Annualized Salary Audit Processing

Summary File Specs

New Fields Explained

YTD Days Employed

- The number of calendar days an employee has been employed year-to-date per record.

- For example, for PP06 reporting, for a teacher employed at the beginning of the school year, the total gross pay from July XX, 202X thru December 31, 20XX.

- The summary file should include one record for each budget code, percent employed, and school summarized from the detail salary file.

- Should be blank for hourly employees.

Total Days

- Specifies the total number of days this position would work if 100.00 percent employed for the entire fiscal year (regardless of employee start date). Using school year start date.

- Example 10-month contract employee would have 215 total days.

- Should be blank for hourly employees.

YTD Hours Worked

- Specifies the total number of hours worked by an hourly employee for the fiscal year. For example, PP06 reporting, the total number of hours the employee worked since July 1, 20XX thru December 31, 20XX. Salaried employees shall be blank.

- Used only for hourly employees.

Total Hours Year

- Specifies the total number of hours this position would work if 100.00 percent employed for the entire fiscal year (regardless of employee start date). Using school year start date.

- Used only for hourly employees.

YTD Gross Pay

- Employee's year to date salary after all pay adjustments.

- For example, for PP06 reporting, for a teacher employed at the beginning of the school year, the total gross pay from July XX, 202X thru December 31, 20XX.

YTD Absences

- YTD R7 Absences
  - The total number of Daily Rate of Pay Absence Days (Reason *7's) from the first pay period employed through the current reporting pay period.

- YTD Personal Absences
  - The total number of fixed absence days, year to date from the first pay period employed through the current reporting pay period. (Reason 03 and 05). Absences with $50 deduction.

- YTD Unapproved Absences
  - Total year to date dollars deducted from employee for unexcused absences from the first pay period employed through the current reporting pay period. (Reason 09)

- Absences are per record.

YTD Absences

Example:

An educator has 3 R7 days reported in pay period 2, with salary being split between 2 budget codes.

There will be a record for budget code 1 with 3 YTD R7 absences, 0 YTD personal absences and 0 YTD unapproved absence.

Also, a record for budget code 2 with 3 YTD R7 absences, 0 YTD personal absences and 0 YTD unapproved absence.

If the same educator was paid from a third budget code in a pay period other than when the 3 R7 days were reported, (let's say pay period 3) the record for budget code 3 would show 0 YTD R7 absences, 0 YTD personal absences and 0 YTD unapproved absence.

Budget code 1 and 2 will continue to report 3 YTD R7 absences, 0 YTD Personal absences and 0 YTD unapproved absence, unless more absence days are used.

Employee Type

- Indicates if employee is a 10-month, 11-month or 12-month contract employee.

  - 10 = 10-month employee

  - 11 = 11-month employee

  - 12 = 12-month employee

*A 10-month or 11-month employee paid over 12 months is NOT a 12-month employee.

Detail and Summary Records

Examples

Example

No Prior Pay Period Adjustments
No Absences

No Prior Pay Period Adjustments No Absences

PP 3

Detail Record

1|51000||00012345|000|09302023|123456789|ADAMS|SAM|TOM|JR|1X|5110 0|0001|01210|37800|000|00|000|00000|**2150**|**2150**|**2150**|||10000|**390000**|**39 0000**|**390000**||||**03**|9876543210|123456789|M||||||||||||||||

Summary Record

1|51000|123456789|ADAMS|SAM|TOM|JR|1X|51100|0001|01210|37800|000| 00|000|00000|**4300**|**21500**|||10000|**390000**|**780000**|**03**|9876543210|12345678 9|||||**10**|2024

Example

No Prior Pay Period Adjustments

With 3 YTD R7 Absences Days

No Prior Pay Period Adjustments With 3 YTD R7 Absences Days

PP 4

Detail Record

1|51000||00012345|000|10312023|123456789|ADAMS|SAM|TOM|JR|1X|51100|0001|01210|37800|000|00|000|00000|**2150**|**2150**|**1850**|||10000|**390000**|**390000**|**390000**||||**04**|9876543210|123456789|M|07|**0300**||||||||||||||

Summary Record

1|51000|123456789|ADAMS|SAM|TOM|JR|1X|51100|0001|01210|37800|000|00|000|00000|**6450**|**21500**|||10000|**390000**|**1115581**|**04**|9876543210|123456789|**0300**||||**10**|2024

Example

Licensure Changes

1 year experience added later in school year, with effective date 07/01/20XX

1 year experience added later in school year, with effective date 07/01/20XX

PP 5

Detail Record

1|51000||00012345|000|11302023|123456789|ADAMS|SAM|TOM|JR|1X|51100|0001|01210|37800|000|00|000|00000|**2150**|**2150**|**2150**|||10000|**398400**|**398400**|**398400**||||**05**|9876543210|123456789|M|||||||||||||||

Summary Record

1|51000|123456789|ADAMS|SAM|TOM|JR|1X|51100|0001|01210|37800|000|00|000|00000|**8600**|21500|||10000|**398400**|**1513981**|**05**|9876543210|123456789|**0300**||||10|2024

Example

Fixing Underpay/Overpay

With YTD R7 Absences in Prior Period

Fixing Underpay/Overpay With YTD R7 Absences in Prior Period

PP 6

Detail Record

1|51000||00012345|000|12312023|123456789|ADAMS|SAM|TOM|JR|1X|51100|0001|01210|37800|000|00|000|00000|**2150**|**2150**|**2150**|||10000|**398400**|**398400**|**398400**||||**06**|9876543210|123456789|M|||||||||||||||||

1|51000||00012345|000|12312023|123456789|ADAMS|SAM|TOM|JR|1X|51100|0001|01210|37800|000|00|000|00000|**0000**|**0000**|**0000**|||10000|**8400**|**8400**|**8400**||||**06**|9876543210|123456789|M||||||||||||||||

1|51000||00012345|000|12312023|123456789|ADAMS|SAM|TOM|JR|1X|51100|0001|01210|37800|000|00|000|00000|**0000**|**0000**|**0000**|||10000|**8400**|**8400**|**8400**||||**06**|9876543210|123456789|M||||||||||||||||

1|51000||00012345|000|12312023|123456789|ADAMS|SAM|TOM|JR|1X|51100|0001|01210|37800|000|00|000|00000|**0000**|**0000**|**0000**|||10000|**7228**|**7228**|**7228**||||**06**|9876543210|123456789|M||||||||||||||||

Summary Record

1|51000|123456789|ADAMS|SAM|TOM|JR|1X|51100|0001|01210|37800|000|00|000|00000|**10750**|21500|||10000|**398400**|**1936409**|**06**|9876543210|123456789|**0300**||||10|2024

Fixing Underpay/Overpay With YTD R7 Absences in Prior Period

- Fixing an overpay is similar to fixing an underpay.

- Differences
    - In detail record, the negative adjustment amount would be reflected in the gross pay and net pay fields.
    - In summary record, the overpay amount will be subtracted from the YTD Gross Pay.

- If correcting underpay or overpay due to incorrect days employed, the change should be reflected in the summary file by adding or removing days from YTD Days Employed.

Example

Principal with change in Pay Level

Principal with change in Pay Level

PP 6

Detail Record

1|60000||00012345|000|12312023|123456789|ADAMS|SAM|TOM|JR|1X|54100|0005|01140|54800|000|00|000|00000|**2100**|**2100**|**2100**|||10000|**692317**|**692317**|**692317**|||Y|**06**|9876543210|123456789|M||||||||||||||||

Summary Record

1|60000|123456789|ADAMS|SAM|TOM|JR|1X|54100|0005|01140|54800|000|00|000|00000|**13000**|**26000**|||10000|**692317**|**4153902**|**06**|9876543210|123456789||||Y|12|2024

PP 7

Detail Record

1|60000||00012346|000|01312024|123456789|ADAMS|SAM|TOM|JR|1X|54100|0005|01140|54800|000|00|000|00000|**2300**|**2300**|**2300**|||10000|**870783**|**870783**|**870783**|||Y|**07**|9876543210|123456789|M||||||||||||||||

Summary Record

1|60000|123456789|ADAMS|SAM|TOM|JR|1X|54100|0005|01140|54800|000|00|000|00000|**13000**|26000|||10000|**692317**|**4153902**|**06**|9876543210|123456789||||Y|12|2024

1|60000|123456789|ADAMS|SAM|TOM|JR|1X|54100|0005|01140|54800|000|00|000|00000|**2300**|26000|||10000|**830783**|**830783**|**07**|9876543210|123456789||||Y|12|2024

Example

Principal with a change for PP 1-6, during reporting period 7-12. Increase of $100.

Principal with a change for PP 1-6, during reporting period 7-12.

PP 8

Detail Record

1|60000||00012346|000|02282024|123456789|ADAMS|SAM|TOM|JR|1X|54100|0005|01140|54800|000|00|000|00000|**2100**|**2100**|**210**0|||10000|**870783**|**870783**|**870783**|||Y|**08**|9876543210|123456789|M||||||||||||||||

1|60000||00012346|000|02282024|123456789|ADAMS|SAM|TOM|JR|1X|54100|0005|01140|54800|000|00|000|00000|**0000**|**0000**|**0000**|||10000|**10000**|**10000**|**10000**|||Y|**08**|9876543210|123456789|M||||||||||||||||

Summary Record

1|60000|123456789|ADAMS|SAM|TOM|JR|1X|54100|0005|01140|54800|000|00|000|00000|**13000**|26000|||10000|**692317**|**4163902**|06|9876543210|123456789||||Y|12|2024

1|60000|123456789|ADAMS|SAM|TOM|JR|1X|54100|0005|01140|54800|000|00|000|00000|**4400**|26000|||10000|**830783**|**1661566**|08|9876543210|123456789||||Y|12|2024

Example

More Than One Budget Code

No prior pay period adjustment

No absences

More Than One Budget Code

PP 3

Detail Record

1|51000||00012345|000|09302023|123456789|ADAMS|SAM|TOM|JR|1X|51100|000
1|**01210**|37800|000|00|000|00000|**2150**|**2150**|**2150**|||10000|390000|390000|3900
00||||03|9876543210|123456789|M||||||||||||||||

1|51000||00012345|000|09302023|123456789|ADAMS|SAM|TOM|JR|1X|51100|000
1|**01250**|37800|000|00|000|00000|**0300**|**0300**|**0300**|||10000|**390000**|**54419**|**54419**
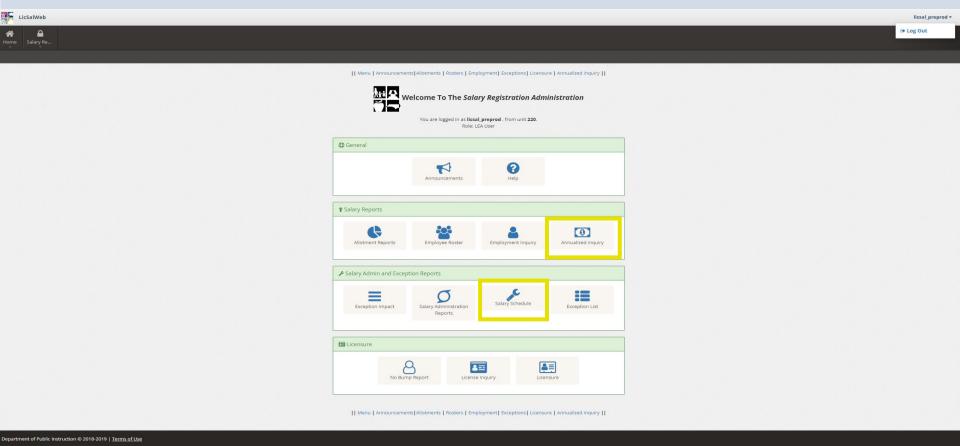||||03|9876543210|123456789|M||||||||||||||||

Summary Record

1|51000|123456789|ADAMS|SAM|TOM|JR|1X|51100|0001|**01210**|37800|000|00|00
0|00000|4300|21500|||10000|390000|780000|03|9876543210|123456789||||10|
2024

1|51000|123456789|ADAMS|SAM|TOM|JR|1X|51100|0001|**01250**|37800|000|00|00
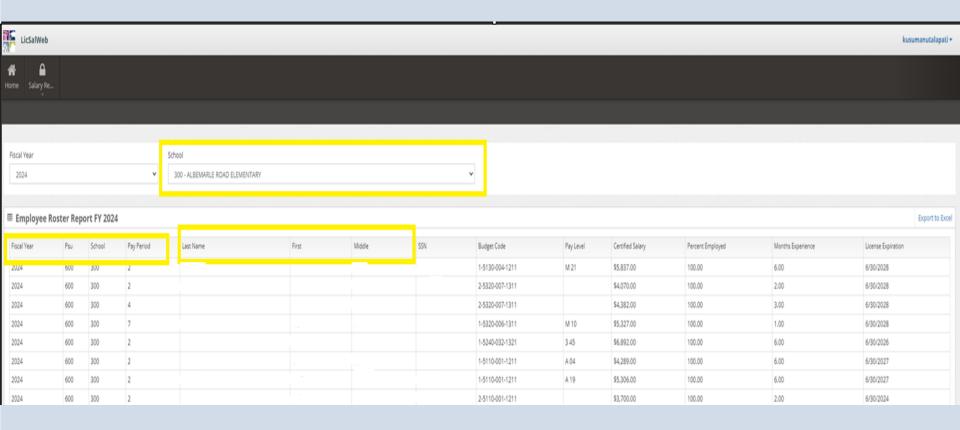0|00000|**0300**|21500|||10000|**390000**|**54419**|03|9876543210|123456789||||10|2
024

Example

More Than One School

No prior pay period adjustment

No absences

More Than One School

PP 3

Detail Record

1|01000||00012345|000|09302023|123456789|ADAMS|SAM|TOM|JR|1X|51100|0001|01210|**31000**|000|00|000|00000|**2150**|**2150**|**2150**|||**5000**|**390000**|**195000**|**195000**||||**03**|9876543210|123456789|M||||||||||||||||

1|01000||00012345|000|09302023|123456789|ADAMS|SAM|TOM|JR|1X|51100|0001|01210|**37400**|000|00|000|00000|**2150**|**2150**|**2150**|||**5000**|**390000**|**195000**|**195000**||||**03**|9876543210|123456789|M||||||||||||||||

Summary Record

1|01000|123456789|ADAMS|SAM|TOM|JR|1X|51100|0001|01210|**31000**|000|00|000|00000|**4300**|21500|||**5000**|**390000**|**390000**|**03**|9876543210|123456789|||||10|2024

1|01000|123456789|ADAMS|SAM|TOM|JR|1X|51100|0001|01210|**37400**|000|00|000|00000|**4300**|21500|||**5000**|**390000**|**390000**|**03**|9876543210|123456789|||||10|2024

Licsal

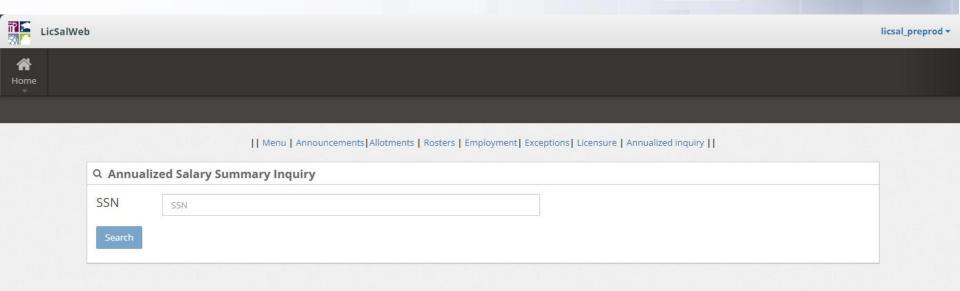# Landing Page

Employee Roster

Employment Inquiry

Home | Salary Re...

Employment Maintenance

Rows 5 ▾

A/I	FY	Unit	School	Position	Budget Code	Pay Level	Cert Sal	Employed	Months	Reason Code	Inst Ind	Res	XPR	Teacher Cnt
I	2025	040	309	99030	1X.58300.0069.01310		$0.00	0.00%	0.00	FO ▾	8	0	0	0
I	2025	010	304	990101	1X.58300.0069.01310		$0.00	0.00%	0.00	4E ▾	1	0	0	0
I	2025	010	000	990101	1X.58300.0069.01310		$0.00	0.00%	0.00	4C ▾	1	0	0	0
I	2025	010	000	990101	1X.51200.0013.01210		$0.00	0.00%	0.00	4C ▾	0	0	0	0
I	2025	010	303	990101	1X.51200.0013.01210		$0.00	1.00%	0.00	4B ▾	0	0	0	0

License Status Dates

Effective	07/01/2021
Expiration	06/30/2026
Issue Date	05/26/2021
Initial Date	08/15/2005

Certification

Prg	HQ	Area	CI	Yrs	Eff
04	98	00005	M	18	07/01/2005

Education

Level	Graduation Date
Bachelors	08/21/1997
Masters	06/04/2000

NBPTS Expirations

Desc	Exp

Experience Change

Effective	K-12	NT	OT	Change
07/01/2023	Y	N	Y	07/10/2023

Form G Approval

Year	Lvl	LEA	Sch	Effective	End

Partial Year

Pay Incentives

FY	ABC	Safe
2005	⊘	⊘
2006	⊘	⊘
2007	⊘	⊘
2008	⊘	⊘

North Carolina Department of
PUBLIC INSTRUCTION

Annualized Inquiry

Annualized Inquiry

Annualized Inquiry

Salary Schedule

Welcome To The *Salary Registration Administration*

You are logged in as **kusumanutalapati** , from unit **600**.
Role: LEA And NCLB User

General
- Announcements
- Help

Salary Reports
- Employee Roster
- Employment Inquiry
- Annualized inquiry

Salary Admin
- Salary Administration Reports
- Salary Schedule

Licensure
- No Bump Report
- License Inquiry
- Licensure

|| Menu | Announcements | Rosters | Employment | Licensure | Annualized inquiry ||

PUBLIC INSTRUCTION

Salary Schedule

Salary Schedule   2024 ▾

PayLevelCode	MontlySalaryAmount	EffectiveFromDate	EffectToDate
0 00	$4,641.00	7/1/2023	8/31/2024
0 01	$4,741.00	7/1/2023	8/31/2024
0 02	$4,861.00	7/1/2023	8/31/2024
0 03	$4,983.00	7/1/2023	8/31/2024
0 04	$5,104.00	7/1/2023	8/31/2024
0 05	$5,225.00	7/1/2023	8/31/2024
0 06	$5,332.00	7/1/2023	8/31/2024
0 07	$5,441.00	7/1/2023	8/31/2024
0 08	$5,548.00	7/1/2023	8/31/2024
0 09	$5,656.00	7/1/2023	8/31/2024
0 10	$5,763.00	7/1/2023	8/31/2024
0 11	$5,870.00	7/1/2023	8/31/2024
0 12	$5,979.00	7/1/2023	8/31/2024
0 13	$6,086.00	7/1/2023	8/31/2024
0 14	$6,194.00	7/1/2023	8/31/2024
0 15	$6,314.00	7/1/2023	8/31/2024
0 16	$6,314.00	7/1/2023	8/31/2024
0 17	$6,314.00	7/1/2023	8/31/2024
0 18	$6,314.00	7/1/2023	8/31/2024
0 19	$6,314.00	7/1/2023	8/31/2024
0 20	$6,314.00	7/1/2023	8/31/2024
0 21	$6,314.00	7/1/2023	8/31/2024
0 22	$6,314.00	7/1/2023	8/31/2024
0 23	$6,314.00	7/1/2023	8/31/2024
0 24	$6,314.00	7/1/2023	8/31/2024
0 25	$6,557.00	7/1/2023	8/31/2024
0 26	$6,557.00	7/1/2023	8/31/2024
0 27	$6,557.00	7/1/2023	8/31/2024
0 28	$6,557.00	7/1/2023	8/31/2024
0 29	$6,557.00	7/1/2023	8/31/2024
0 30	$6,557.00	7/1/2023	8/31/2024
0 31	$6,557.00	7/1/2023	8/31/2024
0 32	$6,557.00	7/1/2023	8/31/2024
0 33	$6,557.00	7/1/2023	8/31/2024

Exception List

Exception List

No Bump Report

Licensure Inquiry

Questions?