



**Data Control
& Research, Ltd.**

Salary Verification System

SALARY VERIFICATION SYSTEM

Data Control and Research

Salary Verification System Getting Started the First Year

Create a salary schedule for each Employee group you will be working on. Example, Teachers, extra duty schedules, custodians, 12 month support staff etc. You can work on as many bargain groups that you want at the same time. You typically setup a salary schedule for each bargaining unit.

Creating salary schedules is mandatory. You can not proceed without creating a salary schedule.

Example - Create a salary schedule named TCH for the teachers.

Note - Do not include the year of the schedule in the schedule name. This will cause you extra work in future years.

Create the Employee group codes to assign to the employees. You will define a Bargaining unit, position, and assignment for each of your employee groups. This can be as simple as a bargaining unit coded TCH with description Teacher with no position or assignment code. Or as detailed as TCH with Teacher being the description, position code 7th with 7th grade as the description and SCI with Science being the description. Creating employee group codes is mandatory. You can not proceed without creating employee group codes.

The bargaining unit code is used to process groups of employees in the following ways:

- Mass step increase the group of employees in future years.
- Mass load new contract data into the payroll system.
- Reporting purposes.

Example - You can setup a bargaining unit of TCH for teachers, CUST for custodians, SS9 for Nine month support staff, etc ...

The position code is used to specify the job position within the bargaining unit. It is used in the following ways:

- For reporting purposes.

Example - You can setup a position code of TCH for teacher, SEC for secretary, JAN for janitor, etc...

The position code is not mandatory but you may want to plan out your reporting needs before you decide on whether to specify position codes.

The assignment code is used to specify the assignment within the position and bargaining unit. It is used in the following ways:

- If you print salary notices, it uses the assignment description to print on the salary notice.

Example - You can setup an assignment code of MATH for Math Teacher, SEC9 for Nine month secretary, etc...

The assignment code is not mandatory but you may want to plan out your reporting needs before you decide on whether to specify assignment codes.

Create your school codes.

- School codes are used for reporting purposes.

Create your Department Codes.

- Department codes are used for reporting purposes.

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Once the above has been completed you can proceed with entering employee data thru the Salary Verification Input screen. This is where you will define specific information about an employee in order to start creating the employee's contract information for the next school year.

Note - Using the Salary Verification Input screen will not change current payroll information in any way. The concept of this system is to allow you to start getting next years contracts ready without affecting the current years contracts.

After entering salary verification information you can verify the data by running the salary verification alpha report.

If you are going to print salary notices(letters), you may want to print them to verify that they print the way you want.

Note - Please inform DCR of the format and the contents of the salary notice. We will be happy to work with you on producing the Salary Notice. We have many examples of Salary notices for you to look at.

After your last payroll for a given bargaining unit you can load the Salary Verification data into the payroll system by running the Mass update Salary Verification data to Payroll process.

Note - Make sure you have run all payrolls for the bargaining group you are working with. You can run this process in a trial mode. We suggest strongly to run a trial before you mass update to payroll. As always with any mass update, you should have a good backup of the PAYMAST and PAYFILE before running.

Please call if you have any questions.

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Data Control and Research **Salary Verification System** **Getting Started after the First Year**

Before you start working on the Salary Verification data for the next year make sure you have a good backup of the following files from the previous year. The files are:

HRSAVER, HRSALSKD, HRSCHFIL, HRDEPFIL. If you need assistance with this task please call DCR Staff.

If the salary schedule(s) need to be changed , change them. Use the same schedule name that the employees were assigned to last year. Do not create new schedule names such as TCH11 when you already have a TCH schedule setup for 2010. Simply change the TCH schedule thru salary schedule maintenance for the 2011 salaries

Note - Make sure you print the salary schedule and verify it before proceeding.

Make any changes necessary such as Lane changes. Also, **delete** any employees from Salary Verification that will not be coming back the next fiscal year.

Run the Mass step increase process in a trial mode. This will produce a report showing the old step, lane and Salary and the new step, lane and Salary the employee will be moved to. Once you feel comfortable with the trial, run the Mass step increase process in the update mode.

Note - Make sure you have a good backup of the File HRSALVER before updating.

Add as many new employee's as you are aware of.

Run reports to verify data. Salary verification alpha report to verify employees, run the Salary verification report by account to make sure that they are distributed correctly.

Run Salary Notices if applicable.

Load new contract data to payroll. This can be run as a trial first and should be run as such.

Note - Only Load the salary verification data to payroll after all prior year payrolls are completed for the bargaining unit you are working on. Make sure you have a good backup of the files PAYMAST and PAYFILE before loading data.

Please call if you have any questions.

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OVERVIEW

The Salary Verification System is a sub-system of the DCR Payroll System that allows you to enter contracts without updating the live files. A variety of reports are available for editing, etc. Once all contracts are settled an update process is available to write all the contracts into the live Payroll files.

SALARY VERIFICATION SYSTEM

SALARY SCHEDULE MAINTENANCE

Schedule	Step	Lane	Amount	Roll Step	Hourly Amt
TCH	03	BA	40,246.00	04	.000000
TCH	03	BA+15	40,796.00	04	.000000
TCH	03	MA	45,972.00	04	.000000
TCH	03	MA+30	48,062.00	04	.000000
TCH	03	MA+60	50,152.00	04	.000000
TCH	04	BA	40,796.00	05	.000000
TCH	04	BA+15	41,346.00	05	.000000
TCH	04	MA	48,062.00	05	.000000
TCH	04	MA+30	50,152.00	05	.000000

GETTING AROUND THE MAINTENANCE SCREEN

- Buttons available are as follows:
New = Add a record
Edit = Change a record
Delete = Delete a record
Inquire = Inquire on a record
Print = Print a report of all records in file
Exit = End and return to main menu

+NOTE: If you try to edit, delete or inquire on a schedule name that does not exist the following message box will display "**RECORD NOT ON FILE ******". Click the OK button to return to the Schedule name field.

- Click on any box to enter or edit the data in that box.
- Existing data records will appear in the lower scroll box.
Clicking on any line will populate the data entry fields.

FIELD DESCRIPTIONS

- Schedule Name - This field is a 10 digit alphanumeric field.
- Step - This field is a 5 digit alphanumeric field.

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3. Lane - This field is a 10 digit alphanumeric field.
4. Salary Amt - Enter the salary amount for this step & lane.
5. Hourly Amt - Enter the hourly amount for this step & lane if needed.
6. Roll Step - Enter the step that this schedule name would be rolled over to for the next year. If a lane is frozen it would be the same as the step. I.E. step 18 rolls to 18.

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SCHOOL CODES MAINTENANCE

Salary Verification School Codes Maintenance - New Mode

File New Edit Inquire Delete Print Exit Help Special Keys

District: 217
Schl Code: ECH
Code Type:
Schl Description: EARLY CHILDHOOD CENTER

Ok Cancel

School Code	Type code	Description
ACHS		ARGO COMM HIGH SCHOOL
CEN		CENTENNIAL MIDDLE SCHOOL
ECH		EARLY CHILDHOOD CENTER
LES		LINCOLN ELEMENTARY
WAS		WASHINGTON ELEMENTARY

Find What? FindNext

GETTING AROUND THE MAINTENANCE SCREEN

- Buttons available are as follows:
New = Add a record
Edit = Change a record
Delete = Delete a record
Inquire = Inquire on a record
Print = Print a report of all records in file
Exit = End and return to main menu

+NOTE: If you try to edit, delete or inquire on a School name that does not exist the following message box will display "**RECORD NOT ON FILE*****". Depress the enter key to return School Code.

- Click on the box you wish to enter or edit data in.
- The existing records will appear in the lower scroll box, clicking on any line will populate fields on data entry screen.

FIELD DESCRIPTIONS

- Code - This is a 4 digit alphanumeric field.
- Code Type - This is a 2 digit alphanumeric field.
- Description - This is a 30 digit alphanumeric field.

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DEPARTMENT CODES MAINTENANCE

Salary Verification Dept. Codes Maintenance - New Mode

File New Edit Inquire Delete Print Exit Help Special Keys

District: 217
Dept. Code: 00
Dept. Description: OPERATIONS & MAINTENANCE

Ok Cancel

Dept.	Code	Description
ART		ART PROGRAM
ATH		ATHLETIC
IT		INFORMATION TECHNOLOGY
MATH		MATH PROGRAM
MUS		MUSIC/CHORALE
OM		OPERATIONS & MAINTENANCE
RR		REMEDIAL READING
SS		SOCIAL STUDIES

Find What? FindNext

GETTING AROUND THE MAINTENANCE SCREEN

- Buttons available are as follows:
New = Add a record
Edit = Change a record
Delete = Delete a record
Inquire = Inquire on a record
Print = Print a report of all records in file
Exit = End and return to main menu

+NOTE: If you try to edit, delete or inquire on a department name that does not exist the following message will display "**RECORD NOT ON FILE*****". Click the OK button to return to the Dept code field.

- Click on any box to add or edit existing data.
- Existing department codes will appear in the lower scroll box. Clicking on any line will populate the data entry fields.

FIELD DESCRIPTIONS

- Code - This is a 4 digit alphanumeric field.
- Description - This is a 30 digit alphanumeric field.

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EMPLOYEE GROUP CODE MAINTENANCE

Barg. Code	Position	Assignment	Barg. Desc	Pos. Desc	Assign. Desc	P/R Assign
TCH	ELEM	1ST	TEACHER	ELEMENTARY	1ST GRADE	532
TCH	ELEM	MUSIC	TEACHER	ELEMENTARY	MUSIC PROGRAM	61
TCH	ELEM	SP	TEACHER	ELEMENTARY	SPEC ED READING	12
TCH	HS	ART	TEACHER	HIGH SCHOOL	ART PROGRAM	22
TCH	HS	MATH	TEACHER	HIGH SCHOOL	ALGEBRA/CALCULUS	67'
TCH	HS	MUSIC	TEACHER	HIGH SCHOOL	MUSIC PROGRAM	44
TCH	HS	SS	TEACHER	HIGH SCHOOL	SOCIAL STUDIES	88
TCH	MS	ART	TEACHER	MIDDLE SCHOOL	ART PROGRAM	21
TCH	MS	MATH	TEACHER	MIDDLE SCHOOL	MATH	112

GETTING AROUND THE MAINTENANCE SCREEN

- Buttons available are as follows:
New = Add a record
Edit = Change a record
Delete = Delete a record
Inquire = Inquire on a record
Print = Print a report of all records in file
Exit = End and return to main menu

+NOTE: If you try to edit, delete or inquire on a Bargaining unit name that does not exist the following message will display "**RECORD NOT ON FILE*****". Click on the OK button to return to the Department code field.

- Click on any box that you want to enter or edit data.
- The existing data elements will appear in the lower scroll box.
- Click the OK button to accept the new or edited record.

FIELD DESCRIPTIONS

Bargaining Unit - This is a 5 digit alphanumeric field.

Position Code - This is a 5 digit alphanumeric field.

Assignment Code - This is a 5 digit alphanumeric field.

- Bargaining Unit Description - This is a 30 digit alphanumeric field.

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2. Position Description - This is a 30 digit alphanumeric field.
3. Assignment Description - This is a 30 digit alphanumeric field.
4. Payroll Assignment Code - This is a 6 digit alphanumeric field. This is used to tie the salary verification bargaining unit to the payroll assignment code if you wish.

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SALARY VERIFICATION INPUT

Salary Verification Input Maintenance - New Mode

File New Edit Inquire Delete Exit Table Codes Help Special Keys Pension Codes Chart

District: 217 Employee Number: 319543716 GERTIE MAE A TWACKIE

Sal Seq	Distr Seq	FI	Schedule	Step	Lane	Hourly Wage	Annual Salary	Tot # Pds.	Contract Pays	TRS Pays	Type of Salary
01	2		TCH	01	BA+15	000000	39696.00	1.00	26	26	B

Type of Pay Cycle: Bargaining Unit Position Assignment Schi Dept Salary Description

Account Number	- Cost Center =>	Pension Code	CC Periods Worked	CC Percent of Salary	CC Annual Amount of Salary
1	1130 112 104 0	5	.50	.5000	19848.00

Salary Verification Data

01 01 TCH	01	BA+15	MUSIC PROGRAM	1-1130-112-102-0	.5000	19,848.00
01 02 TCH	01	BA+15	MUSIC PROGRAM	1-1130-112-104-0	.5000	19,848.00

Total Annual Salary => 39,696.00

GETTING AROUND THE INPUT SCREEN

1. Buttons available are as follows:

New = Adding of a record

Edit = Change data in an existing record

Inquire = Inquire on a record

Delete = Deletes an item of a record

Exit = Ends out of the program and returns you to main menu

2. Clicking on exit will exit you out of the program and return back to the main menu.

3. Click on the employee number field to access an employee by typing their name or SSN #. Clicking on the employee number button will allow you to see a scroll box starting at a name or character. (You can also depress F2 key to get the same lookup in the employee number field.

FIELD DESCRIPTIONS

1. EMPLOYEE NO. - Enter the employee's social security number or type the employee's last name. This can be a partial name. If it brings up the wrong employee enter the Page down key to progress to the next employee or Page Up to go to a previous employee. Clicking on the Employee Number box will allow you to do a drop down employee lookup starting a name or character string.

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2. SALARY SEQUENCE - This is a user defined sequence number. Think of this as a contract, salary sequence 1 is the base contract, salary sequence 2 is an athletic stipend, salary sequence 3 is a longevity contract etc.
3. DISTRIBUTION SEQUENCE - This is a user defined sequence number for the number of different distributions this contract is being charged to. If an employee's base contract is split to multiple accounts, he would have salary sequence 1 distribution sequence 1, salary sequence 1 distribution sequence 2 etc.
4. FL or FLAG - This field indicates an inactive status if needed.
5. SCHEDULE - Enter the schedule name that corresponds to this contract. These names have to first be entered through the Salary Schedule Maintenance screen. Click on the Schedule button to see a list of all schedules.

+NOTE: If a schedule name is inputted that does not exist out in the schedule maintenance file the system will indicate Record not on file – click OK to continue..

6. STEP - Enter the step that this salary amount is designated for, again, this needs to be a valid step in the schedule indicated.
7. LANE - Enter the lane that this salary amount is designated for, must be valid.

+NOTE: If the lane inputted is not a valid entry, but the step is the following message will display **LANE NOT IN SCHEDULE** . Click OK to continue.

8. HOURLY WAGE - This will automatically display amount entered for this Step & Lane from the Salary Schedule Maintenance screen if an hourly rate has been indicated in the schedule. This field is also used to indicate a part time employee. Example, if an employee is half time enter .5 and the system will compute .5 of the salary at that step and lane. Depressing enter or tab will default to full time.
9. ANNUAL SALARY - This will automatically display amount entered for this Step & Lane from the Salary Schedule Maintenance screen. You may also manually enter a annual salary amount for this contract (I.E. 28000. or 2800000 = 28,000.00).
10. TOTAL # PDS - Used if the employee is working extra periods (most commonly in a High School environment).
11. CONT PAYS - Enter the number of pays for this contract. If this is an existing employee this will default to whatever is on their current payroll record.
12. TP PAYS - Enter the number of teacher pension pays for this contract. If this is an existing employee this will default to whatever is on their current payroll record. If this is a non-TRS employee enter 0.
13. TYP SAL - Enter the type of salary this is for, valid entries are:

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B = Base Contract, S = Supplemental Contract or E = Extra Pay

14. TYPE OF PAY CYCLE - This field gives you the opportunity to roll different groups of employees in the same schedule at different times.
15. BARGAINING UNIT - Enter appropriate bargaining unit (I.E. Cert). Click on the Bargaining Unit button to see a list of valid bargaining units.
16. POSITION - Enter position this contract is for (I.E. 7th Grade Tchr). Click on the Position button to see a list of valid positions.
17. ASSIGNMENT - Enter assignment of for this position (I.E. Science). Click on the Assignment button to see a list of valid assignments.
18. SCHL - Enter school where this position will occur (I.E. Cen). Click on the Schl button to see a list of valid schools.
19. DEPT - Enter the department this contract is for (I.E. Eng). Click on the Dept button to see a list of valid departments.
20. SALARY DESCRIPTION - This is a user defined field available to put in a description of this contract if needed.
21. ACCOUNT NUMBER - Enter the account number this contract is to be charged to. For existing employees this will default to the account number on their payroll record. This can be changed for the following year without it affecting the current year.
22. PENSION CODE - Enter the appropriate pension code as follows: 1=TP,2=FICA ONLY,3=FICA & IMRF,4=NO PENSION,5=TP & MED,6=MED ONLY. For existing employees this will default to what is currently on their payroll record.
23. CC PERIODS WORKED - The number entered in this field will be used to calculate the percentage of the salary to be charged to this account number. This number is divided into the amount entered in Annual Salary. The total of all items charged must equal the total Annual Salary or you'll get the following balance error:

**SALARY = .00 - DISTRIBUTIONS = 0000.00 = BAL. ERROR OF 0000.00
YOU MUST BALANCE DISTRIBUTIONS TO SALARY -**
24. CC PERCENT OF SALARY - The percentage will automatically display dependent on the numbers entered in CC Periods Worked & Annual Salary.
25. CC ANNUAL AMT OF SALARY - The amount to be charged to this cost center will automatically display.

Cancel if you do not wish to save data. Click OK when data entry is completed and data is correct.

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Salary Verification data will display in the scroll box below the OK and Cancel buttons.