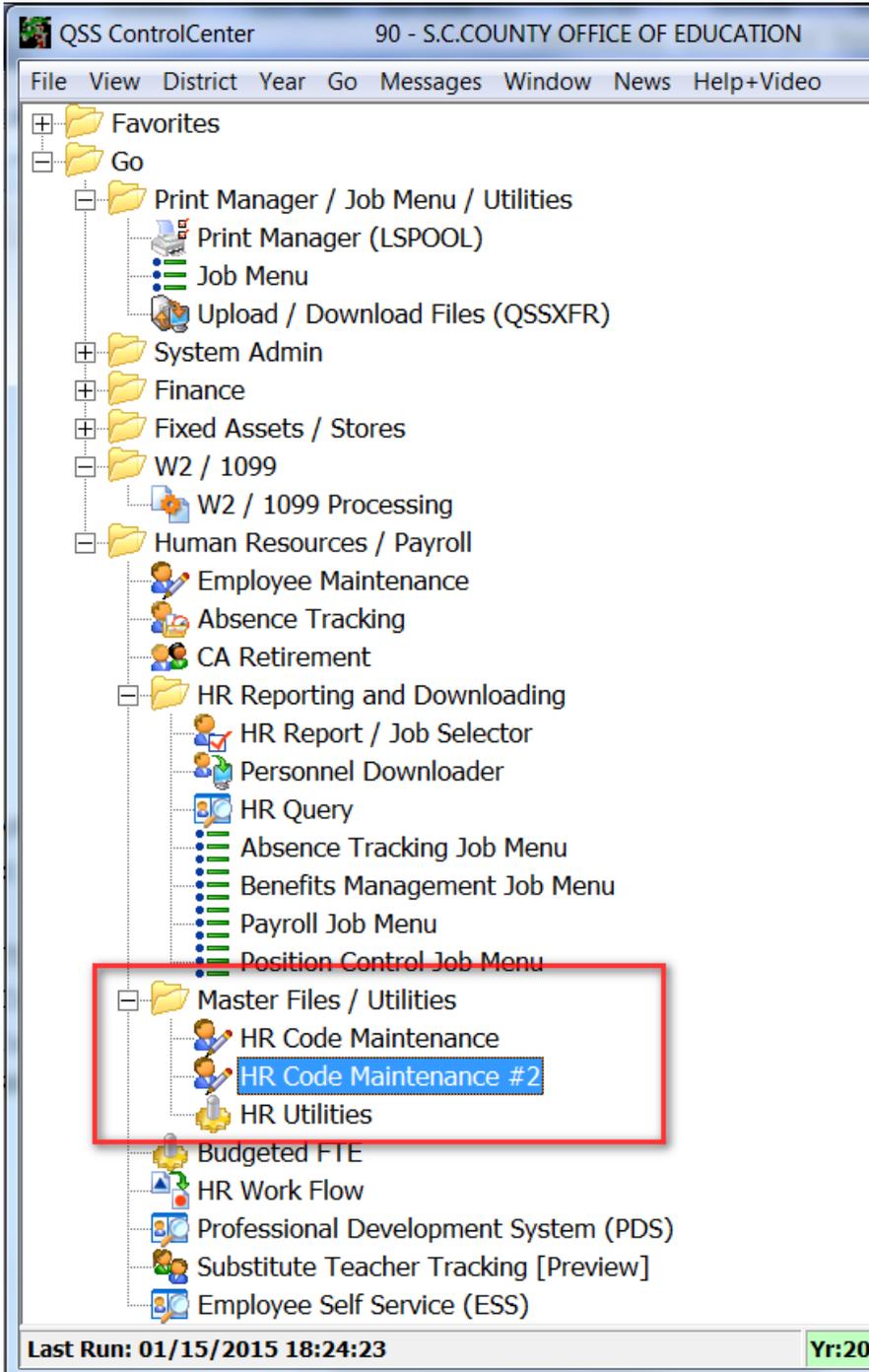


How to copy and increase a Salary Schedule

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.



How to copy and increase 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' (set to 90) and 'FY' (set to 201).

How to copy and increase a Salary Schedule

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.

The screenshot shows the QSSNETHRMaint application window for Santa Clara County. The interface includes a menu bar (File, View, Options, Help), a toolbar with various icons, and a search tree for masterfiles on the left. The search tree lists categories such as Absence Tracking, Benefits Management, Payroll, Personnel, Position Control, Retirement, and Tax Tables. Under Position Control, 'Salary Schedules/ENH (SSN)' is selected. On the right, there is a search filter section with fields for DI (90), FY (2015), Name, and Code. Below this is a table titled 'Salary Schedules/ENH District Master File (73 items)'. The table has columns for FY, Code, Name, Audit Date, and Audit ID. The first row is highlighted in blue.

| 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 and increase a Salary Schedule

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

The screenshot shows the 'Copy Salary Schedules' application window. The title bar indicates '90 - SANTA CLARA COUNTY OFF OF EDU' and 'QSS/OASIS'. The interface includes a menu bar with 'File' and 'Options', a toolbar with various icons, and a 'Change' button. The main area contains several configuration options:

- STEP 1:** 'Di' is set to '90' and 'FY' is set to '15'.
- Copy Rule:** Three radio buttons are present: 'A - Copy all salary schedules in the requested fiscal year', 'B - Copy salary schedules for requested bargaining units', and 'S - Copy specified salary schedules'. The 'S' option is selected and highlighted with a red box.
- List Salary Schedules From Year:** A dropdown menu is set to '2015', showing '74 Schedules in 2015'.
- 30 Bargaining Units in District 90:** A dropdown menu is set to '05 - OTBS'.

Below these options is a table with the following columns: From Year, From Schedu, From Mode, To Year, To Schedu, To Mode, Projection, and By Dollar or Percentag. The first row of data is highlighted in yellow and has a red box around it with the text 'STEP 2'. The values in this row are: From Year: 15, From Schedu: 01, From Mode: 05, To Year: 15, To Schedu: 01, To Mode: 00. A red box with the text 'COPY THE NEW MODEL BACK TO THE ORIGINAL 00 MODEL. MUST LEAVE PROJECTION BLANK.' has arrows pointing to the 'From Mode' and 'To Mode' cells. A 'Change' button is visible to the right of the table.

The status bar at the bottom right shows: 'Yr: 2015 Dist: 90 Site: 0 GS: W 1/16/2015 12:33:07 PM'.