

Local Annual - HRS2300

Table of Contents

Local Annual - HRS2300 1

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Personnel > Tables > Salaries > Local Annual

This tab is used to automatically reference the correct annual salary for employees, based on their pay grade, pay step, max days employed, and local schedule code. This table could be used for creation of salaries for those employees, such as teaching staff, whose pay is based on an annual amount with step increases for years of service.

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.

Retrieve existing local annual salary data:

❑ Under **Records**, enter one of the following:

Field	Description
Pay Grade	Click ⌄ to select a pay grade from the drop-down list.
Pay Step	Click ⌄ to select a pay step from the drop-down list.

Note: To retrieve all local annual salary data, leave the fields blank.

❑ Click **Retrieve**. The local annual salary data is displayed.

Set up local annual salary data:

❑ Click **+Add** to add a row.

Pay Grade	Type the three-character code for the pay grade.
Pay Step	Type the two-character code for the salary level within the indicated pay grade.
Max Days Employed	Type the maximum number of days worked at the indicated pay grade and pay step. The field can be a maximum of three characters.
Local Sched	Type the optional, locally assigned, single-character code that is used to indicate the separate pay schedules for professional and support staff with the same pay grade, pay step, and maximum number of days employed.
Annual Amt	Type the annual salary amount for this pay grade and step. The maximum annual amount is 9,999,999.99.

❑ Click **Save**.

Other functions and features:

Retrieve	The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
Print	Click to print the salary table data. The following salary table options are displayed: **Current Tab Page** - prints only the tab page currently open. **Selected Salary Tables** - displays the following Current Year Salary Table Selection options: Local Annual Hourly/Daily Extra Duty Fund to Grant State Minimum Substitute Midpoint **All Salary Tables** - prints all the Salaries tab pages. Select an option, and then click **OK** to view a copy of the report. Otherwise, click **Cancel** to return to the tab. Review the report.
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.


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Back Cover