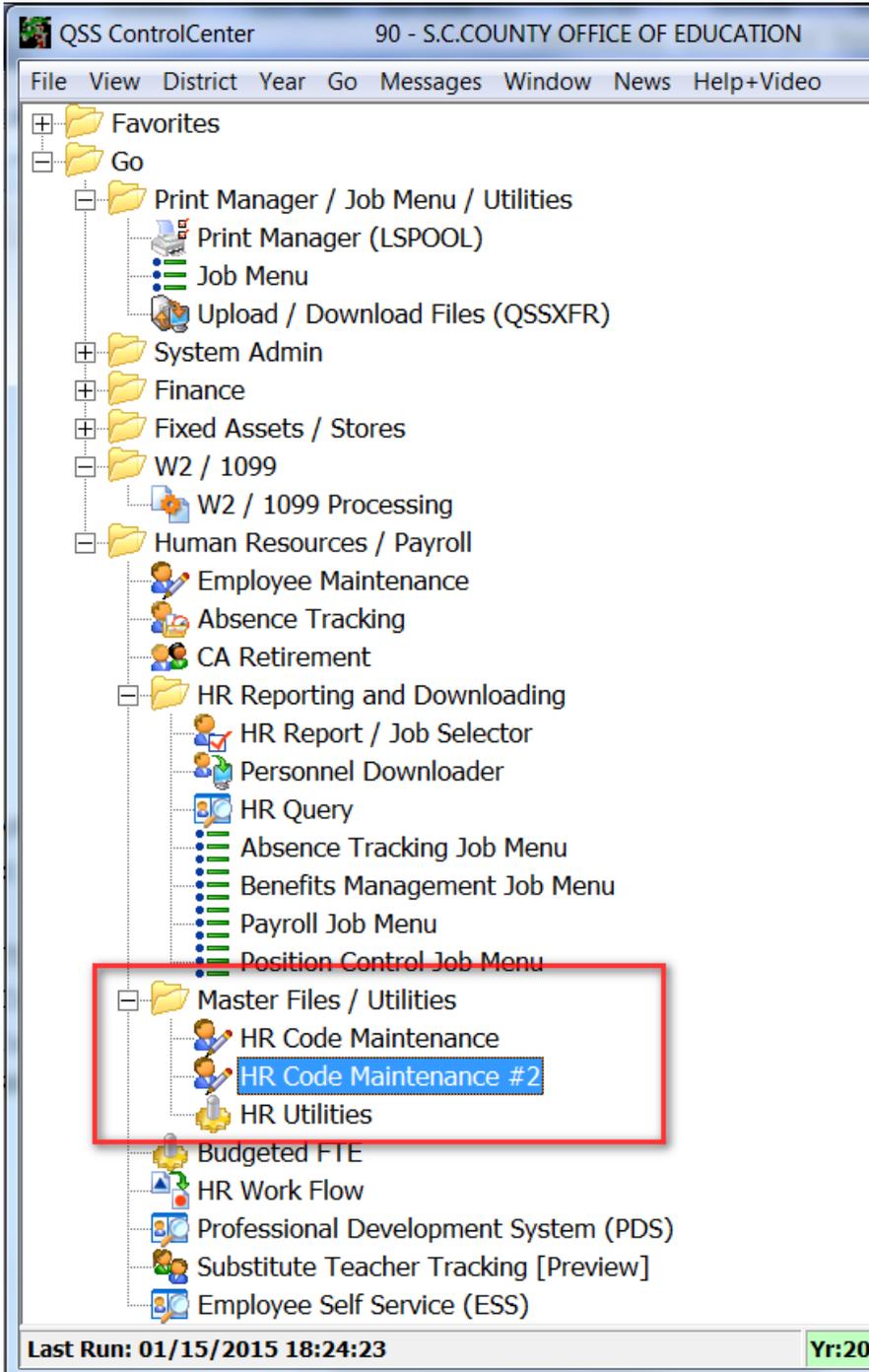


How to copy a Salary Schedule

The Copy Salary Schedules function allows you to copy the existing Salary Schedules to the new fiscal year.

In Human Resources/ Payroll, click on Master Files/Utilities then HR Code Maintenance #2.



How to copy a Salary Schedule

Once in HR Code Maintenance #2, open Position Control and click on Salary Schedules/ENH.

The screenshot shows the QSSNETHRMaint application window. The title bar displays 'QSSNETHRMaint' and '90 - SANTA CLARA'. The menu bar includes 'File', 'View', 'Options', and 'Help'. The toolbar contains various icons for file operations. The main area features a search tree for masterfiles with the following structure:

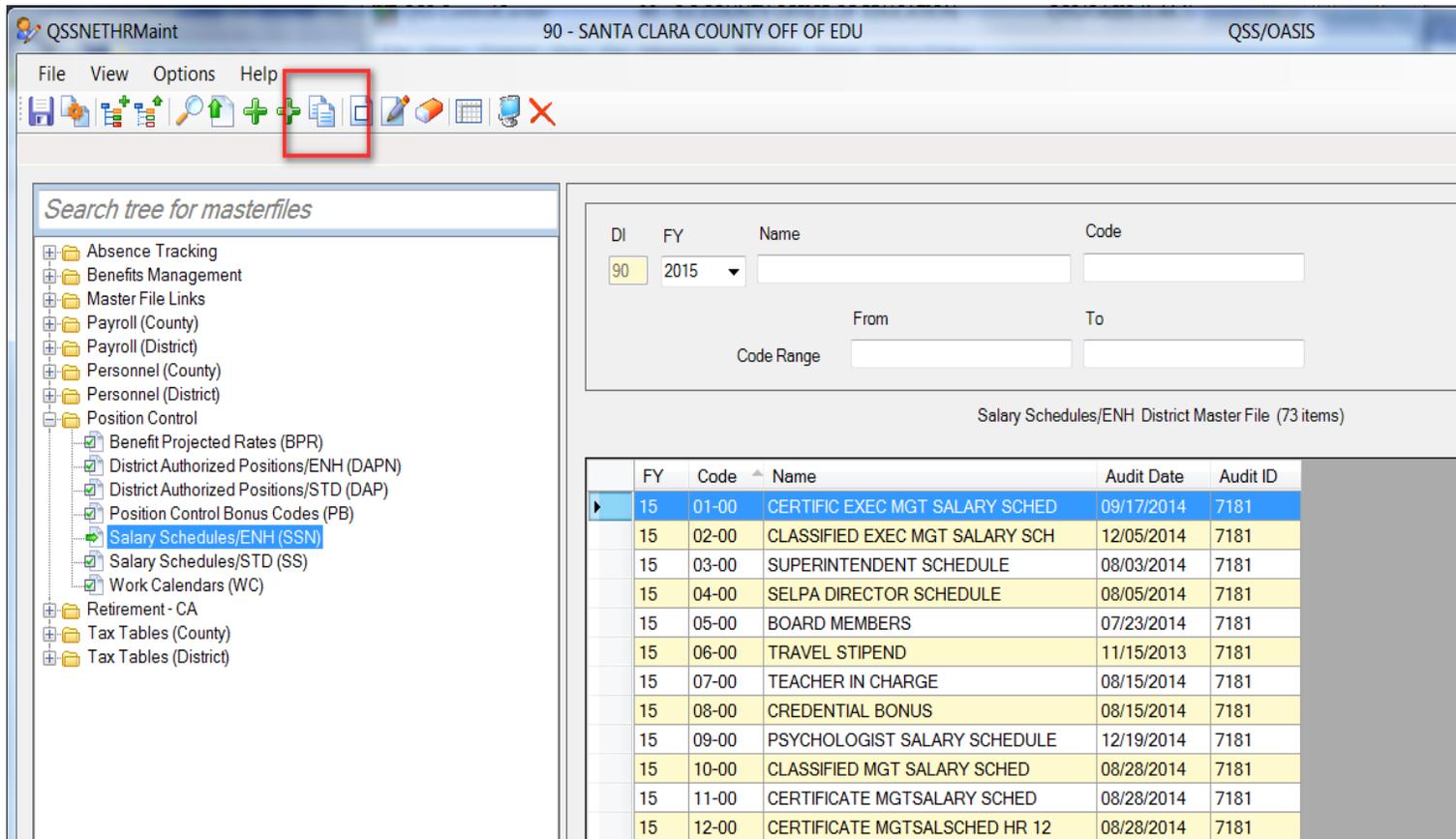
- Absence Tracking
- Benefits Management
- Master File Links
- Payroll (County)
- Payroll (District)
- Personnel (County)
- Personnel (District)
- Position Control
 - Benefit Projected Rates (BPR)
 - District Authorized Positions/ENH (DAPN)
 - District Authorized Positions/STD (DAP)
 - Position Control Bonus Codes (PB)
 - Salary Schedules/ENH (SSN) ←
 - Salary Schedules/STD (SS)
 - Work Calendars (WC)
- Retirement - CA
- Tax Tables (County)
- Tax Tables (District)

On the right side of the window, there are input fields for 'DI' (containing '90') and 'FY' (containing '201').

How to copy a Salary Schedule

Click on the Salary Schedule/ENH on the left side of the screen.

Click on the Copy Salary Schedule icon at the top.



The screenshot shows the QSSNETHRMaint application window. The title bar indicates the user is logged in as '90 - SANTA CLARA COUNTY OFF OF EDU' and the application is 'QSS/OASIS'. The menu bar includes 'File', 'View', 'Options', and 'Help'. The toolbar contains various icons, with the 'Copy Salary Schedule' icon (a document with a plus sign) highlighted by a red box. The search tree on the left, titled 'Search tree for masterfiles', shows a hierarchical view of masterfiles. The 'Salary Schedules/ENH (SSN)' folder is selected and highlighted in blue. The main area displays a search form with fields for 'DI' (90), 'FY' (2015), 'Name', and 'Code'. Below the search form, the text 'Salary Schedules/ENH District Master File (73 items)' is displayed. A table of salary schedules is shown below the search form, with columns for 'FY', 'Code', 'Name', 'Audit Date', and 'Audit ID'. The first row is highlighted in blue, and the subsequent rows are highlighted in yellow.

FY	Code	Name	Audit Date	Audit ID
15	01-00	CERTIFIC EXEC MGT SALARY SCHED	09/17/2014	7181
15	02-00	CLASSIFIED EXEC MGT SALARY SCH	12/05/2014	7181
15	03-00	SUPERINTENDENT SCHEDULE	08/03/2014	7181
15	04-00	SELPA DIRECTOR SCHEDULE	08/05/2014	7181
15	05-00	BOARD MEMBERS	07/23/2014	7181
15	06-00	TRAVEL STIPEND	11/15/2013	7181
15	07-00	TEACHER IN CHARGE	08/15/2014	7181
15	08-00	CREDENTIAL BONUS	08/15/2014	7181
15	09-00	PSYCHOLOGIST SALARY SCHEDULE	12/19/2014	7181
15	10-00	CLASSIFIED MGT SALARY SCHED	08/28/2014	7181
15	11-00	CERTIFICATE MGTSALARY SCHED	08/28/2014	7181
15	12-00	CERTIFICATE MGTSALSCHED HR 12	08/28/2014	7181

How to copy a Salary Schedule

On the Copy Salary Schedules screen-

1. Click on “A – Copy all salary schedules in the requested fiscal year”
2. In the Years section set:
 - a. From Year – to the previous fiscal year or where you are copying your salary schedules from.
 - b. To Year - to the new fiscal year where your copied salary schedules will be placed.
3. Click on “Verify Data and Model Schedule” icon
4. After verification, click on OK to copy Salary Schedules to the new fiscal year.

Copy Salary Schedules 90 - SANTA CLARA COUNTY OFF OF EDU QSS/OASIS

File Options

Step 3

Di FY 90 17 Step 1

Copy Rule

A - Copy all salary schedules in the requested fiscal year

B - Copy salary schedules for requested bargaining units

S - Copy specified salary schedules

Increase (only when copy All)

\$ \$0.00

%

Years

From Year To Year

2016 - 2017 Step 2

List Salary Schedules From Year

2017 55 Schedules in 2017

30 Bargaining Units in District 90

05 - OTBS

Change...

Verify Copy Schedules

Verification OK! This operation will copy 50 schedule/models.

Press OK to copy or Cancel to return

OK Cancel