



Texas Skyward User Group Conference

# TX – 06R – Salary Negotiations – Getting Started Part 2

Lois King



# 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. The Step Increase Process is done on local matrices.

### 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                               |   | Change To  |   |
| Pay Code:                                 | <input type="text"/>                    | New Pay Code:                                    | <input type="text"/>  |
| Pay Freq:                                 | <input type="text"/>                    | New Pay Freq:                                    | <input type="text"/>  |
| Freq Override:                            | <input type="text"/>                    | New Freq Override:                               | <input type="text"/>  |
| Supervisor:                               | <input type="text"/>                    | New Supervisor:                                  | <input type="text"/>  |
| <input type="checkbox"/> Clear Supervisor |   |  |   |
| Account Number:                           | <input type="text"/>                    | New Account Number:                              | <input type="text"/>  |
| Paid Start:                               | <input type="text" value="07/01/2018"/> | New Paid Start:                                  | <input type="text" value="07/01/2019"/> <input type="checkbox"/> Clear Date |
| Paid End:                                 | <input type="text" value="06/30/2019"/> | New Paid End:                                    | <input type="text" value="06/30/2020"/> <input type="checkbox"/> Clear Date |
| Import Date:                              | <input type="text"/>                    | New Import Date:                                 | <input type="text"/> <input type="checkbox"/> Clear Date                    |
| Export Date:                              | <input type="text"/>                    | New Export Date:                                 | <input type="text"/> <input type="checkbox"/> Clear Date                    |
| Notify Date:                              | <input type="text"/>                    | New Notify Date:                                 | <input type="text"/> <input type="checkbox"/> Clear Date                    |
| Benefit F.T.E.:                           | <input type="text"/>                    | New <u>Benefit</u> F.T.E.:                       | <input type="text"/> <input type="checkbox"/> Copy Asn FTE to Benefit FTE   |
|   |   | <input type="checkbox"/> Set Benefit FTE to zero |   |

#### Additional Pay Codes

|                |                      |                    |  |
|----------------|----------------------|--------------------|--|
| Pay Code:      | <input type="text"/> | New Pay Code:      | <input type="text"/>                                     |
| Calc Type:     | <input type="text"/> | New Calc Type:     | <input type="text"/>                                     |
| Factor:        | <input type="text"/> | New Factor:        | <input type="text"/>                                     |
| Amount:        | <input type="text"/> | New Amount:        | <input type="text"/>                                     |
| Pay Freq:      | <input type="text"/> | New Pay Freq:      | <input type="text"/> <input type="checkbox"/> Clear Freq |
| Activity Code: | <input type="text"/> | New Activity Code: | <input type="text"/>                                     |









## Set the Budget Screen along with desired breaks

### Budget Compare Setup

#### Budget Compare Setup

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

New Budget Year: 2019-2020 September 1, 2019 - August 31, 2020 ▼

Budget Amount:  Add to Existing Amount (2019 - 2020)  
 Replace Existing Amount (2019 - 2020)

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







Texas Skyward User Group Conference

**THANK YOU FOR ATTENDING!**

