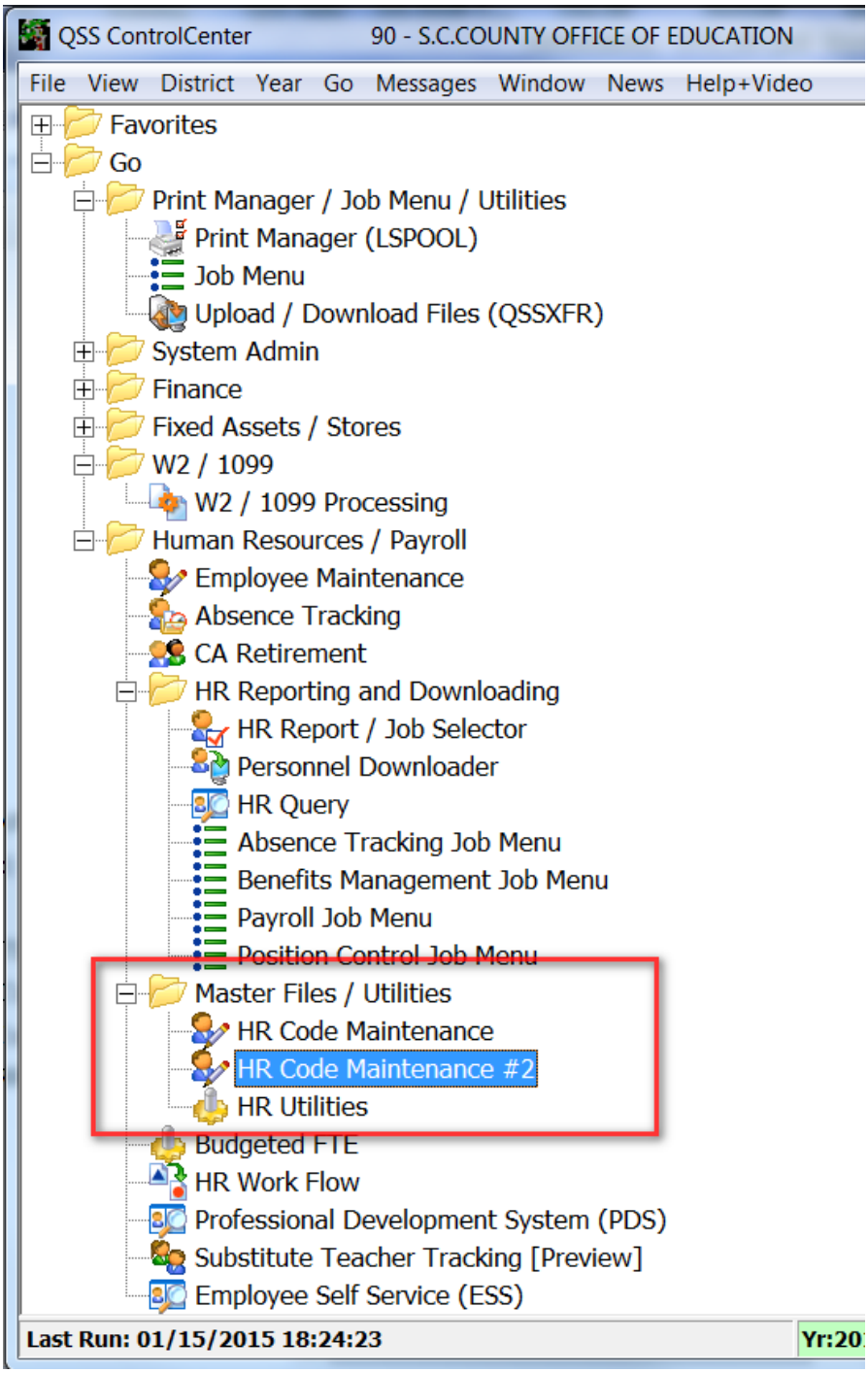
Technology Services
Santa Clara County Office of Education

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.



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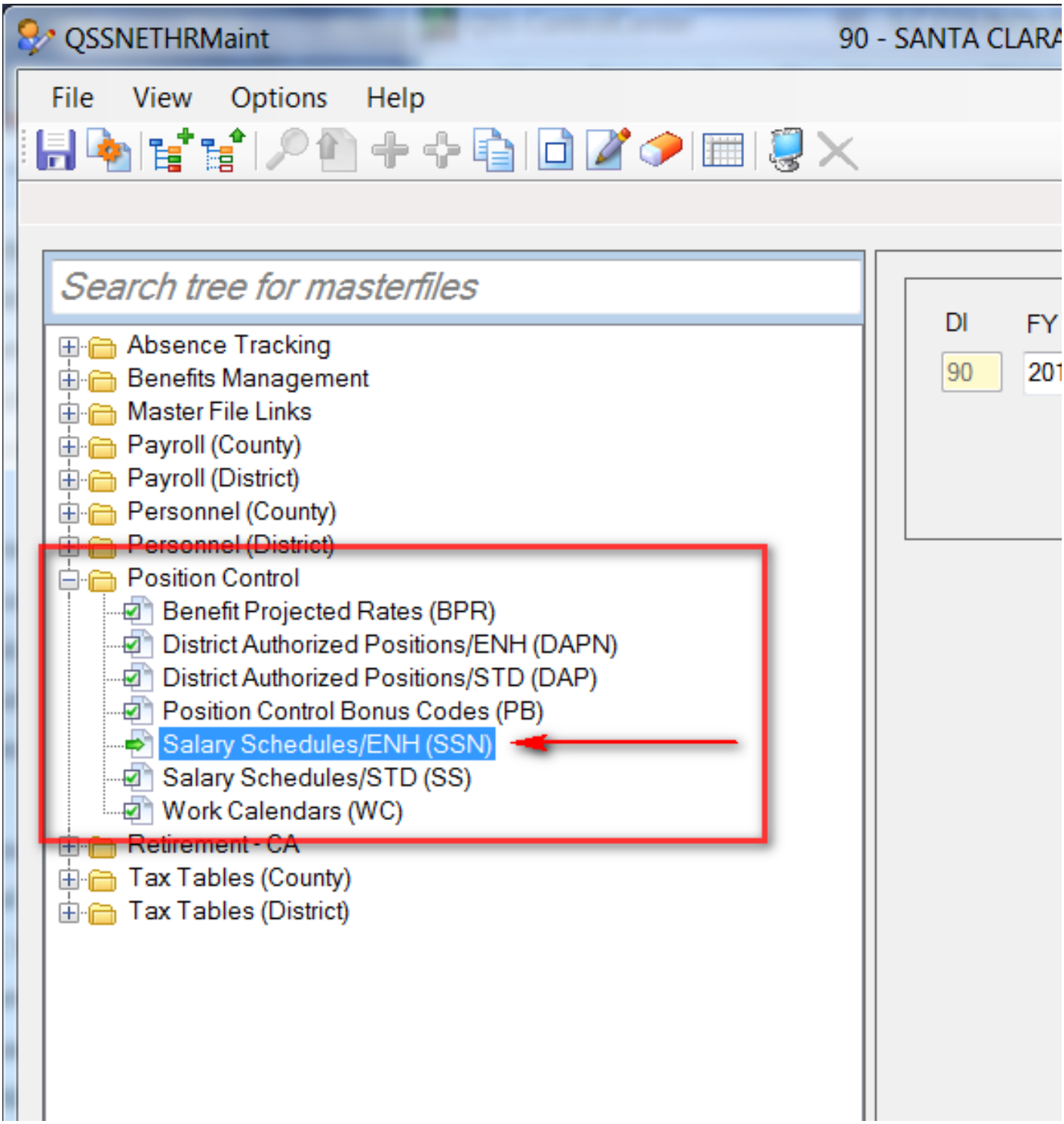
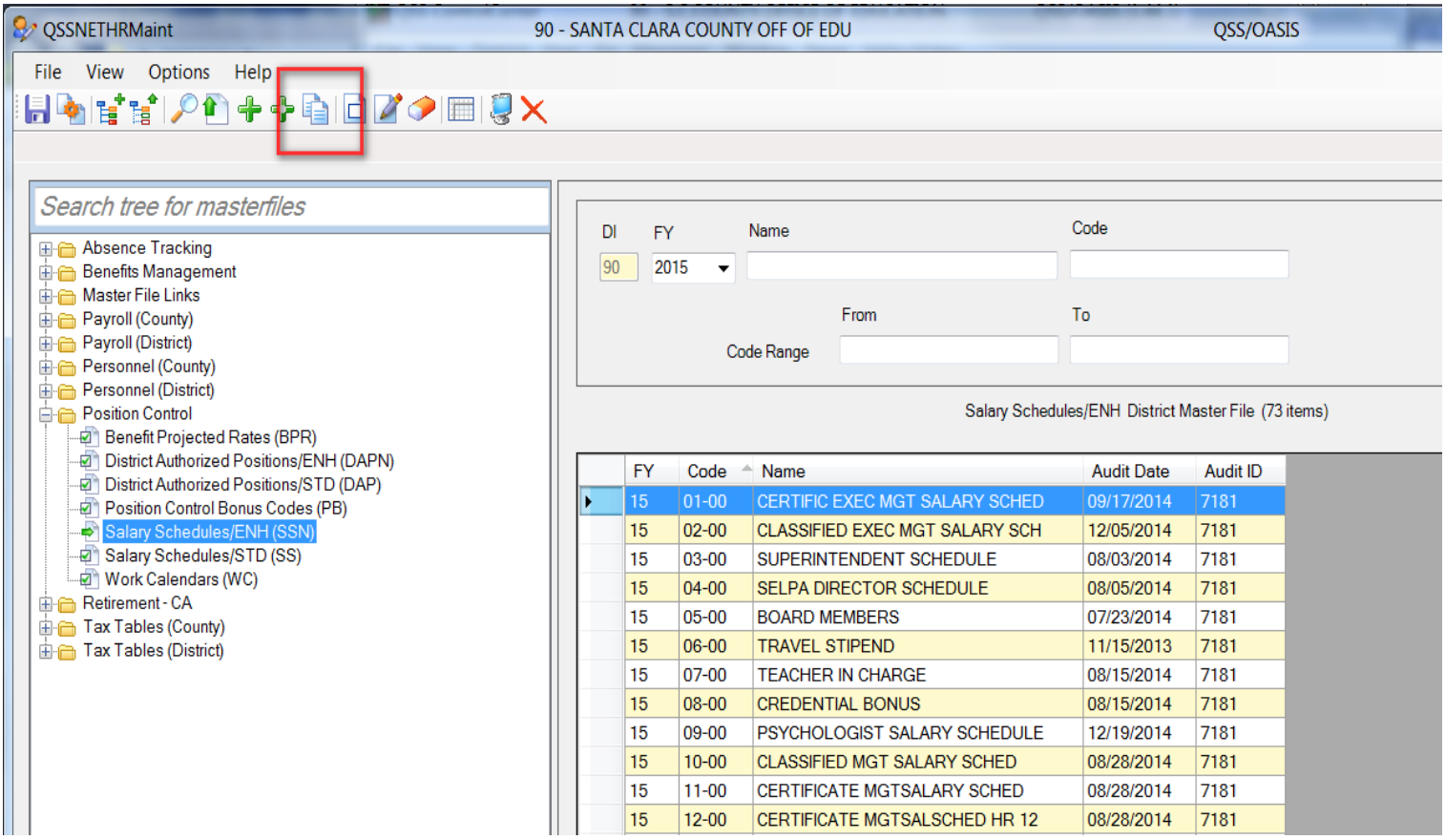
Once in HR Code Maintenance #2, open Position Control and click on Salary Schedules/ENH.



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.



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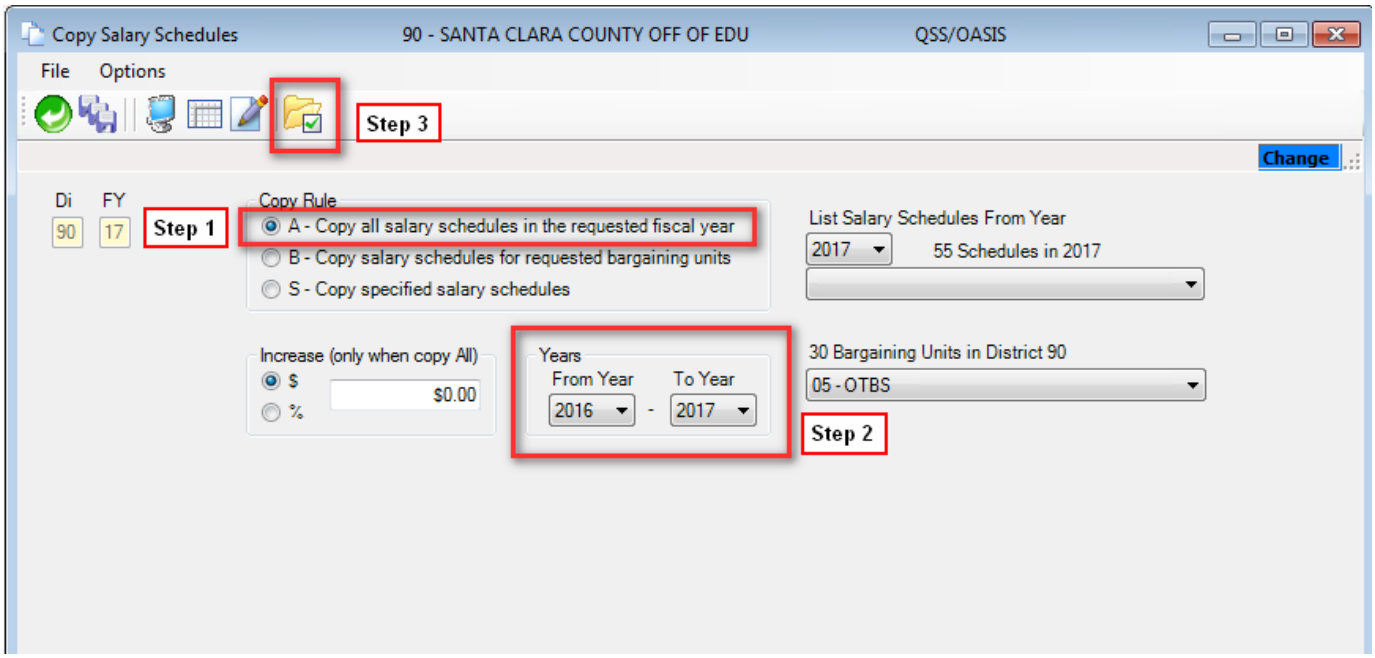
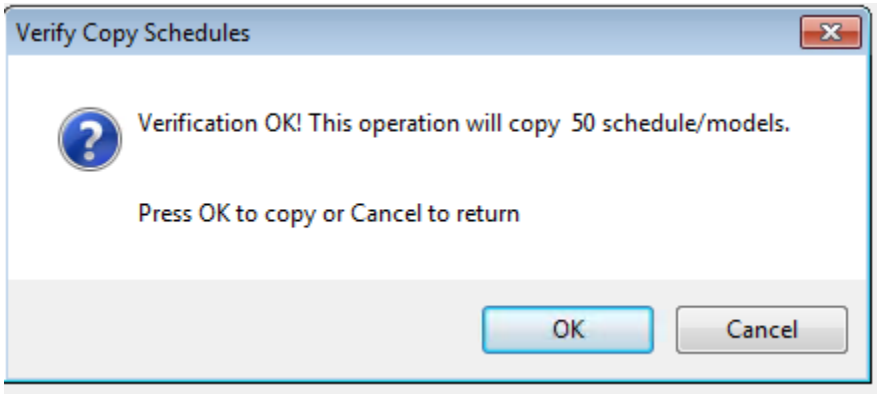
On the Copy Salary Schedules screen-

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.