Technology Services Santa Clara County Office of Education How to copy and increase a Salary Schedule

The Copy Salary Schedules function allows you to copy an existing Salary Schedule and increase it by a percentage or dollar amount.

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



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

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	 ➡ ← Retirement - CA ➡ ← Tax Tables (County) ➡ ← Tax Tables (District) 	

Click on the Salary Schedule to be copied on the right side of the screen.

Click on the Copy Salary Schedule icon at the top.

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- Salary Schedules/STD (SS)		15	03-00	SUPERINTENDENT SCHEDULE	08/03/2014	7181	
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On the Copy Salary Schedules screen-

- 1. Click on "S-Copy Specified salary schedules"
- 2. Fill in the following fields:
 - a. From Year
 - b. From Schedule
 - c. From Model
 - d. To Year
 - e. To Schedule
 - f. To Model
 - g. Projection
 - h. By Dollar or Percentage
- 3. Click on "Verify Data and Model Schedule" icon

Copy Salary Schedules	90 - SANTA CLARA COUNTY OFF OF EDU	QSS/OASIS	
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Locate new Salary Schedule created and verify that increase was added correctly. Make any adjustments as needed.

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Copy new verified Salary Schedule amounts from new model back to original model.

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