



Recalculate the state minimum salary

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Log on to the current year pay frequency.

Note: For Districts of Innovation, the statutory minimum days should reflect 187 days. The statutory minimum days should not be less than 187 (e.g., 177, 182, etc.). You can use the Mass Update utility to change the number of days to 187 and calculate the state min salary. Then, use the Mass Update utility to replace the accurate number of days.



If your LEA is a District of Innovation or operates on a non-standard (4-day) workweek, contact your regional ESC consultant for additional assistance, as extra steps are required.

Payroll > Utilities > Mass Update > Salary Calculation

The screenshot shows the 'Mass Update' utility interface. The 'Parameters' section includes the following fields:

- Pay Status: Active Inactive Both
- Primary Campus: All
- Pay Campus: All
- Contract Begin Date: [Empty]
- Contract End Date: [Empty]
- Contract Months: [Empty]
- Payoff Date: [Empty]
- Frequency: 6 Monthly CYR
- Salary Concept: A Use annual salary table
- Extract ID: [Empty]
- Employee Nbr: [Empty]

The 'Type of Calculation' section has the following options:

- Salary
- State Minimum Only

An 'Execute' button is highlighted with a black arrow pointing to it.

- In the **Pay Type** field, select *1 Contracted employee*.
- Under **Type of Calculation**, select **State Minimum Only** to recalculate the state minimum salary for the new school year.
- In the **Salary Concept** field, select *A Use annual salary table*.
- Click **Execute**.