Salary Schedule

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Create a New Salary Schedule | Add a New Schedule Year | Copy a Salary Schedule | Mass Update all Steps and Lanes in a Schedule Year | Assign Salary Schedules to Position Codes | Assign Salary Schedules to Work Assignments

Tool Search: Salary Schedule

The Salary Schedule tool allows you to define and maintain pay structures. Since every district has its own schedule, you can use the Salary Schedule tool to set up a chart based on years of experience and education (steps and lanes), or you can set up salary ranges.

Both types of Salary Schedules can be associated with positions and personnel work assignments to determine salary or rate of pay.

You may also use the Salary Schedule tool to prepare for future year budgeting, and based on the approved schedule, quickly update employee records.

What can I do?

- Create a New Salary Schedule
- Add a New Schedule Year
- Mass Update all Steps and Lanes in a Schedule Year
- Copy a Salary Schedule
- Assign Salary Schedules to Position Codes
- Assign Salary Schedules to Work Assignments

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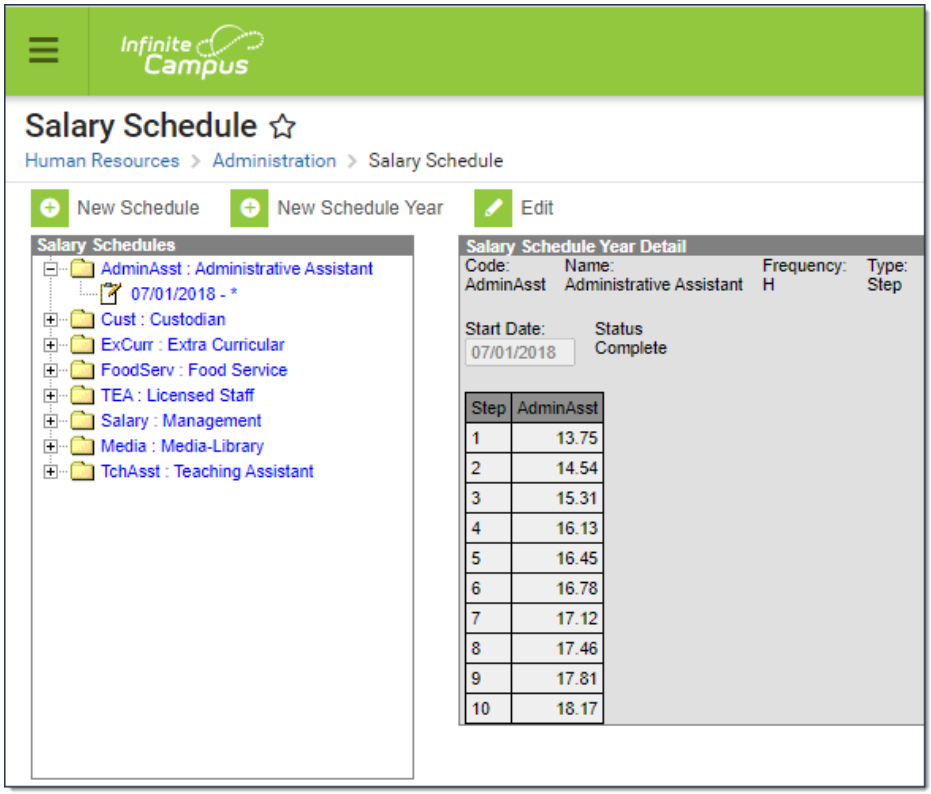
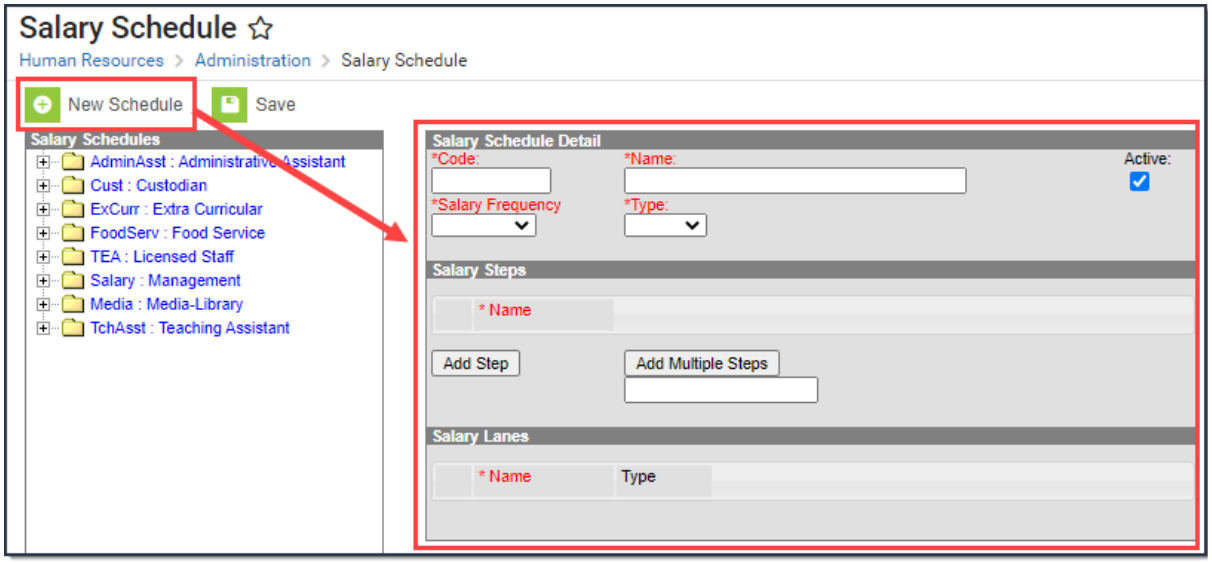


Create a New Salary Schedule

1. Click the **New Schedule** button.
   Result
   The Salary Schedule Detail, Salary Steps, and Salary Lanes display.



2. Enter a unique **Code** to identify the Salary Schedule.

   The code displays next to the Salary Schedule when you are adding Salary Schedules to Position Codes.

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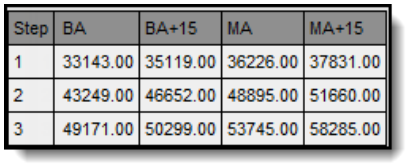
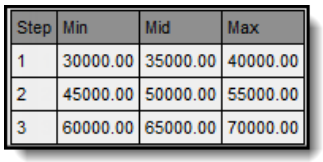
3. Enter a unique **Name** for the Salary Schedule.
4. Verify the **Active** checkbox is marked.

   This checkbox is automatically marked when you create a new Salary Schedule. Marking the Salary Schedule as "Active" makes the Salary Schedule available for selection on Position Codes and Work Assignments.

5. Select one of the following options from the **Salary Frequency** dropdown list:
   1. **A: Annual**
   2. **D. Daily**
   3. **H: Hourly**
6. Select one of the following options from the **Type** dropdown list:

Option	This option indicates that the Salary Schedule will...
Step	have steps and lanes. Steps and Lanes generally represent a chart based on years of experience and education.  Step / BA / BA+15 / MA / MA+15 1 / 33143.00 / 35119.00 / 36226.00 / 37831.00 2 / 43249.00 / 46652.00 / 48895.00 / 51660.00 3 / 49171.00 / 50299.00 / 53745.00 / 58285.00
Range	use a range of pay. Salary range generally has a minimum pay rate, a maximum pay rate, and a series of mid-range rates.  Step / Min / Mid / Max 1 / 30000.00 / 35000.00 / 40000.00 2 / 45000.00 / 50000.00 / 55000.00 3 / 60000.00 / 65000.00 / 70000.00

7. Add Salary Steps and enter the **Name** for each step.

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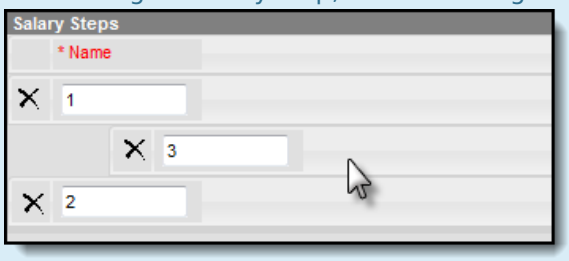
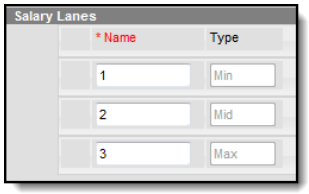
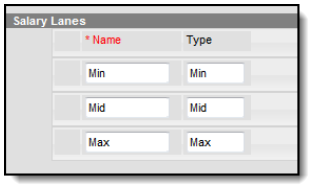
To add a new step, click the **Add Step** button. To add multiple steps, enter a number below the **Add Multiple Steps** button then click the button.
To rearrange a salary step, click and drag the step to its new position.



8. **Add Lanes** and enter the **Name** for each lane.

   You can only add lanes to Step Salary Schedules.

If the Salary Schedule Type is...	Then...	Example
Step	Enter the name for each lane in the **Name** field.	
Range	Enter the ranges in the **Name** field.	

9. Click the **Save** button.

Add a New Schedule Year

1. Select the Salary Schedule in the editor to which you want to add a new Schedule Year.

2. Click the **New Schedule Year** button.
   Result
   The Salary Schedule Year Detail displays.

   If there is an existing year, Campus copies the data from the existing year so that you don't have to re-enter all the amounts.

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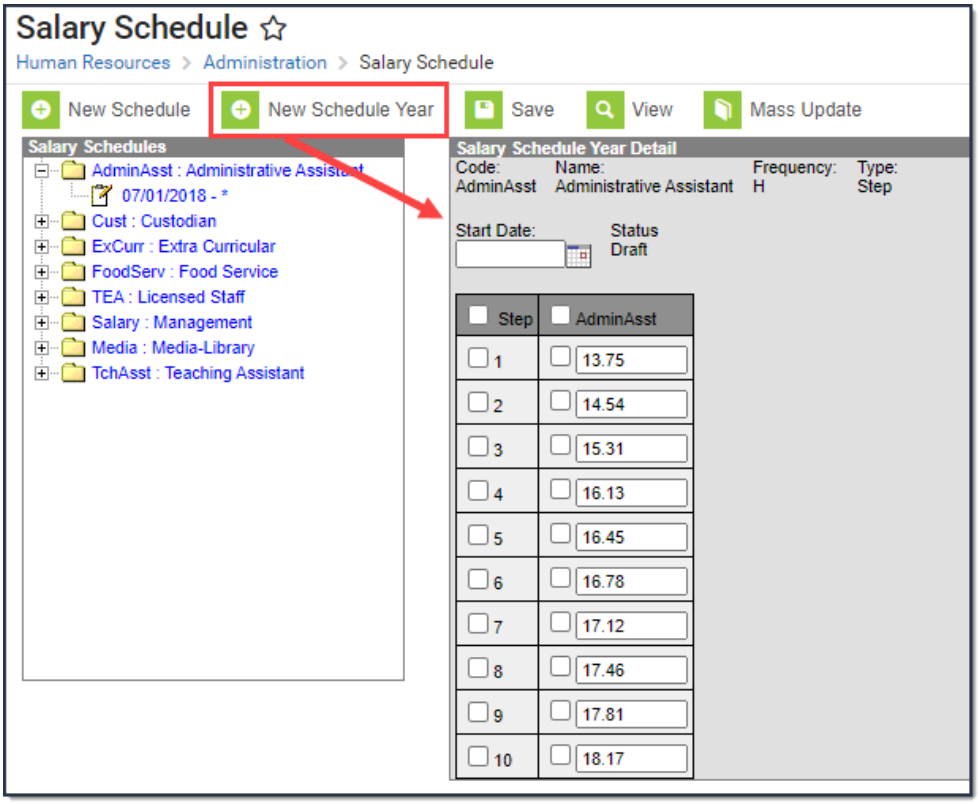

3. Enter the day on which this Schedule Year begins in the **Start Date** field.
4. Select one of the following options from the Status dropdown list:
    - **Draft**. This option indicates that this is a preliminary version of the Schedule Year. Infinite Campus SIS product will not use this Schedule Year when determining personnel pay. This option is useful if you are preparing for future year budgeting.
    - **Complete**. This option indicates that this is the final version of the Schedule Year. You cannot have overlapping complete Schedule Years for the same Salary Schedule.
5. Enter the pay structure in the table.

Step	BA	BA+15	MA	MA+15
1	33143.00	35119.00	36226.00	37831.00
2	43249.00	46652.00	48895.00	51660.00
3	49171.00	50299.00	53745.00	58285.00

6. Click the **Save** button.

Copy a Salary Schedule

To copy an existing salary schedule, select the Salary Schedule you want to copy and click the Copy button. Campus will copy the schedule but clear the **Code** and **Name** fields.

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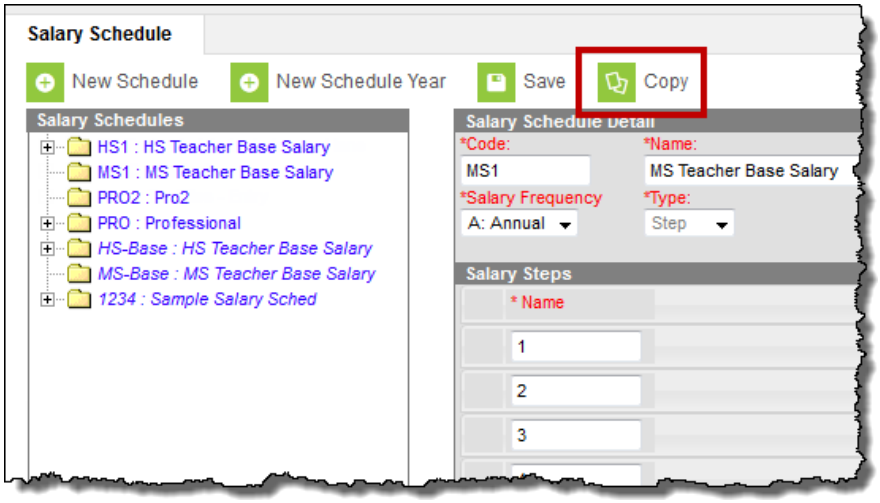


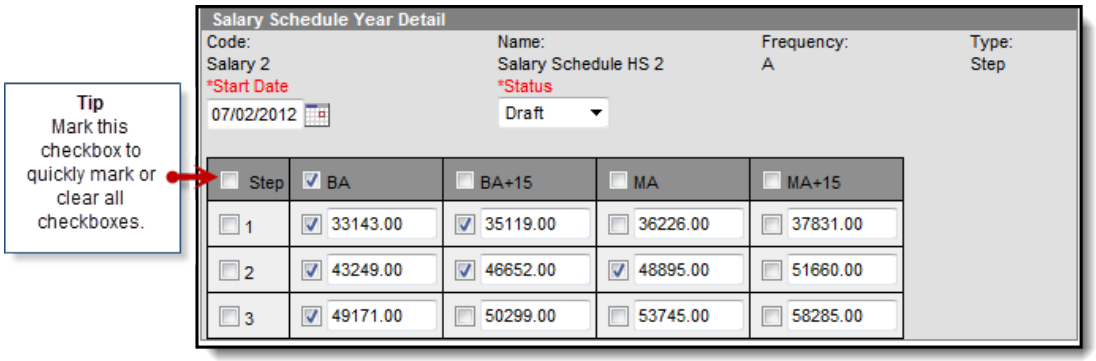
Mass Update all Steps and Lanes in a Schedule Year

1. Select the **Schedule Year** you want to change.
2. Click the **Edit** button.
   Result
   The Salary Schedule Year Detail displays with editable fields.

3. Change the **Start Date** to a date that is equal to or later than the current date. *Optional*

   When changes to a salary schedule step or lane OR to a range schedule are confirmed and saved, Campus will update Pay Wage information on employee's HR Personnel Master Work Assignment records.

4. Mark the checkboxes next to the Steps and Lanes you want to change.



5. Click the **Mass Update** button.
   Result
   The Mass Update window displays.

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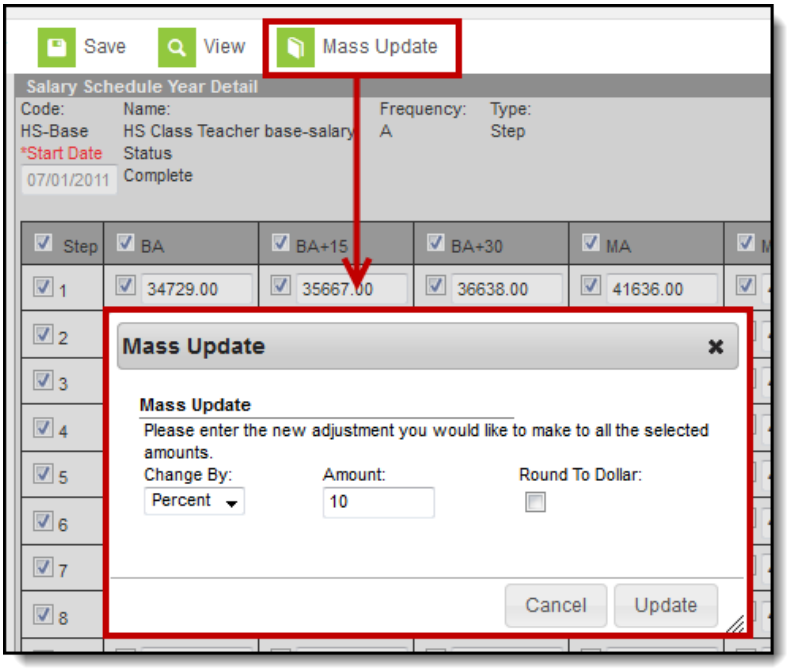

6. Select one of the following options in the Change By field:
   - **Percent**
   - **Amount**
7. Enter the percent or dollar amount in the **Amount** field.
8. Mark the **Round To Dollar** checkbox to round the updated values to the nearest dollar. (**optional**)
9. Click the **Update** button.
   Result
   Campus updates the values according to the parameters you entered. Campus automatically updates any employees associated with the schedule, step, lane and schedule year adjusted.
10. Click the **Save** button.

Assign Salary Schedules to Position Codes

Classic View: Human Resources > Administration > Position Code

Search Terms: Position Code

Salary Schedule(s) can be associated with specific Position Codes. When a Position Code has salary schedules tied to it, only salary schedules that you select here appear on the Work Assignment when this Position Code is used. For more information about setting up Position Codes, see the Position Codes Setup article.

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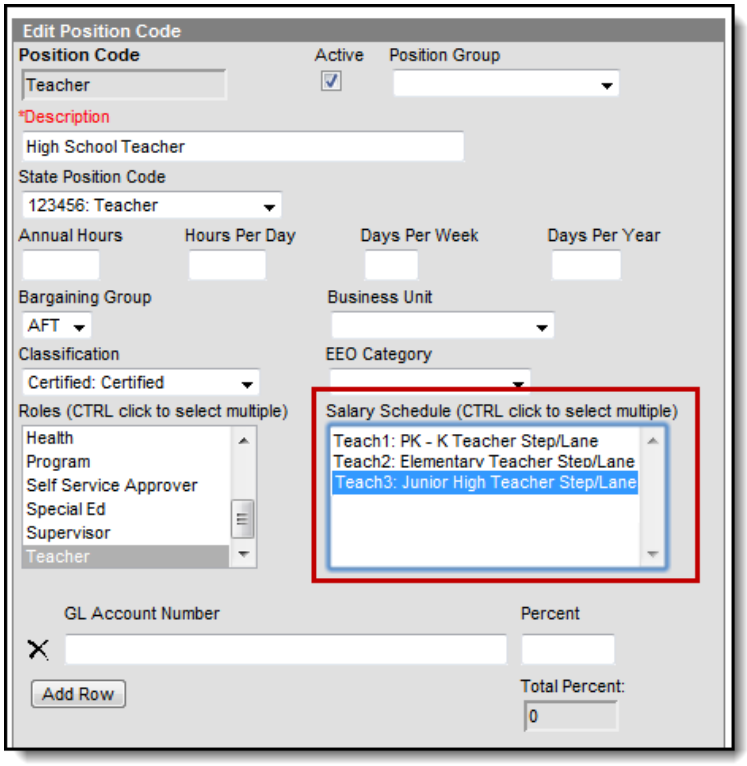
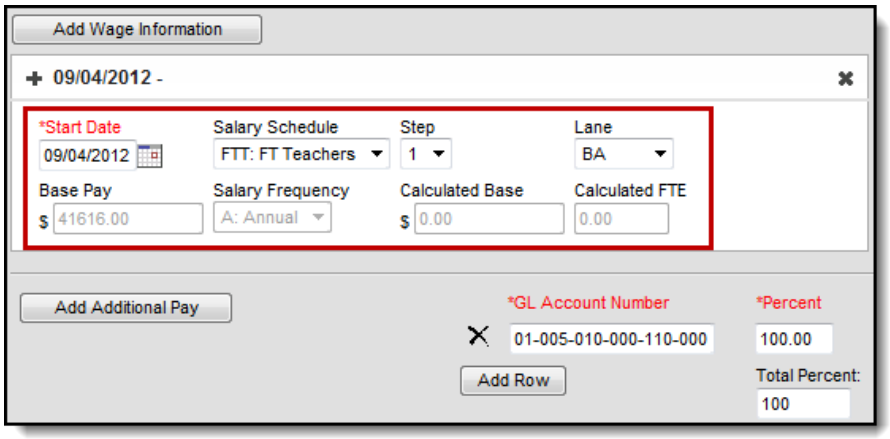


Assign Salary Schedules to Work Assignments

Classic View: Human Resources > Personnel > Personnel Master > Work Assignments

Search Terms: Work Assignment

Salary Schedules can be associated with Work Assignments. The Salary Schedules available for selection may be provided by the Position Code associated with the Work Assignment. If a Position Code is not selected, all active Salary Schedules are available for selection. For more information about setting up Work Assignments, see the Managing Work Assignments article.



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