Salary Schedule Notes:

The *Hourly/Daily* and *Salary Basis* fields from the calendar can affect which salary schedule rate is used to calculate positional pay and what rate conversion basis is used.

Schedule Definition

<u>**Basis**</u> – If you want positional pay to scale based on contract days compared to this field's value, enter the normal number of days per year for employees on this salary schedule. In a monthly schedule, if you fill out the basis, it will show hourly rates, with the correct heading.

Pay Period Percent – **Enter Yes if the method of computing a partial month is number of days worked divided by possible days worked for the month.** If days in the assignment should be counted, enter No. **This calculation method is typically used for 12 month classified employees**, but would not be used for teachers in California (education code mandates the days method). (Required) Pay period percent salary schedules cannot be used with calendars that use any one of the "pay actual days" calculations (set in the Pay Calc field). In addition, if the Use Hourly/Daily flag overrides any flag setting for this field.

Yes = # of days worked divided by possible days worked in the month.

No = Count the Days in the assignment.

Typically use the Pay Percent method for 12 month classified employees, but CANNOT be used with calendars that use pay actual days.   If the Use Hourly/Daily flag is set it will override flags set for this field.

SRCS CSEA12 Setup:

Time Unit = Monthly

Basis = 173.33

Pay Prd % = Yes

CSEA12 {Classified CSEA75/12mos} - From: 11/1/2016 Thru: - Units: Monthly

Schedule | Cell:378

Schedule Information

1 - Schedule

Salary Schedule	CSEA12
Description	Classified CSEA75/12mos
Begin Date	11/1/2016
End Date	
Override Date	7/1/2016
Time Unit	Monthly
Row Values	Alpha
Column Values	Alpha

Schedule Information

2 - Schedule Definition

Basis	173.33
Pay Prd %	Yes
Retro	Yes
Extra Pay Addon	LONG67SU {Longevity CSEA/Superv/Conf}
Column Movement	1
Column Max	
Row Movement	0
Row Max	

Calendar Notes:

Hourly/Daily – **Defaults to No**. Use the lookup window to ==change this to Yes to use hourly rates from monthly salary schedules with hours per month or daily rates== from annual schedules with days per year.

Basis – Use the lookup window to select the rate conversion basis. This field can affect which salary schedule rate is used when calculating pay and what rate conversion is used.

Salary schedule – Scales the salary amount by the basis days in the salary schedule (as opposed to the number of contract days in the calendar).

Contract days – Uses the number of contract days in the calendar, regardless of the number of basis days in the salary schedule.

None – Same as Contract Days.

12 Month Calendar:

Hrly/Daily = No

Contract Days = 260

Pay Calc Opt = Standard Pay Calculation