

# LicSal: Calculating Salaries

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**Prepared By:** School Business

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## Purpose

The purpose of this document is to provide the LEAs with a tool to help with understanding the Salary Audit calculations in the DPI – IT developed Licensure-Salary Database System (LicSal).

# LicSal Annualized Summary Fields Explained

The screenshot shows the LicSaWeb application interface. At the top, there is a navigation bar with icons for Home, Allotment, Salary Re..., Exception..., Salary Ad..., Licensure, Tools, and General. Below this is a breadcrumb trail: || Main Menu | Salary Calculator | Announcements | Rosters | Employment | Exceptions | Licensure | Annualized Inquiry | Voucher Inquiry ||. A blue arrow points to the 'Annualized Inquiry' link, which is highlighted with a yellow box. Below the breadcrumb trail is a welcome message: "Welcome To The Salary Registration Administration".

The main content area is divided into two sections:

**Annualized Salary Summary**

SSN	[REDACTED]
Name	[REDACTED]
Employee Type	10.0
LEA	[REDACTED]
Fiscal Year	2025
License	[REDACTED]

**State Results**

Reporting Period	Budget Code	Cert Sal	Payline Gross	YTD Gross	YTD Calc Gross	YTD Days Emp	Total Days Year	Percent Emp	Sch	YTD R7 Absences	YTD \$50 Absences	YTD Unapproved Absences	YTD Months Exp	Exception Message	Exception Amount
6	1X51100.0001.01210	\$4,175.00	\$4,175.00	\$18,544.81	\$16,700.00	86.00	215.00	100.00	[REDACTED]	0.00	0.00	\$0.00	4.00000	Over Paid	\$1,844.81

**Summary Fields**

YTD Gross	\$18,544.81
YTD Calculated Gross	\$16,700.00
Exception Message	Over Paid
Exception Amount	\$1,844.81

The following are the description of these fields. (Please reference Appendix C for the Payroll Summary file specifications as you review this document).

**SSN**

The Social Security Number of the educator from the Social Security Number field on the Payroll Summary file.

**Name**

The Name of the educator from the Employee Last Name, Employee First Name and Employee Middle Name fields on the Payroll Summary file.

**Employee Type**

The Employee Type of the educator from the Employee Type field on the Payroll Summary file.

**LEA**

The reported Unit from Unit Number field on Payroll Summary file.

**Fiscal Year**

The Fiscal Year from the Fiscal Year field on the Payroll Summary file.

**License**

The license number of the educator from Versa.

**Reporting Period**

The reported pay period from the Pay Period field on Payroll Summary file.

Should be the last period in which employee was paid from said budget code.

**Budget Code**

The reported Budget code from Fund, Purpose, Program (PRC) and Object fields on Payroll Summary file.

**Cert Sal**

The Certified Salary returned by LicSal procedure, Pr\_Calculate\_Salary. See Appendix A for Pr\_Calculate\_Salary routine.

**Payline Gross**

The reported Payline Gross from Payline Gross field on Payroll Summary file.

**YTD Gross**

The reported YTD Gross from YTD Gross Pay field on Payroll Summary file.

**YTD CALC Gross**

DPI Calculated field. See Appendix B-1 for calculation.

**YTD Days Employed**

The reported YTD Days Employed from YTD Days Employed field on Payroll Summary file.

**Total Days Year**

The reported Total Days Year from Total Days Year field on Payroll Summary file.

**Percent Emp**

The reported Percent Employed from Percent Employed field on Payroll Summary file.

**Sch**

The reported school number from Location Code field on Payroll Summary file.

**YTD R7 Absences**

The reported number of days from YTD R7 Absences field on Payroll Summary file. See Appendix B-2 for calculation.

**YTD \$50 Absences**

The reported number of days from YTD Personal Absences field on Payroll Summary file. See Appendix B-3 for calculation.

**YTD Unapproved Absences**

The reported amount from YTD Unapproved Absences field on Payroll Summary file.

**YTD Months Exp**

DPI Calculated field. See Appendix B-4 for calculation.

**Exception Message**

If an error is found when calculating, salary calculator error message will be displayed. If the YTD Gross and YTD Calc Gross is not equal, Overpaid or Underpaid will be displayed. See Appendix G for calculator error messages.

**Exception Amount**

Monetary difference between YTD Gross and YTD CALC Gross. At the end of the FY exceptions less than \$100 are forgiven, therefore exceptions less than \$100 will not be displayed.

The follow term is not a field in LicSal but is necessary to understand salary compliance.

**Partition**

The logical grouping of each employee's Payroll Summary Record (PSR) by PSU, School, Fund/Grant Year, Purpose, PRC, Object, Department, Project Code, Percent Employed, and Certified Salary in Pay Period Order.

# LicSal Compliance Results Fields Explained

This is in the background and is not visible but provides information to understand how the programming will work based on how the system is compiling the data for the calculations.

Rank	Row Num	FPP	vFPP	RC	SSN	FY	RP	LEA	School	Budget Code	Budget Code 2	YtdDays	vYtdDays
1	0	2	0	1	xxxxx4867	2025	2	99900	44600	1X.51300.0004.01210	000.00.000.00000	21.50	0.00
2	0	2	0	1	xxxxx4867	2025	3	99900	44600	1X.51300.0004.01210	000.00.000.00000	43.00	0.00
3	0	2	0	1	xxxxx4867	2025	4	99900	44600	1X.51300.0004.01210	000.00.000.00000	64.50	0.00
4	0	2	0	1	xxxxx4867	2025	5	99900	44600	1X.51300.0004.01210	000.00.000.00000	86.00	0.00
5	0	2	0	1	xxxxx4867	2025	6	99900	44600	1X.51300.0004.01210	000.00.000.00000	107.50	0.00
6	0	2	0	1	xxxxx4867	2025	7	99900	44600	1X.51300.0004.01210	000.00.000.00000	129.00	0.00

RpDays	YtdGross	RpGross	LS	LSPPP	Early Term	TDY	YRS	AbsPer	AbsR7	AbsUna	AvgRoP	AvgWk Days	AbsTot	DoCompl
21.5	\$4,250.00	\$4,250.00	FALSE	0	0.00	215.00		0.00	0.00	\$0.00	\$197.67	21.5	0.00	TRUE
21.5	\$8,500.00	\$4,250.00	FALSE	0	0.00	0.00		0.00	0.00	\$0.00	\$197.67	21.5	0.00	TRUE
21.5	\$12,750.00	\$4,250.00	FALSE	0	0.00	0.00		0.00	0.00	\$0.00	\$197.67	21.5	0.00	TRUE
21.5	\$17,000.00	\$4,250.00	FALSE	0	0.00	0.00		0.00	0.00	\$0.00	\$197.67	21.5	0.00	TRUE
21.5	\$21,250.00	\$4,250.00	FALSE	0	0.00	0.00		0.00	0.00	\$0.00	\$197.67	21.5	0.00	TRUE
21.5	\$25,500.00	\$4,250.00	FALSE	0	0.00	215.00		0.00	0.00	\$0.00	\$197.67	21.5	0.00	TRUE

CertSal	PL	CR	SalOvr	Cal Id	CalType	SumCal	Emp Type	YRM	Dpi Cal Days	RoP	%Emp	Dpi Ytd Mon Exp	vDpi Ytd Mon Exp	Dpi Sal Mon Exp	Exception	
\$4,250.00	A	02	7	FALSE	2	Fixed	0	10	1	21.5	\$197.67	100%	1	0	\$4,250.00	\$0.00
\$4,250.00	A	02	7	FALSE	2	Fixed	0	10	1	21.5	\$197.67	100%	2	0	\$8,500.00	\$0.00
\$4,250.00	A	02	7	FALSE	2	Fixed	0	10	1	21.5	\$197.67	100%	3	0	\$12,750.00	\$0.00
\$4,250.00	A	02	7	FALSE	2	Fixed	0	10	1	21.5	\$197.67	100%	4	0	\$17,000.00	\$0.00
\$4,250.00	A	02	7	FALSE	2	Fixed	0	10	1	21.5	\$197.67	100%	5	0	\$21,250.00	\$0.00
\$4,250.00	A	02	7	FALSE	2	Fixed	0	10	1	21.5	\$197.67	100%	6	0	\$25,500.00	\$0.00

Restart PP	Certified Salary Changed
0	FALSE

LICSAL - Compliance Calculator

**Rank**

Each employee’s PSRs are partitioned and ordered by pay period. The first Pay Period in a partition receives a ranking of 1, and the other pay period records are numbered sequentially.

Rank	FPP	RC	SSN	FY	PSR PP	LEA	School	Budget Code	Budeget Code 2	Ytd Days	Ytd Gross
1	2	1	xxxxx3390	2025	2	99900	30800	1X.51100.0001.01210	000.00.000.00000	21.50	\$5,116.00
2	2	1	xxxxx3390	2025	3	99900	30800	1X.51100.0001.01210	000.00.000.00000	43.00	\$10,232.00
3	2	1	xxxxx3390	2025	4	99900	30800	1X.51100.0001.01210	000.00.000.00000	64.50	\$15,348.00
4	2	1	xxxxx3390	2025	5	99900	30800	1X.51100.0001.01210	000.00.000.00000	86.00	\$20,464.00
5	2	1	xxxxx3390	2025	6	99900	30800	1X.51100.0001.01210	000.00.000.00000	107.50	\$25,580.00

**Row Number**

Rank when using virtual calculation. Virtual calculation is used when there are two different certified salaries for one budget code.

**FPP (First Pay Period)**

The first Pay Period, a Payroll Summary Record, was submitted to DPI in a data file. The Pay Period of the Rank 1 record is used for each summary record in the partition. See above example.

**vFPP**

If salary changes, there will be two partitions based on certified salary. The partitions are combined virtually to find the first pay period the employee was using the budget code.

**RC (Record Code)**

The record code for each PSR submitted to DPI in the data file. (See appendix C for all records codes.)

**Rec Code 1** – Current fiscal year transaction

**Rec Code 4 Reclass** – Based on the Pay Period on record, all previous Rec Code 1 records for the budget code will reflect 0.00 YTD Days Employed, 0.00 Total Days in the Year, and \$0.00 YTD Gross Pay.

For example, in the following All PSR were submitted with RC of 1.

SSN	FY	PSR PP	LEA	School	Budget Code	Budeget Code 2	Ytd Days	Ytd Gross
xxxxx3390	2025	2	99900	30800	1X.51100.0001.01210	000.00.000.00000	21.50	\$5,116.00
xxxxx3390	2025	3	99900	30800	1X.51100.0001.01210	000.00.000.00000	43.00	\$10,232.00
xxxxx3390	2025	4	99900	30800	1X.51100.0001.01210	000.00.000.00000	64.50	\$15,348.00

In LicSal, processing a Record Code 4 (Reclass) with values 0.00 YTD Days Employed, 0.00 Total Days in Year, \$0.00 YTD Gross pay, 04 Pay Period (PP) will result in the following

SSN	FY	PSR PP	LEA	School	Budget Code	Budeget Code 2	Ytd Days	Ytd Gross
xxxxx3390	2025	2	99900	30800	1X.51100.0001.01210	000.00.000.00000	0.00	\$0.00
xxxxx3390	2025	3	99900	30800	1X.51100.0001.01210	000.00.000.00000	0.00	\$0.00
xxxxx3390	2025	4	99900	30800	1X.51100.0001.01210	000.00.000.00000	0.00	\$0.00

**SSN**

The Social Security Number of the educator from the Social Security Number field on the Payroll Summary file.

**FY**

The Fiscal Year from the Fiscal Year field on the Payroll Summary file.

**RP (Reporting Period)**

The Pay Period on the Payroll Summary file for each PSR partition.

**LEA**

The LEA number from the Unit Number field on the Payroll Summary file.

**School**

The reported school number from Location Code field on Payroll Summary file.

**Budget Code**

The reported Budget code from Fund, Purpose, Program (PRC) and Object fields on Payroll Summary file.

**Budget Code 2**

The reported Budget code from Location Code, Department, Level, Cost Center and Project Code fields on Payroll Summary file.

**YtdDays**

The reported YTD Days Employed from YTD Days Employed field on Payroll Summary file.

**vYTDDays**

If salary changes, there will be two partitions based on certified salary. This field takes the first partition max YTD days and adds it to the YTD Days reported on the Summary Payroll File for the second partition.

**RP Days (Reporting Days)**

For each Payroll Summary Record, determine the reported year-to-date days employed by subtracting the year-to-date days employed from the previous Payroll Summary Record from the year-to-date days employed in the current Payroll Summary Record.

Rank	SSN	FY	PSR PP	LEA	School	Budget Code	Budeget Code 2	Ytd Days	Rp Days
1	xxxxx3390	2025	2	99900	30800	1X.51100.0001.01210	000.00.000.00000	21.50	21.50
2	xxxxx3390	2025	3	99900	30800	1X.51100.0001.01210	000.00.000.00000	43.00	21.50
3	xxxxx3390	2025	4	99900	30800	1X.51100.0001.01210	000.00.000.00000	64.50	21.50

For the Rank 1 PSR, the RP Days is equal to the YTD Days from the PSR.

For the PP 03 PSR, the RP Days is equal to 43.00 YTD Days Employed – 21.50 YTD Days Employed on the PP 02 PSR.

## YTD Gross

The reported YTD Gross Pay from YTD Gross Pay field on Payroll Summary file.

## RP Gross (Reported Gross)

Determine the reported year-to-date gross pay by subtracting the previous PRS record's year-to-date gross pay from the current PSR record's year-to-date gross pay.

## LS (Late Start)

Used to Calculate Months of Experience.

Did the employee begin work on the first day of the school year? Process to test this condition.

From the first PSR in the grouping, if the ReportingPeriodDaysEmployed is LESS than DPI Calendar days, the Late Start flag is set to 1. The Late Start flag will be set to 1 for all PSRs in the partition.

	RP	RpDays	DpiCalDays	LS
Rank 1	2	11.00	21.50	FALSE
	3	21.50	21.50	FALSE
	4	21.50	21.50	FALSE
	5	21.50	21.50	FALSE
	6	21.50	21.50	FALSE

## LSPPP (LS from Previous Pay Period)

If the ReportingPeriodDaysEmployed is GREATER than DPI Calendar days if the Calendar Type is Variable, calculate the Late Start from Previous Pay Period as

Must determine the number of Pay Periods to go back from the Pay Period in the current PSR.

For a Variable Calendar type,  $\text{Round}(\text{YTDDaysEmployed} / \text{TotalAverageVariableWorkDays}, 0)$

Example - PP 02  $\text{Round}(35.00/22.50, 0) = 2$  (Go back 2 Pay Period)

If the Calendar Type is Fixed, calculate Late Start from the Previous Pay Period as

$\text{Round}(\text{YTDDaysEmployed} / 21.50, 0)$  to determine the number of Pay Periods to go back.

Example – PP 02  $\text{Round}(31.50/21.50, 0) = 1$  (Go back 1 Pay Period)

## EarlyTerm (Early Termination)

Did the employee work the entire month/school year? Process to test this condition.

If the PSR is not the first record in the partition, if the ReportingPeriodDaysEmployed is LESS than DPI Calendar days

Populate the ReportingPeriodDaysEmployed in the Early Termination field.

If the conditions are not met, 0 is populated in the Early Termination field.

	RP	RpDays	DpiCalDays	EarlyTerm
Rank 1	2	21.50	21.50	0.00
	3	21.50	21.50	0.00
	4	21.50	21.50	0.00
	5	21.50	21.50	0.00
	6	18.00	21.50	18.00

**TDY (Total Days in the Year)**

The reported Total Days Year from Total Days Year field on Payroll Summary file.

**YRS (Year-Round School)**

If the school is designated as a Year-Round School in EDDIE or the Year-Round School field on the PSR is set to 'Y', the field will display 'Y' for the Year-Round School designation. If not, the field will display blank.

**AbsPer (Absence Personal – Fixed \$50.00 Absence)**

The reported number of days from YTD Personal Absences field on Payroll Summary file. See Appendix B-3 for calculation.

**AbsR7 (Daily Rate of Pay Absences)**

The reported number of days from YTD R7 Absences field on Payroll Summary file. See Appendix B-2 for calculation.

**AbsUna (Unapproved Absences)**

The reported amount from YTD Unapproved Absences field on Payroll Summary file.

**AvgRoP**

Sum of the Daily Rate of Pay for each reporting period/number of reporting periods.

The table below shows Average Daily Rate of Pay for pay periods 1-3 for and variable calendar employee.

Reporting Period	Certified Salary	DPI Calendar Days	Daily Rate of Pay	Absence Daily Rate of Pay
01	6,000.00	23.00	260.87	260.87
02	6,000.00	22.00	272.73	266.80
03	6,000.00	21.00	285.71	273.10

**AvgWkDays (Average Work Days)**

The DPICalDays value returned for each Pay Period is used to determine the AvgWkDays for that pay period.

The DPICalDays are summed and divided by the count of Pay Periods.

For Pay Period 02, the 22.50 AvgWkDays is calculated as shown below.

RP	DpiCalDays	AvgWkDays	
1	23.00	23.00	
2	22.00	22.50	$= (23.00 + 22.00) / 2$
3	21.00	22.00	
4	23.00	22.25	
5	21.00	22.00	
6	22.00	22.00	

### AbsTot (Total Absences)

The calculated Absence totals. Sum of AbsR7 dollar amount, AbsPer dollar amount and AbsUna.

### DoCompl

Flag to determine if compliance is to be performed. True value if compliance is to be performed. False value if compliance is not to be performed.

### CertSal (Certified Salary)

The Certified Salary returned by LicSal procedure, Pr\_Calculate\_Salary. See Appendix A for Pr\_Calculate\_Salary routine.

### PL (Pay Level)

The Pay Level assigned is returned by the LicSal procedure, pr\_Calculate Salary. See Appendix A for Pr\_Calculate\_Salary routine.

**CR (Calculation Results)** See Appendix H for larger image.

Calculation Results	Calculation Results 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

### **SalOvr** (Salary Override)

If a Salary Analyst processed an override for the certified salary, the field value will be TRUE. If a Salary Analyst does not override the certified salary, the field value will be FALSE.

### **Cal Type (Calendar Type)**

Determine the Calendar type

Look into vouchers for calendar type for specific budget codes.

If 21.5 is found in the DaysPP field, Fixed Calendar

Else

Variable Calendar

### **SumCal** (Summary Calendar)

The Calendar type from the Payroll Summary Calendar.

1 – Variable

2 – Fixed

### **EmpType** (Employee Type)

Is the employee a 10, 11 or 12 month employee?

10 10-month employee

11 11-month employee

12 12-month employee

### **YRM** (Year-Round Multiplier)

Used to determine monthly pay for employees at year-round schools.

If the Year-Round Flag is Y:

Employee Type 10 – the multiplier is .833333 (10/12)

Employee Type 11 – the multiplier is .916666 (11/12)

If the Year-Round Flag is Blank or Employee Type is 12 – the multiplier is 1.0

### **DPICalDays (DPI Calendar Days)**

Workdays from the calendar – Based on the Calendar Type, the Fiscal Year and Pay Period specified on the PSR, return the number of workdays for the Pay Period from the Educator Calendar table. See Appendix H for DPI WorkDay Calendar for FY 2025.

For example, for a Variable Calendar, for FY 2025, Pay Period 06 PSR, the Workdays would be 23.00.

### **RoP** (Rate of Pay)

For Fixed calendars, (Certified Salary/21.50).

For Variable calendars, (Certified Salary/RpDays).

RP	CertSal	RpDays	RoP
1	\$8,168.08	23.00	\$355.13
2	\$8,168.08	22.00	\$371.28
3	\$8,168.08	21.00	\$388.96
4	\$8,168.08	23.00	\$355.13
5	\$8,168.08	21.00	\$388.96
6	\$8,168.08	22.00	\$371.28

**%Emp** (Percent Employed)

The percent of Payline Gross an employee will receive.

**DPIYTDMonExp** (DPI YTD Months of Experience)

When determining Months of Experience, employees will fall into the following categories:

Employed for Full Months

Late Start

Late Start Prior Pay Period

Early Term

Late Start and Early Term

Principal Restart YTD Days when the cert salary does not change

Each category requires a distinct calculation to calculate Months of Experience. See Appendix C.

All calculated months of Experience for all categories are multiplied by the percentage employed (divided by 100).

**vDpi Ytd Mon Exp**

If salary changes, there will be two partitions based on certified salary. This field takes the first partition max YTD Mon Exp and adds it to the YTD Mon Exp reported on the Summary Payroll File for the second partition.

**Dpi Sal Mon Exp**

DPI certified Salary multiplied by months of experience.

**Exception**

Monetary difference between **YTDGross** and **Dpi Sal Mon Exp**

**PrnReStartPP7** (Principal Restart in PP 07)

Did the principal salary change in January, PP07?

For principal Object code 114, ReportingPeriodDaysEmployed is LESS than 0

If the PSR ReportingPeriodDaysEmployed is LESS than 0.

For example :

RP	YtdDays	RpDays
1	23.00	23.00
2	45.00	22.00
3	66.00	21.00
4	89.00	23.00
5	110.00	21.00
6	132.00	22.00
7	23.00	-109.00

When the RPDays are negative, a certified salary change occurs, and the year-to-date days reset (New Partition). The PrnReStart is set to TRUE.

If the RPDays are positive, there is no certified salary change, and the PrnReStart is set to FALSE.

# Projected YTD Salary Calculator

NCDPI has created salary calculator tools to assist the school districts in estimating the certified salaries for their staff in accordance with the state approved salary schedules. We have a new tool that will calculate the estimated ANNUAL Certified Salary and the old tool which calculates the Monthly Certified Salary.

School districts are responsible for ensuring that they pay their staff in accordance with all applicable State, Federal, Local laws and applicable policies. These are school district employees, and these tools are an AID to help the districts in determining the estimated salaries. There are always going to be unique situations that this calculator is not intended to handle. The LEA may need to adjust for the unique locally determined situations. DPI has no capacity to create tools or audit processes that can handle all the unique characteristics that are used in the LEAs when staffing their districts for their own unique needs.

## **To use these calculators:**

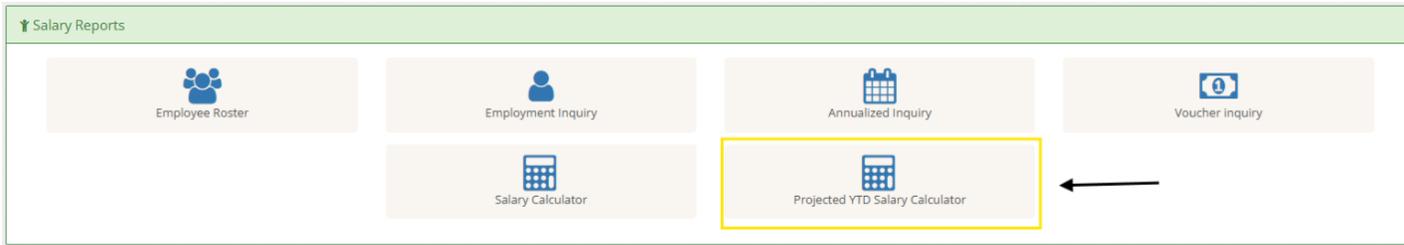
These calculators require the LEA to enter in certain parameters that are best determined by the LEAs related to their staffing. The calculators will return the estimated ANNUAL Salary for the employee.

The LEAs can use these tools to help do the following:

- Determine the estimated annual salary based on the criteria
- Validate YTD Gross Pay and if that is tracking to the targeted annual salary
- Validate the YTD Days Employed and if that is tracking to the targeted estimate
- Determine if a correction may be needed to ensure that the final annual salary for an individual will meet the estimated targeted annual salary

We hope these tools aid the districts in estimating the salaries for their staff.

The new Projected YTD Salary Calculator can be found under Salary Reports.



As seen in the image below, the following fields are required:

- SSN
- PSU
- School
- Fund
- Purpose
- PRC
- Object

A screenshot of the 'Projected YTD Salary Calculator' form. The form is titled 'Projected YTD Salary Calculator' and has a 'Fiscal Year: 2025' label. It contains several input fields with error messages: 'SSN' (empty, 'The SSN field is required.'), 'Employee Type' (dropdown, '10 Month'), 'PSU' (dropdown, '--Select--', 'The PSU field is required.'), 'School' (dropdown, '--Select--', 'The School field is required.'), 'Year-Round School' (dropdown, 'No'), 'Fund' (empty, 'The Fund field is required.'), 'Purpose' (empty, 'The Purpose field is required.'), 'PRC' (empty, 'The PRC field is required.'), 'Object' (empty, 'The Object field is required.'), and 'Percent Employed' (input, '100.00'). There are also date fields for 'Employment Start Date' (07/01/2024) and 'Employment End Date' (06/30/2025), and 'Days in the First Month' (21.5) and 'Days in the Last Month' (21.5). A blue 'Calculate' button is at the bottom. To the right of the form is a blue box with white text: 'This tool enables the LEA to ESTIMATE the annual certified salary for their staff. School districts are responsible for ensuring that they pay their staff in accordance with all applicable State, Federal, Local laws and applicable policies. These are school district employees, and these tools are an AID to help the districts in determining the estimated salaries. There are always going to be unique situations that this calculator is not intended to handle. The LEA may need to adjust for the unique locally determined situations. DPI has no capacity to create tools or audit processes that can handle all the unique characteristics that are used in the LEAS when staffing their districts for their own unique needs.'

**Note:** Start and End Dates may vary depending on LEA.

Example: A 10-month employee paid using fixed calendar days. The employee started, beginning of the school year and worked through end of the school year at 100% employed. For this example, the employee start date is 8/1/2024 and end date 5/30/2025.

**Projected YTD Salary Calculator**

Fiscal Year: 2025

SSN: [REDACTED] Employee Type: 10 Month

PSU: [REDACTED] School: [REDACTED] Year-Round School: No

Fund: 1x Purpose: 51100 PRC: 0001 Object: 01210 Percent Employed: 100.00

Calendar Type: Fixed days in the pay period Employment Start Date: 08/01/2024 Employment End Date: 05/30/2025

Days in the First Month: 21.5 Days in the Last Month: 21.5

**Calculate**

**This tool enables the LEA to ESTIMATE the annual certified salary for their staff.**  
 School districts are responsible for ensuring that they pay their staff in accordance with all applicable State, Federal, Local laws and applicable policies. These are school district employees, and these tools are an AID to help the districts in determining the estimated salaries. There are always going to be unique situations that this calculator is not intended to handle. The LEA may need to adjust for the unique locally determined situations. DPI has no capacity to create tools or audit processes that can handle all the unique characteristics that are used in the LEAs when staffing their districts for their own unique needs.

Based on the provided inputs, the projected Year-to-Date (YTD) salary is **\$41,750.00**, corresponding to pay level **A 01**

Detailed calculations are available in the grid below.  
[Export to Excel](#)

FY	RP	Start Date	End Date	RP Days	Cal Days	LEA	School	Budget Code	%Emp	YRS	EmpType	YRM	Cert Sal	MSG	PL	Gross	YTD Gross	YTD Days	YTD Mon Exp
2025	2	8/1/2024	8/31/2024	21.500	21.500	[REDACTED]	[REDACTED]	1x51100.0001.01210	100	N	10	1.00000	4175.00000		A 01	\$4,175.00	\$4,175.00	21.50	1.00000
2025	3	9/1/2024	9/30/2024	21.500	21.500	[REDACTED]	[REDACTED]	1x51100.0001.01210	100	N	10	1.00000	4175.00000		A 01	\$4,175.00	\$8,350.00	43.00	2.00000
2025	4	10/1/2024	10/31/2024	21.500	21.500	[REDACTED]	[REDACTED]	1x51100.0001.01210	100	N	10	1.00000	4175.00000		A 01	\$4,175.00	\$12,525.00	64.50	3.00000
2025	5	11/1/2024	11/30/2024	21.500	21.500	[REDACTED]	[REDACTED]	1x51100.0001.01210	100	N	10	1.00000	4175.00000		A 01	\$4,175.00	\$16,700.00	86.00	4.00000
2025	6	12/1/2024	12/31/2024	21.500	21.500	[REDACTED]	[REDACTED]	1x51100.0001.01210	100	N	10	1.00000	4175.00000		A 01	\$4,175.00	\$20,875.00	107.50	5.00000
2025	7	1/1/2025	1/31/2025	21.500	21.500	[REDACTED]	[REDACTED]	1x51100.0001.01210	100	N	10	1.00000	4175.00000		A 01	\$4,175.00	\$25,050.00	129.00	6.00000
2025	8	2/1/2025	2/28/2025	21.500	21.500	[REDACTED]	[REDACTED]	1x51100.0001.01210	100	N	10	1.00000	4175.00000		A 01	\$4,175.00	\$29,225.00	150.50	7.00000
2025	9	3/1/2025	3/31/2025	21.500	21.500	[REDACTED]	[REDACTED]	1x51100.0001.01210	100	N	10	1.00000	4175.00000		A 01	\$4,175.00	\$33,400.00	172.00	8.00000
2025	10	4/1/2025	4/30/2025	21.500	21.500	[REDACTED]	[REDACTED]	1x51100.0001.01210	100	N	10	1.00000	4175.00000		A 01	\$4,175.00	\$37,575.00	193.50	9.00000
2025	11	5/1/2025	5/30/2025	21.500	21.500	[REDACTED]	[REDACTED]	1x51100.0001.01210	100	N	10	1.00000	4175.00000		A 01	\$4,175.00	\$41,750.00	215.00	10.00000

## Projected YTD Salary Calculator Detailed Calculations Fields Explained

The following are the description of the fields on the Projected YTD Salary Calculator.

**FY** The current Fiscal Year.

### **RP (Reporting Period)**

The month in which payroll data will be reported.

### **Start Date**

First day of the month for each reporting period, except for the first reporting period.

The first reporting period start date is the date entered into the calculator field Employment Start Date.

### **End Date**

Last day of the month for each reporting period, except for the last reporting period.

The last reporting period end date is the date entered into the calculator field Employment End Date.

### **RP Days (Reporting Days)**

The number of days in each reporting period depending on calendar type selection. The first reporting period RP Days is equal to the Days in the First Month field. The last reporting period RP Days is equal to the Days in the Last Month field.

### **Cal Days**

The number of days in each reporting period depending on calendar type selection.

### **LEA**

Value from the *PSU* field on the calculator.

### **School**

Value from the *School* field on the calculator.

### **Budget Code**

Values from the *Fund, Purpose, PRC and Object* fields on the calculator.

### **%Emp**

Value from the *Percent Employed* field on the calculator.

### **YRS**

Based on selection from the *Year-Round School* field on the calculator.

Y= Yes

N=No

**EmpType**

Based on selection from the *Employee Type* field on the calculator.

10 = 10 Month

11 = 11 Month

12 = 12 Month

**YRM**

Year-Round Multiplier

Used to determine monthly pay for employees at year-round schools.

If the Year-Round selection is Y:

Employee Type 10 – the multiplier is .833333 (10/12)

Employee Type 11 – the multiplier is .916666 (11/12)

If the Year-Round section is No or Employee Type is 12 – the multiplier is 1.0

**Cert Sal**

The Certified Salary returned by LicSal procedure, Pr\_Calculate\_Salary. See Appendix A for Pr\_Calculate\_Salary routine.

**MSG**

Error message will be displayed if error is found. See Appendix G for list of error messages.

**PL**

The Pay Level assigned is returned by the LicSal procedure, pr\_Calculate Salary. See Appendix A for Pr\_Calculate\_Salary routine.

**Gross**

Equals Months Experience multiplied by Cert Sal multiplied by YRM.

**YTD Gross**

Sum of *Gross* from the current and previous reporting periods

**YTD Days**

Sum of *RP Days* from the current and previous reporting periods

**YTD Mon Exp**

See Appendix B-4 for YTD Months Experience calculations.

### Projected YTD Salary Calculator

Fiscal Year: 2025

SSN:  Employee Type:

PSU:  School:  Year-Round School:

Fund:  Purpose:  PRC:  Object:  Percent Employed:

Calendar Type:  Employment Start Date:  Employment End Date:

Days in the First Month:  Days in the Last Month:

**This tool enables the LEA to ESTIMATE the annual certified salary for their staff.**  
 School districts are responsible for ensuring that they pay their staff in accordance with all applicable State, Federal, Local laws and applicable policies. These are school district employees, and these tools are an AID to help the districts in determining the estimated salaries. There are always going to be unique situations that this calculator is not intended to handle. The LEA may need to adjust for the unique locally determined situations. DPI has no capacity to create tools or audit processes that can handle all the unique characteristics that are used in the LEAs when staffing their districts for their own unique needs.

Based on the provided inputs, the projected Year-to-Date (YTD) salary is **\$41,750.00**, corresponding to pay level **A 01**

Detailed calculations are available in the grid below.

[Export to Excel](#)

The Export to Excel link, pictured above, creates an excel sheet for the results. See image below.

FY	RP	Start Date	End Date	RP Days	Cal Days	LEA	School	Budget Code	%Emp	YRS	EmpType	YRM	Cert Sal	MSG	PL	Gross	YTD Gross	YTD Days	YTD Mon Exp
2025	2	8/1/2024	8/31/2024	21.5	21.5	xxxxx	xxxxx	1x.51100.0001.01210	100	N	10	1	4175	A 01		\$4,175.00	\$4,175.00	21.5	1
2025	3	9/1/2024	9/30/2024	21.5	21.5	xxxxx	xxxxx	1x.51100.0001.01210	100	N	10	1	4175	A 01		\$4,175.00	\$8,350.00	43	2
2025	4	10/1/2024	10/31/2024	21.5	21.5	xxxxx	xxxxx	1x.51100.0001.01210	100	N	10	1	4175	A 01		\$4,175.00	\$12,525.00	64.5	3
2025	5	11/1/2024	11/30/2024	21.5	21.5	xxxxx	xxxxx	1x.51100.0001.01210	100	N	10	1	4175	A 01		\$4,175.00	\$16,700.00	86	4
2025	6	12/1/2024	12/31/2024	21.5	21.5	xxxxx	xxxxx	1x.51100.0001.01210	100	N	10	1	4175	A 01		\$4,175.00	\$20,875.00	107.5	5
2025	7	1/1/2025	1/31/2025	21.5	21.5	xxxxx	xxxxx	1x.51100.0001.01210	100	N	10	1	4175	A 01		\$4,175.00	\$25,050.00	129	6
2025	8	2/1/2025	2/28/2025	21.5	21.5	xxxxx	xxxxx	1x.51100.0001.01210	100	N	10	1	4175	A 01		\$4,175.00	\$29,225.00	150.5	7
2025	9	3/1/2025	3/31/2025	21.5	21.5	xxxxx	xxxxx	1x.51100.0001.01210	100	N	10	1	4175	A 01		\$4,175.00	\$33,400.00	172	8
2025	10	4/1/2025	4/30/2025	21.5	21.5	xxxxx	xxxxx	1x.51100.0001.01210	100	N	10	1	4175	A 01		\$4,175.00	\$37,575.00	193.5	9
2025	11	5/1/2025	5/30/2025	21.5	21.5	xxxxx	xxxxx	1x.51100.0001.01210	100	N	10	1	4175	A 01		\$4,175.00	\$41,750.00	215	10

## Appendix A: PR\_Calculate\_Salary

The next 6 pages explain the calculation which assigns certified salary and pay level.

### Pr\_calculate\_salary

This procedure assigns a certified salary and pay level based on the budget code parameters which are supplied at run time. Before issuing a certified salary, this procedure checks to see if the license is revoked, if the employee is deceased, if the budget code requires certification, etc. The certified salary is not actually assigned in this procedure; if validation edits all pass, then a routine for the specific object code is called to calculate the salary. The procedure for each specific object code returns a Certified Salary, Pay Level, and a calculation status to pr\_calculate\_salary. If the calculation status does not indicate that the calculation was successful, then the Pay Level Code will be set to an empty string, and the certified salary will be set to zero.

#### Calculation Result Values:

- 0 = required properties have not been set
- 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 pay level in salary schedule
- 11 = could not calculate a pay level
- 12 = cannot calculate a salary for any year other than the current fy
- 13 = license not yet effective
- 14 = principal pay level changed

- Parameters passed into this procedure:
  - Fund, Purpose, PRC and Object Code
  - SSN
  - Unit
  - School
  - State Teacher Count – *Populated for the Certified Salary Download file ONLY*
  - Fiscal Year
  - Pay Period
  - Certified Salary (OUTPUT)
  - Pay Level (OUTPUT)
  - Calculation Result (OUTPUT)
- Check to make sure that required parameters have been supplied.
  - Fund, Purpose, PRC and Object codes, and SSN are all required.
  - If Object Code = 114 (principal), then either Unit/School or State Teacher Count is required.
  - If any of the required parameters are missing:
    - Calculation result is set to 1 (“Use Pay Level & Salary from Voucher”)
    - Pay Level is set to null

- Certified Salary is set to zero
  - Exit the procedure
- If LEA is an Innovative School District (ISD):
  - Calculation result is set to 1 (“Use Pay Level & Salary from Voucher”)
  - Pay Level is set to null
  - Certified Salary is set to zero
  - Exit the procedure
- If the fiscal year passed in is not the current fiscal year:
  - Certified salary is set to zero
  - Pay level is set to null
  - Calculation result is set to 12 (“Cannot calculate a salary for any year other than the current fy”)
  - Exit the procedure
- If the voucher PRC is 018:
  - Calculation result is set to 1 (“Use Pay Level & Salary from Voucher”)
  - Pay Level is set to null
  - Certified Salary is set to zero
  - Exit the procedure
- If Budget Code is 1-5420-067-117 (MSA Intern):
  - Print message ‘ENCOUNTERED THE 1-5420-67-117 EXCEPTION, LEAVING CALCULATE SALARY’.
  - Certified Salary is set to 4165.00 (Amount calculated annually)
  - Pay Level is set to ‘0 01’
  - Calculation Result is set to 7 (“Calculation Succeeded”)
  - Exit the Procedure
- If Local Fund Code and Object Code = 114:
  - Print message ‘ENCOUNTERED THE local-####-###-114 EXCEPTION, LEAVING CALCULATE SALARY’
  - Certified Salary is set to zero
  - Pay Level is set to null
  - Calculation Result is set to 7 (“Calculation Succeeded”)
  - Exit the Procedure
- If Budget Code is 1-5420-066-117 (Principal Fellows):
  - Print message ‘ENCOUNTERED THE 1-5420-66-117 EXCEPTION, LEAVING CALCULATE SALARY’.
  - Certified Salary is set to 1666.00 (Amount calculated annually)
  - Pay Level is set to ‘0 01’
  - Calculation Result is set to 7 (“Calculation Succeeded”)
  - Exit the Procedure
- If Fund = 1 and Purpose Code = 5420 and Object Code = 117 and PRC is not 066 or 067 and license area class level code <> PP (Provisional Principal):
  - Calculation Result is set to 7 (“Calculation Succeeded”)
  - ELSE – Is a Provisional Assistant Principal
  - Certified Salary is set to zero
  - Pay Level is set to null
  - Calculation result is set to 1 (“Use Pay Level & Salary from Voucher”)
  - Exit the Procedure

- Check the exclusion list of budget codes that do not require certification.  
If Object Code 111, 112, 113, 115, 117, 118, 124  
OR If Purpose 5840 with Object 139  
OR If Local Fund Code ( $\neq$  1 or 3)  
OR If PRC = 012 with Object 121  
then:  
Print 'CERTIFICATION IS NOT REQUIRED FOR THIS BUDGETCODE'  
Certified Salary is set to zero  
Pay Level is set to null  
Calculation Result is set to 1 ("Use pay level and salary amount from voucher")  
Exit the Procedure
- Check ATTACHA (budget\_xref\_lic\_area table) to determine if certification is required for the voucher budget code. If the Budget Code/Fiscal Year is found in ATTACHA, then certification is required. If checking ATTACHA did not determine that certification is required, and the fund local ( $\neq$  1 or 3), then ATTACHA is checked again, substituting PRC 0YY. If a match is found in ATTACHA using 0YY, then certification is required.
- If, after checking ATTACHA, it is determined that certification is not required, then:  
Print 'CERTIFICATION IS NOT REQUIRED FOR THIS BUDGET CODE'  
Certified Salary is set to zero  
Pay Level is set to null  
Calculation Result is set to 2 ("No certification required for this budget code")  
Exit the Procedure
- Using the pay period and fiscal year parameters supplied, execute pr\_make\_date to get the applicable beginning and ending date ranges in the salary schedule.
- Read the Permit to Teach table to determine if this SSN is found. If this SSN is found and the testing pay period is greater than the processing pay period:  
Pay Level is set to "A 00"  
Calculation Result is set to 7 ("Calculation Succeeded")  
Exit the Procedure
- Read the Limited License table to determine if this SSN exists for voucher LEA for the current fiscal year. If the SSN exists, then the License Expiration Date is checked. If the Expiration Date is less than 07/01 of the current fiscal year:  
Certified Salary is set to zero  
Pay Level is set to null  
Calculation Result is set to 9 ("No license found")  
Exit the Procedure
- Read the license table to determine if a license exists for this SSN. If a license is found which does not have a null expiration date, then a license exists for that SSN. If no license exists:  
Certified Salary is set to zero  
Pay Level is set to null  
Calculation Result is set to 9 ("No license found")  
Exit the Procedure
- If a license exists, then check to see if the license is revoked. If this person has a Revoke Code and a Revoke Date, AND if the Rescind date is less than the Revoke Date or the Rescind date is null, then:  
Certified Salary is set to zero  
Pay Level is set to null

- Calculation Result is set to 4 ("License is revoked")
    - Exit the Procedure
  - If a license exists, then the License Expiration Date is checked. If the Expiration Date is less than 6/30 of the current fiscal year, then:
    - Certified Salary is set to zero
    - Pay Level is set to null
    - Calculation Result is set to 3 ("License is expired")
    - Exit the Procedure
  - The unit and school are validated against the school table for non-pre-k teachers. If the unit/school combination is invalid, then:
    - Certified Salary is set to zero
    - Pay Level is set to null
    - Calculation Result is set to 20 ("Invalid FY Unit School")
    - Exit the Procedure
  - If a license exists and the license effective date falls within the salary schedule date range for the fiscal year being processed, then the license is considered active.
  - If a license exists, and the license is not currently active but has an effective date greater than the end of the fiscal year being processed, then:
    - Certified Salary is set to zero
    - Pay Level is set to null
    - Calculation Result is set to 13 ("License not yet effective")
    - Exit the Procedure
  - If this point is reached, then the license is okay. Print 'license is good'.
  - Read the personnel table to find out if the person is deceased; if deceased, then:
    - Calculation result is set to 5 ("Employee is deceased")
    - Print Message "EMPLOYEE IS DECEASED, CALCULATION IS CONTINUING"
    - If the budget code requires certification, compare the required license areas for the budget code (in ATTACHA) to the license\_area table. Check to see if the employee has the required license area for this budget code (excluding any restricted areas). (Restricted when lar\_pgm\_basis\_cd = 5). If the employee is not certified for this budget code:
      - Certified Salary is set to zero
      - Pay Level is set to null
      - Calculation Result is set to 6 ("Employee is not certified for this budget code")
      - Exit the Procedure
  - Read the Form G table to determine if a Form G exists for this SSN. If a Form G exists for the current fiscal year, check to see if the unit and school match the voucher unit and school. If the Form G for the unit school exists, check to Form G effective and end dates to determine when the election begins or if the election has ended.
    - If the Form G end date is not null and the end date is before the salary schedule beginning range
      - formg\_ed\_level = ' '
      - "FORMG EXPIRED"
    - If the Form G end date is null or the end date is within the salary schedule begin and end date range:
      - Set formg\_ed\_level
- Check the education level in the Form G table

If the Form G education level is null:

```
formg_ed_level = ''  
"NO FORMG INFO"
```

If the Form G education level is NOT null, check the education level in Personnel Education table. If the Form G level is less than the Education table education level::

```
formg_ed_level = ''  
"FORMG EDUCATION ED LEVEL, NOT VALID. NOT USED"
```

- If the object code = 114:  
Print 'PRINCIPAL CALLED'  
Execute pr\_principal using the following parameters: SSN, Fiscal Year, Pay Period, State Teacher Count, Unit, School, Beginning and ending dates for the salary schedule range. The following output parameters are returned from this procedure: Pay Level, Certified Salary, and Calculation Result. Exit the procedure.
- If the object code = 116:  
Print 'ASSISTANT PRINCIPAL CALLED'  
Execute pr\_asst\_principal using the following parameters: SSN, Fiscal Year, Pay Period, and Beginning and ending dates for the salary schedule range. The following output parameters are returned from this procedure: Pay Level, Certified Salary, and Calculation Result. Exit the procedure.
- If Purpose Code = 6410 and PRC Code = 005 and Object Code = 119:  
Print 'PROVISIONAL ASSISTANT PRINCIPAL CALLED'  
Execute pr\_intern\_principal using the following parameters: SSN, Fiscal Year, Pay Period, and Beginning and ending dates for the salary schedule range. The following output parameters are returned from this procedure: Pay Level, Certified Salary, and Calculation Result. Exit the procedure.
- If Purpose Code = 5860 and Object Code = 139:  
Print 'AUDIOLOGIST CALLED'  
Execute pr\_audiologist using the following parameters: SSN, Fiscal Year, Pay Period, and Beginning and ending dates for the salary schedule range. The following output parameters are returned from this procedure: Pay Level, Certified Salary, and Calculation Result. Exit the procedure.
- If Object Code = 124:  
Print 'SPEECH PATHOLOGIST CALLED'  
Execute pr\_pathologist using the following parameters: SSN, Fiscal Year, Pay Period, and Beginning and ending dates for the salary schedule range. The following output parameters are returned from this procedure: Pay Level, Certified Salary, and Calculation Result. Exit the procedure.
- If Purpose Code = 5850 and Object Code = 139:  
Print 'SCHOOL PSYCHOLOGIST CALLED'  
Execute pr\_psychologist using the following parameters: SSN, Fiscal Year, Pay Period, and Beginning and ending dates for the salary schedule range. The following output parameters are returned from this procedure: Pay Level, Certified Salary, and Calculation Result. Exit the procedure.
- Voc Ed teachers and ROTC codes:  
If PRC Code = 013, 014, 016, 017, 022, 023 or 043

OR If Fund Code = 3 and Budget Code = 6250-030-129 or 6620-030-139

OR If Fund Code not = 3 and Budget Code = 5700-001-121

OR If Budget Code = 5200-068-123

OR If Purpose = 5100 AND PRC = 001, 010, 019, 062, or 095 AND Object = 123

OR If Local Fund Code AND Purpose = 5100 or 5200 AND Object = 123:

Print 'VOC ED CALLED'

Execute pr\_voc\_ed\_teacher using the following parameters: SSN, Fiscal Year, Pay Period, and Beginning and ending dates for the salary schedule range. The following output parameters are returned from this procedure: Pay Level, Certified Salary, and Calculation Result. Exit the procedure.

- If this point is reached, the employee is a teacher. A check is made to find out if the teacher is a summer school lead teacher, because lead teachers get paid at 2 steps higher. Lead Teacher flag is set to 'N' as a default, then the following test is performed:

If PRC = 069 and Object = 123

If Pay Period is 12, 01 or 02:

Lead Teacher flag is set to 'Y'

Else

Certified Salary is set to zero

**Pay Level is set to null**

Calculation Result is set to 15 ("cannot use prc 069 and obj 123 outside of pp 12, 1, 2")

Print 'cannot use prc 069 and obj 123 outside of pp 12,1,2'

Exit the Procedure

- Print 'TEACHER CALLED'

Execute pr\_teacher using the following parameters: SSN, Fiscal Year, Pay Period, Lead Teacher Flag, Beginning and ending dates for the salary schedule range, Fund Code, Purpose Code, PRC and Object. The following output parameters are returned from this procedure: Pay Level, Certified Salary, and Calculation Result. Exit the procedure.

# Appendix B: Summary of Calculations

## B-1 Calculating YTD Calc Gross

The following are examples of how DPI is calculating YTD Gross Pay.

Example 1: *10-month educator with certified salary of \$4100.00 and 8 months of experience at a traditional school.*

8.00000	Times	\$4,100.00	Times	1	Minus	0	Equals	\$32,000.00
YTD Months Experience		DPI Certified Salary		Year-Round Multiplier		Total Absences Amount		YTD Calc Gross

**Note:** You MUST use five decimal places for YTD Months Experience in the calculation.

Example 2: *10-month educator with certified salary of \$4100.00 and 8 months of experience at a year-round school.*

8.00000	Times	\$4,100.00	Times	0.833333	Minus	0	Equals	\$27,333.32
YTD Months Experience		DPI Certified Salary		Year-Round Multiplier		Total Absences Amount		YTD Calc Gross

**Note:** You MUST use five decimal places for YTD Months Experience and six decimals for Year-Round Multiplier in the calculation.

Example 3: *11-month educator with certified salary of \$4100.00 and 8 months of experience at a year-round school.*

8.00000	Times	\$4,100.00	Times	0.916666	Minus	0	Equals	\$30,066.64
YTD Months Experience		DPI Certified Salary		Year-Round Multiplier		Total Absences Amount		YTD Calc Gross

**Note:** You MUST use five decimal places for YTD Months Experience and six decimals for Year-Round Multiplier in the calculation.

## B-2 Calculating R7 Absences

The following is an example of how DPI is calculating the R7 absence dollar amount.

Example 1: *Reporting 3 days of code 7 absences for an educator with \$4100.00 certified salary.*

<u>\$ 190.70</u>	Times	<u>100%</u>	Times	<u>3</u>	Equals	<u>\$ 572.10</u>
Daily Rate of Pay		Percent Employed		Number of R7 Absences		R7 Absence Dollar Amount

## B-3 Calculating \$50 Absences

The following is an example of how DPI is calculating the \$50 absence dollar amount.

Example 1: *Reporting 4 days of \$50 absences for an educator.*

<u>4</u>	Times	<u>100%</u>	Times	<u>\$50.00</u>	Equals	<u>\$ 200.00</u>
Number of \$50 Absences		Percent Employed		Deduction Amount		\$50 Absence Total Dollar Amount

## B-4 Calculating Months Experience

The following explains how months of experience is calculated.

When determining Months of Experience, employees will fall into the following categories:

- A. Employed for Full Months
- B. Late Start
- C. Late Start Prior Pay Period
- D. Early Term
- E. Late Start and Early Term
- F. Principal Restart

Each category requires a distinct calculation to calculate the Months of Experience.

All calculated months of Experience for all categories are multiplied by the percentage employed (divided by 100).

Example 1: *21 days reported for a reporting period with 22 calendar work days.*

$$\begin{array}{ccccccc} \frac{21}{\text{Days Employed}} & \text{Divided By} & \frac{22}{\text{Calendar}} & \text{Times} & \frac{100\%}{\text{Percent}} & \text{Equals} & \frac{0.95455}{\text{Months}} \\ \text{Per Pay} & & \text{Work Days} & & \text{Employed} & & \text{Experience} \\ \text{Period} & & & & & & \text{For Pay Period} \end{array}$$

**A. Employed for the Entire School Year or Pay Period**

If the Late Start, Late Start with Prior Pay Period, and Early Termination Days are all 0.00.

The employee has been employed for the entire school year or, at the very least, for the whole pay period.

Based on the calendar type, the sum of the workdays between the first Pay Period and the Current Pay Period on the Summary Record.

*Determining the Pay Period Range*

The range is the Pay Period on the first PSR through the current PSR Pay Period.

For each Pay Period, the month's experience is calculated by dividing the RP Days by DPI Cal Days (Workdays from the Educator Workday Calendar).

FIXED CALENDAR							
	RP	RpDays	DpiCalDays	Months Exp	LS	LSPPP	EarlyTerm
Rank 1	2	21.50	21.50	1.000000	0	0	0
	3	21.50	21.50	1.000000	0	0	0
	4	21.50	21.50	1.000000	0	0	0
	5	21.50	21.50	1.000000	0	0	0
	6	21.50	21.50	1.000000	0	0	0
				5.000000			

**B. Late Start**

The Late Start flag was set based on the first PSR record, Rank 1, in the partition. If the employee did not begin work on the first day of the school year or reporting period, the Late Start flag is set and remains in effect for every subsequent reporting period of the school year.

For a PSR with a Late Start value of TRUE:

To calculate Months of Experience:

For the first PSR, Rank 1 in the budget code grouping, the Month's Experience for FIXED and VARIABLE calendars are shown below:

*Determining the Pay Period Range*

The range will be the Pay Period on the first PSR through the current PSR Pay Period-1.

For Example, if the Pay Period of the first PSR is 2 and the Pay Period of the current PSR is 2, the Pay Period range is 2.

FIXED CALENDAR						VARIABLE CALENDAR					
	Current Pay Period	YTD Days Emp	DPI Cal Work Days	If YTD Days Emp < Work Days	Months Exp		Current Pay Period	YTD Days Emp	DPI Cal Work Days	If YTD Days Emp < Work Days	Months Exp
Rank 1	2	11.00	21.50	0.511628	0.511628	Rank 1	2	11.00	22.00	0.5	0.500000

Beginning with the current pay period, the Pay Periods are decremented until Rank 1 PSR is reached. For the next PSR submitted in PP 03, the Month's Experience for FIXED and VARIABLE calendars will be calculated as follows:

FIXED CALENDAR						VARIABLE CALENDAR					
	Current Pay Period	YTD Days Emp	DPI Cal Work Days	If YTD Days Emp < Work Days	Months Exp		Current Pay Period	YTD Days Emp	DPI Cal Work Days	If YTD Days Emp < Work Days	Months Exp
	3	32.50	21.50	1	1.000000		3	32.00	21.00	1	1.000000
Rank 1	2	11.00	21.50	0.511628	0.511628	Rank 1	2	11.00	22.00	0.5	0.500000
					1.511628						1.500000

**C. Late Start with Prior Pay Period**

A Late Start with Prior Pay Period is defined as a record where the YearToDateDaysEmployed contains days employed from a prior pay period. The PSR's YearToDateDaysEmployed is greater than the number of calendar workdays for that pay period. The Late Start with Prior Pay Period field is set based on the first PSR record, Rank 1, in the partition. Typically, the employee did not begin work on the first day of the school year or reporting period, so the days employed during the first month of employment were added to the YearToDateDaysEmployed in Rank 1 PSR. Process to determine the number of pay periods to back out.

An example of a Late Start with a Prior Pay Period is the educator worked 10 days in Pay Period 1 and all 22 days in Pay Period 2. The LEA reported 22+10=32 days in pay period 2, and there is no reporting period 1

If the LateStartPriorPP value for the educators' PSR is greater than 0, determine the number of Pay Period's to back up by subtracting 1 from the LateStartPriorPP.

To calculate Months of Experience:

**Determining the Pay Period Range**

The range is between the current PSR Pay Period and the Pay Period of the first PSR less the number of Pay Periods to back up by.

For Example, if the Pay Period of the first PSR was 02 and the current PSR Pay Period is 2, the range for the Ranked Calendar is 1-2.

For the current PSR, in the budget code grouping, the Months Experience for FIXED and VARIABLE calendars are shown below:

FIXED CALENDAR						VARIABLE CALENDAR					
	Current Pay Period	YTD Days Emp	DPI Cal Work Days	If YTD Days Emp < Work Days	Months Exp		Current Pay Period	YTD Days Emp	DPI Cal Work Days	If YTD Days Emp < Work Days	Months Exp
Rank 1	2	32.50	21.50	1	1.000000	Rank 1	2	33.00	22.00	1	1.000000
	1	11.00	21.50	0.511628	0.511628		1	11.00	22.00	0.5	0.500000
					1.511628						1.500000

**D. Early Termination**

Since the employee did not work the entire school year or pay period, the last PSR will be flagged as an Early Termination. The number of days worked during the last pay period is reported as Early Termination Days.

Since there were no Late Start or Late Start with Prior Pay Period values populated for this educator, the employee was employed for the entire month in each pay period except for the last one. The month's experience for all the previous pay periods will be calculated as detailed in **Employed for the Entire School Year or Pay Period**.

*Determining the Pay Period Range*

The range will be the Pay Period on the first PSR through the current PSR Pay Period.

For Example, if the Pay Period of the first PSR was 02 and the Pay Period of the current PSR is 6, the Pay Period range is 2-6. The Year-to-Date Days Employed on Pay Period 6 is 104.00. Early Termination Days are 18.00.

FIXED CALENDAR					
	Current Pay Period	RP YTD Days Emp	DPI Cal Work Days	Months Exp	YTD Days Emp
Rank 1	2	21.50	21.50	1.000000	104.00
	3	21.50	21.50	1.000000	82.50
	4	21.50	21.50	1.000000	61.00
	5	21.50	21.50	1.000000	39.50
	6	18.00	21.50	0.837209	18.00
				4.837209	

For the calculation of months of experience for Pay Periods 2-5, See 'Employed for Entire School Year or Pay Period.'

The PP 06 Months Exp is calculated as  $18.00/21.50 = 0.837209$

**E. Late Start and Early Term**

*An employee may not be employed for the entire pay period in the first month of employment. If the employee leaves the school before the end of the school year or pay period, the first PSR will be flagged as Late Start or Late Start with Prior Pay Period, and the last PSR will be flagged as an Early Termination. The number of days worked during the last pay period is reported as Early Termination Days.*

The Late Start, Late Start with Prior Pay Period, and Early Termination Days values are populated for this educator. The employee was employed for the entire month in each pay period, except for the first and last ones.

*Determining the Pay Period Range*

The range will be the Pay Period on the first PSR through the current PSR Pay Period.

In the example below, the Pay Period of the first PSR was 02, but based on the YearToDateDaysEmployed, the employee is flagged as a Late Start with Prior Pay Period, and the Pay Period of the current PSR is 7, the Pay Period range is 1-7. The Year-to-Date Days Employed on Pay Period 6 is 123.50. Early Termination Days are 4.00.

The Late Start or Late Start with Prior Pay Period portion for the first Pay Period PSR record is calculated first. See **Late Start and Late Start with Prior Pay Period** to determine the minimum Pay Period month's experience.

FIXED CALENDAR					
	Current Pay Period	YTD Days Emp	DPI Cal Work Days	If YTD Days Emp < Work Days	Months Exp
Rank 1	2	33.50	21.50	1	1.000000
	1	12.00	21.50	0.55814	0.558140
					1.558140

The month's experience for the last PSR is calculated next. See **Early Termination**.

FIXED CALENDAR					
	Current Pay Period	RP YTD Days Emp	DPI Cal Work Days	Months Exp	YTD Days Emp
	2	21.50	21.50	1.000000	123.50
Rank 1	1	12.00	21.50	0.558140	111.50
	3	21.50	21.50	1.000000	90.00
	4	21.50	21.50	1.000000	68.50
	5	21.50	21.50	1.000000	47.00
	6	21.50	21.50	1.000000	25.50
	7	4.00	21.50	0.186047	4.00
				5.744186	

The calculation of the Months Experience for all the other pay periods is detailed in **Employed for Entire School Year or Pay Period.**

F. **PrnReStartPP7** (Principal Restart in PP 07)

Did the principal salary change in January, PP07?

For principal Object code 114, ReportingPeriodDaysEmployed is LESS than 0

If the PSR ReportingPeriodDaysEmployed is LESS than 0.

For example :

RP	YtdDays	RpDays
1	23.00	23.00
2	45.00	22.00
3	66.00	21.00
4	89.00	23.00
5	110.00	21.00
6	132.00	22.00
7	23.00	-109.00

When the RPDays are negative, a certified salary change occurs, and the year-to-date days reset (New Partition). The PrnReStart is set to TRUE.

If the RPDays are positive, there is no certified salary change, and the PrnReStart is set to FALSE.

# Appendix C: Summary Payroll File Specifications

These requirements are subject to change. The most updated version can be found [School District Finance Operations | NC DPI](#) under UERS Specifications.

North Carolina Department of Public Instruction  
Uniform Education Reporting System (UERS) - File Layout for LEA Payroll Summary Records

## LEA Payroll Summary Record Layout

**Please Note:** NCDPI’s financial systems are changing as part of the School Business Systems Modernization initiative; therefore, these requirements are subject to change.

Field #	Field Name	Type	Size Limit	Sample Content	Special Characteristics
1	RECORD CODE	N	1	1	Special Characteristics Code 1 = current fiscal year transaction; Code 3 = prior fiscal year transaction; <b>Code 4 = RECLASS - Zero Out prior reported salary summary record;</b> Code 7 = separate voucher to repay an employee payroll deduction taken in error.
2	UNIT NUMBER	AN	5	02000	Alphanumeric code assigned to a Local School Administrative Unit by the Department of Public Instruction (DPI). Always display the leading zero for LEA numbers with leading zero. NOTE: Currently the Unit numbers are 3 digit; however, there are discussions regarding expanding in the next few years to use the Federal ID. The additional digits will be placed at the end of the current unit number, 020XX. Default the last two positions in the Unit Code to 00.
3	SOCIAL SECURITY NUMBER	AN	9	123456789	Required field shall not be zeroes or blanks. Do not use hyphens
4	EMPLOYEE LAST NAME	A	30	Adams	Shall not be blank or null
5	EMPLOYEE FIRST NAME	A	30	Sam	Shall not be blank or null
6	EMPLOYEE MIDDLE NAME	A	30	Tom	May be blank
7	SUFFIX	A	4	Jr	Blank = No suffix

North Carolina Department of Public Instruction  
Uniform Education Reporting System (UERS) - File Layout for LEA Payroll Summary Records

Field #	Field Name	Type	Size Limit	Sample Content	Special Characteristics
8	BUDGET CODE				34 position field. BUDGET CODE = FUND, PURPOSE, PROGRAM (PRC), OBJECT, LOCATION, DEPARTMENT, COST CENTER, and PROJECT constitute the new expanded BUDGET CODE. Currently, LEAs may have a longer account string; however, DPI only publishes the COA down to the OBJECT. Beginning July 1, 2023, valid BUDGET CODES down to the Project Code will be published annually in the UNIFORM CHART OF ACCOUNTS (COA). COA text files can be downloaded from: <a href="https://licsalweb.dpi.state.nc.us/licsal/salary/documents/FY20XX_coa.txt">https://licsalweb.dpi.state.nc.us/licsal/salary/documents/FY20XX_coa.txt</a> ADDITIONAL NOTE: While PSUs will provide files with the expanded COA, DPI will process the current BUDGET CODE, 11 position field through FY 2024. In addition, COA business rules are online at: <a href="http://www.ncpublicschools.org/fbs/finance/reporting/coa20XX">http://www.ncpublicschools.org/fbs/finance/reporting/coa20XX</a> , where XX is the Fiscal Year.
9	FUND	AN	2	<b>3X</b> Field expanded to 2. The fund type is in the 1st position and the Grant Year is in the 2nd position	1st Digit of Fund codes accepted for Payroll processing: Code 1 = State; Codes 2, 7, & 8 = Local; Code 3 = Federal; and Code 5 = Child Nutrition Fund code text file is online at: <a href="https://licsalweb.dpi.state.nc.us/licsal/salary/documents/FY20XX_fund.txt">https://licsalweb.dpi.state.nc.us/licsal/salary/documents/FY20XX_fund.txt</a> Fund code definitions are online at: <a href="http://www.ncpublicschools.org/docs/fbs/finance/reporting/coa/20XX/fundcodes.pdf">http://www.ncpublicschools.org/docs/fbs/finance/reporting/coa/20XX/fundcodes.pdf</a> . 2nd Digit - Grant Year of Funds - Used to designate the Grant Year for funds as DPI moves to Grant Year Accounting. <b>NOTE:</b> For FY 2024, PSUs will code X in the Grant Year position.
10	PURPOSE	AN	5	<b>51100</b> Field expanded to 5 with the new digit on the end.	Purpose code text file is online at: <a href="https://licsalweb.dpi.state.nc.us/licsal/salary/documents/FY2018_purpose.txt">https://licsalweb.dpi.state.nc.us/licsal/salary/documents/FY2018_purpose.txt</a> Purpose code definitions are online at: <a href="http://www.ncpublicschools.org/docs/fbs/finance/reporting/coa/2018/purposesummary.pdf">http://www.ncpublicschools.org/docs/fbs/finance/reporting/coa/2018/purposesummary.pdf</a> . <b>Default last position in Purpose Code to 0.</b>

North Carolina Department of Public Instruction  
Uniform Education Reporting System (UERS) - File Layout for LEA Payroll Summary Records

Field #	Field Name	Type	Size Limit	Sample Content	Special Characteristics
11	PROGRAM (PRC)	AN	4	<p><b>0050</b> Field expanded to 4 with the new digit in the front.</p>	<p>Program Report Code (PRC) text file is online at: <a href="https://licsalweb.dpi.state.nc.us/licsal/salary/documents/FY20XX_prc.txt">https://licsalweb.dpi.state.nc.us/licsal/salary/documents/FY20XX_prc.txt</a> PRC definitions are online at: <a href="http://www.ncpublicschools.org/docs/fbs/finance/reporting/coa/20XX/programreportcodes.pdf">http://www.ncpublicschools.org/docs/fbs/finance/reporting/coa/20XX/programreportcodes.pdf</a>. <b>Default first position in PRC Code to 0.</b></p>
12	OBJECT	AN	5	<p><b>01210</b> Field expanded to 5 with one new digit in front and the other new digit at the end.</p>	<p>Object code text file is online at: <a href="https://licsalweb.dpi.state.nc.us/licsal/salary/documents/FY20XX_object.txt">https://licsalweb.dpi.state.nc.us/licsal/salary/documents/FY20XX_object.txt</a> Object code definitions are online at: <a href="http://www.ncpublicschools.org/docs/fbs/finance/reporting/coa/20XX/objectsummary.pdf">http://www.ncpublicschools.org/docs/fbs/finance/reporting/coa/20XX/objectsummary.pdf</a> <b>NOTE:</b> Currently, vendor Munis specific coding for Y, 1st digit defines the account type: 1xxxx- Assets; 2xxxx - Liabilities; 3xxxx - Equity; 4xxxx- Revenue; 5xxxx- Expense Traditional objects in digits 2-5 of expense. <b>Default the first and last positions in the Object Code to 0.</b></p>
13	LOCATION CODE	AN	5	<p><b>31000</b> Field expanded to 5 with the new digits on the end.</p>	<p>Location Code - The codes assigned to a school by the DPI and must begin with 0, 3, 4, 5, 6 or 8. School numbers from EDDIE. Includes special site codes not in EDDIE: 00000 – Schoolwide Expenditures 81000 – Central Office 82000 - Warehouse 83000 – Fiscal Agent 84000 – Special Programs 85000 – Charter School 86000 – Non-ADM Student 88800 – Workers Comp <b>NOTE:</b> If the location code is not valid in EDDIE or one of the special codes listed above, the LEA is subject to UERS compliance findings. <b>Default the last two positions in the Location Code to 00.</b></p>

North Carolina Department of Public Instruction  
Uniform Education Reporting System (UERS) - File Layout for LEA Payroll Summary Records

Field #	Field Name	Type	Size Limit	Sample Content	Special Characteristics
14	DEPARTMENT	AN	3	000	PSU DEFINED Department codes used to indicate Budget Manager or Supervisor. (Allow for sub-department or meet federal coding. Funds that the Schools control directly will have a SCH-SCH combination. Funds that are for the Schools but controlled by a central office department will have a SCH-DEPT code combination. Funds controlled by Central Services could also carry a 000-SCH/DEPT code combination depending on type of expenditure. Default Department Code to 000.
15	LEVEL	AN	2	00	DPI Defined for Future Use. Indicates type of expenditures: school level, system wide or Central Office. Default Level Code to 00.
16	COST CENTER	AN	3	000	DPI Defined for Future Use. Used to track program cost across multiple PRCs and Objects when needed. Codes 100-499 reserved for DPI use. PSUs may use codes 500+ for local use. PSUs may use codes 500+ for local use. Default Cost Center Code to 000.
17	PROJECT CODE	AN	5	00000	PSU DEFINED Used to categorize expenditures by locally defined programs. Replaces the previous Local Use 2 code. Ex. Can be used to help capture the costs for major initiatives such as 1-on-1 Laptop project (17), etc. Default Level Code to 00000.
18	YTD DAYS EMPLOYED	N	5	10750	Numeric value with 2 decimal places. The decimal is implied. The number of calendar days an employee has been employed year-to-date. For example, PP06 reporting, the total number of days the employee has been employed since July 1, 20XX thru December 31, 20XX.

North Carolina Department of Public Instruction  
Uniform Education Reporting System (UERS) - File Layout for LEA Payroll Summary Records

Field #	Field Name	Type	Size Limit	Sample Content	Special Characteristics
19	TOTAL DAYS YEAR	N	5	21500	Numeric value with 2 decimal places. The decimal is implied. 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.
20	YTD HOURS WORKED	N	6	102500	Numeric value with 2 decimal places. The decimal is implied. 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.
21	TOTAL HOURS YEAR	N	6	102500	Numeric value with 2 decimal places. The decimal is implied. 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.
22	PERCENT EMPLOYED	N	5	10000	Numeric value with 2 decimal places. The decimal is implied. Percent of PAYLINE GROSS an employee will receive. Hourly employees are always 100% employed. Examples: 2/3 employment = 06667, 3/4 employed = 07500, full-time employment = 10000.
23	PAYLINE GROSS	N	9	400000	Numeric value with 2 decimal places. Certified or authorized BUDGETED monthly salary for each BUDGET CODE. Hourly and daily rate of pay positions shall be blank.
24	YTD GROSS PAY	N	9	1850000	Numeric value with 2 decimal places. The decimal is implied. 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.

North Carolina Department of Public Instruction  
Uniform Education Reporting System (UERS) - File Layout for LEA Payroll Summary Records

Field #	Field Name	Type	Size Limit	Sample Content	Special Characteristics
25	PAY PERIOD	N	2	06	MM format. Month of the fiscal year in which the payment is made.(i.e. July is 01, June 29 is 12, June 30 is 13, etc.)  Special Characteristics MM format. Last time, the employee was paid using the budget code. For example, in the November data file submission, if the last time the employee was paid from the budget code/location/percent employed key, was period 02 (August), 02 should be reported in the Pay Period field. (July is 01, June 29 is 12, June 30 is 13, etc.)
26	UID	N	10	9876543210	Indicates a single state level identifier associated with every staff member that participates in the NC education system at any point in time.
27	POSITION ID	N	9	123456789	Unique 'number' that identifies the budgeted position number whether filled or vacant.
28	YTD R7 ABSENCES	N	5	2000	Numeric value with 2 decimal places. The decimal is implied. 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.
29	YTD PERSONAL ABSENCES	N	5	1000	Numeric value with 2 decimal places. The decimal is implied. The total number of fixed absence days, year to date from the first pay period employed through the current reporting pay period. (Reason 03)
30	YTD UNAPPROVED ABSENCES	N	9	12500	Numeric value with 2 decimal places. The decimal is implied. 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)
31	YEAR-ROUND SCHOOL FLAG	AN	1	Y	Blank = School is not designated as year-round. Y = School designated as year-round

North Carolina Department of Public Instruction  
Uniform Education Reporting System (UERS) - File Layout for LEA Payroll Summary Records

Field #	Field Name	Type	Size Limit	Sample Content	Special Characteristics
32	EMPLOYEE TYPE	N	2	10	Indicates if employee is a 10-month, 11-month or 12-month employee. 10 = 10-month employee 11 = 11-month employee 12 = 12-month employee
33	FISCAL YEAR	N	4	2024	Indicated the Fiscal Year in which the payment is made. CCYY format

235

Legend

- A Alpha
- AN Alpha-numeric
- N Numeric

- Notes
1. The summary file should include one record for each budget code, percent employed, and school summarized from the detail salary file.
  2. If the budget code or school is changed from prior records, a new summary record with zero amounts needs to be sent.
  3. If the days employed from a prior pay period is adjusted the YTD hours needs to show the adjustment.

# Appendix D: Summary Payroll File Overview

North Carolina Department of Public Instruction  
Uniform Education Reporting System  
LEA Payroll Summary Record Layout

## LEA Payroll Summary Record Layout

**General Statute:** GS115C-12 (18) (b)

**Please Note:** NCDPI's financial systems are changing as part of the School Business Systems Modernization initiative; therefore, these requirements are subject to change.

### Overview:

Summary payroll activity throughout the fiscal year. Payroll information is collected from Public School Systems for reporting, analysis and compliance. Data is interfaced into NCDPI's Salary Compliance System to validate employees are paid in compliance with State and Federal laws. LEAs can review the results via reports on DPI's Licensure/Salary website.

### File Characteristics:

**File Name:** UERN-CCYYMMDDHHMMSS-00-4214-SumXX-LEApaysum.txt

Where: Date and Time stamp = CCYYMMDDHHMMSS

XX = Processing Period (01 = July.....12 = June 29, 13 = June 30)

LEA = LEA #

**Frequency:** Monthly

**File Type:** Text, Pipe (|) delimited

**Bytes:** 235

**Formatting Notes:** Negative amounts are designated with the '-' preceding the amount.

Example: -150000 for credit balance of \$1,500.00

### Example:

1|87000|123456789|HEATH|MARIA|C||1X|51100|0010|01230|31400|000|00|000|00000|10750|21500||10000|400000|1850000|06|9876543210|123456789|2000|1000||Y|11|2024

1|87000|123456789|GRAY|KATHLEEN|C||1X|51100|0010|01230|31400|000|00|000|00000|10750|21500||10000|400000|1850000|06|9876543210|123456789|2000|1000||Y|10|2024

NCDPI Finance Team

# Appendix E: Detail Payroll File Specifications

North Carolina Department of Public Instruction  
Uniform Education Reporting System (UERS) - File Layout for Payroll Detail Records

## LEA Payroll Detail Record Layout

Please Note: NCDPI's financial systems are changing as part of the School Business Systems Modernization initiative; therefore, these requirements are subject to change.

Field #	Field Name	Type	Size Limit	Sample Content	Special Characteristics
1	RECORD CODE	N	1	1	Code 1 = current fiscal year transaction; Code 3 = prior fiscal year transaction; Code 7 = separate voucher to repay an employee payroll deduction taken in error
2	UNIT NUMBER	AN	5	02000	Alphanumeric code assigned to a Local School Administrative Unit by the Department of Public Instruction (DPI). Always display the leading zero for LEA numbers with leading zero. NOTE: Currently the Unit numbers are 3 digit; however, there are discussions regarding expanding in the next few years to use the Federal ID. The additional digits will be placed at the end of the current unit number, 020XX. Default the last two positions in the Unit Code to 00.
3	TRANSACTION CODE	A	1	V	Blank = regular payment V = voided payment NOTE: Do not report the voucher if the check is written and voided in the same month.
4	VOUCHER NUMBER	N	8	00123456	Check number/deposit number
5	VOUCHER SEQUENCE	N	3	000	DPI Defined for Future Use. Default to 000
6	VOUCHER DATE	N	8	06302018	MMDDCCYY format. For payment voucher or direct deposit, it is the calendar date for the payment. VOUCHER DATE is ALWAYS the original voucher date, even for voids.
7	SOCIAL SECURITY NUMBER	AN	9	123456789	Required field shall not be zeroes or blanks. Do not use hyphens.
8	EMPLOYEE LAST NAME	A	30	Adams	Shall not be blank or null
9	EMPLOYEE FIRST NAME	A	30	Sam	Shall not be blank or null

North Carolina Department of Public Instruction  
Uniform Education Reporting System (UERS) - File Layout for Payroll Detail Records

Field #	Field Name	Type	Size Limit	Sample Content	Special Characteristics
10	EMPLOYEE MIDDLE NAME	A	30	Tom	May be blank
11	SUFFIX	A	4	Jr	Blank = No suffix
	BUDGET CODE				34 position field. BUDGET CODE = FUND, PURPOSE, PROGRAM (PRC), OBJECT, LOCATION, DEPARTMENT, COST CENTER, and PROJECT constitute the new expanded BUDGET CODE. Currently, LEAs may have a longer account string; however, DPI only publishes the COA down to the OBJECT. Beginning July 1, 2023, valid BUDGET CODES down to the Project Code will be published annually in the UNIFORM CHART OF ACCOUNTS (COA). ADDITIONAL NOTE: While PSUs will provide files with the expanded COA, DPI will process the current BUDGET CODE, 11 position field through FY 2024.
12	FUND	AN	2	<b>1X</b> Field expanded to 2. The fund type is in the 1st position and the Grant Year is in the 2nd position	1st Digit of Fund codes accepted for Payroll processing: Code 1 = State; Codes 2,7,& 8 = Local; Code 3 = Federal; and Code 5 = Child Nutrition  Fund code text file is online at: <a href="https://licsalweb.dpi.state.nc.us/licsal/salary/documents/FY20XX_fund.txt">https://licsalweb.dpi.state.nc.us/licsal/salary/documents/FY20XX_fund.txt</a> Fund code definitions are online at: <a href="http://www.ncpublicschools.org/docs/fbs/finance/reporting/coa/20XX/fundcodes.pdf">http://www.ncpublicschools.org/docs/fbs/finance/reporting/coa/20XX/fundcodes.pdf</a> .  2nd Digit - Grant Year of Funds - Used to designate the Grant Year for funds as DPI moves to Grant Year Accounting .  <b>NOTE: Grant Year reporting is required for all FUND 3 (Federal Grants). The X for the grant year segment in Fund 3 must carry a valid # (0 thru 9) to align the expenditures to the grant year allotment and cash being drawn from USED for those grants.</b>
13	PURPOSE	AN	5	<b>51100</b> Field expanded to 5 with the new digit on the end.	Purpose code text file is online at: <a href="https://licsalweb.dpi.state.nc.us/licsal/salary/documents/FY2018_purpose.txt">https://licsalweb.dpi.state.nc.us/licsal/salary/documents/FY2018_purpose.txt</a> Purpose code definitions are online at: <a href="http://www.ncpublicschools.org/docs/fbs/finance/reporting/coa/2018/purposesummary.pdf">http://www.ncpublicschools.org/docs/fbs/finance/reporting/coa/2018/purposesummary.pdf</a> . <b>Default last position in Purpose Code to 0.</b>

North Carolina Department of Public Instruction  
Uniform Education Reporting System (UERS) - File Layout for Payroll Detail Records

Field #	Field Name	Type	Size Limit	Sample Content	Special Characteristics
14	PROGRAM (PRC)	AN	4	<b>0050</b> Field expanded to 4 with the new digit in the front.	Program Report Code (PRC) text file is online at: <a href="https://licsalweb.dpi.state.nc.us/licsal/salary/documents/FY20XX_prc.txt">https://licsalweb.dpi.state.nc.us/licsal/salary/documents/FY20XX_prc.txt</a> PRC definitions are online at: <a href="http://www.ncpublicschools.org/docs/fbs/finance/reporting/coa/20XX/programreportcodes.pdf">http://www.ncpublicschools.org/docs/fbs/finance/reporting/coa/20XX/programreportcodes.pdf</a> . <b>Default first position in PRC Code to 0</b>
15	OBJECT	AN	5	<b>01210</b> Field expanded to 5 with one new digit in front and the other new digit at the end.	Object code text file is online at: <a href="https://licsalweb.dpi.state.nc.us/licsal/salary/documents/FY20XX_object.txt">https://licsalweb.dpi.state.nc.us/licsal/salary/documents/FY20XX_object.txt</a> Object code definitions are online at: <a href="http://www.ncpublicschools.org/docs/fbs/finance/reporting/coa/20XX/objectsummary.pdf">http://www.ncpublicschools.org/docs/fbs/finance/reporting/coa/20XX/objectsummary.pdf</a> <b>NOTE: Currently, vendor Munis specific coding for Y, 1st digit defines the account type: 1xxxx- Assets; 2xxxx - Liabilities; 3xxxx - Equity; 4xxxx- Revenue; 5xxxx- Expense Traditional objects in digits 2-5 of expense.</b> <b>Default the first and last positions in the Object Code to 0.</b>
16	LOCATION CODE	AN	5	<b>31000</b> Field expanded to 5 with the new digits on the end.	Location Code - The codes assigned to a school by the DPI and must begin with 0, 3, 4, 5, 6 or 8. School numbers from EDDIE. Includes special site codes not in EDDIE: <b>00000</b> – Schoolwide Expenditures <b>81000</b> – Central Office <b>82000</b> - Warehouse <b>83000</b> – Fiscal Agent <b>84000</b> – Special Programs <b>85000</b> – Charter School <b>86000</b> – Non-ADM Student <b>88800</b> – Workers Comp <b>NOTE: If the location code is not valid in EDDIE or one of the special codes listed above, the LEA is subject to UERS compliance findings.</b> <b>Default the last two positions in the Location Code to 00.</b>

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Field #	Field Name	Type	Size Limit	Sample Content	Special Characteristics
17	DEPARTMENT	AN	3	000	PSU DEFINED Department codes used to indicate Budget Manager or Supervisor. (Allow for sub-department or meet federal coding. Funds that the Schools control directly will have a SCH-SCH combination. Funds that are for the Schools but controlled by a central office department will have a SCH-DEPT code combination. Funds controlled by Central Services could also carry a 000-SCH/DEPT code combination depending on type of expenditure. Default Department Code to 000.
18	LEVEL	AN	2	00	DPI Defined for Future Use. Indicates type of expenditures: school level, system wide or Central Office. Default Level Code to 00.
19	COST CENTER	AN	3	000	DPI Defined for Future Use. Used to track program cost across multiple PRCs and Objects when needed. Codes 100-499 reserved for DPI use. PSUs may use does 500+ for local use. Default Cost Center Code to 000.
20	PROJECT CODE	AN	5	00000	PSU Defined. Used to categorize expenditures by locally defined programs. Replaces the previous Local Use 2 code. Ex. Can be used to help capture the costs for major initiatives such as 1-on-1 Laptop project (17), etc. Default Level Code to 00000.
21	DAYS IN PAY PERIOD	N	4	2150	Numeric value with 2 decimal places. The decimal is implied. For monthly payrolls, value will be between 20 and 24 depending upon the number of work days in the pay period. For some types of employees, the DAYS IN THE PAY PERIOD will vary from pay period to pay period. This field should always have a value, even if it is 0000.
22	DAYS EMPLOYED	N	4	2150	Numeric value with 2 decimal places. The decimal is implied. The number of calendar days an employee is employed in the pay period. This field should always have a value, even if it is 0000.

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Field #	Field Name	Type	Size Limit	Sample Content	Special Characteristics
23	DAYS PAID	N	4	1950	Numeric value with 2 decimal places. The decimal is implied. System calculation is the number of DAYS EMPLOYED minus the total number of ABSENCE DAYS without pay (absence codes 7, 17, 37). This field should always have a value, even if it is 0000.
24	REGULAR HOURS PAID	N	5	3500	Numeric value with 2 decimal places. The decimal is implied. Specifies the hours worked by an hourly employee. Salaried employees shall be blank. <b>NEW</b>
25	HOURS IN PAY PERIOD	N	5	14000	Numeric value with 2 decimal places. The decimal is implied. Specifies the budgeted hours to be worked by an hourly employee. Salaried employees shall be blank.
26	PERCENT EMPLOYED	N	5	10000	Numeric value with 2 decimal places. The decimal is implied. Percent of PAYLINE GROSS an employee will receive. Hourly employees are always 100% employed. Examples: 2/3 employment = 06667, 3/4 employed = 07500, full-time employment = 10000.
27	PAYLINE GROSS	N	9	400000	Numeric value with 2 decimal places. Certified or authorized BUDGETED monthly salary for each BUDGET CODE. Hourly and daily rate of pay positions shall be blank.
28	GROSS PAY	N	9	1850000	Numeric value with 2 decimal places. The decimal is implied. Employee's salary after all pay adjustments.
29	NET PAY	N	9	1850000	Numeric value with 2 decimal places. The decimal is implied. GROSS PAY minus all statutory and miscellaneous deductions.
30	OTHER ADJUSTMENT AMOUNT	N	9	-10000	Numeric value with 2 decimal places. The decimal is implied. Specific monetary adjustments other than prior period adjustments. Examples: docks and monetary adjustments for absences taken in error. Can be negative or positive.
31	PRIOR PERIOD ADJUSTMENT AMOUNT	N	9	10000	Numeric value with 2 decimal places. The decimal is implied. Any specific adjustment to correct the amount paid (usually payline gross) for prior pay periods within the current fiscal year which does not involve additional time paid. This can be negative or positive.
32	YEAR ROUND SCHOOL FLAG	AN	1	Y	Blank = School is not designated as year-round. Y = School designated as year-round

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Field #	Field Name	Type	Size Limit	Sample Content	Special Characteristics
33	PAY PERIOD	N	2	06	MM format. Month of the fiscal year in which the payment is made.(i.e. July is 01, June 29 is 12, June 30 is 13, etc.)
34	UID	N	10	9876543210	Indicates a single state level identifier associated with every staff member that participates in the NC education system at any point in time.
35	POSITION ID	N	9	123456789	Unique 'number' that identifies the position.
36	PAY FREQUENCY IND	A	1	M	Indicates how often this payment is generated for this employee. W = Weekly Pay B = Bi-Weekly Pay S = Semi-Monthly Pay M = Monthly Pay O = One-Time Pay (includes all miscellaneous pay)
	ABSENCE CODES/DAYS				2 digit numeric absence reason code. 4 digit numeric days code with 2 decimal places. The decimal is implied. (Between 0 and 8 occurrences of each, so 48 total). CODE specifies the type of absence (sick, personal leave, annual leave, absence without pay). DAYS represents the number of days absent with 2 decimal places. Decimal is implied.
37	CODE 1	N	2	07	
38	DAYS 1	N	4	0100	
39	CODE 2	N	2		
40	DAYS 2	N	4		
41	CODE 3	N	2		
42	DAYS 3	N	4		
43	CODE 4	N	2		
44	DAYS 4	N	4		
45	CODE 5	N	2		
46	DAYS 5	N	4		
47	CODE 6	N	2		
48	DAYS 6	N	4		
49	CODE 7	N	2		
50	DAYS 7	N	4		
51	CODE 8	N	2		
52	DAYS 8	N	4		

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Field #	Field Name	Type	Size Limit	Sample Content	Special Characteristics
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Legend

- A Alpha
- AN Alpha-numeric
- N Numeric

# Appendix F: Detail Payroll File Overview

North Carolina Department of Public Instruction  
Uniform Education Reporting System  
Payroll Detail Record Layout

## Payroll Detail Record Layout

**General Statute:** GS115C-12 (18) (b)

**Please Note:** NCDPI's financial systems are changing as part of the School Business Systems Modernization initiative; therefore, these requirements are subject to change.

### Overview:

Payroll information is collected from Public School Systems for reporting, analysis and compliance. Data is interfaced into NCDPI's Salary Compliance System to validate employees are paid in compliance with State and Federal laws. LEAs can review the results via reports on DPI's Licensure/Salary website. Millions of dollars in refunds are processed annually based on non-compliance.

### File Characteristics:

**File Name:** UERN-CCYYMMDDHHMMSS-00-4213-PayXX-LEApayroll.txt

Where: Date and Time stamp = CCYYMMDDHHMMSS

XX = Processing Period (01 = July.....12 = June 29, 13 = June 30)

LEA = LEA #

**Frequency:** When Payroll is generated (generally once or twice a month). Also, when Payroll corrections are made in the Vendor system after the initial checks/vouchers have been written.

**File Type:** Text, Pipe (|) delimited

**Bytes:** 306

**Formatting Notes:** Negative amounts are designated with the '-' preceding the amount.

Example: -150000 for credit balance of \$1,500.00

### Example:

```
1|87000||12345678|000|09232022|123456789|HEATH|MARIA|CAROLINE||1x|51100|0010|01230|31400|000|000|00000|2150|2150|2150||  
10000|540000|540000|331483||-15000 |Y| 03| 5991134669|123456789|M|07|0100||||||||||
```

NCDPI Finance Team

## Appendix G: Calculator Error Messages

The following error messages are used with both salary calculators. This error message may appear on the exception list as well to provide guidance on the exception.

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

## Appendix H: DPI Work Day Calendar FY 2025

Work day calendar is used in determining calendar type and in the YTD months experience calculation.

Educator Work Days Calendar for FY 2025 Description ALL							
Fiscal Year	Pay Period	Start Date	End Date	Work Days	Educator Calendar Type Id	Description	Type
2025	1	7/1/2024	7/31/2024	23	1	Variable	Variable
2025	2	8/1/2024	8/31/2024	22	1	Variable	Variable
2025	3	9/1/2024	9/30/2024	21	1	Variable	Variable
2025	4	10/1/2024	10/31/2024	23	1	Variable	Variable
2025	5	11/1/2024	11/30/2024	21	1	Variable	Variable
2025	6	12/1/2024	12/31/2024	22	1	Variable	Variable
2025	7	1/1/2025	1/31/2025	23	1	Variable	Variable
2025	8	2/1/2025	2/28/2025	20	1	Variable	Variable
2025	9	3/1/2025	3/31/2025	21	1	Variable	Variable
2025	10	4/1/2025	4/30/2025	22	1	Variable	Variable
2025	11	5/1/2025	5/31/2025	22	1	Variable	Variable
2025	12	6/1/2025	6/30/2025	21	1	Variable	Variable
2025	1	7/1/2024	7/31/2024	21.5	2	Fixed	Fixed
2025	2	8/1/2024	8/31/2024	21.5	2	Fixed	Fixed
2025	3	9/1/2024	9/30/2024	21.5	2	Fixed	Fixed
2025	4	10/1/2024	10/31/2024	21.5	2	Fixed	Fixed
2025	5	11/1/2024	11/30/2024	21.5	2	Fixed	Fixed
2025	6	12/1/2024	12/31/2024	21.5	2	Fixed	Fixed
2025	7	1/1/2025	1/31/2025	21.5	2	Fixed	Fixed
2025	8	2/1/2025	2/28/2025	21.5	2	Fixed	Fixed
2025	9	3/1/2025	3/31/2025	21.5	2	Fixed	Fixed
2025	10	4/1/2025	4/30/2025	21.5	2	Fixed	Fixed
2025	11	5/1/2025	5/31/2025	21.5	2	Fixed	Fixed
2025	12	6/1/2025	6/30/2025	21.5	2	Fixed	Fixed