



Texas Skyward User Group Conference

TX – 05P – Salary Negotiations – Getting Started Part 2

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Salary Negotiations – Getting Started Part 2



This session is a continuation of the tasks that are taken to prepare for a budgeting salaries and benefits for the coming year.

- Run the Local Matrix Step Increase
- Run the TRS State Base Step Increase
- Update Paid Start and Stop dates
- Run the Audit
- Generating Plan Detail
- Review Reports
- Employee Cost by Account Report
- Exporting budget Options

Once the base plan is created with new year calendars, you can begin to run plan processes.

Step Increase Process

Perform Step Increase On: Assignments Add Ons

[Continue](#) [Reset](#) [Back](#)

Number of Days:	<input type="text" value="91.00"/>	To:	<input type="text" value="99,999.99"/>
FTE Amount:	<input type="text" value="0.00000"/>	To:	<input type="text" value="9.99999"/>
Step Amount:	<input type="text" value="0.00"/>	To:	<input type="text" value="99.99"/>
Profile Hire Date:	<input type="text" value="01/01/1901"/>	To:	<input type="text" value="12/31/2099"/>
Assignment Start Date:	<input type="text" value="01/01/1901"/>	To:	<input type="text" value="12/31/2099"/>
Assignment End Date:	<input type="text" value="01/01/1901"/>	To:	<input type="text" value="12/31/2099"/>

Allow placement tracker step to exceed last step on matrix

Increase by:

Increase Amount:

Effective Date: Entered Value:

Profile Hire Date

Profile Start Date

Assignment Start Date

* Selection Parameters:

Select Groups:

Teacher

1 of 8 records selected

Include Blank Groups

Select Placements:

CONTRACT PLACEMENT

1 of 7 records selected

Group Assignments by Placement

Select Lanes:

0
10MO-TRS State Base
11MO-TRS State Base
12MO-TRS State Base
183-10MO TRS State Base
202
207

18 of 18 records selected

Credits From: To:

Select Calendars:

176 DAY - 2HR
176 DAY - 4HR
176 DAY - 8HR
187 DAY 8HR
187 DAY 7.5HR
187 DAILY RATE
192 DAY 8HR
192 DAY 7.5HR





35 of 35 records selected

Asterisk (*) denotes a required field

State Base Tracker Step Increase

Don't forget this one – it can only be done in Salary Negotiations.

TRS Pay Step Increase Process

Selection Ranges

Step Amount:

Hire Date:

Include Profiles with Blank Hire Dates

Effective Date:

Increase Amount:

Select State Base Lane:

- 10MO
- 11MO
- 12MO
- 183
- 202
- 207
- 220
- 226
- TCH

9 of 9 records selected

* Selection Parameters:

Asterisk (*) denotes a required field

Use P/A Mass Change to update Paid Start and Stop Dates. Yes, you will most likely need to run this 3 times for your groups.

Positions/Assignments Mass Change

Change From

Pay Code:

Pay Freq:

Freq Override:

Supervisor:

Account Number:

Paid Start:

Paid End:

Import Date:

Export Date:

Benefit F.T.E.:

Change To

New Pay Code:

New Pay Freq:

New Freq Override:

New Supervisor:

Clear Supervisor

New Account Number:

New Paid Start: Clear Date

New Paid End: Clear Date

New Import Date: Clear Date

New Export Date: Clear Date

New Benefit F.T.E.: Copy Asn FTE to Benefit FTE

Set Benefit FTE to zero

Additional Pay Codes

Pay Code: New Pay Code:

Calc Type: New Calc Type:

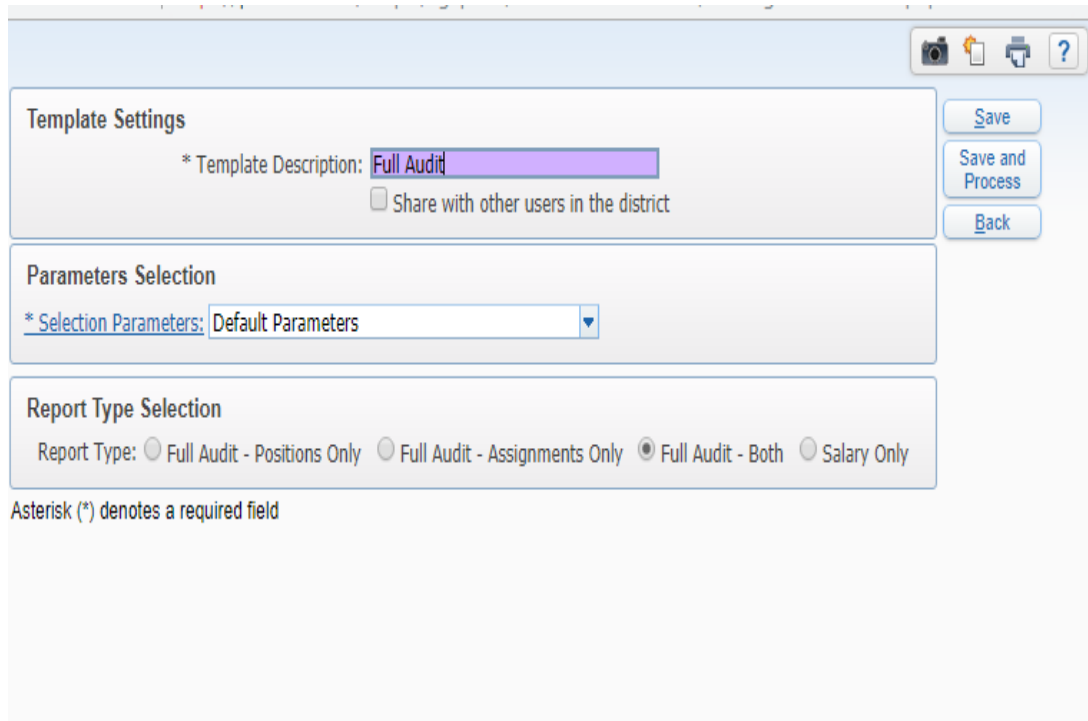
Factor: New Factor:

Amount: New Amount:

Pay Freq: New Pay Freq: Clear Freq

Activity Code: New Activity Code:

Run the Audit to ensure everything is lining up and refreshing correctly. Run the “Fix” process until no fixes are made. We typically recommend 3 times.



Template Settings

* Template Description: Share with other users in the district

Parameters Selection

* Selection Parameters:

Report Type Selection




Report Type: Full Audit - Positions Only Full Audit - Assignments Only Full Audit - Both Salary Only

Asterisk (*) denotes a required field

[Save](#) [Save and Process](#) [Back](#)

Set the Budget Screen along with desired breaks

Budget Compare Setup

Budget Compare Setup

Compare Budget Year: 2017-2018 September 1, 2017 - August 31, 2018 ▼

New Budget Year: 2018-2019 September 1, 2018 - August 31, 2019 ▼

Budget Amount: Add to Existing Amount (2018 - 2019)

Replace Existing Amount (2018 - 2019)

Round Revised Budget Amounts

Selection Processing

Use Account Filter (create only records within selected ranges):

- Create records for only accounts affected by current plan
- Create records for all accounts within selected ranges

* Selection Parameters: Default Parameters ▼

Job Types

* Select Job Types:

- ADMINST/PROF - PG 1
- ADMINST/PROF - PG 2
- ADMINST/PROF - PG 3
- ADMINST/PROF - PG 4
- ADMINST/PROF - PG 5
- ADMINST/PROF - PG 6
- ADMINST/PROF - PG 7
- AUX/MANUAL TRADES - PG 1
- AUX/MANUAL TRADES - PG 1FS
- AUX/MANUAL TRADES - PG 2
- AUX/MANUAL TRADES - PG 2FS
- AUX/MANUAL TRADES - PG 3
- AUX/MANUAL TRADES - PG 3FS
- AUX/MANUAL TRADES - PG 4
- AUXILARY/MANUAL TRADES - PG 2M

53 of 53 records selected

Include Blank Job Types

Save

Back

Asterisk (*) denotes a required field



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THANK YOU FOR ATTENDING!

