

# LicSal: Understanding Months Allocated vs Months Used Report

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**Prepared By:** School Business

**Version Date:** April 25, 2025

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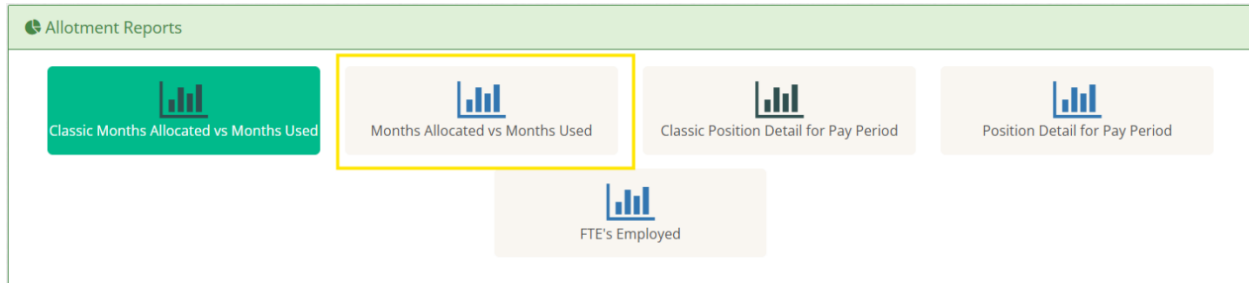
## Purpose

The document is to provide LEAs with a tool to help with understanding Months Allocated vs Months Used report.

## Months Allocated vs Months Used Overview

The Months Allocated vs YTD Months Used report lists the Months Allotted and YTD Months Used per pay period.

The report can be found under Allotment Reports



This report is created for the following categories:

- Position Allotments
  - Classroom Teachers (PRC 0001)
  - Program Enhancements Teachers (PRC 0004)
  - School Health Personnel (PRC 0006)
  - Instructional Support (PRC 0007)
  - Family Support Nurses (PRC 0042)
  - Special Position Allotment (PRC 0096)
- Months Allotments
  - Career Technical Education Months of Employment (PRC 0013)
  - School Bldg Administration (PRC 0005)

The report is displayed in table format for each category, with the following column headers:

- Category
- Allotted
- Months Allotted
- Pay Period
- Reporting Period Months
- YTD Months Used
- Months Available

Category	Allotted	Months Allotted	Pay Period	Reporting Period Months	YTD Months Used	Months Available
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This report can be exported to an excel sheet by clicking the Export to Excel link. The report also displays the number of records is the report

🔍 Months Allocated vs Months Used ( )



📄 [Export to Excel](#)

Classroom Teachers

87 Records

# Months Allocated vs Months Used Columns Explained

## Category

Allotment system description for PRC. See Appendix A for full list.

## Allotted

The total column on the State Allotment - 12 Revision Amount for One Fiscal Year and PRC - Month report in the Allotment system for Career Technical Education-Months of Employment and School Building Administration.

The total column on the State Allotment - 11 Revision Amount for One Fiscal Year and PRC - Position report in the Allotment system for all other categories.

## Months Allotted

The allotted value time ten. School Bldg Administration and Career Technical Education are month allotments the months allotted is equal to the allotted value.

## Pay Period

The period in which the months were used.

## Reporting Period Months

The number of months used during the pay period.

The reporting period months is calculated by subtracting the Previous Pay Period YTD Months Used from the Current Pay Period YTD Months Used.

This value may be negative if the current YTD Months Used is less than previous YTD Months Used. This can occur if pay is reclassified from a position allotment PRC to a non-position allotment PRC. Months in the position allotment PRC will be decrease, thus decreasing reporting months.

Example:

Category	Allotted	Months Allotted	Pay Period	Reporting Period Months	YTD Months Used	Months Available
Classroom Teachers	5377.94	53779.40	1	1473.06	1473.06	52306.34
Classroom Teachers	5377.94	53779.40	2	3852.13	5325.19	48454.21
Classroom Teachers	5377.94	53779.40	3	502.48	5827.67	47951.73
Classroom Teachers	5377.94	53779.40	4	-25.09	5802.58	47976.62

PP	Current YTD Months Used	Minus	Previous Pay Period YTD Months Used	Equals	Reporting Period Months
1	1473.06	-		=	1473.06
2	5325.19	-	1473.06	=	3852.13
3	5827.67	-	5325.19	=	502.48
4	5802.58	-	5827.67	=	-25.09

## YTD Months Used

The number of months used YTD as of the pay period.

The YTD Months used comes from the Months Experience field on the Annualized Salary Summary page.

For details on how Months Experience is calculated, please see Appendix B.

[[ Main Menu | Salary Calculator | Announcements | Rosters | Employment | Exceptions | Leaveure | Annualized Inquiry | Voucher Inquiry ]]

**Annualized Salary Summary**

SNR: [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 RT Absences	YTD STD Absences	YTD Unapproved Absences	YTD Months Exp	Exception Message	Exception Amount
6	15/51100.0001.01210	\$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	6.00000	Over Paid	\$1,844.81

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

For details on how months were used, please view Position Detail report.

**Allotment Reports**

Classic Months Allocated vs Months Used | Months Allocated vs Months Used | Classic Position Detail for Pay Period | **Position Detail for Pay Period** | FTE's Employed

## Months Available

Months Allotted – YTD Months Used

Example:

Classroom Teachers 87 Records

Category	Allotted	Months Allotted	Pay Period	Reporting Period Months	YTD Months Used	Months Available
Classroom Teachers	56.96	569.60	1	3.00	3.00	566.60
Classroom Teachers	56.96	569.60	2	56.00	59.00	510.60
Classroom Teachers	56.96	569.60	3	54.00	113.00	456.60

PP	Months Allotted	Minus	YTD Months Used	Equals	Months Available
1	569.60	-	3	=	566.60
2	569.60	-	59	=	510.60
3	569.60	-	113	=	456.60

## Appendix A: PRC Description

Year	Prc	Description
2025	001	Classroom Teachers
2025	002	Central Office Administration
2025	003	Non-Instructional Support Personnel
2025	004	K-5 Program Enhancement Teachers
2025	005	School Building Administration
2025	006	School Health Personnel-Position
2025	007	Instructional Support Personnel - Certified
2025	008	School Health Personnel Conversion to Dollars
2025	010	Dollars for Certified Personnel
2025	012	Driver Training
2025	013	Career Technical Education - Months of Employment
2025	014	Career Technical Education - Program Support
2025	015	School Technology Fund
2025	016	Summer Reading Camps
2025	017	Career and Technical Education - Program Improvement
2025	019	Small County Supplemental Funding
2025	020	International Faculty Exchange Teachers
2025	022	Advanced Teaching Roles



2025	023	CTE Modernization and Support Grant
2025	024	Disadvantage Students Supplemental Funding
2025	026	McKinney - Vento Homeless Assistance Act
2025	027	Teacher Assistants
2025	029	Behavioral Support
2025	030	Digital Learning Initiative Grant
2025	031	Low Wealth Counties Supplemental Funding
2025	032	Children with Disabilities
2025	034	Academically or Intellectually Gifted
2025	036	Charter Schools
2025	037	Restart and Renewal School Systems
2025	038	"Z" Schools (Regional and Lab Schools)
2025	039	School Safety Grants for School Resource Officers
2025	040	School Safety Grants
2025	042	Child and Family Support Teams - Nurses
2025	043	Child and Family Support Teams - Social Worker and Other
2025	046	Third Grade Read to Achieve Teacher Bonus
2025	047	ESEA Title I, Part D - Neglected & Delinquent (State Agency Programs)
2025	048	Principal and Other Teacher Performance Bonuses
2025	049	IDEA - Section 619 Preschool Grants

2025	050	ESEA Title I, Part A - Basic/Concentration/Education Finance/Targeted Grants
2025	051	ESEA Title I, Part C - Migrant Education Program
2025	052	Extended Learning and Integrated Student Supports (ELISS)
2025	053	Child Nutrition Equipment
2025	054	Limited English Proficiency
2025	055	Cooperative Innovative High Schools
2025	056	Transportation of Pupils
2025	057	LEA Direct Purchase of Replacement School Buses
2025	059	CDC: Improving Health, Academic Achievement, And Well-Being of Students
2025	060	IDEA - Section 611 Grants to States
2025	061	Classroom Materials/Instructional Supplies/Equipment
2025	062	Small County and Low Wealth Signing Bonus for Teachers
2025	063	Children with Disabilities - Special Funds
2025	065	Coding and Mobile Application Grant
2025	066	Teacher Assistant Tuition Reimbursement Program
2025	067	Assistant Principal Interns - MSA Students
2025	069	At-Risk Student Services/Alternative Schools
2025	070	IDEA-Coordinated Early Intervening Services
2025	071	Supplemental Funds for Teacher Compensation
2025	073	School Connectivity

2025	078	Digital Learning Initiative: Digital Literacy Solution
2025	079	Career Technical Education - Education & Workforce Innovation Program
2025	082	IDEA - Special Education State Improvement Grant
2025	083	Career Technical Education - Credential Program Support
2025	085	Literacy Intervention
2025	087	LEA Direct Purchase of Replacement School Buses - Stop Arm Enhancement Fund - Cameras
2025	088	Feminine Hygiene Grant Program
2025	089	Children with Disabilities - Special State Reserve
2025	094	Average Daily Membership (ADM) Growth
2025	095	Special Dollar Allotment
2025	096	Special Position Allotment
2025	101	Sexual Risk Avoidance Education Program
2025	102	School Mental Health Support - Project Aware/Activate
2025	103	ESEA Title II, Part A - Supporting Effective Instruction
2025	104	ESEA Title III, Part A - English Language Acquisition
2025	105	ESEA Title I, Part A - School Improvement - 1003(A) Funds
2025	107	ESEA Title I, Part D - Neglected & Delinquent (PSU Programs)
2025	108	ESEA Title IV, Part A - Student Support & Academic Enrichment Grants
2025	109	ESEA Title V, Part B - Rural and Low-Income Schools
2025	110	Title IV, Part B - 21st Century Community Learning Centers

2025	111	ESEA Title III, Part A - English Language Acquisition (Significant Increase)
2025	114	IDEA - Children with Disabilities - Risk Pool
2025	115	ESEA Title I-School Improvement-Competitive Funds
2025	118	IDEA Special Needs Targeted Assistance
2025	119	IDEA Preschool Targeted Assistance
2025	120	LEA Financed Purchase of School Buses
2025	131	Textbook & Digital Resources
2025	140	ARP - State Fiscal Recovery Fund - School Bus Safety Pilot Program
2025	153	Business System Modernization - LEA Allotment
2025	160	ESEA Title IV, Part C - NC ACCESS Subgrant Program
2025	181	ARP - ESSER III - K-12 Emergency Relief Fund
2025	182	ARP - ESSER III - Public School Unit Supplemental Funding
2025	183	ARP – ESSER III – Homeless I
2025	184	ARP – ESSER III – Homeless II
2025	188	ARP - ESSER III - Summer Career Acceleratory Programs
2025	189	ARP - ESSER III - Math Enrichment Programs
2025	190	ARP - ESSER III - NC Preschool Pyramid Expansion
2025	191	ARP - ESSER III - Grants for Identification and Location of Missing Students
2025	192	ARP - ESSER III - Cyberbullying & Suicide Prevention Grants
2025	193	ARP - ESSER III - Gaggle Grants

2025	194	ARP - ESSER III-Career & Technical Education - Hospitality
2025	195	ARP - ESSER III - District and School Turnaround Grants
2025	196	ARP - ESSER III - STEM Pilot Program
2025	197	ARP - ESSER III - Middle School Reading
2025	198	ARP - ESSER III - NBPTS Certification Fee Reimbursement Program
2025	201	ARP - ESSER III - Educational and Competitive After-School Robotics Grant Program
2025	202	ARP - ESSER III - COVID-19 Student Enrollment Increase
2025	204	ARP - ESSER III - School Psychologists Grant Program
2025	205	ARP - ESSER III - Driver Training
2025	230	Hurricane Relief and Recovery
2025	251	Economically Disadvantaged Public School Support Funds
2025	252	Teacher Apprentice Grant Program
2025	253	Health Career Promotion
2025	254	Increasing Engagement in STEM Grant
2025	256	CTE Home Building Grants
2025	257	Middle School Reading
2025	258	Plasma Games Grant Program

## Appendix B: Months Experience Calculation

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 function 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.

21	Divided By	22	Times	100%	Equals	0.95455
<hr/>		<hr/>		<hr/>		<hr/>
Days Employed Per Pay Period		Calendar Work Days		Percent Employed		Months Experience For Pay Period

### **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

### **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. Function 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



### **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  $18.00/21.50 = 0.837209$

## 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.**

### 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			