### **Annualized Salary Audit**

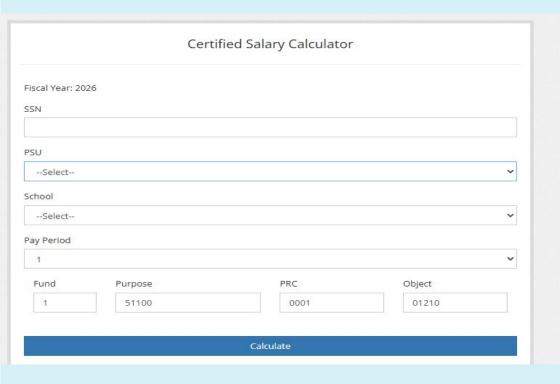
Avoiding Exceptions Correcting Prior Year

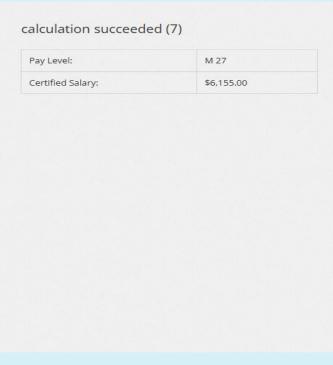
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# Avoiding Salary Audit Exceptions

Use Salary Calculator to ensure payment of the correct certified Salary.



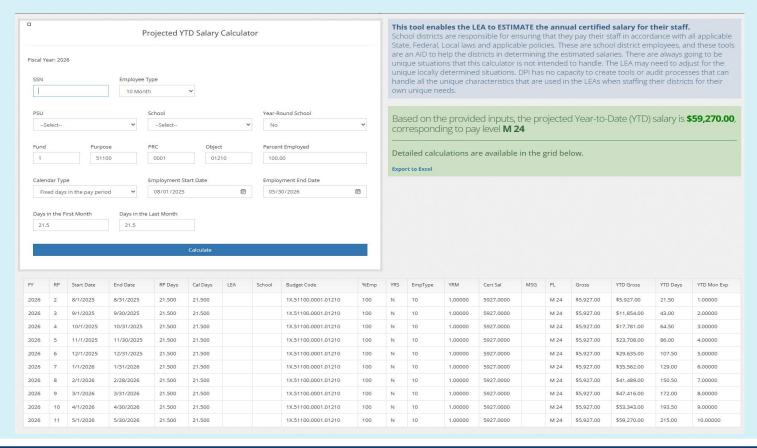


Below are the calculation messages that you may see using the Salary Calculator.

Error Number	Error Message
1	use pay level and salary amount from voucher
2	no certification required for this budget code
3	license is expired
4	license is revoked
5	employee is deceased
6	employee is not certified
7	calculation succeeded
8	calculation failed for an unknown reason
9	no license found
10	could not find any pay level in salary schedule
11	could not calculate a pay level
12	cannot calculate salary for prior FY
13	license not yet effective
14	principal pay level changed
15	lead teacher outside of summer session
16	license area not yet effective
17	budget code changed in prior FY
18	percent employed changed in prior FY
19	months experience changed in prior FY
20	invalid FY Unit School
21	principal with 000 school
22	mid-year masters
23	pay history with reason code
24	principal type not found
25	orientation, does not qualify
27	An advanced degree is required.
28	A doctorate degree is required for the educator's license.
0	Experience Effect Date Change
26	No masters with advanced degree



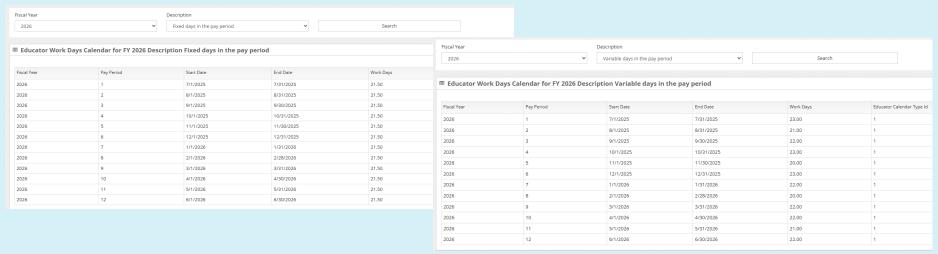
Use Projected Salary Calculator to ensure payment of the correct certified Salary and correct reporting of YTD Days Employed.





### Make sure Jobs are setup correctly.

 Days employed should be 21.5 (fixed) or actual workdays in the month (variable)



 DPI uses the days in the pay period from the first voucher to determine which calendar type is being used

Utilize LicSal reports and tools.

- Stopped Sending Summary Record Report
- Reporting Period Corrected
- No Bump Report
- Educator Workday Calendar
- Variable Calendar Running Total

# Stopped Sending Summary Record Report

List records previously received but not submitted in the latest payroll summary file received. This report will be updated after each data load.

- LLM	scopped sent	ing summary rayron report								anpoint to anito.
										99 Records
FY	SSN	Name	Reporting Period	LEA	School	Licsal Budget Code	Budget Code (Last 5 Segments)	Percent Employed	YTD Days Employed	YTD Gross
2025			12		30600	1X.51200.0013.01210	30600.000.00.000.00000	100.00%	215.00	\$52,970.00
2025			12		30600	8X.53400.0413.01210	30600.000.000.000.00000	100.00%	215.00	\$48,440.00
2025			12		30600	1X.51100.0001.01210	30600.000.00.000.00000	100.00%	215.00	\$53,880.00
2025		ı	12		31600	1X.51100.0001.01210	31600.000.00.000.00000	100.00%	215.00	\$59,195.00
2025			11		30600	1X.58300.0006.01310	30600.000.00.000.00000	100.00%	240.00	\$66,297.00
2025			12		30600	1X.58300.0069.01310	30600.000.000.000.00000	100.00%	21.00	\$6,027.00
2025			2		31600	1X.51100.0019.01210	31600.000.00.000.00000	100.00%	21.50	\$4,250.00
2025			8	. 1	31600	1X.51100.0001.01210	31600.000.00.000.00000	100.00%	113.50	\$22,436.02

1X.62000.0032.01130

2X.61100.0800.01810

81000.000.00.000.00000

81000.000.00.000.00000

100,00%

100,00%

81000

2025

2025

■ LFA Stopped Sending Summary Payroll Report

\$34,205,13

\$372,54

132.00

23.00

Export to Excel

### **Reporting Period Corrected**

List records that were submitted with no data change but incremented pay periods.

Last fiscal year these records were removed to correct the reporting period displayed on the Annualized Summary Page.

Vendors have now corrected the error in incrementing pay periods, and this report should not have to be used this fiscal year.

### No Bump Report

List employees who did not get an experience bump.

■ No Bump for FY 2025 LEA					
				22 Rec	
SSN	Full Name	Current Exp	Month Exp	Fiscal Year	
		0	3.26	2025	
		27	5.00	2025	
		0	3.51	2025	
		12	5.30	2025	
		11	0.56	2025	
120		34	1.20	2025	

### Additional Helpful Tips to Avoid Salary Audit Exceptions

- 1. Review payroll records often.
  - Compare to Position Detail and Months Allocated vs Months Used reports
- Check Payroll Summary file against payroll records periodically.
- 3. If there is a salary change that is not effective back to July 01, multiple records is required.
  - One for each certified salary.
- 4. For a year-round employee be sure to have the check box checked for pay periods 1-10 and unchecked for 11 and 12.

### Additional Helpful Tips to Avoid Salary Audit Exceptions

5. If an employee NTO (New Teacher Orientation) pay has the error message "orientation, does not qualify", email <a href="mailto:salary@dpi.nc.gov">salary@dpi.nc.gov</a> to have eligibility checked.

### **Correcting Prior Year**

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- Please reference <u>Salary Audit Process Update</u> found under the What's New section of the Financial and Business Services website.
- DPI CAN ONLY MAKE MANUAL CORRECTIONS IF EXPENDITURES ARE CORRECT.
- If you believe your exception is to due data transmission error on behalf of your vendor, reconciliation should be done prior to sending emails to the Salary team.
- When sending an email to the Salary team be sure to provide a detail scenario and proof that expenditures are correct.

# Questions?