Using Employee Job/Salary & Mid-Year Changes in EERP

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Table of Contents

Overview

There are a variety of ways to setup a job/salary record for an individual however this document provides one or two methods for each of the different groups of pay. You do not need to change existing job/salary records if they work for your district.

Job/Salary Setup Considerations

Salary Tables

Salary tables provide a method of managing specific schedules of salaries assigned to individuals. They facilitate mass pay and step increases and ensure individuals assigned a specific Grade/Step have a consistent salary. They also provide the calculation code to the job/salary record if a job class is setup to use a salary table. Although beneficial, salary tables are not required in establishing Job/Salary. Examine your pays and determine if a salary schedule is the most appropriate approach.

In addition to salary tables, EERP provides alternate ways to assign and manage employee job/salary pay. The pay can be established on the Job Class code or even entered on the job/salary record.

Job Class Codes

The Job Class code table contains many fields used to establish default information when creating a job/salary pay record for an employee. If while establishing job/salary records you find the calculation code is not correct or you receive an error or warning when entering the grade/step or a pay amount it may be due to settings on the job class code. Check the Salary tab of the job class to ensure it is set properly. See Appendix A for additional details.

Payroll Exceptions

Payroll exceptions designate how pay and deductions are used in determining the calculation of a deduction. For example, certain types of pay may be exempt from social security calculation. If in the process of establishing job/salary records you decided to add new pay master records, check the Payroll Exceptions before or after establishing a new pay to ensure deductions calculate the new pay properly. See Appendix B for additional details.

Pay Master

The Pay Master program is used to establish new pay master records that can then be attached to Employee Job/Salary. Setting up a pay master requires various considerations in addition to the various important fields on a pay master record. Close attention should be paid to the Pay number, Category, Calculation code and Add to Base options as these may impact how an employee's pay is calculated. See Appendix C for additional Details.

Base Pay & Additional Compensation

When establishing a job/salary record for an employee, it is important to understand each employee/job combination must first have a job/salary record where the pay master is categorized as base pay. Any additional job/salary records for the same employee/job combination must have a pay master category other than base pay (e.g. additional compensation, miscellaneous pay). Errors and warnings appear if you attempt to add an additional comp job/salary to an employee that does not have a base job/salary record for the same job. See Appendix D for additional details.

Employee Job/Salary Setup Examples

Mid-Year Hire – Contract Salary

Hiring a contract employee mid-year requires special setup of the employee's job/salary record. The Payroll Administrator must establish a job/salary record and modify a few of the values in order to calculate the pay properly to include consideration of summer checks.

Certified Example:

An employee starts with 130 days and 18 checks remaining of a 187 day semi-monthly contract. The 187 Day Contract column shows the employee job/salary if they started at the beginning of the year. The 130 Day Contract column shows in red the numbers (Num Pays, Day/Year, Annual Pay, and Reference) changed to properly arrive at the amount to pay this individual for the remainder of the contract. Annual Pay is calculated by taking the daily rate X number of days remaining in contract.

Job Salary Field	187 Day Contract	130 Day Contract
Cal Code	32	32
Num Pays	24	18
Days/Year	187	130
Daily Rate	$269.8503	$269.8503
Period Pay	$2,102.58	$1,948.92
Annual Pay	$50,462.00	$35,080.54
Reference	$50,462.00	$50,462.00

Calculation code 32 uses an annual amount with number of pays to determine the Period Pay and days per year to determine Daily Rate. By changing the Num Pays, Days/Yr, Annual Pay and setting the Reference salary to the annual amount ensures the same daily rate with proper period pay amount to pay out the contract. The daily rate comes from a salary schedule or entered by the Payroll Admin.

Classified Example:

An employee starts employment with 130 days remaining of a 182 day contract. The 130 Day Contract shows in red (Num Pays, Days/Year, and Reference) the numbers changed to properly arrive at the amount to pay this individual for the remainder of the contract.

Job Salary Field	182 Day Contract	130 Day Contract
Cal Code	03	03
Num Pays	24	18
Days/Year	182	130
Hourly Rate	$13.9700	$13.9700
Period Pay	$741.57	$706.57
Annual Pay	$17,797.78	$12,712.70
Reference	$17,797.78	$17,797.78

Calculation code 03 uses an hourly amount that is multiplied and days and hours/day to determine the Period Pay and Annual pay. The hourly rate comes from a salary table or entered by the Payroll Admin.

Classified Employees Paid Hourly - No Contract

Non-contract classified individuals (e.g. students) that receive pay each pay period for the hours they work can be easily setup in job/salary. This type of employee is generated into the payroll and requires entering or adjusting the number of hours to establish their pay for the period.

EERP has four different pay calculation codes for this type of employee (01 to 04). Although calculation code 01 – Hourly Rate – No Standard Hours is the appropriate code, districts can use an existing pay master with a different calc code (e.g. 02 to 04) and override select fields on the Job/Salary record to accomplish the setup for these employees.

Here is an example using an existing pay master with calc code 03 and a pay rate of $12.58/hour.

Job Salary Field	Hourly – No Contract
Cal Code	03
Num Pays	24
Days/Year	0.00
Hourly Rate	$12.58
Daily Rate	$0.00

Job Salary Field	Hourly – No Contract
Period Pay	$0.00
Annual Pay	$0.00
Reference	$0.00

If non-contract employees seldom or sporadically receive this type of pay you can opt to not create a job/salary record and instead add them to the Payroll Earnings & Deductions program as needed. When adding this type of record to the payroll, if the calc code is not 01, the Job/Salary program may give a warning ("Missing information required to compute pay,") which can be ignored.

The hourly rate is entered only if the pay rate does not utilize a salary table or come from the Job Class code, Pay Master or other setup table.

Lump Sum Paid Once a Year or over Several Pays

Districts have employees that receive an amount paid once a year or over a handful of periods (e.g. paraprofessionals). To address these employees, set the Salary Table to No, Pay Basis Annual and a Calc Code of 32 – Annual Sal – Per Sal & Daily Rt Computed on the Salary tab of the Job Class code.

Here is an example job/salary record for this pay:

Job Salary Field	Lump Sum
Cal Code	32
Num Pays	1.000
Days/Year	1.00
Period Pay	$1,500.00
Annual Pay	$1,500.00
Reference	$1,500.00
State Date	Use a date within the pay period you intend to issue the pay
End Date	Use the same date as the Start Date

Using a single start/date ensures the pay is only paid out once a year. No salary table is required for this type of pay.

If paying over several pay periods simply change the Num Pays to divide the pay out over the designated number of pay periods. Also remember to change the Start Date and End date to expand the payout periods.

Board Member Pay

Board Members in KY receive a per diem per meeting. To facilitate setting up job/salary records for these employees, modify the Job Class code (7998) and set default values. Once the values are in place adding new job/salary records is simple. Here is how to establish the default information for this job class in the Job Class Master program.

Job Class Code Changes to Salary Tab

Job Class Field	Lump Sum
Salary Table	No
Min Rate	Set the per diem rate paid to board members
Pay Basis	Daily
Calc Code	31 – Daily Rate – No Recurring Pay
Remaining Fields	Set the remaining fields (Pay Freq & Pay Periods) according to how you pay these individuals

Once the Job Class is adjusted, add the job/salary records to the employees. You will notice all of the information will default into the record except Num Pays, Days/Yr etc. You may leave these blank as they have no impact on the payroll process. When running a payroll, just place the number of meetings in the Hrs/Day field to properly calculate the pay amount.

Certified Mid-Year Rank/Salary Change

Individual employees may receive a mid-year salary increase such as receiving National Board Certification or a rank change. If an employee receives a salary increase and also receives summer checks, they require special consideration for the escrowed pay. Two options are presented to address mid-year pay increases. If the employee is changing job class, treat the new job as a mid-year hire and determine how to pay out the amount on the prior job.

Example: An employee receives a pay increase in January from Rank 3 step 4: $37,771 to Rank 2 step 4: $41,665. They've worked 90 days at the old rate and will work 95 at the new. The employee has 13 remaining regular semi-monthly checks plus 4 summer checks.

Option 1: Modify Existing Job/Salary Record

The Grade/Step Only column shows the amounts if only the grade/step is changed. The Blended column addresses the adjustments to the pay to consider summer checks and is annualized to keep the number of pays and days consistent.

Job Salary Field	Grade/Step Only	Blended
Cal Code	32	32
Num Pays	24	24
Days/Year	186	186
Grade/Step	21/4	21/4
Daily Rate	$224.0054	$218.1657
Period Pay	$1,736.04	$1,690.78
Annual Pay	$41,665.00	$40,578.83
Reference	$41,665.00	$41,665.00

Calculation for the blended column:

Type of Pay	Days	Daily	Period	Annual Pay
Old Pay	91	$2,03.0699	$1,573.79	$18,479.36
New Pay	92	$2,24.0054	$1,736.04	$21,280.51
Total				$39,759.87

Fiscal Year to Date Paid: $1,573.79 x 7 checks = $11,016.53
Remaining Pay: $39,759.87 - $11,016.53 = $28,743.34
Remaining period = $28,743.34 / 17 checks = $1,690.7847
Annualized Pay = $1,690.7847 * 24 checks = $40,578.83*

*Make sure the per pay period amount is correct. If it is off a penny or so you can adjust the Annual pay up or down a few pennies to make it match

Option 2: Create a Second Job/Salary Adjustment Record

This option requires creating a new Pay Master record using the information below. The Add to base option is significant as it combines the two pay records resulting in one pay in the Payroll Processing - Earnings & Deductions program and beyond. The new Pay Master record does not need to be added to the Payroll Exceptions as the pay is added to the base pay record then checked against exceptions.

New Pay Master Setup:

Pay Master Field	Update Field
Category	4 - Additional Compensation
Calc Code	32 – Annual Salary – Per Sal & Daily Rt Computed
Add to Base	Checked

The Grade/Step column shows the original pay record with the grade/step changed. The Adjustment column represents the second pay record and shows the negative adjustment to offset the Grade/Step change.

Job Salary Field	Grade/Step Only	Adjustment
Cal Code	32	32
Num Pays	24	24
Days/Year	186	186
Grade/Step	21/4	
Daily Rate	$224.0054	-$5.8397
Period Pay	$1,736.04	-$45.26
Annual Pay	$41,665.00	-$1,086.17
Reference	$41,665.00	-$1,086.17

Calculation for adjustment pay	Amount
New Job Annual Salary	$41,665.00
Annualized Salary	$40,578.83 (from prior calculation)
Difference	$ 1,086.17*

*Since the difference is intended to reduce the Period Pay be sure to enter it as a negative dollar amount.

Classified Mid-Year Hours Change

If a classified employee changes hours mid-year and receives summer checks, they require special consideration for the pay already escrowed at the prior pay rate. Employee job/salary records with calculation code 03 – HOURLY RT – DAILY RT & ANN SAL limits pay changes to the hourly rate. As such some special handling is required.

Example: Employee starts the year working 6 ½ hours per day for 186 days and after 32 working days their hours increase to 7 ½ hours per day. The employee is paid monthly and has received 1

check. This example creates a new job class master and a replacement employee job/salary record.

Job Class Master:

The original job class used a calc code 03 – Hourly Rt – Daily Rt & Ann Sal. In order to establish a job salary record that maintains the days per year, hours per day and hourly rate for START reporting but allows for a new period pay we need to create a new job class with a few changes.

- Copy the job class of the employee that is changing hours to a new job class code.
- Make sure the summary class is the same as to original job class
- On the Salary tab change the following:
    o Salary table = No
    o Pay Basis: A – Annual
    o Calc Code: 11 – Annual Sal – Per Sal & Hourly Computed
    o Complete the remaining pertinent fields

New Job Salary record:

This record is established with the modified job class. It is also setup to pay out the remaining pays (note 11 remaining checks – Num Pays). The Reference salary should include the amount of the checks already paid from the original job. Calc code 11 is also dependent upon scheduled hours to calculate the hourly rate. The scheduled hours may appear on the employee check stub. Note: Inactivate or delete the original job salary record.

Job Salary Field	Original	New
Cal Code	03	11
Num Pays	12	11
Days/Year	186	186
Hrs/Day	6.5	7.5
Sched Hours	0.0	114.75
Hourly Rate	$8.6300	$8.6300
Daily Rate	$56.0950	$58.5657
Period Pay	$869.47	990.29
Annual Pay	$10,433.67	$10,893.22
Reference	$10,433.67	$12,038.85

Calculation:

Type of Pay	Days	Hrs/Day	Hourly	Annual Pay
Old Pay	32	6.5	$8.6300	$1,795.04
New Pay	154	7.5	$8.6300	$9,967.65
Total				**$11,762.69**

Fiscal YTD Paid: $10,433.67 annual / 12 pays x 1 check = $869.47
Remaining Pay: $11,762.69 blended - $869.47 paid = $10,893.22
Remaining Period Pay: $10,893.22 / 11 checks = $990.29
Scheduled Hours: $990.29 period pay / 8.6300 hour = 114.75

The Scheduled Hours is the key to getting the Hourly rate to appear properly on the job salary record.

Mid-Year Extended Day Change

Occasionally an employee will start the fiscal year with one set of responsibilities and during the year add responsibilities or they may be granted additional days/extended days. One example is someone starting as a 185 day teacher, and in the middle of the year they become a vice principal with 25 additional extended days. Another example is an administrator that has 185 base contract days with 30 extended days, and later receives an additional 25 extended days for a total of 55 days.

Extended day job/salary records use a calculation code 61 which computes period pay by taking the daily rate from the base contract and multiplying it by the number of days on the job/salary record. This calculation method works properly *if* the number of extended days established at the beginning of the year does not change.

In order to affect the period pay amount for a mid-year extended day change, you must use a different calculation code. Calculation code 32 allows the user to enter the remaining (annual) pay and designate the number of pay periods to derive the correct period pay.

New Pay Master:
Category: 4 - Additional Compensation
Calc Code: 32 – Annual Salary – Per Sal & Daily Rt Computed

The district has additional options here as well in how you wish to establish a new pay record. Option 1 deletes the existing extended pay and creates a single replacement record. Option 2 keeps the existing pay and adds a pay to address the difference.

Option 1: **One Extended Day Pay Record**

Delete the existing extended day pay record and establish one with the newly created pay master. Here is an example of the calculation of the blended extended job/salary:

Employee begins the year with 30 extended days and in January receives an additional 25 days:

Description	Days	Checks	Pay	Pay Calculation
Old Extended Days	30	4	$7,277.68	($242.5892 per day x 30 days)
Already Paid	N/A	N/A	-$2,425.89	($242.5892 X 30 days / 12 pays per yr X 4 chks)
Additional Extended Days	25	8	$6,064.73	($242.5892 per day x 25 days)
Blended Total			**$10,916.52**	

Remaining period salary: $10,916.52 / 8 checks = $1,364.57

Reference Salary: $13,342.41 ($242.5892 per day X 55 Days)

Job Salary Field	Blended Extended Days Pay Record
Cal Code	32
Num Pays	8
Days/Year	55
Daily Rate	$198.4829
Period Pay	$1,364.57
Annual Pay	$10,916.52
Reference	$13,342.41

Option 2: Create an Additional Extended Day Pay Record

Keep the existing extended day pay record and establish one with the newly created pay master. Here is an example of the calculation of the blended extended job/salary:

Employee begins the year with 30 extended days and in January receives an additional 25 days:

Description	Days	Checks	Pay
Additional Extended Days	25	8	$6,064.73

Remaining period salary is $6,064.73 / 8 checks = $1,364.57

Job Salary Field	New Extended Days Pay Record
Cal Code	32
Num Pays	8
Days/Year	25
Daily Rate	$242.5892
Period Pay	$758.09
Annual Pay	$6,064.73
Reference	$6,064.73

Appendix A – Job Class Codes

The Job Class Master is used to define the valid list of jobs within your district, provide a variety of defaults to facilitate creating an employee job/salary record and define pay ranges and calculation methods. Here is some of the information from the job class that aide in establishing job/salary:

- Establish default pays, deductions and accruals when setting up a new employee
- Establishes pay calculation method, pay ranges and other information when establishing employee job/salary records
- Default Group/Bargaining Unit, Risk code, EEO and other information

Salary Data Tab

The Salary Data tab of the job class is of particular importance as it establishes the valid ranges of pay and the method of pay calculation. Specifically any pay types with a category of 1 - Base Pay will use the calculation code established on the salary tab of the Job Class Master record.

- Salary Table: indicates whether the pay information is derived from salary tables or is entered during setup of a job/salary record. This option directs access to the remaining fields on this tab
- Salary Table = Yes

-

  o Min/Max Grade & Min/Max step establishes the valid ranges of pay for this job class. Employee job/salary records cannot be established using grades and steps that fall outside of these ranges.

- o It's important to note that the Min Grade and Max Grade are alpha-numeric fields. Therefore list the minimum to maximum grades in alphabetic order and not in the order of the pay or experience. For example a teachers' salary would be listed with a Min Grade of 11 and Max of 51 even though 11 represents the maximum pay & experience individual. This should also be a consideration when establishing new salary schedules ensuring they fall in a range used by job classes.
  - o Market Rate, Hours/Day and Days/Month are accessible and optional.
  - o Employee job/salary calc code comes from Salary Table
- Salary Table = No

- -

- o Min/Max/Market Rate: Min and Max rates are used to limit the minimum and maximum rate of a job/salary record. The minimum rate is used when establishing a job/salary record.
- o Pay Basis: Indicates the basis for the pay. If the pay rate for a job is annual and divided to determine pay period, daily or hourly rates then the basis is Annual. If the pay rate for a job is hourly then multiplied to determine daily, pay period and annual amounts then the basis is Hourly. If the pay rate for a job is daily then multiplied to determine pay period and annual amounts then the basis is Daily.

- o Calc Code: The calculation code establishes the method by which pay is calculated. For example, a calculation code 32 – ANNUAL SAL – PER SAL & DAILY RT uses an annual amount and divides by the Pay Periods to determine the pay period amount and by the Days/Year to determine the daily rate. A calculation code of 01 – HOURLY RT – NO STANDARD HRS uses only an hourly amount with no calculation and no default number of hours on an employee job/salary. The employee receives pay when the payroll is generated and the payroll clerk adds hours to this pay.

Note: Pay Basis and Calc Code are interrelated whereby the calc code must coincide with the pay basis. Therefore, a user cannot indicate a pay basis of Hourly and use a calculation code 32 which computes based upon annual pay.

- o Pay Freq: Establishes the pay frequency for this job
- o Pay Periods: Number of pays per year
- o Remaining fields establish defaults and are optional. Some are not applicable (e.g. Hrs/Period, Days/Month) as they may vary period to period.

Appendix B – Payroll Exceptions

Payroll exceptions are used with deductions calculated upon adjusted gross wages (e.g. Federal Taxes, Retirement etc.). Exceptions have the effect of subtracting pays/deduction amounts from the gross wages to establish the adjusted gross which is then used in the deduction calculation. If a deduction is a flat amount (Teacher dues, Health Insurance etc.) the exceptions have no impact and are not needed.

Examples of adjusted gross are:

Federal Taxes: Federal taxes are calculated on employee gross wages less qualified health insurance plans, retirement deduction contributions, select pays etc.

Teacher Retirement: Teacher retirement is calculated on gross wages less, classified pay, certified & classified federal substitutes and other pays.

If a deduction has no exceptions then it is calculated using the gross wages. Exercise caution as the Payroll Exceptions program is simple but has very powerful implications.

Setting up an Exception

Exception records require little information: the deduction to adjust, a processing code and a range of deductions or pays excluded from the gross wages.

The above exception record adjusts the gross wages of the Federal Tax deduction. This exception record indicates any deduction numbered in the 2000 through 2790 (qualified health insurance

deductions) is exempted (subtracted) from the gross wages. Here is a mathematical example:

Description	Amount
Employee Pay (Gross Wages)	$1,000
Health Insurance (Code #2410)	-$175
Adjusted Gross Wages	$825

Most all exceptions in Kentucky use one of the following processing codes:

> 1 – ALL PAY TYPES ARE INCLUDED EXCEPT
> 2 – NO DEDUCTIONS ARE EXEMPTED EXCEPT

Payroll Exceptions for a deduction aren't limited to only pay or only deductions. You can have both pay and deductions adjusting gross wages.

Important Note:

> Although exceptions rarely change, it is very important to review the exceptions before or after adding a Pay Master or Deduction Master record. Ideally review the exceptions before adding either to ensure the new pay/deduction master falls within the existing ranges established within the exceptions table. If a master cannot "fit" within the existing ranges then either add a new exception or delete/add an expanded range.

Appendix C – Pay Master

The Pay Master is used to define the valid list of pays within your district, provide a variety of defaults to facilitate creating an employee job/salary record and define pay categories and calculation methods. A number of the fields provide information necessary to building employee job/salary records.

Important Fields:

Units: The Units field can be set to Days, Hours, Amount or left blank. The units are significant with certain calculation codes. If the pay you establish will always be used to record days or hours or amount, set this field appropriately otherwise leave it blank if the units may vary.

- Category: Used to define the category of pay. Each category contains specific functionality and should be set appropriately. Here are some of the more frequently used categories:
    - 1 – Base Pay: Each employee must have a base pay record for each job they hold. Base pay master records do not use the calculation code specified in the pay master but instead use the calculation code specified on the Job Class (if No Salary table) or Salary table. Please see Appendix D for additional detail on base pay records.
    - 3 – Absence/Accrual: This pay utilizes the pay rates/period pay from the employee/job base pay. It is primarily used to record when an employee is off (vacation, sick, personal) and may concurrently reduce the accrual balance.
    - 4 – Additional Comp: Additional compensation is frequently used for extended days, stipends and other non-base pay types.
    - 5 – Non Cash: Used to record the value of a fringe benefit for the purpose of taxing the benefit. An example may be the value of a board provided vehicle used by the Superintendent.
    - 6 – Misc/Other Pay: Similar to 4 – Add'l Comp however this pay also includes the hours in calculated totals.
    - 7 – Dock Pay: Use to dock an employee's pay.
- Calc Code: The calc code specifies how the pay is calculated. Keep in mind if the category is 1 – Base Pay the calculation code on the pay master is ignored: Here are some frequently used calc codes:
    - 01 – HOURLY RATE; HRS=0, PERIOD SALARY=0, ANN SAL=0, DAILY RATE=0: Used for hourly, non-contract, employees (e.g. students). Establishes the hourly rate on the employee job/salary but does not bring in a pay period amount into the payroll. The payroll admin enters the number of hours in Payroll Earnings and Deductions each payroll.

- 03 – HOURLY RT – DAILY RT & ANN SAL: Used for hourly staff that have a contract. This code takes the hourly rate and multiples by hours/day and hours/year to determine a daily and annual pay amount.
- 31 – DAILY RT – NO RECURRING PAY OR DAYS: Used for daily, non- contract, employees (e.g. substitutes). Establishes the daily rate on the employee job/salary but does not bring in a pay period amount into the payroll. The payroll admin enters the number of days in Payroll Earnings and Deductions each payroll.
- 32 – ANN SAL – PER SAL & DAILY RT COMPUTED
- 60 – FLAT AMOUNT – LUMP SUM: Used when a designated amount is to be paid out over 1 or more pay periods (e.g. Coaching Pay)
- 61 – DAILY RT * NUMBER OF DAYS: Used for employees with a daily rate paid only when they work (e.g. Substitutes)

- Add to Base: The purpose of a pay master with the Add to Base box checked is to combine this pay with the employee base pay (with the same job class) so that the payroll process, history and employees check only shows the base pay record. This is used in situations where the pay may be broken into multiple parts but the district wishes the employee to see only one pay. An example of this is a mid-year pay adjustment that results in an adjustment record to the increased salary (Mid-Year Rank/Salary Change – Option 2).
  - When establishing an Add to Base pay some of the characteristics of the base pay are used (GL account, calc code etc.)
  - After establishing an Add to Base, the base pay record shows a column in the pay amounts area labeled Recurring Pay. This column lists the hourly/daily/etc. pay amounts for the base and Add to Base pay combined.
  - It is suggested the Add to Base pay have the same calculation code as the base pay. This makes it easier to see and interpret the Recurring Pay column on the base pay record.

Appendix D - Base Pay & Other Compensation

The Pay Master program contains a subtle yet important field named Category. The category is used to identify the type or category of pay and is used in the job/salary and other pay related programs. When establishing an employee job/salary record, each job the employee performs must have a pay categorized as base pay. EERP refers to this job/salary record as a base pay record and may use information from this record when establishing other pays for the same job.

Example Pays:

Administrator:

Pay	Description	Job	Pay Category
100	Certified	Super	Base Pay
105	Extended Days	Super	Additional Compensation

Classified Multiple Jobs:

Pay	Description	Job	Pay Category
200	Classified	Bus Driver	Base Pay
200	Classified	Cafe Monitor	Base Pay
210	Extra Routes	Bus Driver	Additional Compensation
249	Paraprof	Coach	Base Pay

Note each employee/job combination must has a base pay record.

Employee Job/Salary Requirements:

The Employee Job/Salary program has certain requirements when establishing job/salary records:
1. An employee/job combination must have a pay categorized as base pay.
2. An employee/job cannot have more than 1 pay record categorized as base pay.
3. An employee/job combination cannot have a pay categorized as 4 – Additional Comp, 6 – Misc/Other or other category of pay for the employee/job combination without a base pay.

Invalid Pay Examples: (pays added to example pays above)

Administrator:

Pay	Description	Job	Pay Category
121[1]	Certified	Super	Base Pay
252[2]	Stipend	Coach	Miscellaneous Pay

Classified Multiple Jobs:

Pay	Description	Job	Pay Category
269[2]	Additional Pay	Custodian	Additional Comp

[1] When adding pay 121, a box appears noting "A base pay record exists for this job. Adding another is NOT recommended". This occurs because the Superintendent job already has pay 100 as a base pay. You can continue adding the pay however this is not an advisable practice.

[2] In these cases, a red error appears at the bottom of the screen noting "Missing base pay for this job" and will not allow you to continue.