

Payroll System Documentation

Projected/Proposed System

Frequently Asked Questions

This section includes answers to the following questions:

1. How do I set up the Proposed Salary System?
2. How do I set up a new Salary Schedule?
3. How do I set up a Longevity Schedule?
4. I've begun negotiations and want to do some projections. How do I enter the proposed increases?

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Frequently Asked Questions

How do I set up the Proposed Salary System?

- 1) Call the Data Center and ask that the current salary information be copied to the proposed salary screens.
- 2) Display the PROP screen for an employee.
- 3) Enter the projected salary information.
- 4) Press F2.
- 5) Display the PBEN screen for the employee.
- 6) Enter the projected benefit information.
- 7) Press F2.
- 8) Repeat steps 2 through 7 for each employee.

How do I set up a new Salary Schedule?

- 1) Display the SCHED screen.
- 2) Press F4 to get a work screen.
- 3) Enter the information requested on the screen.
- 4) Enter the salary schedule in the appropriate areas of the screen. A backwards slash '\ ' can be used to duplicate the information from the previous salary step and level.
- 5) Press ENTER.
- 6) To get additional screens for the schedule, key the last step number entered in the schedule in the first step field on the screen and press ENTER.
- 7) Continue entering the salary schedule on the new screen.
- 8) Press F2.
- 9) Repeat steps 2 through 8 for the complete salary schedule.

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Frequently Asked Questions

How do I set up a Longevity Schedule?

- 1) Set up the salary schedule using the SCHED screen.
- 2) Display the LONG screen for the selected bargaining unit and schedule.
- 3) Enter the appropriate information and longevity schedule amounts.
- 4) Press F2.

I've begun negotiations and want to do some projections. How do I enter the proposed increases?

- 1) Display the SCHED screen for the appropriate salary schedule.
- 2) Key the three percentages to be used in the projections.
- 3) Press F2.
- 4) To print an alphabetical report, type PROJ in the function area. To print a report in account number sequence, type ACCT in the function area. To print a report by account program, type PROG in the function area.
- 5) Press ENTER.
- 6) Use PageUp/PageDown to find the deduct report in your print queue. The file name will be PRXXSCHED where the XX will be replaced with your district abbreviation.
- 7) To view the report on the screen, type 5 in the OPT column to the left of the report. To print the report on your printer, type 6 in the OPT column.
- 8) Press ENTER.