



Texas Skyward User Group Conference

TX – 03P - Salary Negotiations – Getting Started Part 1

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Salary Negotiations – Getting Started Part 1



In this session we will discuss the tasks that are taken to prepare for budgeting salaries and benefits for the coming school year.

- Add a New Salary Negotiations Plan
- Import Assignments
- Import Benefits
- Create New Year Calendars
- Run the Plan Calendar Cycle
- Create a New Local Matrix
- Create a New State Base Matrix
- Run the Position – Assignment Mass Change

Import Assignments – what are all these options?

Import Assignments from Emp Mgt Plans

Available Plans for Import

Select	Plan Description	Year
<input type="checkbox"/>	2009-2010 EMPL MGMT PLAN 8/30/	2009
<input type="checkbox"/>	2010-2011 Empl Management Plan	2010
<input type="checkbox"/>	2011-2012 Employee Mgmt Plan	2011
<input type="checkbox"/>	2012-2013 Employee Mgmt Plan	2012
<input type="checkbox"/>	2013-2014 Employee Mgmt Plan	2013
<input type="checkbox"/>	2014-2015 EMS Plan	2014
<input type="checkbox"/>	2015-16 Active Plan (js)	2015
<input type="checkbox"/>	2015-2016 Active Plan	2015
<input type="checkbox"/>	2016-2017 Active Plan	2016
<input type="checkbox"/>	2017-2018 Active Plan (so)	2017
<input type="checkbox"/>	2017-2018 Active Plan KR	2017
<input checked="" type="checkbox"/>	2018-2019 Active Plan (KR)	2018
<input type="checkbox"/>	2018-2019 EM Plan (so/bs)	2018

14 records displayed

Import Options

If Position Already Exists Do Not Create a New One ?

If Assignment Already Exists Do Not Create a New One ?

Process Blank Job Types

Clear Pay Frequency Override Field

Roll Fast Track Open Positions

Overwrite ALL Position Control Group values on destination plan

Import Position Control Group Users

Include Assignment Notes

Exclude Assignment if the Termination Date is prior to:

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

Roll Selected Funds:

- 204 - 204 SCRAMBLED DESCRIPTIO
- 211 - TITLE 1
- 219 - 219 SCRAMBLED DESCRIPTIO
- 224 - 224 SCRAMBLED DESCRIPTIO
- 225 - 225 SCRAMBLED DESCRIPTIO
- 242 - 242 SCRAMBLED DESCRIPTIO

53 of 53 records selected 24 of 63 records selected

Employee Selection Parameters

* Assignment Start Date Range: to * Assignment End Date Range: to

* Paid Start Date Range: to * Paid End Date Range: to

* Selection Parameters:

Asterisk (*) denotes a required field

Import Benefits -

Import Benefits from Pay Records - WHVAD\SN\PL\SE\NB - 10782 - 05.19.02.00.10-11.7 - Google Chrome

Not secure | <https://pbroker1/scripts11/cgiip.exe/WService=30477web/hemmgedit072.w?MenuIdOverride=10782&hType=F&isPopup=true>

Import Benefits from Pay Records

General Parameters

Exclude employee Benefits with a stop date prior to this Date:

Pay Codes

Select Pay Code Set: Pay Codes

Available		Selected	
Code	Description	Code	Description
ADPAY	ADD PAY	ACEDR	ACE DIR STIPEND
BON	BONUS	ADM	ADMINISTRATOR
BUSHR	BUS HOURLY	ADMNT	Asst. Dir. Main
CELL	CELL PHONE	ARDFC	ARD FACILITATOR
CUSHR	CUSTODIAN HRLY	ASBAN	JH ASST MARCH
DBL	DOUBLE TIME	ASSLT	ASSAULT LEAVE
HPROF	HRLY PROF	ASTBD	JH BAND DIR
24 of 234 records		210 of 234 records	

Benefit Codes

Select Benefit Code Set: Benefits

Available			Selected			Not Available		
Code	Description	Times	Code	Description	Times	Code	Description	Times
			0ERP	EMPLOYER PD	?			
			0MC	MEDICARE	?			
			0PST2	DEF COMP 457	?			
			0SS	FICA	?			
			0TC	TRS INS CT	?			
			0TCS	CARE SURCH	?			
			0TPS	PENSION SURCH	?			
			ATCP	REGION IV	?			
0 of 14 records			14 of 14 records			0 of 14 records		

* Assignments that have pay codes which have been selected will have their benefit information for the selected benefits imported from their pay records.
 * A "?" means that the benefit's times to pay will be set to the pay record's frequency.

Calendar Event Codes along with
Calendar Event Dates can be used to
help ensure dates are marked.

Calendar Event Dates

Year: 2019-2020

Views: General Filters: *Skyward Default

Code	Description	Date	Year
▶ BW1	Bad Weather - Day 1	02/17/2020	2019-2020
▶ BW2	Bad Weather - Day 2	04/13/2020	2019-2020
▶ COLUMBUS	Columbus Day	10/14/2019	2019-2020
▶ GF	Good Friday	04/10/2020	2019-2020
▶ July 4	Independence Day	07/04/2019	2019-2020
▶ July 4th	Independence Day	07/03/2020	2019-2020
▶ Labor	Labor Day	09/02/2019	2019-2020
▶ Memorial	Memorial Day	05/25/2020	2019-2020
▶ MLK	MLK Day	01/20/2020	2019-2020
▶ SB1	Spring Break - Day 1	03/16/2020	2019-2020
▶ SB2	Spring Break - Day 2	03/17/2020	2019-2020
▶ SB3	Spring Break - Day 3	03/18/2020	2019-2020
▶ SB4	Spring Break - Day 4	03/19/2020	2019-2020
▶ SB5	Spring Break - Day 5	03/20/2020	2019-2020
▶ SD1	Staff Development - Day 1	01/20/2020	2019-2020
▶ SD2	Staff Development - Day 2	05/22/2020	2019-2020
▶ SH	Student Holiday	10/14/2019	2019-2020
▶ SH1	Student Holiday - Day 1	11/11/2019	2019-2020
▶ SH2	Student Holiday - Day 2	01/03/2020	2019-2020
▶ Tr1	Thanksgiving - Day 1	11/25/2019	2019-2020

20 records displayed

Code: ABC

Run the Plan Calendar Cycle

Plan Calendars Cycle

Prepare to cycle calendars from year: **2018-2019** into year: **2019-2020**

Calendars with the year 2018-2019

Code	Description
176 DAY 2H	176 DAY 2HR
176 DAY 4H	176 DAY 4HR
176 DAY 8H	176 DAY 8HR
187 DAY	187 DAY 8HR
187 PARA	187 DAY 7.5HR
187DR	187 DAILY RATE
192 DAY	192 DAY 8HR
192 PARA	192 DAY 7.5HR
192DR	192 DAILY RATE

36 records displayed

Code:

Calendars with the year 2019-2020

Code	Description
176 DAY 2H	176 DAY 2HR
176 DAY 4H	176 DAY 4HR
176 DAY 8H	176 DAY 8HR
187 DAY	187 DAY
187 DR	187 DR
187 PARA	187 PARA
192 DAY	192 DAY
192 DR	192 DR
192 PARA	192 PARA

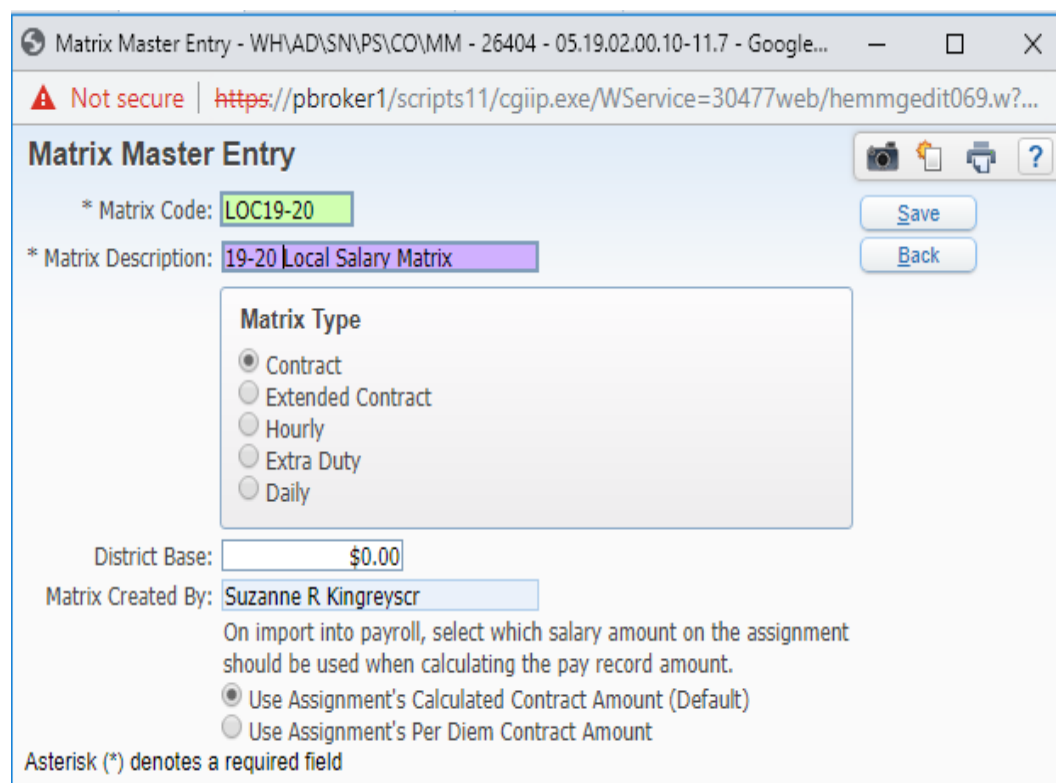
37 records displayed

Code:

Calendars exist in year 2018-2019 and not in 2019-2020

Code	Description
187DR	187 DAILY RATE
192DR	192 DAILY RATE

Create a New Local Matrix – why is this important?



Matrix Master Entry - WH\AD\SN\PS\CO\MM - 26404 - 05.19.02.00.10-11.7 - Google...
Not secure | https://pbroker1/scripts11/cgiip.exe/WService=30477web/hemmgedit069.w?...
Matrix Master Entry [camera] [refresh] [print] [help]

* Matrix Code:

* Matrix Description:

Matrix Type

- Contract
- Extended Contract
- Hourly
- Extra Duty
- Daily

District Base:

Matrix Created By:

On import into payroll, select which salary amount on the assignment should be used when calculating the pay record amount.

- Use Assignment's Calculated Contract Amount (Default)
- Use Assignment's Per Diem Contract Amount

Asterisk (*) denotes a required field




Save
Back

Clone your State Base Matrix for the coming year. Why is this important and why should you use the same naming convention?

Matrix Master Entry - WH\AD\SN\PS\CO\MM - 26404 - 05.19.02.00.10-11.7 - Google... - □ ×

▲ Not secure | <https://pbroker1/scripts11/cgiip.exe/WService=30477web/hemmgedit069.w?...>

Matrix Master Entry

* Matrix Code: [Save](#)

* Matrix Description: [Back](#)

Matrix Type

Contract

Extended Contract

Hourly

Extra Duty

Daily

District Base:

Matrix Created By:

On import into payroll, select which salary amount on the assignment should be used when calculating the pay record amount.

Use Assignment's Calculated Contract Amount (Default)

Use Assignment's Per Diem Contract Amount

Asterisk (*) denotes a required field

Running the Position – Assignment Mass Change – why it is important to run this multiple times?

Positions/Assignments Mass Change

Template Settings

* Template Description: Positions only

Share with other users in the district

Choose Criteria for Position and Assignment Selection

* Start Date:

* End Date:

* thru:

* thru:

Process Positions
 Process Assignments
 Process Assignment Breakdown ?

<p>Positions</p> <p><input type="checkbox"/> All Positions <input type="checkbox"/> Incl Blank Positions</p> <p>Select Positions: TEACHER</p> <p style="font-size: x-small;">1 of 22 records selected</p>	<p>Assignments</p> <p><input type="checkbox"/> All Assignments <input type="checkbox"/> Incl Blank Assignments</p> <p>Select Assignments: 11 MONTH TEACHERS 12 MONTH TEACHER</p> <p style="font-size: x-small;">2 of 207 records selected</p>	<p>Buildings</p> <p><input type="checkbox"/> All Buildings <input type="checkbox"/> Incl Blank Buildings</p> <p>Select Buildings: BUILDING -WHS</p> <p style="font-size: x-small;">1 of 22 records selected</p>	<p>Groups</p> <p><input checked="" type="checkbox"/> All Groups <input checked="" type="checkbox"/> Incl Blank Groups</p> <p>Select Groups: * All *</p> <p style="font-size: x-small;">8 of 8 records selected</p>
<p>Matrixes</p> <p><input checked="" type="checkbox"/> All Matrixes <input checked="" type="checkbox"/> Incl Blank Matrixes</p> <p>Select Matrixes: * All *</p> <p style="font-size: x-small;">28 of 28 records selected</p>	<p>Calendars</p> <p><input checked="" type="checkbox"/> All Calendars <input checked="" type="checkbox"/> Incl Blank Calendars</p> <p>Select Calendars: * All *</p> <p style="font-size: x-small;">35 of 35 records selected</p>	<p>Departments</p> <p><input checked="" type="checkbox"/> All Departments <input checked="" type="checkbox"/> Incl Blank Departments</p> <p>Select Departments: * All *</p> <p style="font-size: x-small;">30 of 30 records selected</p>	<p>Job Types</p> <p><input checked="" type="checkbox"/> All Job Types <input checked="" type="checkbox"/> Incl Blank Job Types</p> <p>Select Job Types: * All *</p> <p style="font-size: x-small;">53 of 53 records selected</p>



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THANK YOU FOR ATTENDING!

