

Update next year salary tables

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Personnel > Tables > Salaries NYR

Update the following next year salary tables to reflect any changes to the salary schedules (anticipated or known).

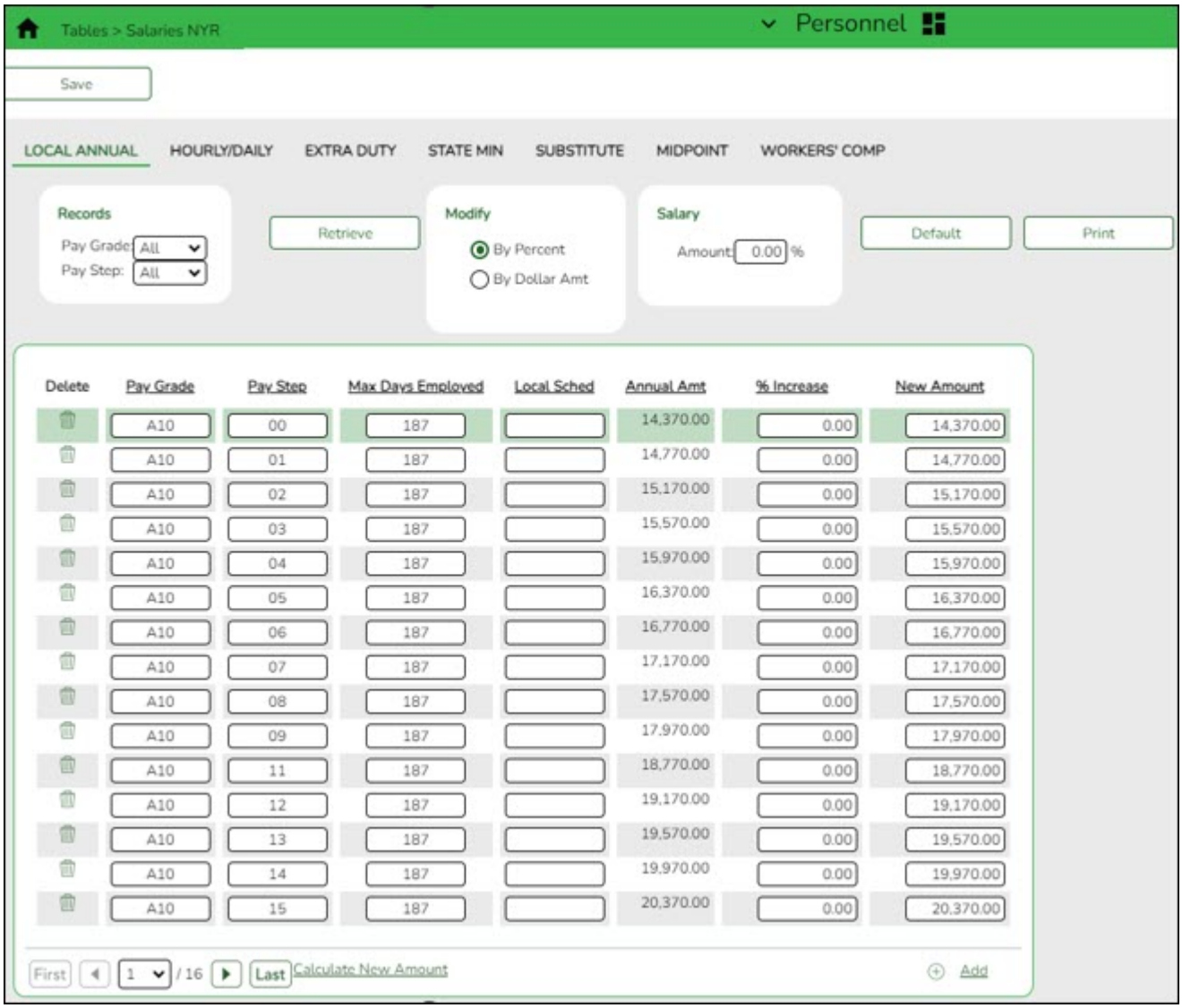
These tables are not shared between the current year and next year records.



Personnel > Tables > Salaries NYR > Local Annual

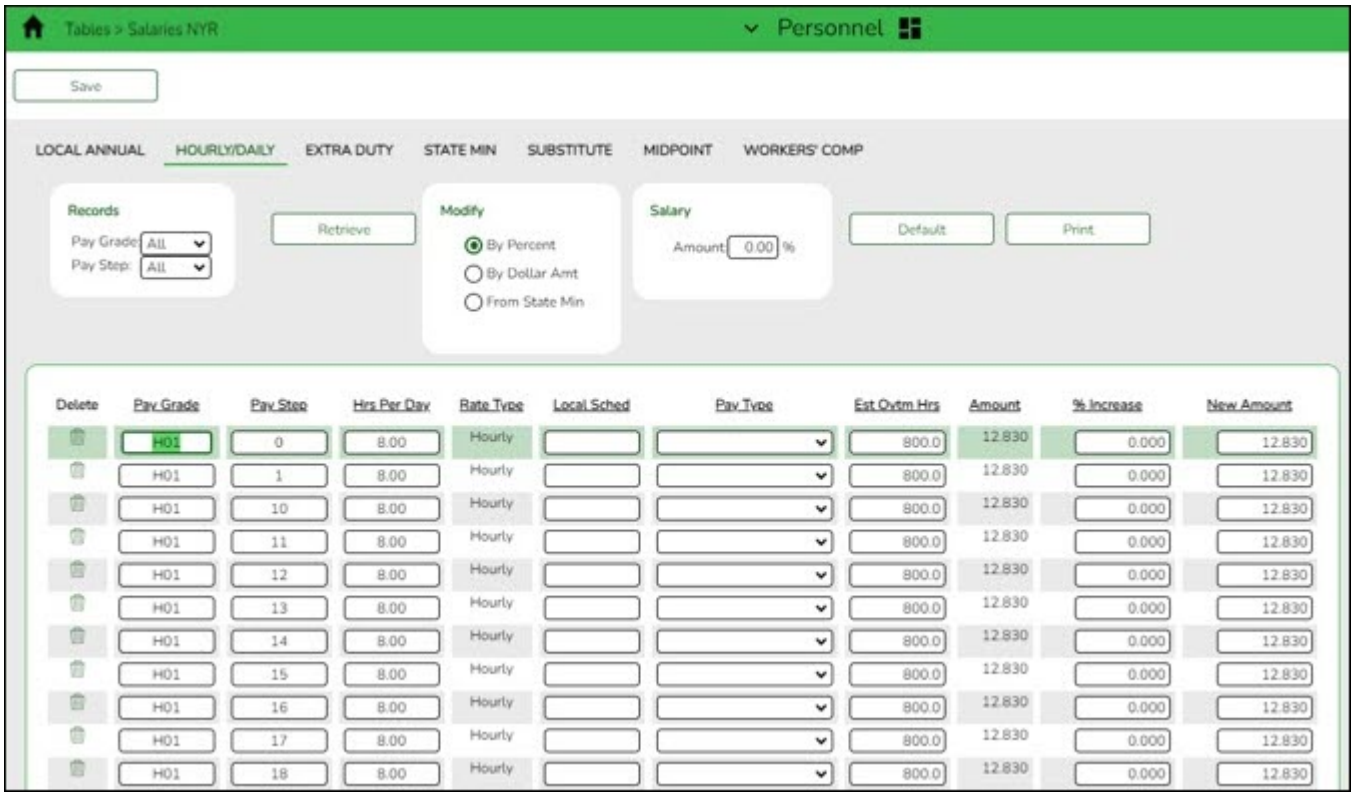
This tab is the most commonly used. You can make mass updates by percent or dollar amount, or by employee. To see a change before saving the record, enter the change and click **Default**. The original annual amount is displayed in the **Annual Amt** column, the percent or dollar is increased, and the **New Amount** is displayed. Click **Save**. If decreasing a salary, enter a negative percent or dollar amount.

On the Personnel > Tables > Job/Contract > Job Codes tab, this salary concept can be attached to the applicable job(s). When the job is selected on the Job Info tab, the system populates the **Base Annual** field automatically in the **Daily Rate** section on that page and can calculate the daily rate based on the number of days employed. In addition, when the Mass Update Salary Calculations feature is used, the system uses this table to extract the correct salary information, perform calculations, and populate many fields on the Job Info tab.

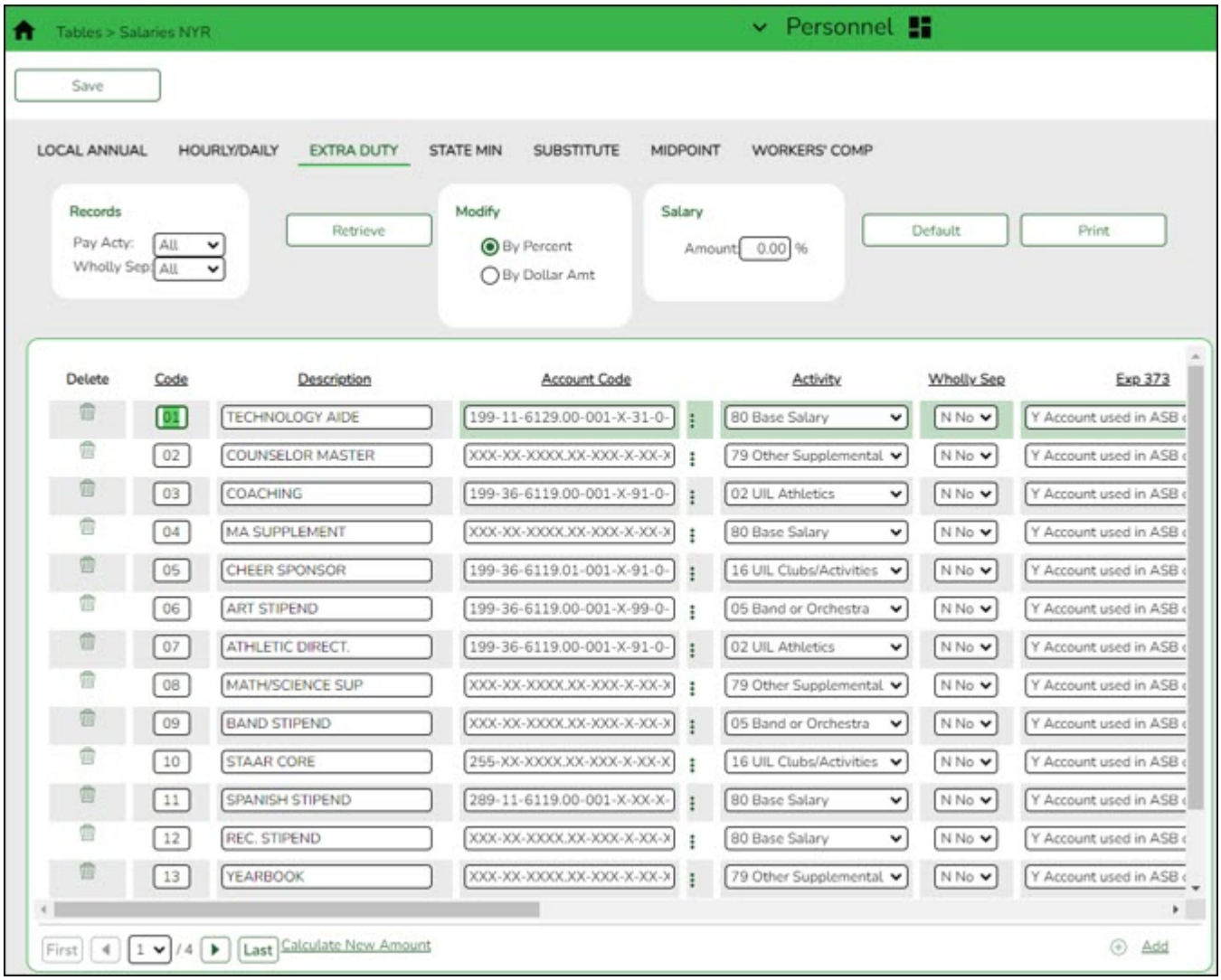


Personnel > Tables > Salaries NYR > Hourly/Daily

The Hourly/Daily and Midpoint tabs can be updated in the same way if used by your LEA.



Personnel > Tables > Salaries NYR > Extra Duty

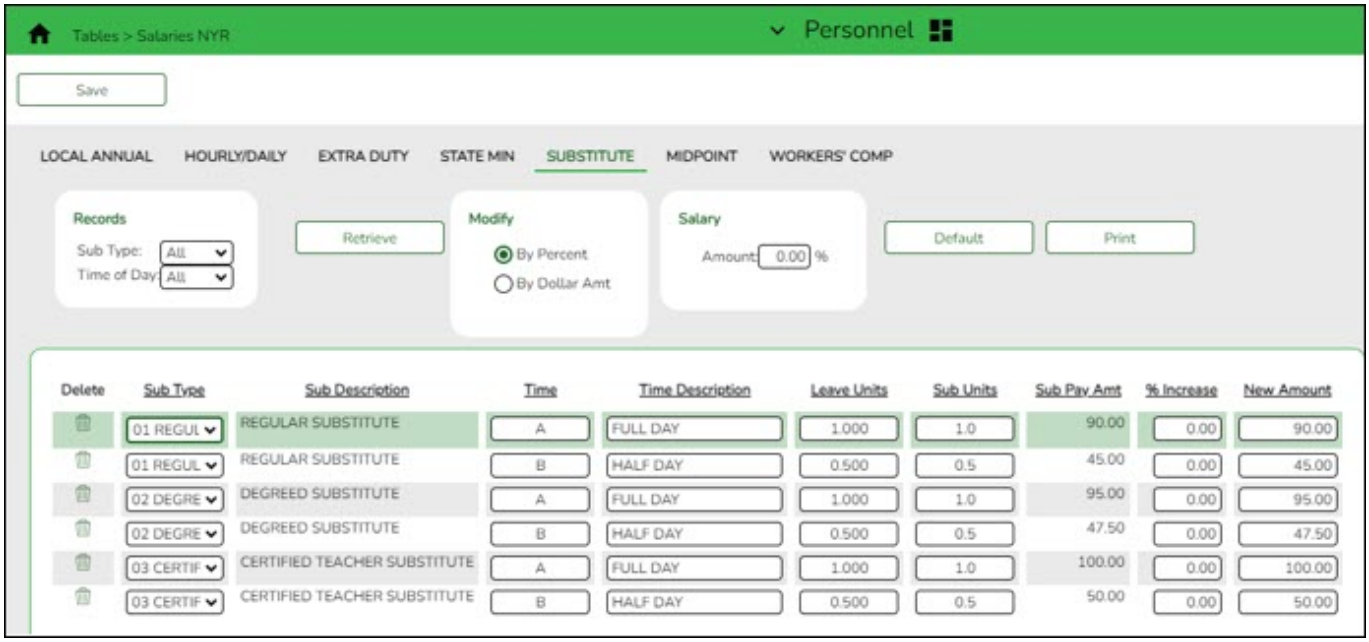


Personnel > Tables > Salaries NYR > State Min

This tab is updated via a file upload when applicable. These instructions are sent separately with the file as needed.

Personnel > Tables > Salaries NYR > Substitute

This tab can be manually updated as needed.



Personnel > Tables > Salaries NYR > Midpoint

Payroll > Tables > Tax/Deductions > Workers' Comp

Review the TEA Minimum Salary Schedules and update information as needed or import salary data.