recalculate Options										
Starting Step ▲	Ending Step ▲	Starting Lane ▲	Ending Lane	Step Percent Increment	Lane Percent Increment	Decimal Places	Step Dollar Increment	Lane Dollar Increment	Zero	Geometric Progression
1	12	1	7	3.00	4.00	2			<input type="checkbox"/>	<input checked="" type="checkbox"/>
									<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Diagram I

Salary Schedule - Amounts Recalculate Options						
Starting Step ▲	Ending Step ▲	Starting Lane ▲	Ending Lane	Base	Decimal Places	Salary Calculation Type
1	12	1	7	20,000.00	2	Base

Diagram J

Salary Schedule - Percents							
	{ 1 }	{ 2 }	{ 3 }	{ 4 }	{ 5 }	{ 6 }	{ 7 }
{ 1 }	100.00%	104.00%	108.16%	112.49%	116.99%	121.67%	126.54%
{ 2 }	103.00%	107.12%	111.40%	115.86%	120.50%	125.32%	130.34%
{ 3 }	106.09%	110.33%	114.74%	119.34%	124.12%	129.08%	134.25%
{ 4 }	109.27%	113.64%	118.18%	122.92%	127.84%	132.95%	138.28%
{ 5 }	112.55%	117.05%	121.73%	126.61%	131.68%	136.94%	142.43%
{ 6 }	115.93%	120.56%	125.38%	130.41%	135.63%	141.05%	146.70%
{ 7 }		124.18%	129.14%	134.32%	139.70%	145.28%	151.10%
{ 8 }			133.01%	138.35%	143.89%	149.64%	155.63%
{ 9 }				142.50%	148.21%	154.13%	160.30%
{ 10 }					152.66%	158.75%	165.11%
{ 11 }						163.51%	170.06%
{ 12 }							175.16%

Diagram K

Salary Schedule - Amounts							
	{ 1 }	{ 2 }	{ 3 }	{ 4 }	{ 5 }	{ 6 }	{ 7 }
{ 1 }	20,000.00	20,800.00	21,632.00	22,498.00	23,398.00	24,334.00	25,308.00
{ 2 }	20,600.00	21,424.00	22,280.00	23,172.00	24,100.00	25,064.00	26,068.00
{ 3 }	21,218.00	22,066.00	22,948.00	23,868.00	24,824.00	25,816.00	26,850.00
{ 4 }	21,854.00	22,728.00	23,636.00	24,584.00	25,568.00	26,590.00	27,656.00
{ 5 }	22,510.00	23,410.00	24,346.00	25,322.00	26,336.00	27,388.00	28,486.00
{ 6 }	23,186.00	24,112.00	25,076.00	26,082.00	27,126.00	28,210.00	29,340.00
{ 7 }		24,836.00	25,828.00	26,864.00	27,940.00	29,056.00	30,220.00
{ 8 }			26,602.00	27,670.00	28,778.00	29,928.00	31,126.00
{ 9 }				28,500.00	29,642.00	30,826.00	32,060.00
{ 10 }					30,532.00	31,750.00	33,022.00
{ 11 }						32,702.00	34,012.00
{ 12 }							35,032.00

Diagram L

Example 4:

This is an example of a salary schedule with a Maximum Step of **15** and Maximum Lane of **6**. The starting step in this example is **Step 1**. The salary schedule has a *step increment* of **3%** from *Step 1* to *Step 2* and then **4%** for all other steps. The *lane increment* is not consistent throughout the entire salary schedule. Ranges of cells (steps and lanes) were specified when recalculating the Salary Schedule - Percents table so that the different step and lane increments could be entered accordingly. This salary schedule is not a true diagonal but the step percent increments end in a diagonal fashion. For example, **Step 10, Lane 1** (with and a percent of **135%** of the base) is the last step in Lane 1 with a step percent increment; **135%** is also the percent of base for **Steps 11 to 15 for Lane 1**, but with an additional amount of **\$300**. In **Lane 2**, the step percent increment stops after **Step 11** and **Lane 3 with Step 12** and so on. After building the Salary Schedule - Percents table, the Salary Schedule - Amounts table was built by selecting to calculate on **Base** with a different base entered for each lane. Two decimal places were used in this salary schedule. See **Diagrams M, N, O, and P**.

Salary Schedule - Percents Recalculate Options											
Starting Step	Ending Step	Starting Lane	Ending Lane	Step Percent Increment	Lane Percent Increment	Decimal Places	Step Dollar Increment	Lane Dollar Increment	Zero	Geometric Progression	
1	2	1	6	3.00	4.00	2			<input type="checkbox"/>	<input type="checkbox"/>	
3	11	1	1	4.00		2			<input type="checkbox"/>	<input type="checkbox"/>	
3	12	2	2	4.00		2			<input type="checkbox"/>	<input type="checkbox"/>	
3	13	3	3	4.00		2			<input type="checkbox"/>	<input type="checkbox"/>	
3	14	4	4	4.00		2			<input type="checkbox"/>	<input type="checkbox"/>	
3	15	5	5	4.00		2			<input type="checkbox"/>	<input type="checkbox"/>	
11	15	1	1	.00		2	300.00		<input type="checkbox"/>	<input type="checkbox"/>	
12	15	2	2	.00		2	775.00		<input type="checkbox"/>	<input type="checkbox"/>	
13	15	3	3	.00		2	800.00		<input type="checkbox"/>	<input type="checkbox"/>	
14	15	4	4	.00		2	825.00		<input type="checkbox"/>	<input type="checkbox"/>	
15	15	5	5	.00		2	860.00		<input type="checkbox"/>	<input type="checkbox"/>	
									<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Diagram M

Salary Schedule - Amounts Recalculate Options						
Starting Step	Ending Step	Starting Lane	Ending Lane	Base	Decimal Places	Salary Calculation Type
1	15	1	1	21,450.00	2	Base
1	15	2	2	22,522.50	2	Base
1	15	3	3	23,166.00	2	Base
1	15	4	4	24,024.00	2	Base
1	15	5	5	25,096.50	2	Base
1	15	6	6	25,740.00	2	Base

Diagram N

Salary Schedule - Percents						
	{ 1}	{ 2}	{ 3}	{ 4}	{ 5}	{ 6}
{ 1}	100.00%	104.00%	108.00%	112.00%	116.00%	120.00%
{ 2}	103.00%	107.00%	111.00%	115.00%	119.00%	123.00%
{ 3}	107.00%	111.00%	115.00%	119.00%	123.00%	127.00%
{ 4}	111.00%	115.00%	119.00%	123.00%	127.00%	131.00%
{ 5}	115.00%	119.00%	123.00%	127.00%	131.00%	135.00%
{ 6}	119.00%	123.00%	127.00%	131.00%	135.00%	139.00%
{ 7}	123.00%	127.00%	131.00%	135.00%	139.00%	143.00%
{ 8}	127.00%	131.00%	135.00%	139.00%	143.00%	147.00%
{ 9}	131.00%	135.00%	139.00%	143.00%	147.00%	151.00%
{ 10}	135.00%	139.00%	143.00%	147.00%	151.00%	155.00%
{ 11}	135.00% \$300.00	143.00%	147.00%	151.00%	155.00%	159.00%
{ 12}	135.00% \$300.00	143.00% \$775.00	151.00%	155.00%	159.00%	163.00%
{ 13}	135.00% \$300.00	143.00% \$775.00	151.00% \$800.00	159.00%	163.00%	167.00%
{ 14}	135.00% \$300.00	143.00% \$775.00	151.00% \$800.00	159.00% \$825.00	167.00%	171.00%
{ 15}	135.00% \$300.00	143.00% \$775.00	151.00% \$800.00	159.00% \$825.00	167.00% \$860.00	175.00%

Diagram O

Salary Schedule - Amounts						
	{ 1}	{ 2}	{ 3}	{ 4}	{ 5}	{ 6}
{ 1}	21,450.00	23,423.40	25,019.28	26,906.88	29,111.94	30,888.00
{ 2}	22,093.50	24,099.08	25,714.26	27,627.60	29,864.84	31,660.20
{ 3}	22,951.50	24,999.98	26,640.90	28,588.56	30,868.70	32,689.80
{ 4}	23,809.50	25,900.88	27,567.54	29,549.52	31,872.56	33,719.40
{ 5}	24,667.50	26,801.78	28,494.18	30,510.48	32,876.42	34,749.00
{ 6}	25,525.50	27,702.68	29,420.82	31,471.44	33,880.28	35,778.60
{ 7}	26,383.50	28,603.58	30,347.46	32,432.40	34,884.14	36,808.20
{ 8}	27,241.50	29,504.48	31,274.10	33,393.36	35,888.00	37,837.80
{ 9}	28,099.50	30,405.38	32,200.74	34,354.32	36,891.86	38,867.40
{ 10}	28,957.50	31,306.28	33,127.38	35,315.28	37,895.72	39,897.00
{ 11}	29,257.50	32,207.18	34,054.02	36,276.24	38,899.58	40,926.60
{ 12}	29,257.50	32,982.18	34,980.66	37,237.20	39,903.44	41,956.20
{ 13}	29,257.50	32,982.18	35,780.66	38,198.16	40,907.30	42,985.80
{ 14}	29,257.50	32,982.18	35,780.66	39,023.16	41,911.16	44,015.40
{ 15}	29,257.50	32,982.18	35,780.66	39,023.16	42,771.16	45,045.00

Diagram P

Example 5:

This is an example of a salary schedule with a Maximum Step of **10** and Maximum Lane of **6**. The starting step in this example is **Step 1**. The salary schedule has a *step increment* of **5%**. There is not a *lane increment* as each lane has its own base amount. When building the Salary Schedule - Percents table, **5** was entered for the Step Percent Increment and the Lane Percent Increment field was left blank. After building the Salary Schedule - Percents table, the Salary Schedule - Amounts table was built by selecting to calculate on **Base** (with a different base amount entered for each lane). Two decimal places were used as the default in this salary schedule. See **Diagrams Q, R, S, and T**.

Salary Schedule - Percents Recalculate Options										
Starting Step	Ending Step	Starting Lane	Ending Lane	Step Percent Increment	Lane Percent Increment	Decimal Places	Step Dollar Increment	Lane Dollar Increment	Zero	Geometric Progression
1	10	1	6	5.00		2			<input type="checkbox"/>	<input type="checkbox"/>
									<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Diagram Q

Salary Schedule - Amounts Recalculate Options						
Starting Step	Ending Step	Starting Lane	Ending Lane	Base	Decimal Places	Salary Calculation Type
1	10	1	1	18,500.00	2	Base
1	10	2	2	20,500.00	2	Base
1	10	3	3	21,750.00	2	Base
1	10	4	4	23,000.00	2	Base
1	10	5	5	25,550.00	2	Base
1	10	6	6	27,775.00	2	Base

Diagram R

Salary Schedule - Percents						
	{ 1 }	{ 2 }	{ 3 }	{ 4 }	{ 5 }	{ 6 }
{ 1 }	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
{ 2 }	105.00%	105.00%	105.00%	105.00%	105.00%	105.00%
{ 3 }	110.00%	110.00%	110.00%	110.00%	110.00%	110.00%
{ 4 }	115.00%	115.00%	115.00%	115.00%	115.00%	115.00%
{ 5 }	120.00%	120.00%	120.00%	120.00%	120.00%	120.00%
{ 6 }	125.00%	125.00%	125.00%	125.00%	125.00%	125.00%
{ 7 }	130.00%	130.00%	130.00%	130.00%	130.00%	130.00%
{ 8 }	135.00%	135.00%	135.00%	135.00%	135.00%	135.00%
{ 9 }	140.00%	140.00%	140.00%	140.00%	140.00%	140.00%
{ 10 }	145.00%	145.00%	145.00%	145.00%	145.00%	145.00%

Diagram S

Salary Schedule - Amounts						
	{ 1 }	{ 2 }	{ 3 }	{ 4 }	{ 5 }	{ 6 }
{ 1 }	18,500.00	20,500.00	21,750.00	23,000.00	25,550.00	27,775.00
{ 2 }	19,425.00	21,525.00	22,837.50	24,150.00	26,827.50	29,163.75
{ 3 }	20,350.00	22,550.00	23,925.00	25,300.00	28,105.00	30,552.50
{ 4 }	21,275.00	23,575.00	25,012.50	26,450.00	29,382.50	31,941.25
{ 5 }	22,200.00	24,600.00	26,100.00	27,600.00	30,660.00	33,330.00
{ 6 }	23,125.00	25,625.00	27,187.50	28,750.00	31,937.50	34,718.75
{ 7 }	24,050.00	26,650.00	28,275.00	29,900.00	33,215.00	36,107.50
{ 8 }	24,975.00	27,675.00	29,362.50	31,050.00	34,492.50	37,496.25
{ 9 }	25,900.00	28,700.00	30,450.00	32,200.00	35,770.00	38,885.00
{ 10 }	26,825.00	29,725.00	31,537.50	33,350.00	37,047.50	40,273.75

Diagram T

Example 6:

This is an example of a salary schedule with a Maximum Step of **7** and Maximum Lane of **5**. The starting step in this example is **Step 1**. The salary schedule does not have any consistency at all, either with the *step increment* or *lane increment*. The amount for each step and lane was entered in the Additional Dollars field (for each cell). When building the Salary Schedule - Percents table, **0** was entered for both the step and lane percent increments. After building the Salary Schedule - Percents table, the Salary Schedule - Amounts table was built by selecting to calculate on **Base** with the Base field left blank. Two decimal places were used as the default in this salary schedule. See **Diagrams U, V, W, and X**.

Salary Schedule - Percents Recalculate Options										
Starting Step	Ending Step	Starting Lane	Ending Lane	Step Percent Increment	Lane Percent Increment	Decimal Places	Step Dollar Increment	Lane Dollar Increment	Zero	Geometric Progression
1	7	1	5	.00	.00	2			<input type="checkbox"/>	<input type="checkbox"/>
									<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Diagram U

Salary Schedule - Amounts Recalculate Options						
Starting Step	Ending Step	Starting Lane	Ending Lane	Base	Decimal Places	Salary Calculation Type
1	7	1	5		2	Base

Diagram V

Salary Schedule - Percents					
	{ 1 }	{ 2 }	{ 3 }	{ 4 }	{ 5 }
{ 1 }	100.00% \$19,750.00	100.00% \$20,450.00	100.00% \$21,000.00	100.00% \$22,225.00	100.00% \$23,275.00
{ 2 }	100.00% \$20,000.00	100.00% \$20,900.00	100.00% \$21,865.00	100.00% \$23,050.00	100.00% \$23,995.00
{ 3 }	100.00% \$20,225.00	100.00% \$21,375.00	100.00% \$22,435.00	100.00% \$23,975.00	100.00% \$24,865.00
{ 4 }	100.00% \$21,225.00	100.00% \$22,000.00	100.00% \$23,000.00	100.00% \$24,785.00	100.00% \$25,495.00
{ 5 }	100.00% \$22,000.00	100.00% \$22,675.00	100.00% \$23,755.00	100.00% \$25,695.00	100.00% \$26,350.00
{ 6 }	100.00% \$22,450.00	100.00% \$23,495.00	100.00% \$24,500.00	100.00% \$26,545.00	100.00% \$27,075.00
{ 7 }	100.00% \$22,800.00	100.00% \$24,550.00	100.00% \$25,225.00	100.00% \$27,325.00	100.00% \$29,995.00

Diagram W

Salary Schedule - Amounts					
	{ 1 }	{ 2 }	{ 3 }	{ 4 }	{ 5 }
{ 1 }	19,750.00	20,450.00	21,000.00	22,225.00	23,275.00
{ 2 }	20,000.00	20,900.00	21,865.00	23,050.00	23,995.00
{ 3 }	20,225.00	21,375.00	22,435.00	23,975.00	24,865.00
{ 4 }	21,225.00	22,000.00	23,000.00	24,785.00	25,495.00
{ 5 }	22,000.00	22,675.00	23,755.00	25,695.00	26,350.00
{ 6 }	22,450.00	23,495.00	24,500.00	26,545.00	27,075.00
{ 7 }	22,800.00	24,550.00	25,225.00	27,325.00	29,995.00

Diagram X

Example 7:

This is an example of a salary schedule used for *unit* employees with a Maximum Step of **5** and Maximum Lane of **3**. The starting step in this example is **Step 1**. The salary schedule has a *step increment* of **3.5%**. Each lane has its own base amount. When building the Salary Schedule - Percents table, **3.5** was entered for the Step Percent Increment and the Lane Percent Increment field was left blank. After building the Salary Schedule - Percents table, the Salary Schedule - Amounts table was built by selecting to calculate on **Base** (with a different base amount entered for each lane). Two decimal places were used as the default in this salary schedule. See **Diagrams Y, Z, AA, and BB**.

Salary Schedule - Percents Recalculate Options										
Starting Step ▲	Ending Step ▲	Starting Lane ▲	Ending Lane	Step Percent Increment	Lane Percent Increment	Decimal Places	Step Dollar Increment	Lane Dollar Increment	Zero	Geometric Progression
1	5	1	3	3.50		2			<input type="checkbox"/>	<input type="checkbox"/>
									<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Diagram Y

Salary Schedule - Amounts Recalculate Options						
Starting Step ▲	Ending Step ▲	Starting Lane ▲	Ending Lane	Base	Decimal Places	Salary Calculation Type
1	5	1	1	5.00	2	Base
1	5	2	2	8.25	2	Base
1	5	3	3	12.00	2	Base

Diagram Z

Salary Schedule - Percents			
	{ 1 }	{ 2 }	{ 3 }
{ 1 }	100.00%	100.00%	100.00%
{ 2 }	103.50%	103.50%	103.50%
{ 3 }	107.00%	107.00%	107.00%
{ 4 }	110.50%	110.50%	110.50%
{ 5 }	114.00%	114.00%	114.00%

Diagram AA

Salary Schedule - Amounts			
	{ 1 }	{ 2 }	{ 3 }
{ 1 }	5.00	8.25	12.00
{ 2 }	5.18	8.54	12.42
{ 3 }	5.35	8.83	12.84
{ 4 }	5.52	9.12	13.26
{ 5 }	5.70	9.40	13.68

Diagram BB

Example 8:

This is an example of a salary schedule used for *extracurricular duties* with a Maximum Step of **10** and Maximum Lane of **6**. The starting step in this example is **Step 1**. Since the percents are less than 100% of the base, the percentage was entered for the *first step* in each lane in the Percent of Base field. When building the Salary Schedule - Percents table, **.5** was entered for the step percent increment and **0** for the lane percent increment for **Steps 2 through 5**. Then **Steps 6 through 10** were calculated at **0** for both the step and lane percent increments with an additional amount for each step after 5 years was entered in the Step Dollar Increment field (for each lane). After building the Salary Schedule - Percents table, the Salary Schedule - Amounts table was built by selecting to calculate on **Base** with **\$20,450** as the base for **Steps 1 through 5** and then on **Previous** for **Steps 6 through 10**. Two decimal places were used as the default in this salary schedule. See **Diagrams CC, DD, EE, and FF**.

Salary Schedule - Percents Recalculate Options										
Starting Step	Ending Step	Starting Lane	Ending Lane	Step Percent Increment	Lane Percent Increment	Decimal Places	Step Dollar Increment	Lane Dollar Increment	Zero	Geometric Progression
2	5	1	6	.50		2			<input type="checkbox"/>	<input type="checkbox"/>
6	10	1	1			2	50.00		<input type="checkbox"/>	<input type="checkbox"/>
6	10	2	2			2	30.00		<input type="checkbox"/>	<input type="checkbox"/>
6	10	3	3			2	50.00		<input type="checkbox"/>	<input type="checkbox"/>
6	10	4	5			2	30.00		<input type="checkbox"/>	<input type="checkbox"/>
6	10	6	6			2	25.00		<input type="checkbox"/>	<input type="checkbox"/>
									<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Diagram CC

Salary Schedule - Amounts Recalculate Options						
Starting Step	Ending Step	Starting Lane	Ending Lane	Base	Decimal Places	Salary Calculation Type
1	5	1	6	20,450.00	2	Base
6	10	1	6		2	Previous

Diagram DD

Salary Schedule - Percents						
	{ 1 }	{ 2 }	{ 3 }	{ 4 }	{ 5 }	{ 6 }
{ 1 }	10.00%	7.00%	10.00%	7.00%	8.00%	6.50%
{ 2 }	10.50%	7.50%	10.50%	7.50%	8.50%	7.00%
{ 3 }	11.00%	8.00%	11.00%	8.00%	9.00%	7.50%
{ 4 }	11.50%	8.50%	11.50%	8.50%	9.50%	8.00%
{ 5 }	12.00%	9.00%	12.00%	9.00%	10.00%	8.50%
{ 6 }	100.00% \$50.00	100.00% \$30.00	100.00% \$50.00	100.00% \$30.00	100.00% \$30.00	100.00% \$25.00
{ 7 }	100.00% \$50.00	100.00% \$30.00	100.00% \$50.00	100.00% \$30.00	100.00% \$30.00	100.00% \$25.00
{ 8 }	100.00% \$50.00	100.00% \$30.00	100.00% \$50.00	100.00% \$30.00	100.00% \$30.00	100.00% \$25.00
{ 9 }	100.00% \$50.00	100.00% \$30.00	100.00% \$50.00	100.00% \$30.00	100.00% \$30.00	100.00% \$25.00
{ 10 }	100.00% \$50.00	100.00% \$30.00	100.00% \$50.00	100.00% \$30.00	100.00% \$30.00	100.00% \$25.00

Diagram EE

Salary Schedule - Amounts						
	{ 1 }	{ 2 }	{ 3 }	{ 4 }	{ 5 }	{ 6 }
{ 1 }	2,045.00	1,431.50	2,045.00	1,431.50	1,636.00	1,329.25
{ 2 }	2,147.25	1,533.75	2,147.25	1,533.75	1,738.25	1,431.50
{ 3 }	2,249.50	1,636.00	2,249.50	1,636.00	1,840.50	1,533.75
{ 4 }	2,351.75	1,738.25	2,351.75	1,738.25	1,942.75	1,636.00
{ 5 }	2,454.00	1,840.50	2,454.00	1,840.50	2,045.00	1,738.25
{ 6 }	2,504.00	1,870.50	2,504.00	1,870.50	2,075.00	1,763.25
{ 7 }	2,554.00	1,900.50	2,554.00	1,900.50	2,105.00	1,788.25
{ 8 }	2,604.00	1,930.50	2,604.00	1,930.50	2,135.00	1,813.25
{ 9 }	2,654.00	1,960.50	2,654.00	1,960.50	2,165.00	1,838.25
{ 10 }	2,704.00	1,990.50	2,704.00	1,990.50	2,195.00	1,863.25

Diagram FF

Example 9:

This is an example of a salary schedule used for *extracurricular duties* with a Maximum Step of 7 and Maximum Lane of 6. The starting step in this example is **Step 1**. Even though the package is for extracurricular duties, the package type selected when creating the package was Regular Contracts due to the fact that the salaries are dollar amounts rather than percentages of the base salary. When building the Salary Schedule - Percents table, the step and lane percent increments were left blank and **300** was entered for the step dollar increment for **Steps 1 through 7**. After building the Salary Schedule - Percents table, the Salary Schedule - Amounts table was built by selecting to calculate on **Previous** with a different base amount for each lane. Two decimal places were used as the default in this salary schedule. See **Diagrams GG, HH, II, and JJ**.

Salary Schedule - Percents Recalculate Options										
Starting Step ▲	Ending Step ▲	Starting Lane ▲	Ending Lane	Step Percent Increment	Lane Percent Increment	Decimal Places	Step Dollar Increment	Lane Dollar Increment	Zero	Geometric Progression
1	7	1	6			2	300.00		<input type="checkbox"/>	<input type="checkbox"/>
									<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Diagram GG

Salary Schedule - Amounts Recalculate Options						
Starting Step ▲	Ending Step ▲	Starting Lane ▲	Ending Lane	Base	Decimal Places	Salary Calculation Type
1	7	1	1	2,000.00	2	Previous
1	7	2	2	1,500.00	2	Previous
1	7	3	3	1,300.00	2	Previous
1	7	4	4	1,250.00	2	Previous
1	7	5	5	2,000.00	2	Previous
1	7	6	6	1,500.00	2	Previous

Diagram HH

Salary Schedule - Percents						
	{ 1}	{ 2}	{ 3}	{ 4}	{ 5}	{ 6}
{ 1}	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
{ 2}	100.00% \$300.00	100.00% \$300.00	100.00% \$300.00	100.00% \$300.00	100.00% \$300.00	100.00% \$300.00
{ 3}	100.00% \$300.00	100.00% \$300.00	100.00% \$300.00	100.00% \$300.00	100.00% \$300.00	100.00% \$300.00
{ 4}	100.00% \$300.00	100.00% \$300.00	100.00% \$300.00	100.00% \$300.00	100.00% \$300.00	100.00% \$300.00
{ 5}	100.00% \$300.00	100.00% \$300.00	100.00% \$300.00	100.00% \$300.00	100.00% \$300.00	100.00% \$300.00
{ 6}	100.00% \$300.00	100.00% \$300.00	100.00% \$300.00	100.00% \$300.00	100.00% \$300.00	100.00% \$300.00
{ 7}	100.00% \$300.00	100.00% \$300.00	100.00% \$300.00	100.00% \$300.00	100.00% \$300.00	100.00% \$300.00

Diagram II

Salary Schedule - Amounts						
	{ 1}	{ 2}	{ 3}	{ 4}	{ 5}	{ 6}
{ 1}	2,000.00	1,500.00	1,300.00	1,250.00	2,000.00	1,500.00
{ 2}	2,300.00	1,800.00	1,600.00	1,550.00	2,300.00	1,800.00
{ 3}	2,600.00	2,100.00	1,900.00	1,850.00	2,600.00	2,100.00
{ 4}	2,900.00	2,400.00	2,200.00	2,150.00	2,900.00	2,400.00
{ 5}	3,200.00	2,700.00	2,500.00	2,450.00	3,200.00	2,700.00
{ 6}	3,500.00	3,000.00	2,800.00	2,750.00	3,500.00	3,000.00
{ 7}	3,800.00	3,300.00	3,100.00	3,050.00	3,800.00	3,300.00

Diagram JJ

Example 10:

This is an example of a salary schedule used for *extracurricular duties* with a Maximum Step of 7 and Maximum Lane of 6. The starting step in this example is **Step 1**. The extracurricular salary is figured by multiplying the appropriate percentage for the activity by the salary in the coach/advisor's step in Lane 1 on the regular teacher salary schedule. The salary will continue to increase until the maximum step of Lane 1 on the Teacher's Salary Schedule has been reached (in this example, Step 7). To figure the percent to increment each step on the extracurricular schedule, the percentage for the activity was multiplied by the step percent increment on the regular teacher contract package. In this example, the teacher contract package steps increment by 4%, so each activity percentage was multiplied by 4% to determine the step percent increment (i.e. for head volleyball, 10% x 4% = 0.4; for assistant volleyball, 8% x 4% = 0.32; for cheer advisor, 6% x 4% = 0.24; etc.). Since the percents are less than 100% of the base, the percentage was entered for the *first step* in each lane in the Percent of Base field. When building the Salary Schedule - Percents table, the appropriate percent increment (0.4, 0.32, or 0.24) was entered for the step percent increment and 0 for the lane percent increment for **Steps 2 through 7**. After building the Salary Schedule - Percents table, the Salary Schedule - Amounts table was built by selecting to calculate on **Base** with **\$21,000** as the base. Two decimal places were used as the default in this salary schedule. See **Diagrams KK, LL, MM, and NN**.

Salary Schedule - Percents Recalculate Options										
Starting Step	Ending Step	Starting Lane	Ending Lane	Step Percent Increment	Lane Percent Increment	Decimal Places	Step Dollar Increment	Lane Dollar Increment	Zero	Geometric Progression
2	7	1	1	.40		2			<input type="checkbox"/>	<input type="checkbox"/>
2	7	2	2	.32		2			<input type="checkbox"/>	<input type="checkbox"/>
2	7	3	4	.24		2			<input type="checkbox"/>	<input type="checkbox"/>
2	7	5	5	.40		2			<input type="checkbox"/>	<input type="checkbox"/>
2	7	6	6	.32		2			<input type="checkbox"/>	<input type="checkbox"/>
									<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Diagram KK

Salary Schedule - Amounts Recalculate Options						
Starting Step	Ending Step	Starting Lane	Ending Lane	Base	Decimal Places	Salary Calculation Type
1	7	1	6	21,000.00	2	Base

Diagram LL

Salary Schedule - Percents						
	{ 1 }	{ 2 }	{ 3 }	{ 4 }	{ 5 }	{ 6 }
{ 1 }	10.00%	8.00%	6.00%	6.00%	10.00%	8.00%
{ 2 }	10.40%	8.32%	6.24%	6.24%	10.40%	8.32%
{ 3 }	10.80%	8.64%	6.48%	6.48%	10.80%	8.64%
{ 4 }	11.20%	8.96%	6.72%	6.72%	11.20%	8.96%
{ 5 }	11.60%	9.28%	6.96%	6.96%	11.60%	9.28%
{ 6 }	12.00%	9.60%	7.20%	7.20%	12.00%	9.60%
{ 7 }	12.40%	9.92%	7.44%	7.44%	12.40%	9.92%

Diagram MM

Salary Schedule - Amounts						
	{ 1 }	{ 2 }	{ 3 }	{ 4 }	{ 5 }	{ 6 }
{ 1 }	2,100.00	1,680.00	1,260.00	1,260.00	2,100.00	1,680.00
{ 2 }	2,184.00	1,747.20	1,310.40	1,310.40	2,184.00	1,747.20
{ 3 }	2,268.00	1,814.40	1,360.80	1,360.80	2,268.00	1,814.40
{ 4 }	2,352.00	1,881.60	1,411.20	1,411.20	2,352.00	1,881.60
{ 5 }	2,436.00	1,948.80	1,461.60	1,461.60	2,436.00	1,948.80
{ 6 }	2,520.00	2,016.00	1,512.00	1,512.00	2,520.00	2,016.00
{ 7 }	2,604.00	2,083.20	1,562.40	1,562.40	2,604.00	2,083.20

Diagram NN

Workshop Salary Schedule Examples

TEACHERPERCT (Teacher Percent Package) Example:

	Salary Schedule - Amounts				
	{ 1} BA	{ 2} BA + 12	{ 3} BA + 24	{ 4} MA	{ 5} MA + 18
{ 1} Year 1	26,000.00	27,560.00	29,120.00	30,680.00	32,240.00
{ 2} Year 2	27,040.00	28,600.00	30,160.00	31,720.00	33,280.00
{ 3} Year 3	28,080.00	29,640.00	31,200.00	32,760.00	34,320.00
{ 4} Year 4	29,120.00	30,680.00	32,240.00	33,800.00	35,360.00
{ 5} Year 5	30,160.00	31,720.00	33,280.00	34,840.00	36,400.00
{ 6} Year 6	31,200.00	32,760.00	34,320.00	35,880.00	37,440.00
{ 7} Year 7	32,240.00	33,800.00	35,360.00	36,920.00	38,480.00

Diagram A

COOKS (Cooks Hourly Package) Example:

	Salary Schedule - Amounts				
	{ 1} Step1	{ 2} Step 2	{ 3} Step 3	{ 4} Step 4	{ 5} Step 5
{ 1} Regular Cook	7.25	7.50	7.75	8.00	8.25
{ 2} Asst Head Cook	8.00	8.25	8.50	8.75	9.00
{ 3} Head Cook	9.25	9.50	9.75	10.00	10.25

Diagram B

EXTRA (Extracurricular Package) Example:

	Salary Schedule - Amounts					
	{ 1} Volleyball	{ 2} Track	{ 3} Cheerleading	{ 4} Drama	{ 5} Head Football	{ 6} Asst Football
{ 1} Year 1	3,640.00	2,210.00	3,510.00	1,560.00	3,900.00	1,300.00
{ 2} Year 2	3,770.00	2,340.00	3,640.00	1,690.00	4,030.00	1,430.00
{ 3} Year 3	3,900.00	2,470.00	3,770.00	1,820.00	4,160.00	1,560.00
{ 4} Year 4	4,030.00	2,600.00	3,900.00	1,950.00	4,290.00	1,690.00
{ 5} Year 5	4,160.00	2,730.00	4,030.00	2,080.00	4,420.00	1,820.00
{ 6} Year 6	4,290.00	2,860.00	4,160.00	2,210.00	4,550.00	1,950.00
{ 7} Year 7	4,420.00	2,990.00	4,290.00	2,340.00	4,680.00	2,080.00
{ 8} Year 8	4,550.00	3,120.00	4,420.00	2,470.00	4,810.00	2,210.00
{ 9} Year 9	4,680.00	3,250.00	4,550.00	2,600.00	4,940.00	2,340.00
{ 10} Year 10	4,810.00	3,380.00	4,680.00	2,730.00	5,070.00	2,470.00

Diagram C

Negotiations Sample Reports

Packages Listing (Negotiations screen, Reports menu, Reference Reports)

Iowa Lab Data 07/01/2014 3:25 PM	Packages Listing Negotiation Package Listing	Page: 1 User ID: SAS
Package: COOKS	Cooks Hourly Package	Active: X Package Type: Unit Year End: 2015
Step Orientation: Across	Starting Step: 1 Ending Step: 5	Ending Lane: 3 Diagonal: Main Package ID:
<u>Pay Group ID</u>	<u>Pay Group Description</u>	<u>Pay Code ID</u> <u>Pay Code Description</u> <u>Pay Code Type</u>
HOTLUNCH	Hot Lunch	REG Regular Rate Add
Package: EXTRA	Extracurricular Package	Active: X Package Type: Extracurricular Year End: 2015
Step Orientation: Down	Starting Step: 1 Ending Step: 10	Ending Lane: 6 Diagonal: Main Package ID:
<u>Pay Group ID</u>	<u>Pay Group Description</u>	<u>Pay Code ID</u> <u>Pay Code Description</u> <u>Pay Code Type</u>
CERTIFIED	Certified	C02 Contract 2 Contract C03 Contract 3 Contract C04 Contract 4 Contract
Package: TEACHERPERCT	Teacher Percent Package	Active: X Package Type: Regular Contracts Year End: 2015
Step Orientation: Down	Starting Step: 1 Ending Step: 7	Ending Lane: 5 Diagonal: Main Package ID:
<u>Pay Group ID</u>	<u>Pay Group Description</u>	<u>Pay Code ID</u> <u>Pay Code Description</u> <u>Pay Code Type</u>
CERTIFIED	Certified	C01 Contract 1 Contract

Employee Pay Code Report (Negotiations screen, Payroll menu, Employees, Reports menu)

Iowa Lab Data 07/01/2014 3:57 PM	Employee Pay Code Report	Page: 1 User ID: SAS
Pay Code: C01	Contract 1	
<u>Employee ID</u>	<u>Employee Name</u>	<u>Year</u> <u>Active</u> <u>Pay Rate</u> <u>Primary</u> <u>Pay Group ID</u> <u>Time Card Basis</u>
ANDEJUL	Anderson, Julia	2015 X
GREEDAL	Green, Dale	2015 X 2,507.92 X CERTIFIED Actual Basis
JACKKAT	Jackson, Kathy	2015 X 2,030.00 X CERTIFIED Actual Basis
JOHNJOE	Johnson, Joe	2015 X 1,820.00 X CERTIFIED Actual Basis
PATTMAR	Patterson, Maria	2015 X 108.50 X CERTIFIED Actual Basis
WHITMAR	White, Mary	2015 X 2,590.00 X CERTIFIED Actual Basis
WILLBER	Williamson, Bert	2015 X 2,485.00 X CERTIFIED Actual Basis
Pay Code: CUST	Custodian	
<u>Employee ID</u>	<u>Employee Name</u>	<u>Year</u> <u>Active</u> <u>Pay Rate</u> <u>Primary</u> <u>Pay Group ID</u> <u>Time Card Basis</u>
THOMRIC	Thomas, Rick	2015 X X ADMIN Actual Basis
Pay Code: OT	Overtime Rate	
<u>Employee ID</u>	<u>Employee Name</u>	<u>Year</u> <u>Active</u> <u>Pay Rate</u> <u>Primary</u> <u>Pay Group ID</u> <u>Time Card Basis</u>
ANDEJUL	Anderson, Julia	2015 X 11.25 HOTLUNCH Actual Basis
Pay Code: REG	Regular Rate	
<u>Employee ID</u>	<u>Employee Name</u>	<u>Year</u> <u>Active</u> <u>Pay Rate</u> <u>Primary</u> <u>Pay Group ID</u> <u>Time Card Basis</u>
ANDEJUL	Anderson, Julia	2015 X 7.50 X HOTLUNCH Actual Basis
BAXTJAC	Baxter, Jackie	2015 X 8.25 X HOTLUNCH Actual Basis
CASPBET	Casper, Betty	2015 X 9.75 X HOTLUNCH Actual Basis

Employee Step/Lane Listing - Employee File (Negotiations screen, Reports menu, Employee Reports (NG))

Iowa Lab Data		Employee Step/Lane Listing - Employee File					Page: 1
07/01/2014 4:09 PM							User ID: SAS
Fiscal Year End: 2015							
<u>Employee ID</u>	<u>Employee Name</u>	<u>Description</u>	<u>Step</u>	<u>Lane</u>	<u>Package Description</u>		
CASPBET	Casper, Betty	Reg. Rate	3	3	Cooks Hourly Package		
GREEDAL	Green, Dale	JH Soc Tch	7	4	Teacher Percent Package		
GREEDAL	Green, Dale	Track Coach	8	2	Extracurricular Package		
JACKKAT	Jackson, Kathy	Cheerlead	2	3	Extracurricular Package		
JACKKAT	Jackson, Kathy	Drama	2	4	Extracurricular Package		
JACKKAT	Jackson, Kathy	Elem Teach	2	3	Teacher Percent Package		
JACKKAT	Jackson, Kathy	Volleyball	2	1	Extracurricular Package		
JOHNJOE	Johnson, Joe	Math Teach	2	1	Teacher Percent Package		
WILLBER	Williamson, Bert	FB Coach	7	5	Extracurricular Package		
WILLBER	Williamson, Bert	HS Math Teacher	7	4	Teacher Percent Package		

Employee Step/Lane Listing - Employee Negotiation Rates (Negotiations screen, Reports menu, Employee Reports (NG))

Iowa Lab Data		Employee Step/Lane Listing - Employee Negotiation Rates					Page: 1
07/01/2014 4:13 PM							User ID: SAS
Fiscal Year End: 2015							
<u>Employee ID</u>	<u>Employee Name</u>	<u>Description</u>	<u>Step</u>	<u>Lane</u>	<u>Package Description</u>		
GREEDAL	Green, Dale	JH Soc Tch	7	4	Teacher Percent Package		
JACKKAT	Jackson, Kathy	Elem Teach	2	3	Teacher Percent Package		
JOHNJOE	Johnson, Joe	Math Teach	2	1	Teacher Percent Package		
PATTMAR	Patterson, Maria	PE Teacher	4	3	Teacher Percent Package		
WHITMAR	White, Mary	English Teacher	7	5	Teacher Percent Package		
WILLBER	Williamson, Bert	HS Math Teacher	7	4	Teacher Percent Package		

Employee Listing - Negotiation Information (Negotiations screen, Reports menu, Employee Reports (NG))

Iowa Lab Data		Employee Listing - Negotiation Information										Page: 1
07/01/2014 4:18 PM												User ID: SAS
<u>Pay Code ID</u>	<u>Check Description</u>	<u>Step</u>	<u>Lane</u>	<u>FTE</u>	<u>Additional Dollars</u>	<u>Additional Percent</u>	<u>Additional Degree Hours</u>	<u>Regular Days</u>	<u>Additional Days</u>	<u>Total Hours</u>		
Employee: ANDEJUL		Anderson, Julia K										
C01	Lunch Cook	1.00	0.00	1.0000	0.00	0.00	0.00	180.00				
OT	O.T. Rate	2.00	1.00	1.0000	0.00	0.00	0.00					
REG	Reg. Rate	2.00	1.00	1.0000	0.00	0.00	0.00			2080.00		
Employee: GREEDAL		Green, Dale J										
C01	JH Soc Tch	7.00	4.00	1.0000	275.00	0.00	0.00	190.00				
C02	Track Coach	8.00	2.00	1.0000								
Employee: JACKKAT		Jackson, Kathy M										
C01	Elem Teach	2.00	3.00	1.0000	0.00	0.00	0.00	190.00				
C02	Cheerlead	2.00	3.00	1.0000	0.00	0.00	0.00					
C03	Volleyball	2.00	1.00	1.0000	0.00	0.00	0.00					
C04	Drama	2.00	4.00	1.0000	0.00	0.00	0.00					
Employee: JOHNJOE		Johnson, Joe P										
C01	Math Teach	2.00	1.00	1.0000	0.00	0.00	0.00	190.00				
Employee: PATTMAR		Patterson, Maria L										
C01	PE Teacher	4.00	3.00	0.0500	0.00	0.00	0.00	190.00				
Employee: WHITMAR		White, Mary A										
C01	English Teacher	7.00	5.00	1.0000	0.00	0.00	0.00	190.00				
Employee: WILLBER		Williamson, Bert J										
C01	HS Math Teacher	7.00	4.00	1.0000	0.00	0.00	0.00	190.00				
C02	FB Coach	7.00	5.00	1.0000	0.00	0.00	0.00					

Negotiation Deduction Rates Listing (Negotiations screen, Reports menu, Reference Reports)

Negotiation Deduction Rates Listing											Page: 1
Iowa Lab Data											User ID: SAS
07/02/2014 8:34 AM											
Package: EXTRA											
Deduction: AFLAC											
Rate Description											
Employee Rate Employer Rate Rate Total Change Date New Employee Rate New Employer Rate New Rate Total Negotiations Employee Rate Negotiations Employer Rate Negotiations Rate Total											
Deduction: AMERLIFE											
Rate Description											
Employee Rate Employer Rate Rate Total Change Date New Employee Rate New Employer Rate New Rate Total Negotiations Employee Rate Negotiations Employer Rate Negotiations Rate Total											
Deduction: DUES											
Rate Description											
Employee Rate Employer Rate Rate Total Change Date New Employee Rate New Employer Rate New Rate Total Negotiations Employee Rate Negotiations Employer Rate Negotiations Rate Total											
Deduction: EQUITLIFE											
Rate Description											
Employee Rate Employer Rate Rate Total Change Date New Employee Rate New Employer Rate New Rate Total Negotiations Employee Rate Negotiations Employer Rate Negotiations Rate Total											
Deduction: GARNISH											
Rate Description											
Employee Rate Employer Rate Rate Total Change Date New Employee Rate New Employer Rate New Rate Total Negotiations Employee Rate Negotiations Employer Rate Negotiations Rate Total											
Deduction: HEALTH125											
Rate Description											
Employee Rate Employer Rate Rate Total Change Date New Employee Rate New Employer Rate New Rate Total Negotiations Employee Rate Negotiations Employer Rate Negotiations Rate Total											
FAMILY 163.00 259.00 422.00 07/01/2014 175.00 309.00 484.00 0.00											
SINGLE 0.00 259.00 259.00 07/01/2014 0.00 309.00 309.00 0.00											
SUPT 0.00 422.00 422.00 07/01/2014 0.00 484.00 484.00 0.00											
Deduction: HEALTHINS											
Rate Description											
Employee Rate Employer Rate Rate Total Change Date New Employee Rate New Employer Rate New Rate Total Negotiations Employee Rate Negotiations Employer Rate Negotiations Rate Total											
FAMILY 163.00 259.00 422.00 07/01/2014 175.00 309.00 484.00 0.00											
SINGLE 0.00 259.00 259.00 07/01/2014 0.00 309.00 309.00 0.00											
SUPT 0.00 422.00 422.00 07/01/2014 484.00 484.00 0.00											

Budget Batch Listing (Negotiations screen, Options menu, Budgets, Reports menu)

Budget Listing				Page: 1
Iowa Lab Data				User ID: SAS
07/02/2014 8:36 AM				
Batch Description: 2014-2015 New Budget		Processing Month: 11/2014		
Fund: 10 General Fund				
Chart of Account Number	Chart of Account Description	Description	Amount	
Account Type: Expenditure				
10 1000 1000 100 0000 120	Teacher	PR Budget	24,603.60	
10 1000 1000 100 0000 213	Life Insurance	PR Budget	53.33	
10 1000 1000 100 0000 220	FICA	PR Budget	1,733.40	
10 1000 1000 100 0000 231	Ipers	PR Budget	2,197.11	
10 1000 1000 100 0000 273	Hospital Insurance	PR Budget	3,745.08	
10 2000 1000 100 0000 120	Teacher	PR Budget	30,395.95	
10 2000 1000 100 0000 213	Life Insurance	PR Budget	53.33	
10 2000 1000 100 0000 220	FICA	PR Budget	2,083.79	
10 2000 1000 100 0000 231	Ipers	PR Budget	2,714.39	
10 2000 1000 100 0000 273	Health Insurance	PR Budget	3,745.08	
10 3200 1000 100 0000 120	Teacher	PR Budget	84,882.42	
10 3200 1000 100 0000 213	Life Insurance	PR Budget	213.31	
10 3200 1000 100 0000 220	FICA	PR Budget	6,502.99	
10 3200 1000 100 0000 231	Ipers	PR Budget	7,780.31	
10 3200 1000 100 0000 273	Hospital Insurance	PR Budget	13,477.44	
Account Type Total: Expenditure			184,181.53	

Salary Schedule Report (Negotiations screen, Reports menu, Salary Schedule Reports)

Note: The Salary Schedule Reports should be printed for only one package at a time.

1) Salary Schedule Type: Salary Schedule - Amounts Table

On the Report Printing Options screen, click the **Search** button for the Salary Schedule Type parameter and select **Salary** in order to print the Salary Schedule - Amounts table.

Iowa Lab Data		Salary Schedule Report					Page: 1
07/01/2014 4:27 PM							User ID: SAS
	{ 1 } BA	{ 2 } BA+12	{ 3 } BA+24	{ 4 } MA	{ 5 } MA+18		
{ 1 } Year 1 Salary	21,000.00	22,260.00	23,520.00	24,780.00	26,040.00		
{ 2 } Year 2 Salary	21,840.00	23,100.00	24,360.00	25,620.00	26,880.00		
{ 3 } Year 3 Salary	22,680.00	23,940.00	25,200.00	26,460.00	27,720.00		
{ 4 } Year 4 Salary	23,520.00	24,780.00	26,040.00	27,300.00	28,560.00		
{ 5 } Year 5 Salary	24,360.00	25,620.00	26,880.00	28,140.00	29,400.00		
{ 6 } Year 6 Salary	25,200.00	26,460.00	27,720.00	28,980.00	30,240.00		
{ 7 } Year 7 Salary	26,040.00	27,300.00	28,560.00	29,820.00	31,080.00		

2) Salary Schedule Type: Salary Schedule - Percents Table

On the Report Printing Options screen, click the **Search** button for the Salary Schedule Type parameter and select **Additional Dollars** (if applicable) and **Percent of Base** in order to print the Salary Schedule - Percents table.

Iowa Lab Data		Salary Schedule Report					Page: 1
07/01/2014 4:29 PM		Package ID TEACHERPERCT; Salary Schedule Type Percent Of Base					User ID: SAS
	{ 1 } BA	{ 2 } BA+12	{ 3 } BA+24	{ 4 } MA	{ 5 } MA+18		
{ 1 } Year 1 Percent OfBase	100.00	106.00	112.00	118.00	124.00		
{ 2 } Year 2 Percent OfBase	104.00	110.00	116.00	122.00	128.00		
{ 3 } Year 3 Percent OfBase	108.00	114.00	120.00	126.00	132.00		
{ 4 } Year 4 Percent OfBase	112.00	118.00	124.00	130.00	136.00		
{ 5 } Year 5 Percent OfBase	116.00	122.00	128.00	134.00	140.00		
{ 6 } Year 6 Percent OfBase	120.00	126.00	132.00	138.00	144.00		
{ 7 } Year 7 Percent OfBase	124.00	130.00	136.00	142.00	148.00		

3) Salary Schedule Type: FTE - Hours Table

On the Report Printing Options screen, click the **Search** button for the Salary Schedule Type parameter and select **FTE** and **Total Hours** in order to print the FTE - Hours table, or if desired, select only **FTE** in order to see just the FTE table.

Iowa Lab Data		Salary Schedule Report					Page: 1
07/01/2014 4:31 PM							User ID: SAS
	{ 1 } BA	{ 2 } BA+12	{ 3 } BA+24	{ 4 } MA	{ 5 } MA+18		
{ 1 } Year 1 FTE	0.00	0.00	0.00	0.00	0.00		
{ 2 } Year 2 FTE	1.00	0.00	1.00	0.00	0.00		
{ 3 } Year 3 FTE	0.00	0.00	0.00	0.00	0.00		
{ 4 } Year 4 FTE	0.00	0.00	0.05	0.00	0.00		
{ 5 } Year 5 FTE	0.00	0.00	0.00	0.00	0.00		
{ 6 } Year 6 FTE	0.00	0.00	0.00	0.00	0.00		
{ 7 } Year 7 FTE	0.00	0.00	0.00	2.00	1.00		

4) Salary Schedule Type: Salary Totals Table

On the Report Printing Options screen, click the **Search** button for the Salary Schedule Type parameter and select **Total Salary** in order to print the Salary Totals table.

Iowa Lab Data		Salary Schedule Report					Page: 1
07/01/2014 4:34 PM							User ID: SAS
	{ 1 } BA	{ 2 } BA+12	{ 3 } BA+24	{ 4 } MA	{ 5 } MA+18		
{ 1 } Year 1 Total Salary	0.00	0.00	0.00	0.00	0.00		
{ 2 } Year 2 Total Salary	21,840.00	0.00	24,360.00	0.00	0.00		
{ 3 } Year 3 Total Salary	0.00	0.00	0.00	0.00	0.00		
{ 4 } Year 4 Total Salary	0.00	0.00	1,302.00	0.00	0.00		
{ 5 } Year 5 Total Salary	0.00	0.00	0.00	0.00	0.00		
{ 6 } Year 6 Total Salary	0.00	0.00	0.00	0.00	0.00		
{ 7 } Year 7 Total Salary	0.00	0.00	0.00	59,915.00	31,080.00		

5) Salary Schedule Type: Benefit Totals Table

On the Report Printing Options screen, click the **Search** button for the Salary Schedule Type parameter and select **Total Benefits** in order to print the Benefit Totals table.

Iowa Lab Data		Salary Schedule Report					Page: 1
07/01/2014 4:37 PM							User ID: SAS
	{ 1} BA	{ 2} BA+12	{ 3} BA+24	{ 4} MA	{ 5} MA+18		
{ 1} Year 1 Total Benefits	0.00	0.00	0.00	0.00	0.00		
{ 2} Year 2 Total Benefits	1,670.76	0.00	1,716.24	0.00	0.00		
{ 3} Year 3 Total Benefits	0.00	0.00	0.00	0.00	0.00		
{ 4} Year 4 Total Benefits	0.00	0.00	2,856.84	0.00	0.00		
{ 5} Year 5 Total Benefits	0.00	0.00	0.00	0.00	0.00		
{ 6} Year 6 Total Benefits	0.00	0.00	0.00	0.00	0.00		
{ 7} Year 7 Total Benefits	0.00	0.00	0.00	4,183.80	2,377.68		

6) Salary Schedule Type: All Tables

Iowa Lab Data		Salary Schedule Report					Page: 1
07/01/2014 4:40 PM							User ID: SAS
	{ 1} BA	{ 2} BA+12	{ 3} BA+24	{ 4} MA	{ 5} MA+18		
{ 1} Year 1 Additional Dollars	0.00	0.00	0.00	0.00	0.00		
{ 1} Year 1 FTE	0.00	0.00	0.00	0.00	0.00		
{ 1} Year 1 Percent OfBase	100.00	106.00	112.00	118.00	124.00		
{ 1} Year 1 Salary	21,000.00	22,260.00	23,520.00	24,780.00	26,040.00		
{ 1} Year 1 Total Benefits	0.00	0.00	0.00	0.00	0.00		
{ 1} Year 1 Total Hours	0.00	0.00	0.00	0.00	0.00		
{ 1} Year 1 Total Salary	0.00	0.00	0.00	0.00	0.00		
{ 2} Year 2 Additional Dollars	0.00	0.00	0.00	0.00	0.00		
{ 2} Year 2 FTE	1.00	0.00	1.00	0.00	0.00		
{ 2} Year 2 Percent OfBase	104.00	110.00	116.00	122.00	128.00		
{ 2} Year 2 Salary	21,840.00	23,100.00	24,360.00	25,620.00	26,880.00		
{ 2} Year 2 Total Benefits	1,670.76	0.00	1,716.24	0.00	0.00		
{ 2} Year 2 Total Hours	0.00	0.00	0.00	0.00	0.00		
{ 2} Year 2 Total Salary	21,840.00	0.00	24,360.00	0.00	0.00		
{ 3} Year 3 Additional Dollars	0.00	0.00	0.00	0.00	0.00		
{ 3} Year 3 FTE	0.00	0.00	0.00	0.00	0.00		
{ 3} Year 3 Percent OfBase	108.00	114.00	120.00	126.00	132.00		
{ 3} Year 3 Salary	22,680.00	23,940.00	25,200.00	26,460.00	27,720.00		
{ 3} Year 3 Total Benefits	0.00	0.00	0.00	0.00	0.00		
{ 3} Year 3 Total Hours	0.00	0.00	0.00	0.00	0.00		
{ 3} Year 3 Total Salary	0.00	0.00	0.00	0.00	0.00		
{ 4} Year 4 Additional Dollars	0.00	0.00	0.00	0.00	0.00		
{ 4} Year 4 FTE	0.00	0.00	0.05	0.00	0.00		
{ 4} Year 4 Percent OfBase	112.00	118.00	124.00	130.00	136.00		
{ 4} Year 4 Salary	23,520.00	24,780.00	26,040.00	27,300.00	28,560.00		
{ 4} Year 4 Total Benefits	0.00	0.00	2,856.84	0.00	0.00		
{ 4} Year 4 Total Hours	0.00	0.00	0.00	0.00	0.00		
{ 4} Year 4 Total Salary	0.00	0.00	1,302.00	0.00	0.00		
{ 5} Year 5 Additional Dollars	0.00	0.00	0.00	0.00	0.00		
{ 5} Year 5 FTE	0.00	0.00	0.00	0.00	0.00		
{ 5} Year 5 Percent OfBase	116.00	122.00	128.00	134.00	140.00		
{ 5} Year 5 Salary	24,360.00	25,620.00	26,880.00	28,140.00	29,400.00		
{ 5} Year 5 Total Benefits	0.00	0.00	0.00	0.00	0.00		
{ 5} Year 5 Total Hours	0.00	0.00	0.00	0.00	0.00		
{ 5} Year 5 Total Salary	0.00	0.00	0.00	0.00	0.00		
{ 6} Year 6 Additional Dollars	0.00	0.00	0.00	0.00	0.00		

Salary Schedule Index Report (Negotiations screen, Reports menu, Salary Schedule Reports)

Iowa Lab Data		Salary Schedule Index Report			Page: 1
07/01/2014 4:45 PM					User ID: SAS
Package ID: TEACHERCT	Package Description: Teacher Percent Package				
Employee ID	Employee Name	Step	Lane	Index	
GREEDAL	Dale Green	{ 7} Year 7	{ 4} MA	142.0000	
JACKKAT	Kathy Jackson	{ 2} Year 2	{ 3} BA+24	116.0000	
JOHNJOE	Joe Johnson	{ 2} Year 2	{ 1} BA	104.0000	
PATTMAR	Maria Patterson	{ 4} Year 4	{ 3} BA+24	124.0000	
WHITMAR	Mary White	{ 7} Year 7	{ 5} MA+18	148.0000	
WILLBER	Bert Williamson	{ 7} Year 7	{ 4} MA	142.0000	
Package Total:				776.0000	

Employee Negotiation Rates Wage Report (Negotiations screen, Reports menu, Employee Reports (NG))

Iowa Lab Data		Employee Negotiation Rates Wage Report					Page: 1
07/02/2014 9:42 AM							User ID: SAS
	Contract 1	Contract 2	Contract 3	Contract 4	Total		
Green, Dale	30,095.00	1,155.00	0.00	0.00	31,250.00		
Jackson, Kathy	24,360.00	735.00	945.00	525.00	26,565.00		
Johnson, Joe	21,840.00	0.00	0.00	0.00	21,840.00		
Patterson, Maria	1,302.00	0.00	0.00	0.00	1,302.00		
White, Mary	31,080.00	0.00	0.00	0.00	31,080.00		
Williamson, Bert	29,820.00	1,995.00	0.00	0.00	31,815.00		

Negotiation Variance Report (Negotiations screen, Reports menu, Other Reports)

Iowa Lab Data		Negotiation Variance Report				Page: 1
07/02/2014 8:40 AM						User ID: SAS
Package: TEACHERCT	Teacher Percent Package					
Employee ID	Employee Name	Payroll Wages	Negotiated Wages	Variance		
GREEDAL	Green, Dale	26,500.00	30,095.00	3,595.00		
JACKKAT	Jackson, Kathy	22,000.00	24,360.00	2,360.00		
JOHNJOE	Johnson, Joe	19,750.00	21,840.00	2,090.00		
PATTMAR	Patterson, Maria	12,000.00	1,302.00	(10,698.00)		
WHITMAR	White, Mary	29,315.00	31,080.00	1,765.00		
WILLBER	Williamson, Bert	29,000.00	29,820.00	820.00		

Package Comparison Report - Combined (Negotiations screen, Reports menu, Other Reports)

South Dakota Lab Data		Package Comparison Report - Combined			Page: 1
04/23/2020 11:48 AM		Exclude Subtotals; Package ID TEACH, TEACH500			User ID: SAS
	Teacher +500 Package	Teacher Package	Total		
Wages	427,915.00	420,900.00	848,815.00		
In Lieu of Insurance	2,220.00	2,220.00	4,440.00		
Medicare	5,995.63	5,893.91	11,889.54		
Prudential Life Ins Co	612.00	612.00	1,224.00		
Ret-South Dakota Retirement	23,978.10	23,587.20	47,565.30		
Social Security	25,636.46	25,201.53	50,837.99		
Travelers Health Ins Co	34,188.00	34,188.00	68,376.00		
	520,545.19	512,602.64	1,033,147.83		

Package Comparison Report by Employee with Benefits (Negotiations screen, Reports menu, Other Reports)

Iowa Lab Data 07/02/2014 8:45 AM		Package Comparison Report by Employee with Benefits	
	<u>+500 Teacher Percent Package</u>	<u>Teacher Percent Package</u>	
Green Dale	39,434.14	38,606.47	
Jackson Kathy	32,688.51	32,012.40	
Johnson Joe	29,828.09	29,221.92	
Patterson Maria	4,194.89	1,938.84	
White Mary	40,856.56	39,993.96	
Williamson Bert	39,192.03	38,364.36	
	186,194.22	180,137.95	

Package Comparison Report by Employee without Benefits (Negotiations screen, Reports menu, Other Reports)

Iowa Lab Data 07/02/2014 8:47 AM		Package Comparison Report by Employee without Benefits	
	<u>+500 Teacher Percent Package</u>	<u>Teacher Percent Package</u>	
Green Dale	30,805.00	30,095.00	
Jackson Kathy	24,940.00	24,360.00	
Johnson Joe	22,360.00	21,840.00	
Patterson Maria	1,333.00	1,302.00	
White Mary	31,820.00	31,080.00	
Williamson Bert	30,530.00	29,820.00	
	141,788.00	138,497.00	

Employee Itemized Totals Report (Negotiations screen, Reports menu, Employee Reports (NG))

Iowa Lab Data 07/02/2014 9:01 AM		Employee Itemized Totals Report		Page: 1
				User ID: SAS
Green, Dale		<u>Employee</u>	<u>Employer</u>	
JH Soc Tch	TEACHERPERCT { 7 } Year 7	{ 4 } MA		30,095.00
AFLAC	Aflac Cancer Ins - 125	126.00	0.00	
DUES	Dues-ISEA	420.00	0.00	
FIT	Federal Income Tax	804.84	0.00	
HEALTH125	Travelers Health Ins 125	2,100.00	3,708.00	
HSA	Health Savings Account	900.00	0.00	
LTD	Long Term Disability	22.32	0.00	
MEDICARE	Medicare	391.08	391.08	
NWMUTLIFE	Northwestern Mutual Life	780.00	0.00	
PRUDENTIAL	Prudential Life Ins Co	0.00	52.80	
RET	Ret-Iowa Public Empl Ret Sys	1,790.64	2,687.51	
SITIA	Iowa SIT	768.00	0.00	
SOCSEC	Social Security	1,672.08	1,672.08	
UNITEDWAY	United Way	150.00	0.00	
		9,924.96	8,511.47	38,606.47
Jackson, Kathy		<u>Employee</u>	<u>Employer</u>	
Elem Teach	TEACHERPERCT { 2 } Year 2	{ 3 } BA+24		24,360.00
AFLAC	Aflac Cancer Ins - 125	126.00	0.00	
DUES	Dues-ISEA	420.00	0.00	
EQUITLIFE	Equitable Life Ins Co	600.00	0.00	
FIT	Federal Income Tax	2,266.44	0.00	
HEALTHINS	Travelers Health Ins Co	0.00	3,708.00	
HSA	Health Savings Account	1,800.00	0.00	
LTD	Long Term Disability	18.00	0.00	

MEDICARE	Medicare		325.32	325.32	
PRUDENTIAL	Prudential Life Ins Co		0.00	52.80	
RET	Ret-Iowa Public Empl Ret Sys		1,449.48	2,175.36	
SITIA	Iowa SIT		660.00	0.00	
SOCSEC	Social Security		1,390.92	1,390.92	
			<u>9,056.16</u>	<u>7,652.40</u>	<u>32,012.40</u>
Williamson, Bert			<u>Employee</u>	<u>Employer</u>	
HS Math Teacher	TEACHERPERCT { 7} Year 7	{ 4} MA			29,820.00
AMERLIFE	American Life Ins Co		54.00	0.00	
DUES	Dues-ISEA		420.00	0.00	
FIT	Federal Income Tax		1,599.60	0.00	
HEALTH125	Travelers Health Ins 125		2,100.00	3,708.00	
MEDICARE	Medicare		402.00	402.00	
NWMUTLIFE	Northwestern Mutual Life		1,500.00	0.00	
PRUDENTIAL	Prudential Life Ins Co		0.00	52.80	
RET	Ret-Iowa Public Empl Ret Sys		1,774.32	2,662.92	
SITIA	Iowa SIT		960.00	0.00	
SOCSEC	Social Security		1,718.64	1,718.64	
UNITEDWAY	United Way		300.00	0.00	
			<u>10,828.56</u>	<u>8,544.36</u>	<u>38,364.36</u>
<u>Package ID</u>	<u>Package Description</u>		<u>Amount</u>	<u>Employer Deduction Total</u>	<u>Employee Deduction Total</u>
TEACHERPERCT	Teacher Percent Package		54,180.00	16,196.76	19,884.72
			<u>54,180.00</u>	<u>16,196.76</u>	<u>19,884.72</u>
					<u>70,376.76</u>

Computation of Salary Report (Negotiations screen, Reports menu, Other Reports)

Iowa Lab Data		Computation of Salary Report		Page: 1
07/02/2014 9:14 AM				User ID: SAS
Package:	TEACHERPERCT	Teacher Percent Package		
Employee:	JACKKAT Jackson Kathy			
Pay Type:	Contract			
	Contract 1		24,360.00	
			<u>24,360.00</u>	
Pay Type:	Deduction			
	Prudential Life Ins Co		52.80	
	Ret-Iowa Public Empl Ret Sys		2,175.36	
	Travelers Health Ins Co		3,708.00	
			<u>5,936.16</u>	
Pay Type:	Tax			
	Medicare		325.32	
	Social Security		1,390.92	
			<u>1,716.24</u>	
	Employee Total:		<u>32,012.40</u>	
Employee:	PATTMAR Pattersn Maria			
Pay Type:	Contract			
	Contract 1		1,302.00	
			<u>1,302.00</u>	
Pay Type:	Deduction			
	Prudential Life Ins Co		52.80	
	Ret-Iowa Public Empl Ret Sys		314.52	
			<u>367.32</u>	
Pay Type:	Tax			
	Medicare		51.12	
	Social Security		218.40	
			<u>269.52</u>	
	Employee Total:		<u>1,938.84</u>	

Employee: WHITMAR White Mary

Pay Type: Contract	
Contract 1	31,080.00
	<hr/>
	31,080.00
Pay Type: Deduction	
Prudential Life Ins Co	52.80
Ret-Iowa Public Empl Ret Sys	2,775.48
Travelers Health Ins Co	3,708.00
	<hr/>
	6,536.28
Pay Type: Tax	
Medicare	450.72
Social Security	1,926.96
	<hr/>
	2,377.68
Employee Total:	<hr/>
	39,993.96

Employee: WILLBER Williamson Bert

Pay Type: Contract	
Contract 1	29,820.00
	<hr/>
	29,820.00
Pay Type: Deduction	
Prudential Life Ins Co	52.80
Ret-Iowa Public Empl Ret Sys	2,662.92
Travelers Health Ins 125	3,708.00
	<hr/>
	6,423.72
Pay Type: Tax	
Medicare	402.00
Social Security	1,718.64
	<hr/>
	2,120.64
Employee Total:	<hr/>
	38,364.36
Package Total:	<hr/>
	180,137.95
All Packages Total:	<hr/>
	180,137.95