

# 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

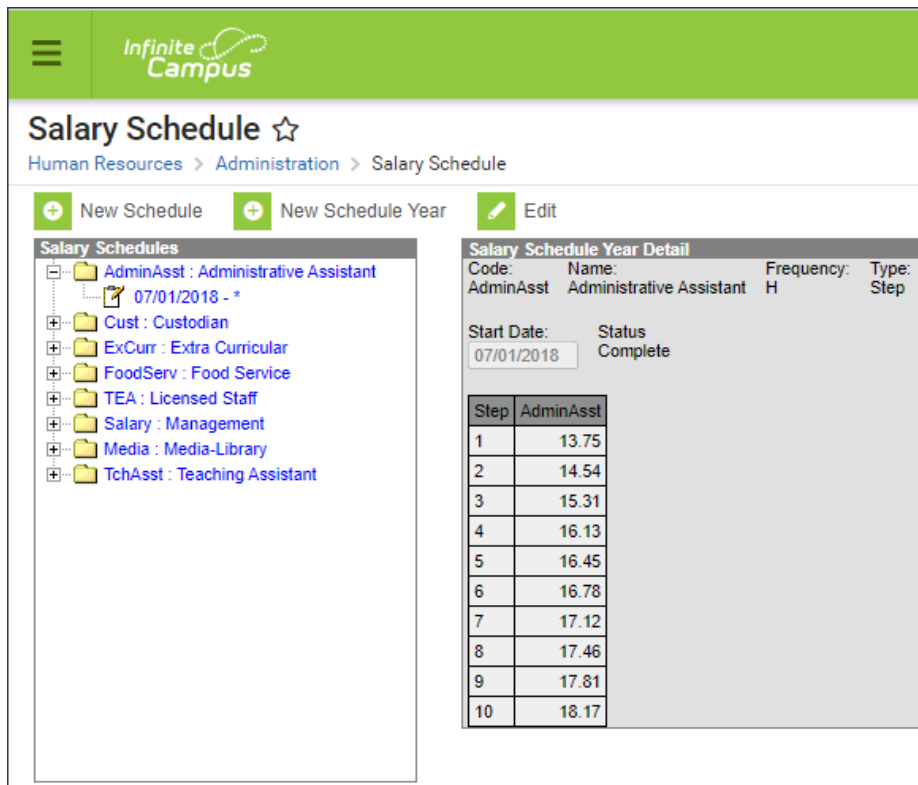
The Salary Schedule tool allows you to define and maintain pay structures. Since every district has its own schedule, you can use the Salary Schedule tool to set up a chart based on years of experience and education (steps and lanes), or you can set up salary ranges.

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](#)



**Salary Schedule** ☆

Human Resources > Administration > Salary Schedule

+ New Schedule + New Schedule Year Edit

**Salary Schedules**

- AdminAsst : Administrative Assistant
- Cust : Custodian
- ExCurr : Extra Curricular
- FoodServ : Food Service
- TEA : Licensed Staff
- Salary : Management
- Media : Media-Library
- TchAsst : Teaching Assistant

**Salary Schedule Year Detail**

Code: AdminAsst Name: Administrative Assistant Frequency: H Type: Step

Start Date: 07/01/2018 Status: Complete

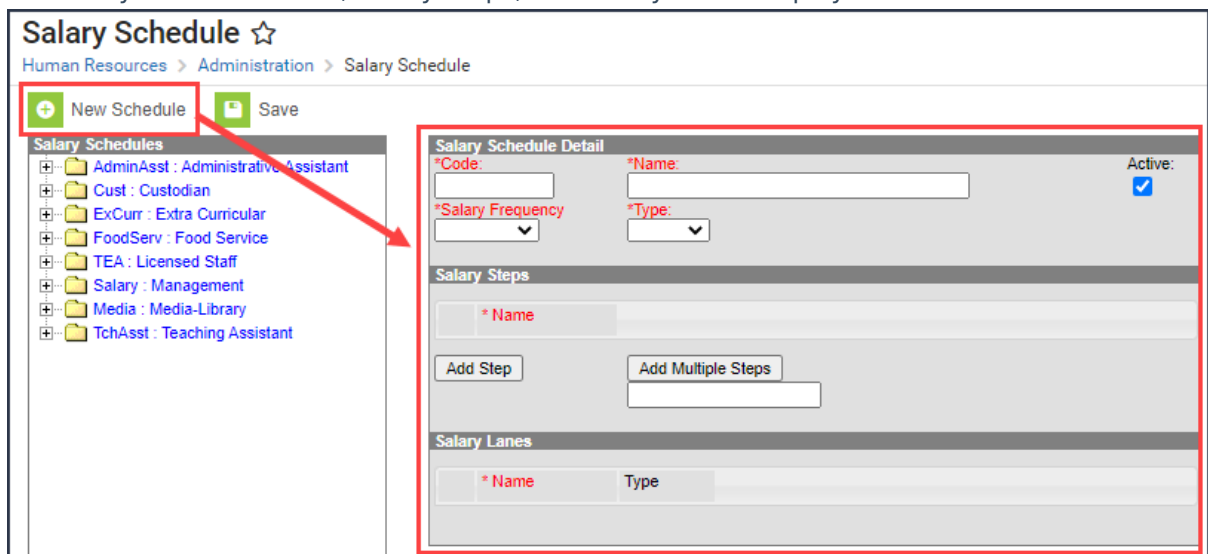
Step	AdminAsst
1	13.75
2	14.54
3	15.31
4	16.13
5	16.45
6	16.78
7	17.12
8	17.46
9	17.81
10	18.17

## Create a New Salary Schedule

- Click the **New Schedule** button.

### Result

The Salary Schedule Detail, Salary Steps, and Salary Lanes display.



**Salary Schedule** ☆

Human Resources > Administration > Salary Schedule

+ New Schedule Save

**Salary Schedules**

- AdminAsst : Administrative Assistant
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- ExCurr : Extra Curricular
- FoodServ : Food Service
- TEA : Licensed Staff
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- Media : Media-Library
- TchAsst : Teaching Assistant

**Salary Schedule Detail**

\*Code: \*Name: Active: ☒

\*Salary Frequency: \*Type:

**Salary Steps**

\* Name

Add Step Add Multiple Steps

**Salary Lanes**

\* Name Type

- 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.

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...																				
<b>Step</b>	<p>have steps and lanes. Steps and Lanes generally represent a chart based on years of experience and education.</p> <table border="1"><thead><tr><th>Step</th><th>BA</th><th>BA+15</th><th>MA</th><th>MA+15</th></tr></thead><tbody><tr><td>1</td><td>33143.00</td><td>35119.00</td><td>36226.00</td><td>37831.00</td></tr><tr><td>2</td><td>43249.00</td><td>46652.00</td><td>48895.00</td><td>51660.00</td></tr><tr><td>3</td><td>49171.00</td><td>50299.00</td><td>53745.00</td><td>58285.00</td></tr></tbody></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
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																	
<b>Range</b>	<p>use a range of pay. Salary range generally has a minimum pay rate, a maximum pay rate, and a series of mid-range rates.</p> <table border="1"><thead><tr><th>Step</th><th>Min</th><th>Mid</th><th>Max</th></tr></thead><tbody><tr><td>1</td><td>30000.00</td><td>35000.00</td><td>40000.00</td></tr><tr><td>2</td><td>45000.00</td><td>50000.00</td><td>55000.00</td></tr><tr><td>3</td><td>60000.00</td><td>65000.00</td><td>70000.00</td></tr></tbody></table>	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				
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.

Salary Steps

\* Name

1

2

3

Add Step

Add Multiple Steps

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.

The screenshot shows a 'Salary Steps' dialog box with a table-like structure. It has a header row with a red asterisk and the text '\* Name'. Below it are three rows, each with a checkbox, a number (1, 3, 2), and an input field. A mouse cursor is pointing at the input field for step 3.

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
<b>Step</b>	Enter the name for each lane in the <b>Name</b> field.	
<b>Range</b>	Enter the ranges in the <b>Name</b> 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.

**Salary Schedule** ☆

Human Resources > Administration > Salary Schedule

**Salary Schedules**

- AdminAsst : Administrative Assistant
  - 07/01/2018 - \*
- Cust : Custodian
- ExCurr : Extra Curricular
- FoodServ : Food Service
- TEA : Licensed Staff
- Salary : Management
- Media : Media-Library
- TchAsst : Teaching Assistant

**Salary Schedule Year Detail**

Code: AdminAsst    Name: Administrative Assistant    Frequency: H    Type: Step

Start Date:     Status: Draft

Step	AdminAsst
<input type="checkbox"/> 1	<input type="text" value="13.75"/>
<input type="checkbox"/> 2	<input type="text" value="14.54"/>
<input type="checkbox"/> 3	<input type="text" value="15.31"/>
<input type="checkbox"/> 4	<input type="text" value="16.13"/>
<input type="checkbox"/> 5	<input type="text" value="16.45"/>
<input type="checkbox"/> 6	<input type="text" value="16.78"/>
<input type="checkbox"/> 7	<input type="text" value="17.12"/>
<input type="checkbox"/> 8	<input type="text" value="17.46"/>
<input type="checkbox"/> 9	<input type="text" value="17.81"/>
<input type="checkbox"/> 10	<input type="text" value="18.17"/>

- Enter the day on which this Schedule Year begins in the **Start Date** field.
- 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.
- 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

- 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.

**Salary Schedule**

+ New Schedule + New Schedule Year Save **Copy**

**Salary Schedules**

- HS1 : HS Teacher Base Salary
- MS1 : MS Teacher Base Salary
- PRO2 : Pro2
- PRO : Professional
- HS-Base : HS Teacher Base Salary
- MS-Base : MS Teacher Base Salary
- 1234 : Sample Salary Sched

**Salary Schedule Detail**

\*Code: MS1 \*Name: MS Teacher Base Salary

\*Salary Frequency: A: Annual \*Type: Step

**Salary Steps**

* Name
1
2
3

## 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.

**Tip**  
Mark this checkbox to quickly mark or clear all checkboxes.

**Salary Schedule Year Detail**

Code: Salary 2 Name: Salary Schedule HS 2 Frequency: A Type: Step

\*Start Date: 07/02/2012 \*Status: Draft

Step	BA	BA+15	MA	MA+15
<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 33143.00	<input checked="" type="checkbox"/> 35119.00	<input type="checkbox"/> 36226.00	<input type="checkbox"/> 37831.00
<input type="checkbox"/> 2	<input checked="" type="checkbox"/> 43249.00	<input checked="" type="checkbox"/> 46652.00	<input checked="" type="checkbox"/> 48895.00	<input type="checkbox"/> 51660.00
<input type="checkbox"/> 3	<input checked="" type="checkbox"/> 49171.00	<input type="checkbox"/> 50299.00	<input type="checkbox"/> 53745.00	<input type="checkbox"/> 58285.00

5. Click the **Mass Update** button.

### Result

The Mass Update window displays.

The screenshot shows the 'Salary Schedule Year Detail' window. At the top, there are buttons for 'Save', 'View', and 'Mass Update'. The 'Mass Update' button is highlighted with a red box. Below this, there is a table with columns for 'Step', 'BA', 'BA+15', 'BA+30', 'MA', and 'M'. The 'BA+15' column is highlighted with a red box. A red arrow points from the 'Mass Update' button to a 'Mass Update' dialog box. The dialog box has a title bar with a close button. Inside, it says 'Mass Update' and 'Please enter the new adjustment you would like to make to all the selected amounts.' Below this, there are three fields: 'Change By:' with a dropdown menu set to 'Percent', 'Amount:' with a text box containing '10', and 'Round To Dollar:' with an unchecked checkbox. At the bottom of the dialog box are 'Cancel' and 'Update' buttons. The 'Update' button is highlighted with a red box.

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.

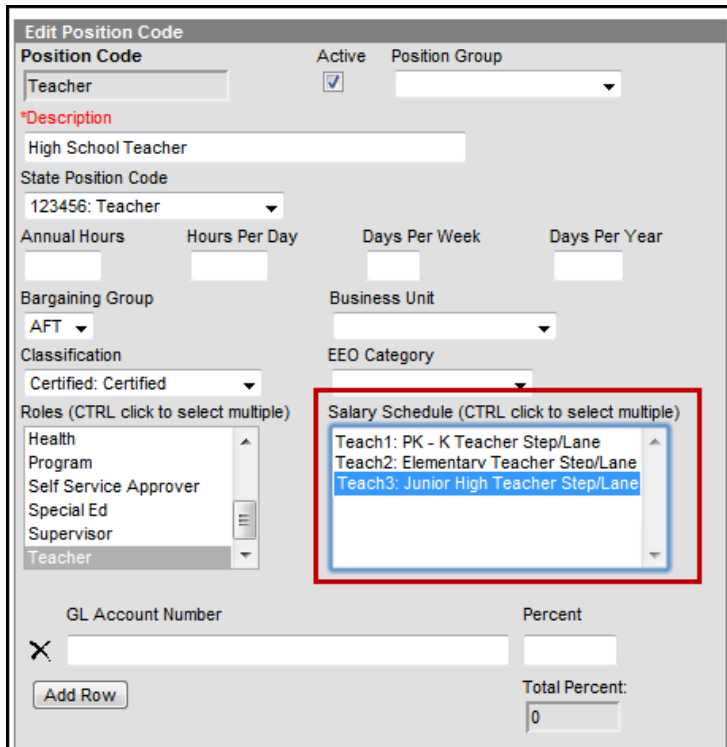
10. Click the **Save** button.

## 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.



**Edit Position Code**

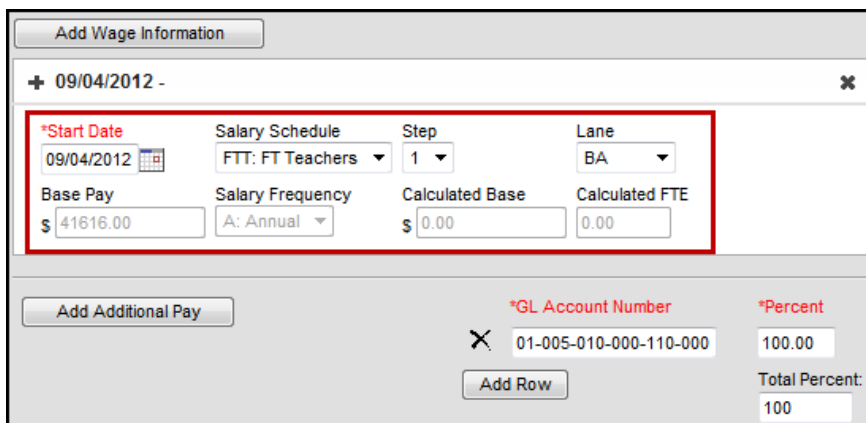
Position Code: Teacher Active: ☒ Position Group:   
 \*Description: High School Teacher  
 State Position Code: 123456: Teacher  
 Annual Hours: Hours Per Day: Days Per Week: Days Per Year:  
 Bargaining Group: AFT Business Unit:  
 Classification: Certified: Certified EEO Category:  
 Roles (CTRL click to select multiple): Health Program Self Service Approver Special Ed Supervisor Teacher  
 Salary Schedule (CTRL click to select multiple): Teach1: PK - K Teacher Step/Lane Teach2: Elementary Teacher Step/Lane Teach3: Junior High Teacher Step/Lane  
 GL Account Number: Percent:  
 Add Row Total Percent: 0

# 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.



**Add Wage Information**

+ 09/04/2012 -

\*Start Date: 09/04/2012 Salary Schedule: FTT: FT Teachers Step: 1 Lane: BA  
 Base Pay: \$ 41616.00 Salary Frequency: A: Annual Calculated Base: \$ 0.00 Calculated FTE: 0.00  
 Add Additional Pay  
 \*GL Account Number: 01-005-010-000-110-000 \*Percent: 100.00  
 Add Row Total Percent: 100