NAVIGATING LICSAL

MANEUVERING THROUGH THE ANNUALIZED SALARY AUDIT PROCESS

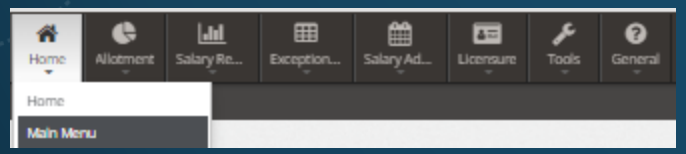
North Carolina Department of PUBLIC INSTRUCTION

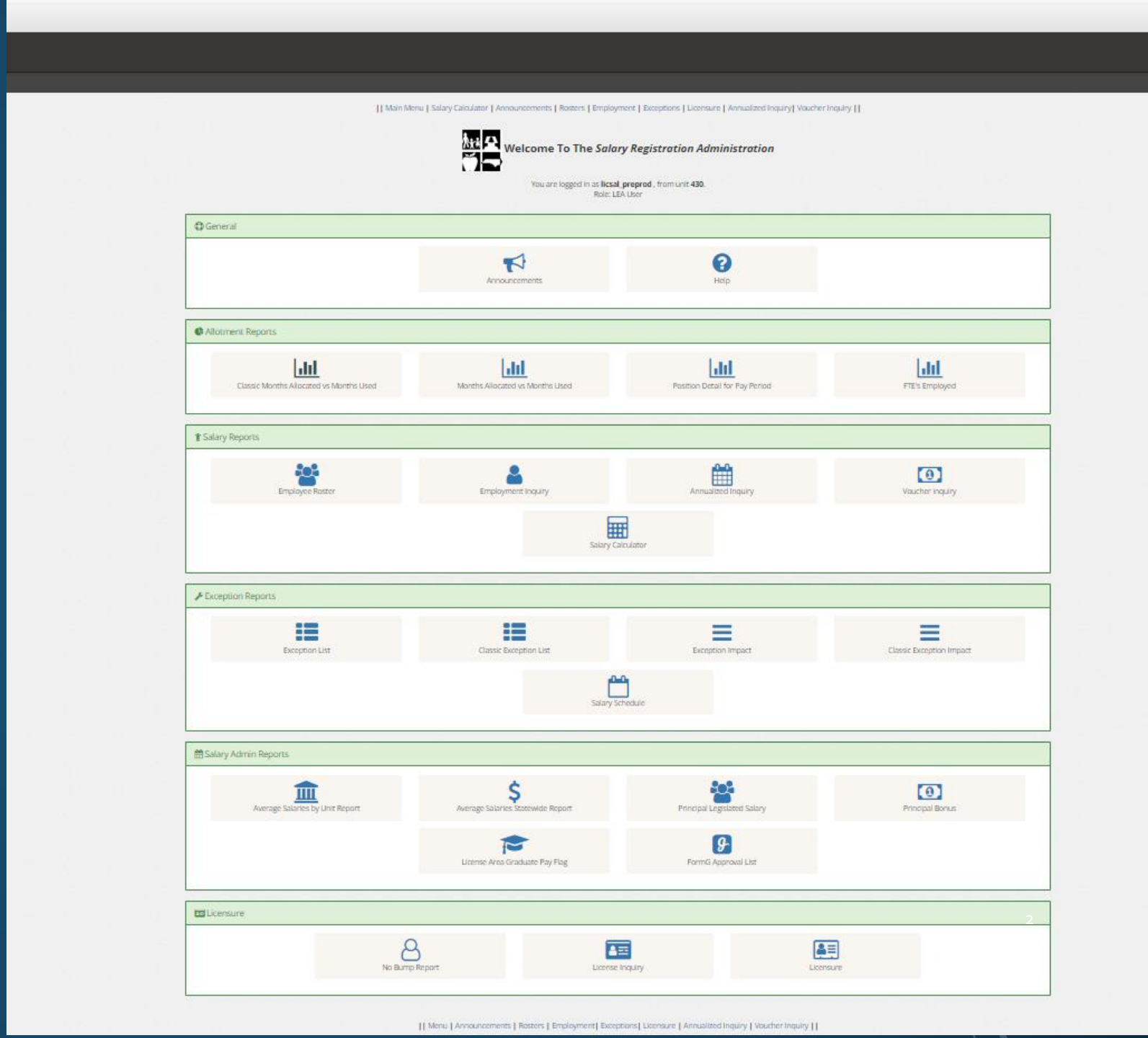
LICSAL MAIN NAVIGATION PAGE

The main navigation page will allow the user to access the following sections in LicSal:

- General
- Allotment Reports
- Salary Reports
- Exception Reports
- Salary Admin Reports
- Licensure

You can also navigate to this page on the tool bar under Home>Main Menu

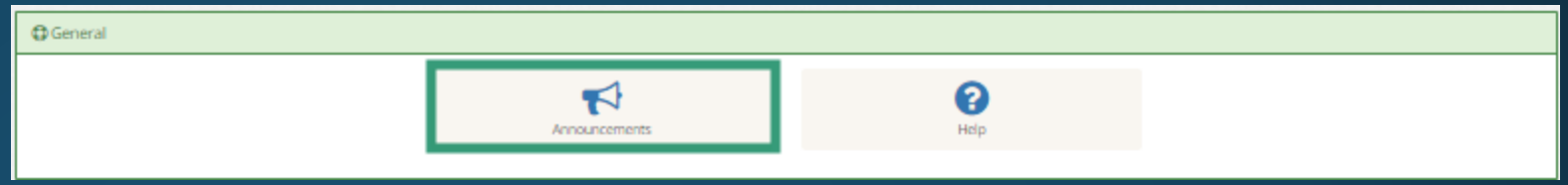


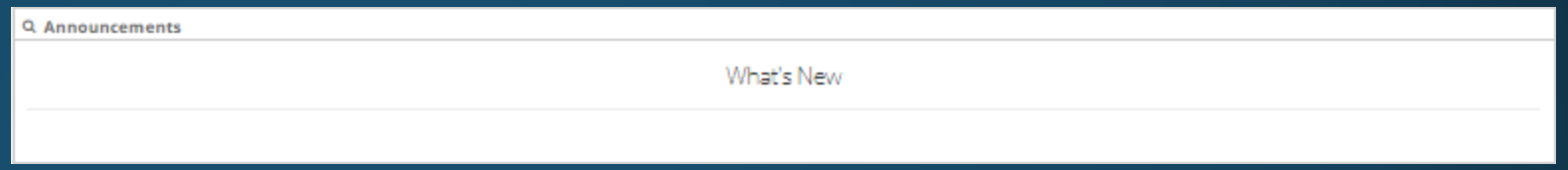


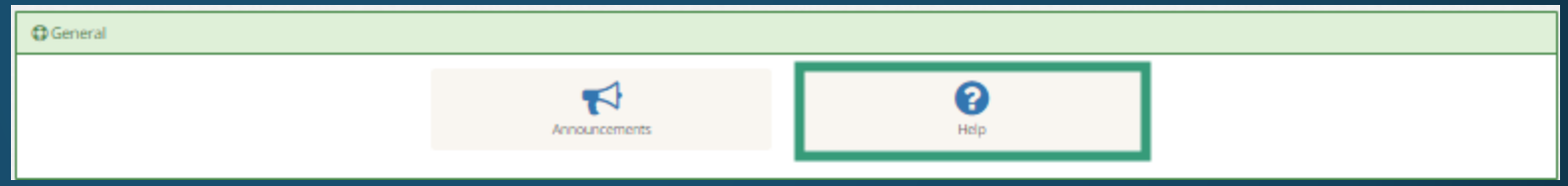
GENERAL SECTION

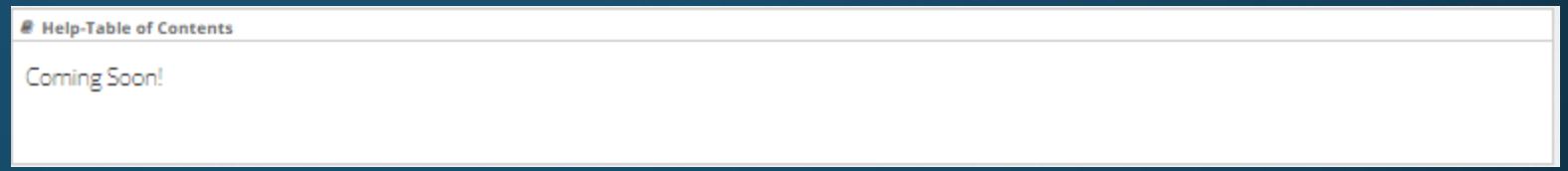
Includes placeholder tabs for future

- Announcements
- Help





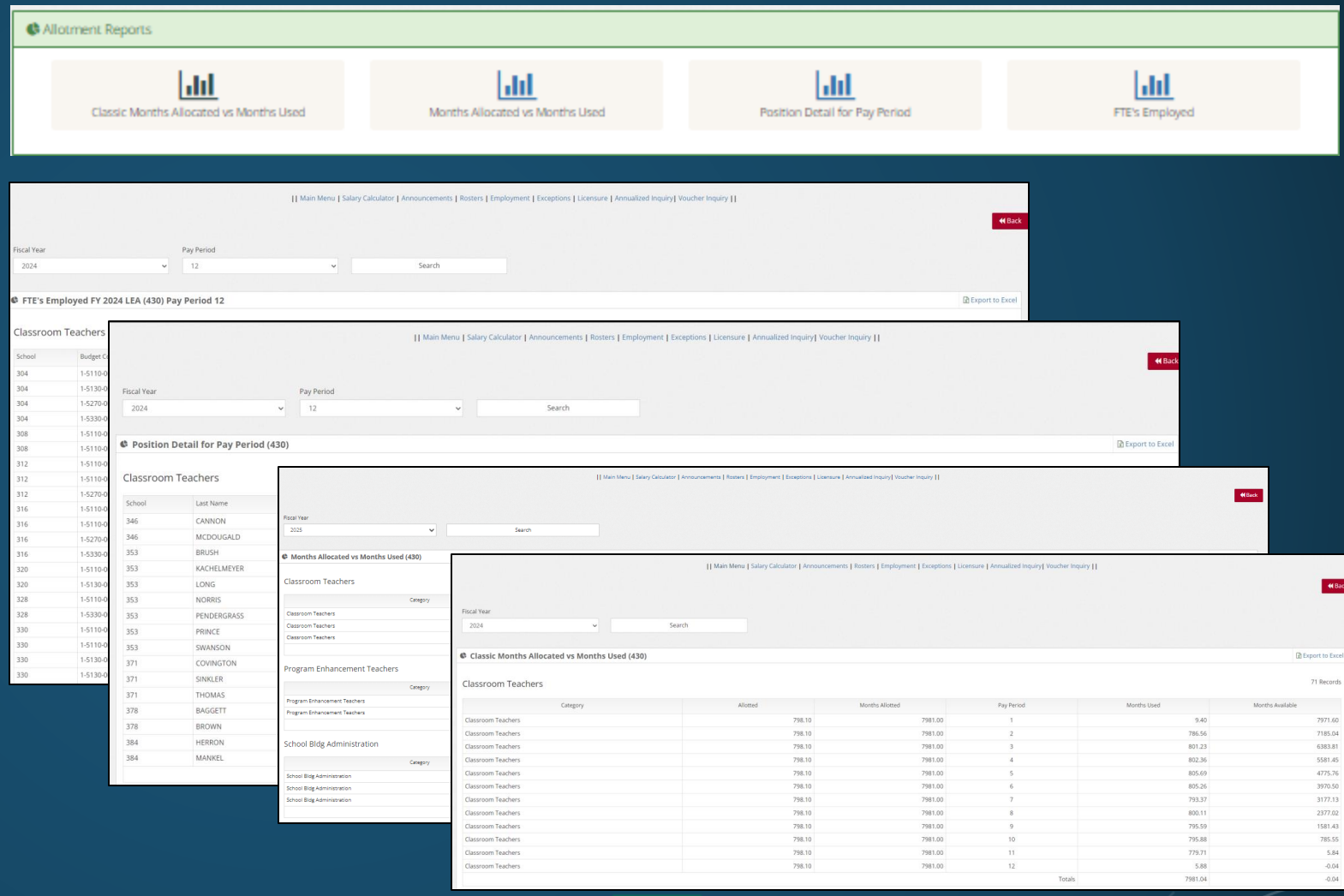




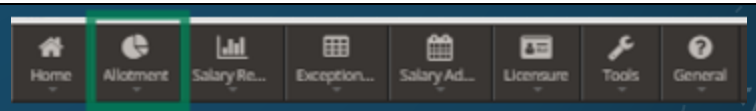
ALLOTMENT REPORTS SECTION

Includes:

- Classic Months Allocated vs. Months Used (up to 2024)
- Months Allocated vs. Months Used (2025)
- Position Detail for Pay Period (up to 2024)
- FTE's Employed (up to 2024)



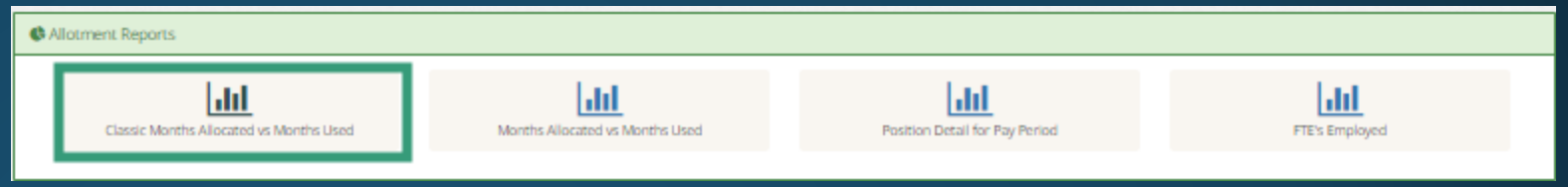
They can also be found on the tool bar under Allotments

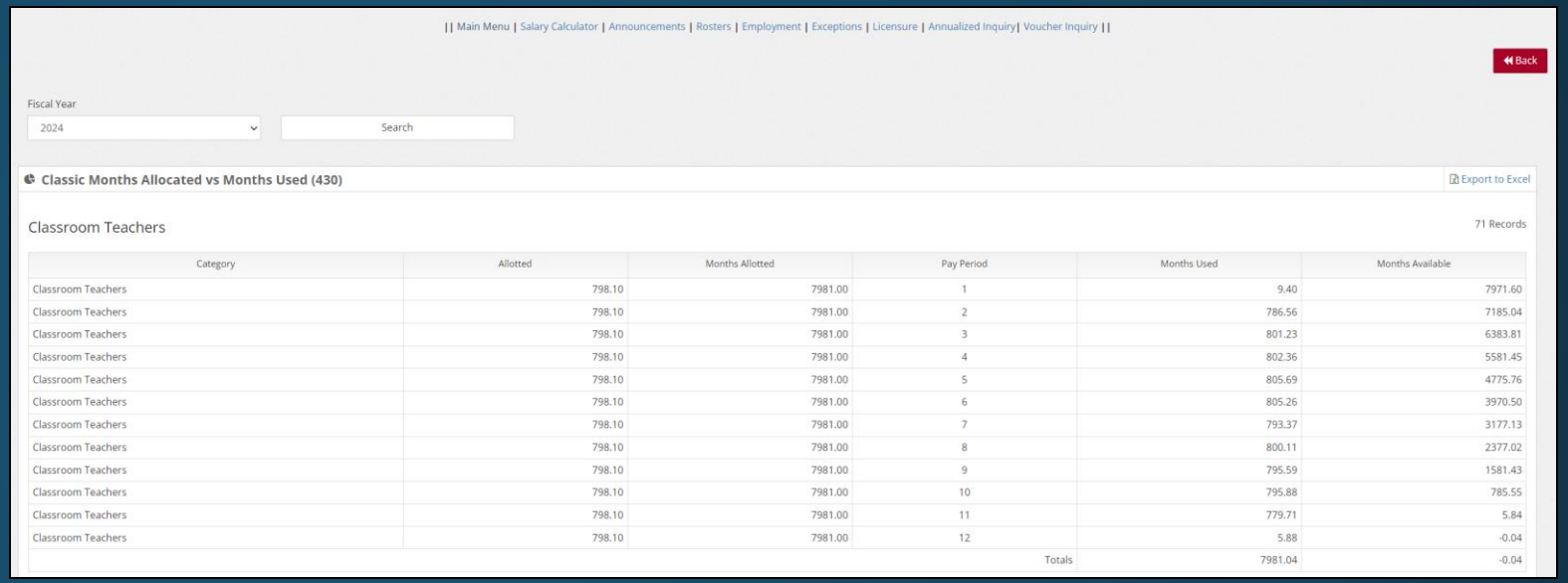


ALLOTMENT REPORTS SECTION

Includes:

- **Classic Months Allocated vs. Months Used (up to 2024)**





Category	Allotted	Months Allotted	Pay Period	Months Used	Months Available
Classroom Teachers	798.10	7981.00	1	9.40	7971.60
Classroom Teachers	798.10	7981.00	2	786.56	7185.04
Classroom Teachers	798.10	7981.00	3	801.23	6383.81
Classroom Teachers	798.10	7981.00	4	802.36	5581.45
Classroom Teachers	798.10	7981.00	5	805.69	4775.76
Classroom Teachers	798.10	7981.00	6	805.26	3970.50
Classroom Teachers	798.10	7981.00	7	793.37	3177.13
Classroom Teachers	798.10	7981.00	8	800.11	2377.02
Classroom Teachers	798.10	7981.00	9	795.59	1581.43
Classroom Teachers	798.10	7981.00	10	795.88	785.55
Classroom Teachers	798.10	7981.00	11	779.71	5.84
Classroom Teachers	798.10	7981.00	12	5.88	-0.04
				Totals	7981.04	-0.04

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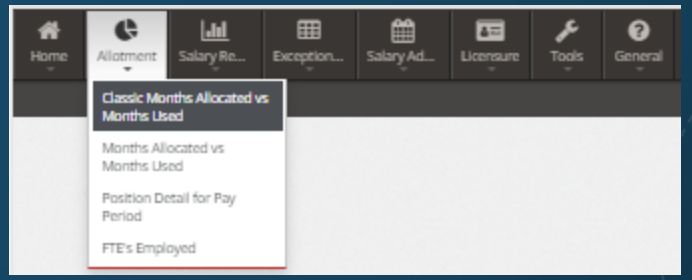

ALLOTMENT REPORTS SECTION

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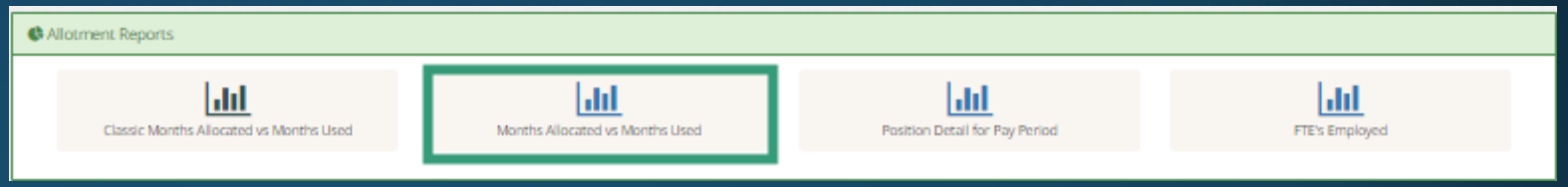
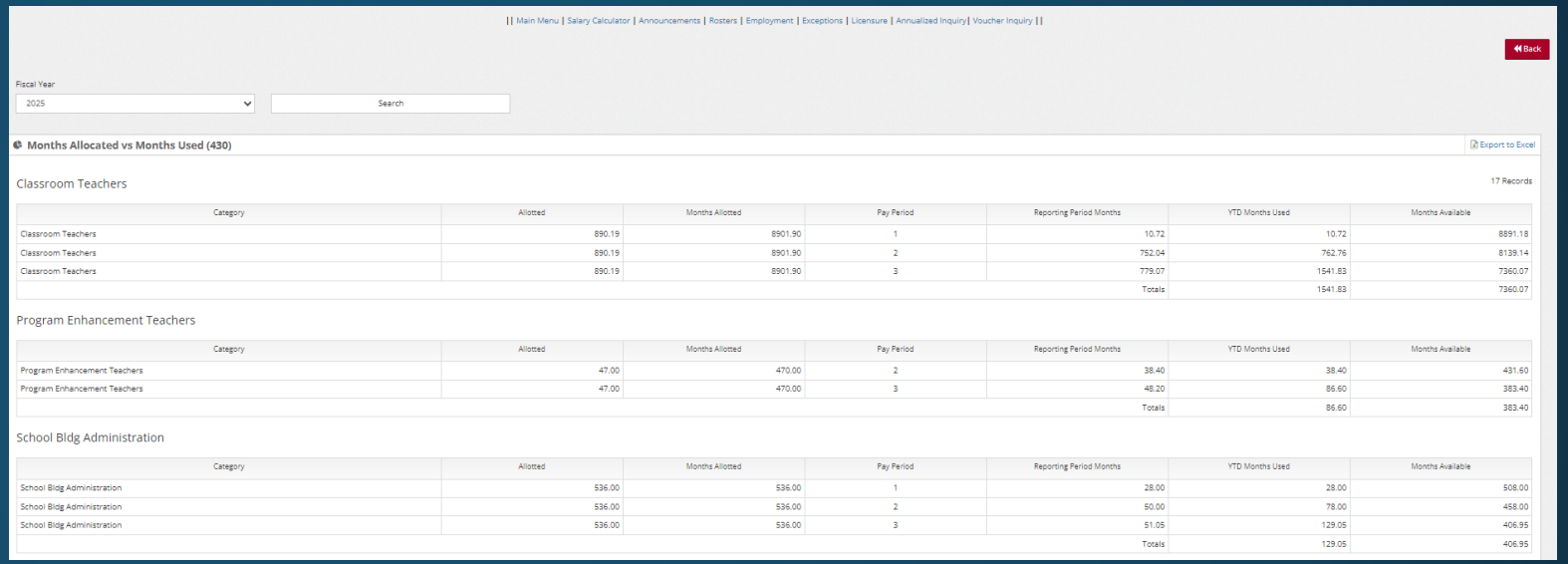
- **Months Allocated vs. Months Used** (2025)





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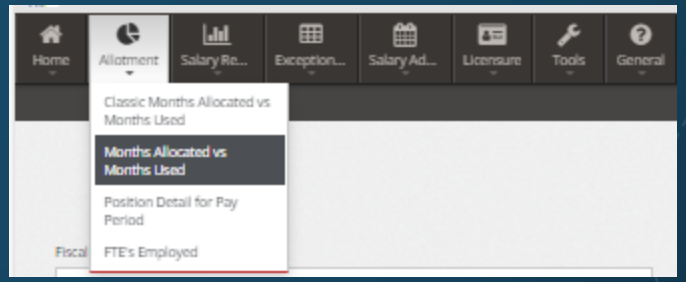
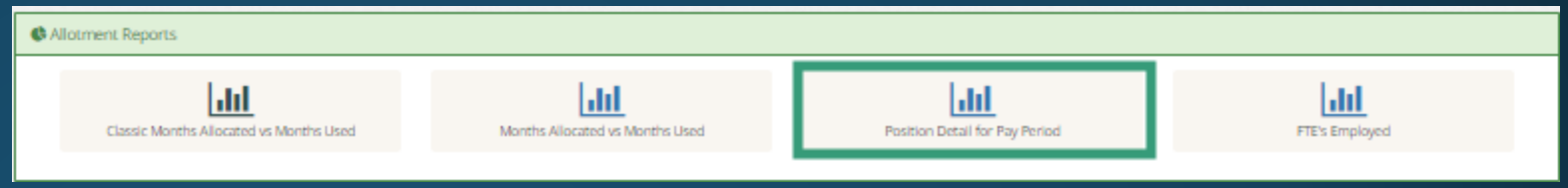
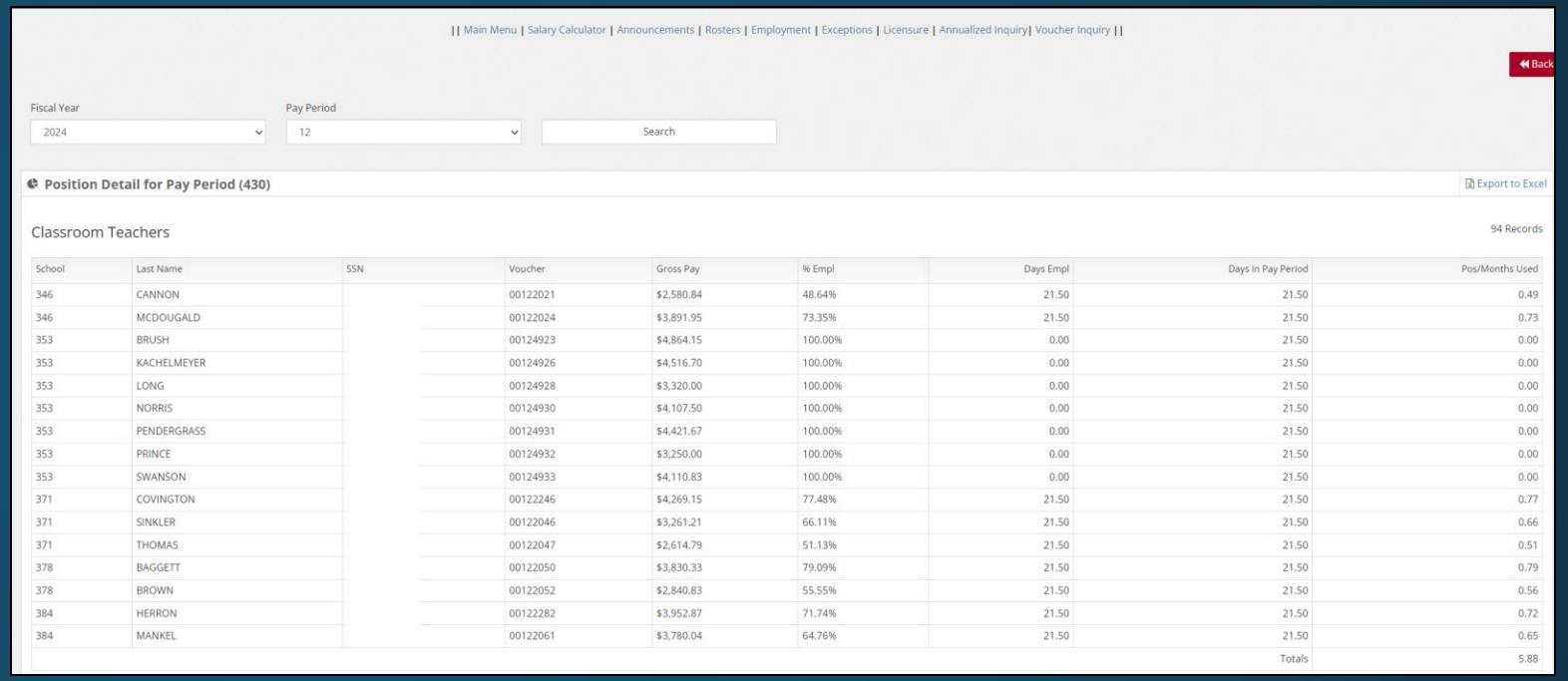


ALLOTMENT REPORTS SECTION

Includes:

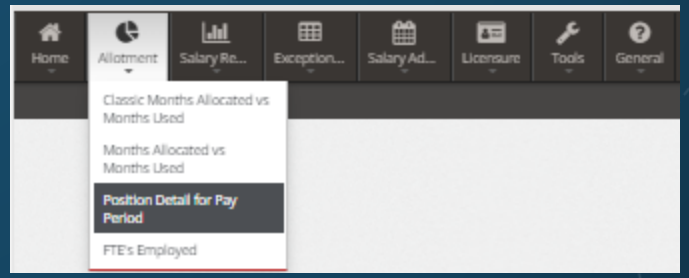
- Classic Months Allocated vs. Months Used (up to 2024)
- Months Allocated vs. Months Used (2025)
- **Position Detail for Pay Period (up to 2024)**





School	Last Name	SSN	Voucher	Gross Pay	% Empl	Days Empl	Days in Pay Period	Pos/Months Used
346	CANNON		00122021	$2,580.84	48.64%	21.50	21.50	0.49
346	MCDOUGALD		00122024	$3,891.95	73.35%	21.50	21.50	0.73
353	BRUSH		00124923	$4,864.15	100.00%	0.00	21.50	0.00
353	KACHELMEYER		00124926	$4,516.70	100.00%	0.00	21.50	0.00
353	LONG		00124928	$3,320.00	100.00%	0.00	21.50	0.00
353	NORRIS		00124930	$4,107.50	100.00%	0.00	21.50	0.00
353	PENDERGRASS		00124931	$4,421.67	100.00%	0.00	21.50	0.00
353	PRINCE		00124932	$3,250.00	100.00%	0.00	21.50	0.00
353	SWANSON		00124933	$4,110.83	100.00%	0.00	21.50	0.00
371	COVINGTON		00122246	$4,269.15	77.48%	21.50	21.50	0.77
371	SINKLER		00122046	$3,261.21	66.11%	21.50	21.50	0.66
371	THOMAS		00122047	$2,614.79	51.13%	21.50	21.50	0.51
378	BAGGETT		00122050	$3,830.33	79.09%	21.50	21.50	0.79
378	BROWN		00122052	$2,840.83	55.55%	21.50	21.50	0.56
384	HERRON		00122282	$3,952.87	71.74%	21.50	21.50	0.72
384	MANKEL		00122061	$3,780.04	64.76%	21.50	21.50	0.65
							Totals	5.88

It can also be found on the tool bar under Allotments



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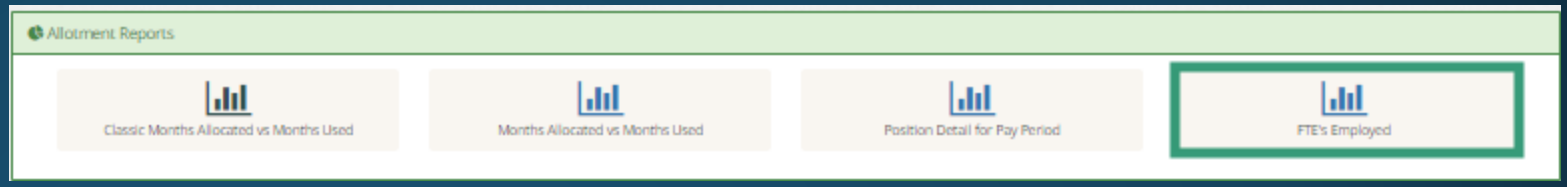

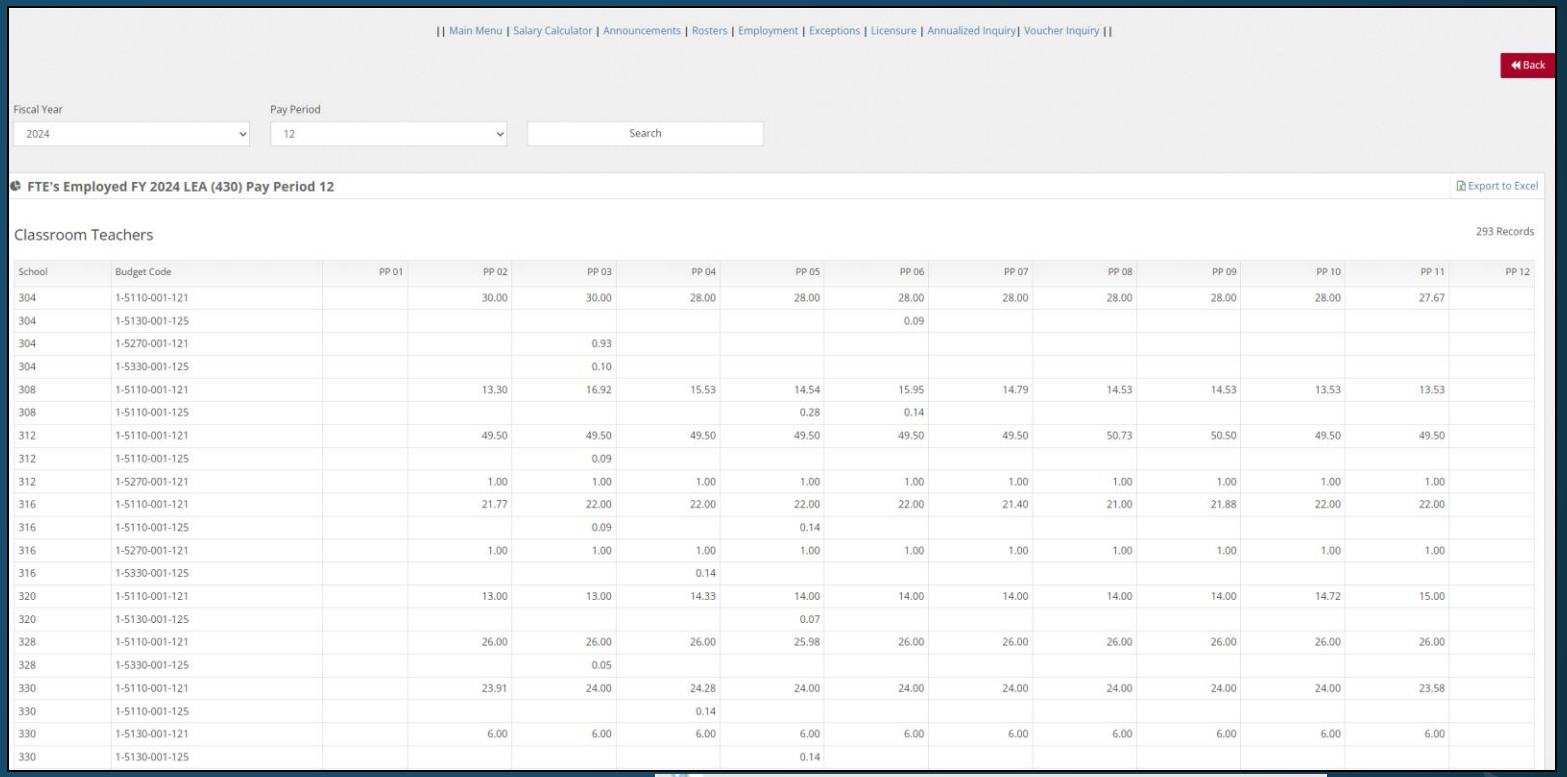

School	Budget Code	PP 01	PP 02	PP 03	PP 04	PP 05	PP 06	PP 07	PP 08	PP 09	PP 10	PP 11	PP 12
304	1-5110-001-121		30.00	30.00	28.00	28.00	28.00	28.00	28.00	28.00	28.00	27.67	
304	1-5130-001-125						0.09						
304	1-5270-001-121			0.93									
304	1-5330-001-125			0.10									
308	1-5110-001-121		13.30	16.92	15.53	14.54	15.95	14.79	14.53	14.53	13.53	13.53	
308	1-5110-001-125					0.28	0.14						
312	1-5110-001-121		49.50	49.50	49.50	49.50	49.50	49.50	50.73	50.50	49.50	49.50	
312	1-5110-001-125			0.09									
312	1-5270-001-121		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	
316	1-5110-001-121		21.77	22.00	22.00	22.00	22.00	21.40	21.00	21.88	22.00	22.00	
316	1-5110-001-125			0.09		0.14							
316	1-5270-001-121		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	
316	1-5330-001-125				0.14								
320	1-5110-001-121		13.00	13.00	14.33	14.00	14.00	14.00	14.00	14.00	14.72	15.00	
320	1-5130-001-125					0.07							
328	1-5110-001-121		26.00	26.00	26.00	25.98	26.00	26.00	26.00	26.00	26.00	26.00	
328	1-5330-001-125			0.05									
330	1-5110-001-121		23.91	24.00	24.28	24.00	24.00	24.00	24.00	24.00	24.00	23.58	
330	1-5110-001-125				0.14								
330	1-5130-001-121		6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	
330	1-5130-001-125					0.14							

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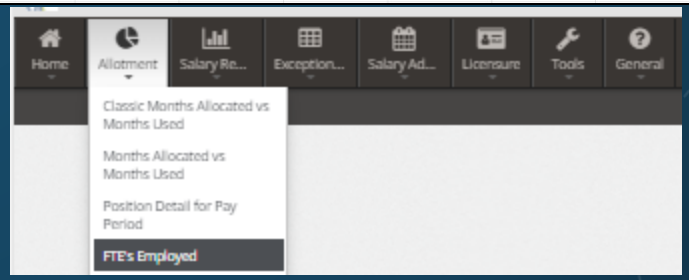
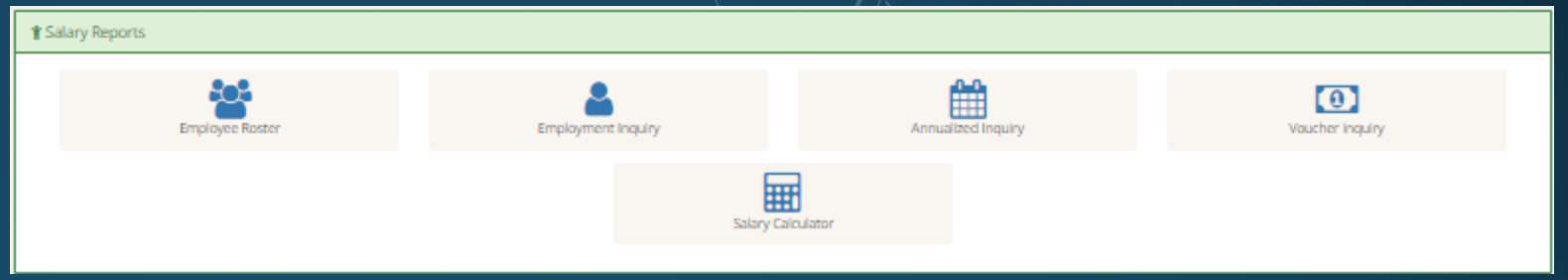
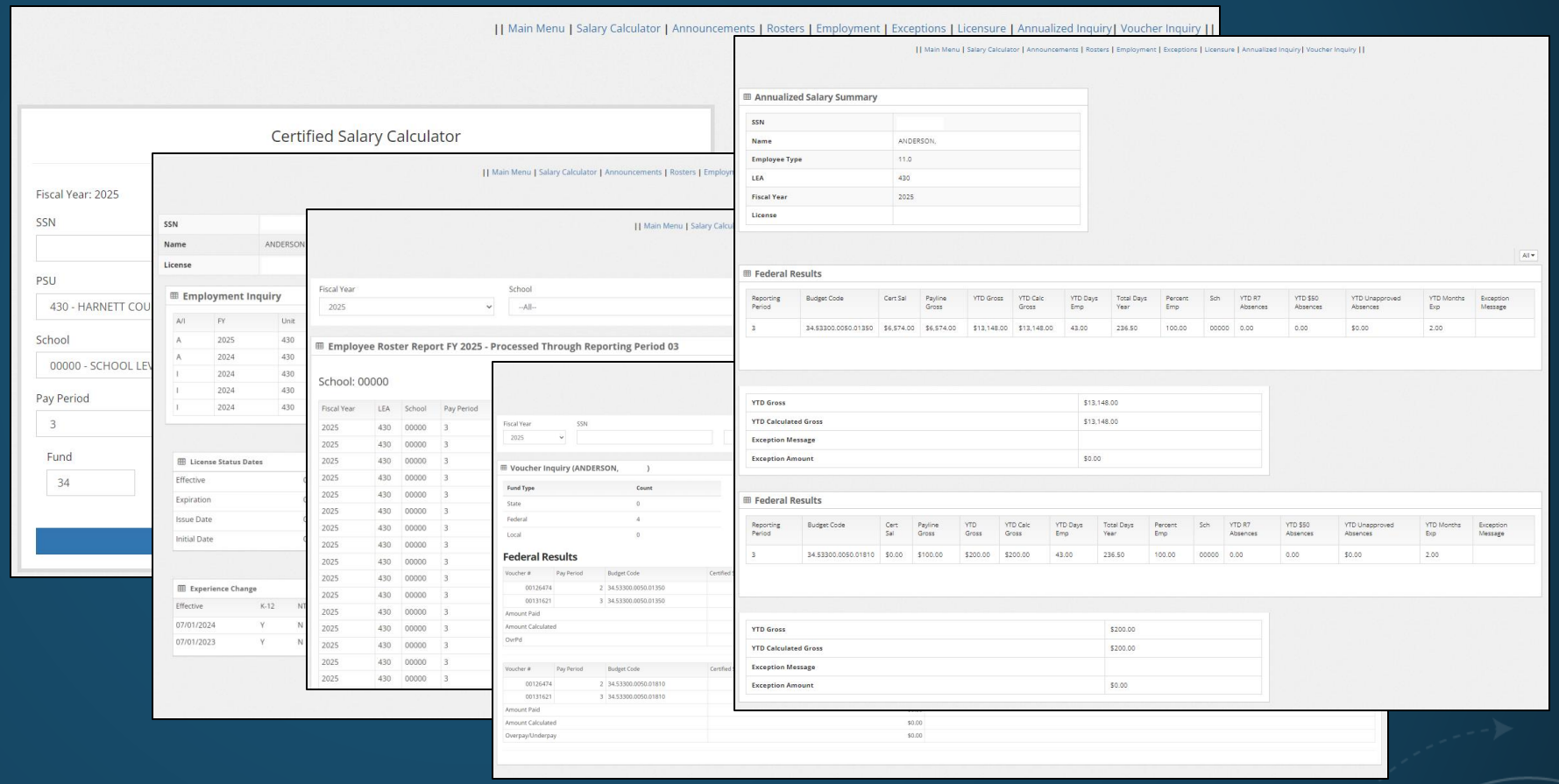


SALARY REPORTS SECTION

Includes:

- Employee Roster
- Employment Inquiry
- Annualized Inquiry
- Voucher Inquiry
- Salary Calculator





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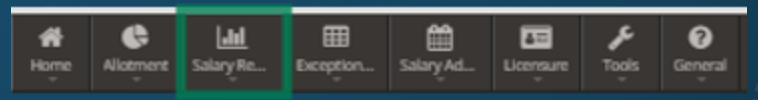
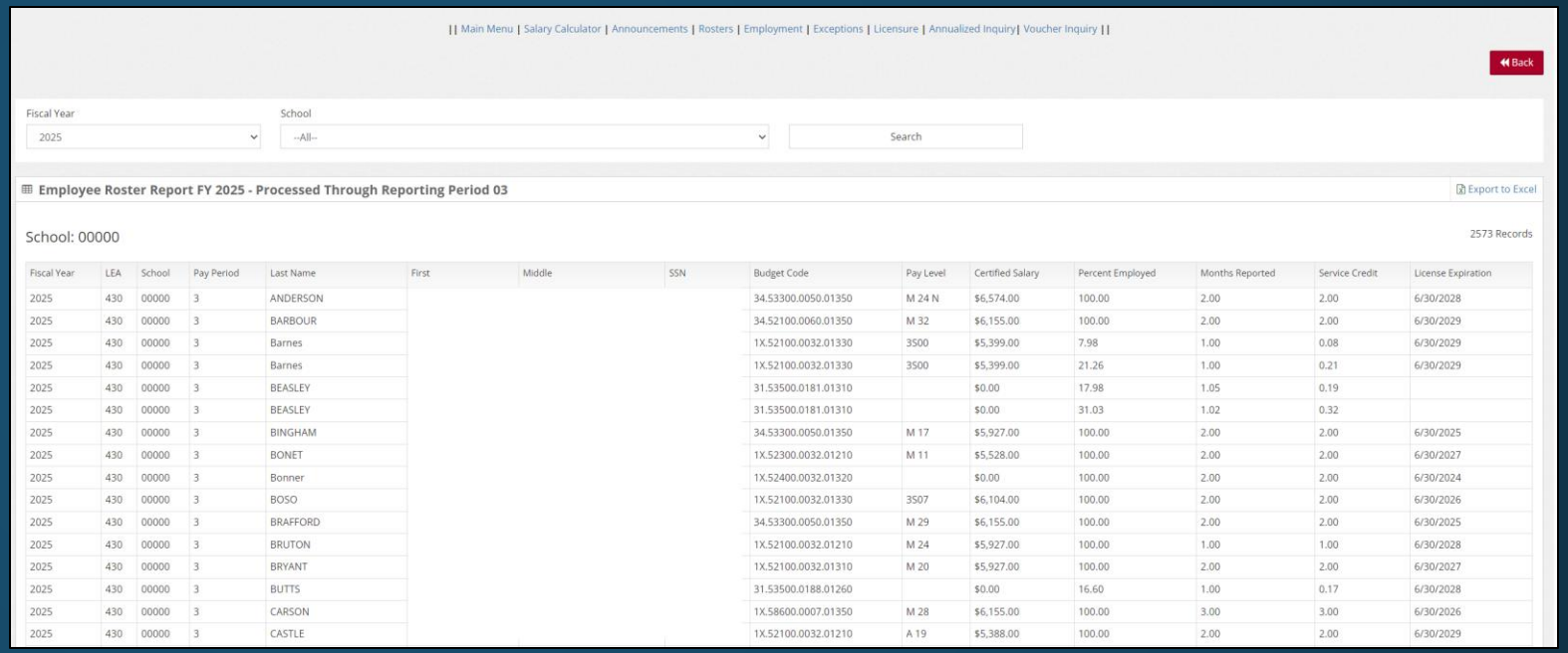


SALARY REPORTS SECTION

Includes:

- **Employee Roster**



Fiscal Year	LEA	School	Pay Period	Last Name	First	Middle	SSN	Budget Code	Pay Level	Certified Salary	Percent Employed	Months Reported	Service Credit	License Expiration
2025	430	00000	3	ANDERSON				34.53300.0050.01350	M 24 N	$6,574.00	100.00	2.00	2.00	6/30/2028
2025	430	00000	3	BARBOUR				34.52100.0060.01350	M 32	$6,155.00	100.00	2.00	2.00	6/30/2029
2025	430	00000	3	Barnes				1X.52100.0032.01330	3500	$5,399.00	7.98	1.00	0.08	6/30/2029
2025	430	00000	3	Barnes				1X.52100.0032.01330	3500	$5,399.00	21.26	1.00	0.21	6/30/2029
2025	430	00000	3	BEASLEY				31.53500.0181.01310		$0.00	17.98	1.05	0.19	
2025	430	00000	3	BEASLEY				31.53500.0181.01310		$0.00	31.03	1.02	0.32	
2025	430	00000	3	BINGHAM				34.53300.0050.01350	M 17	$5,927.00	100.00	2.00	2.00	6/30/2025
2025	430	00000	3	BONET				1X.52300.0032.01210	M 11	$5,528.00	100.00	2.00	2.00	6/30/2027
2025	430	00000	3	Bonner				1X.52400.0032.01320		$0.00	100.00	2.00	2.00	6/30/2024
2025	430	00000	3	BOSO				1X.52100.0032.01330	3507	$6,104.00	100.00	2.00	2.00	6/30/2026
2025	430	00000	3	BRAFFORD				34.53300.0050.01350	M 29	$6,155.00	100.00	2.00	2.00	6/30/2025
2025	430	00000	3	BRUTON				1X.52100.0032.01210	M 24	$5,927.00	100.00	1.00	1.00	6/30/2028
2025	430	00000	3	BRYANT				1X.52100.0032.01310	M 20	$5,927.00	100.00	2.00	2.00	6/30/2027
2025	430	00000	3	BUTTS				31.53500.0188.01260		$0.00	16.60	1.00	0.17	6/30/2028
2025	430	00000	3	CARSON				1X.58600.0007.01350	M 28	$6,155.00	100.00	3.00	3.00	6/30/2026
2025	430	00000	3	CASTLE				1X.52100.0032.01210	A 19	$5,388.00	100.00	2.00	2.00	6/30/2029

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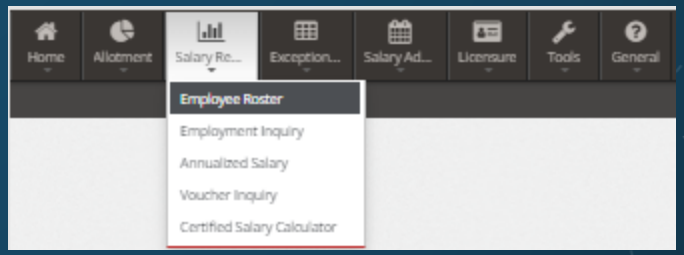
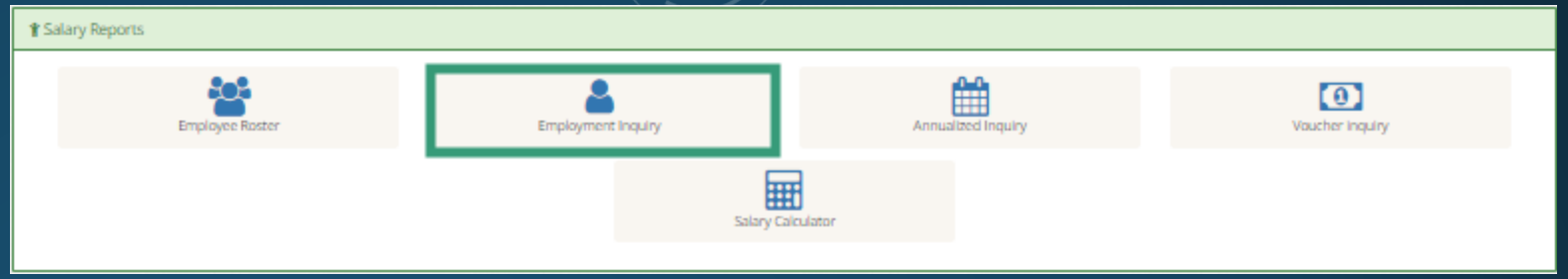
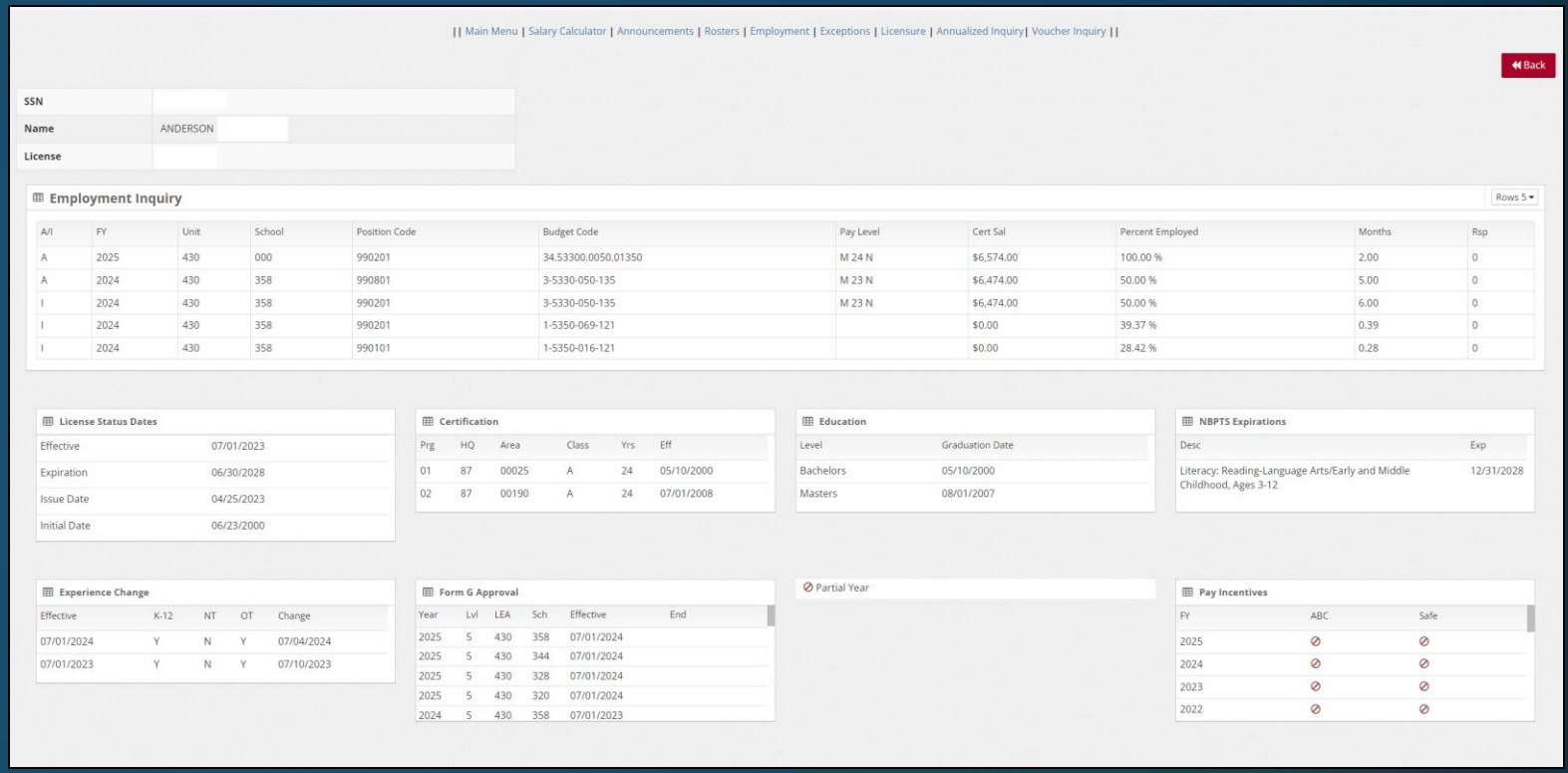


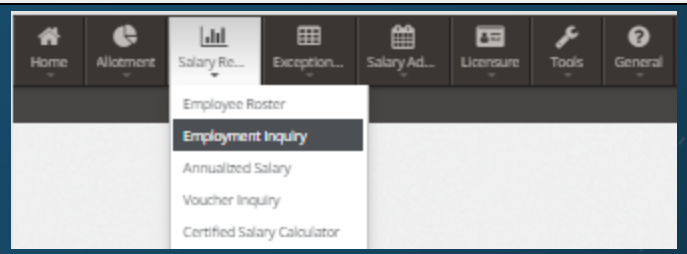
SALARY REPORTS SECTION

Includes:

- Employee Roster
- **Employment Inquiry**







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SALARY REPORTS SECTION

Includes:

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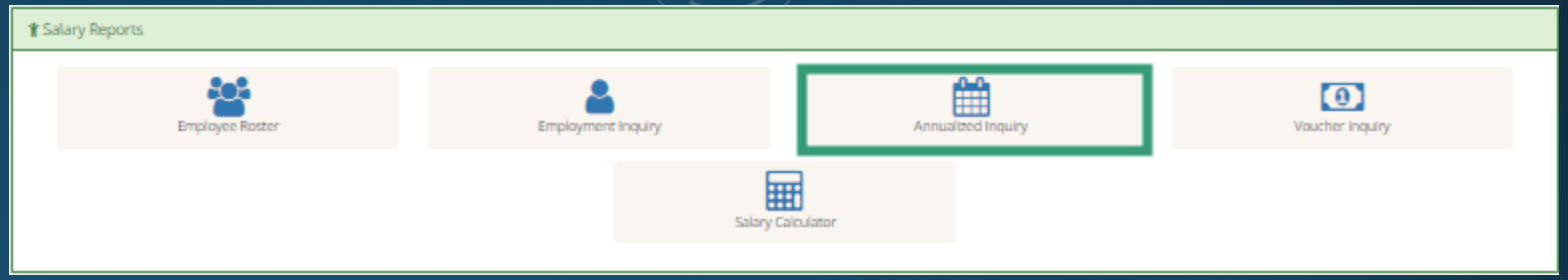
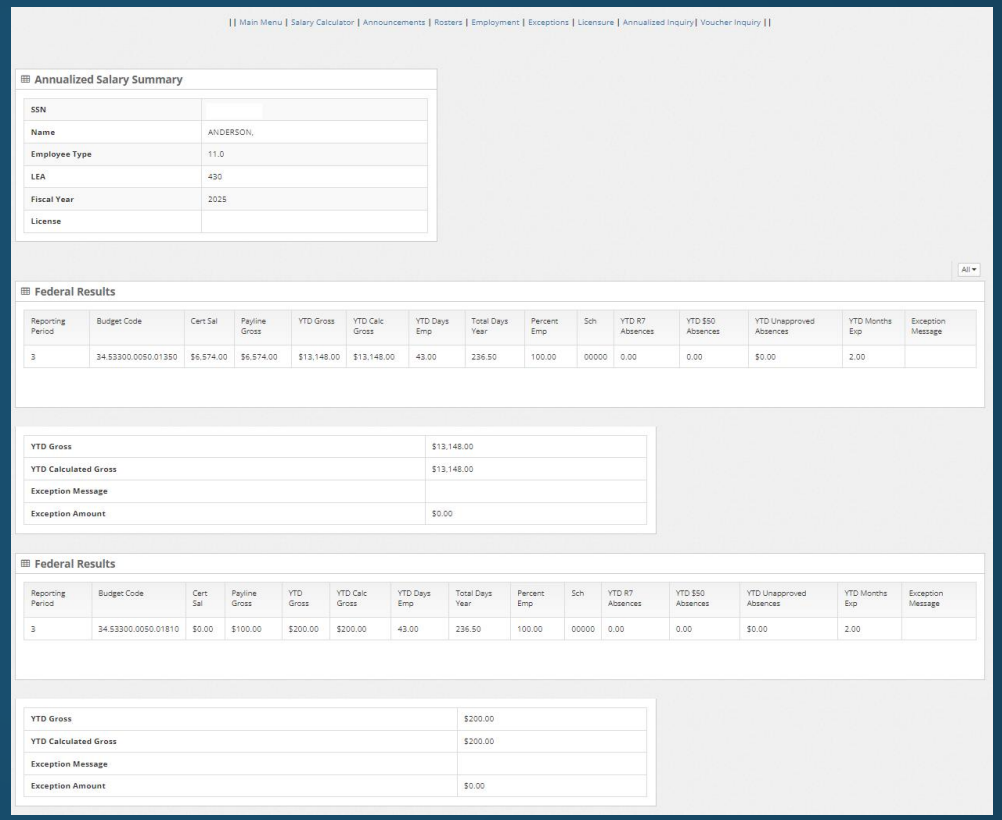
- Employment Inquiry
- **Annualized Inquiry**





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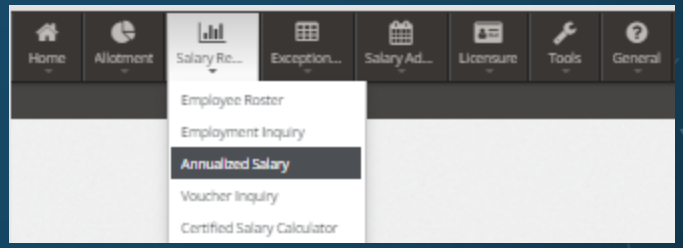

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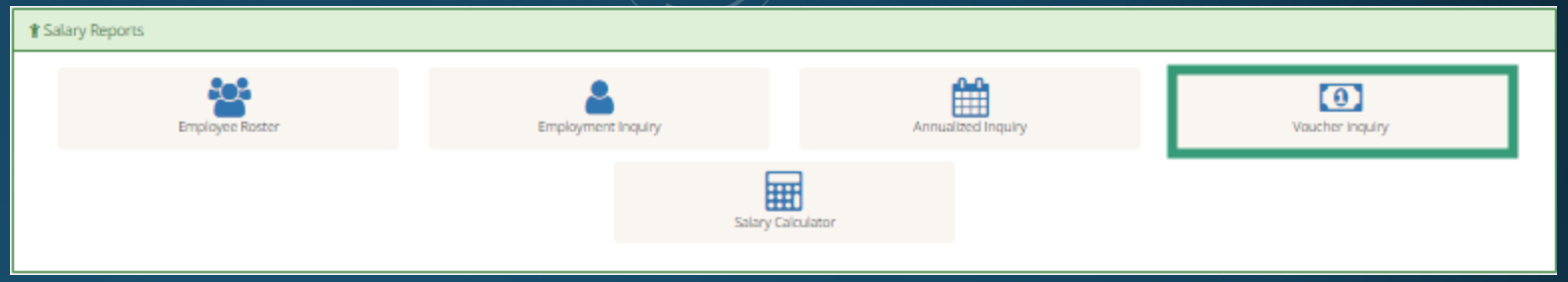
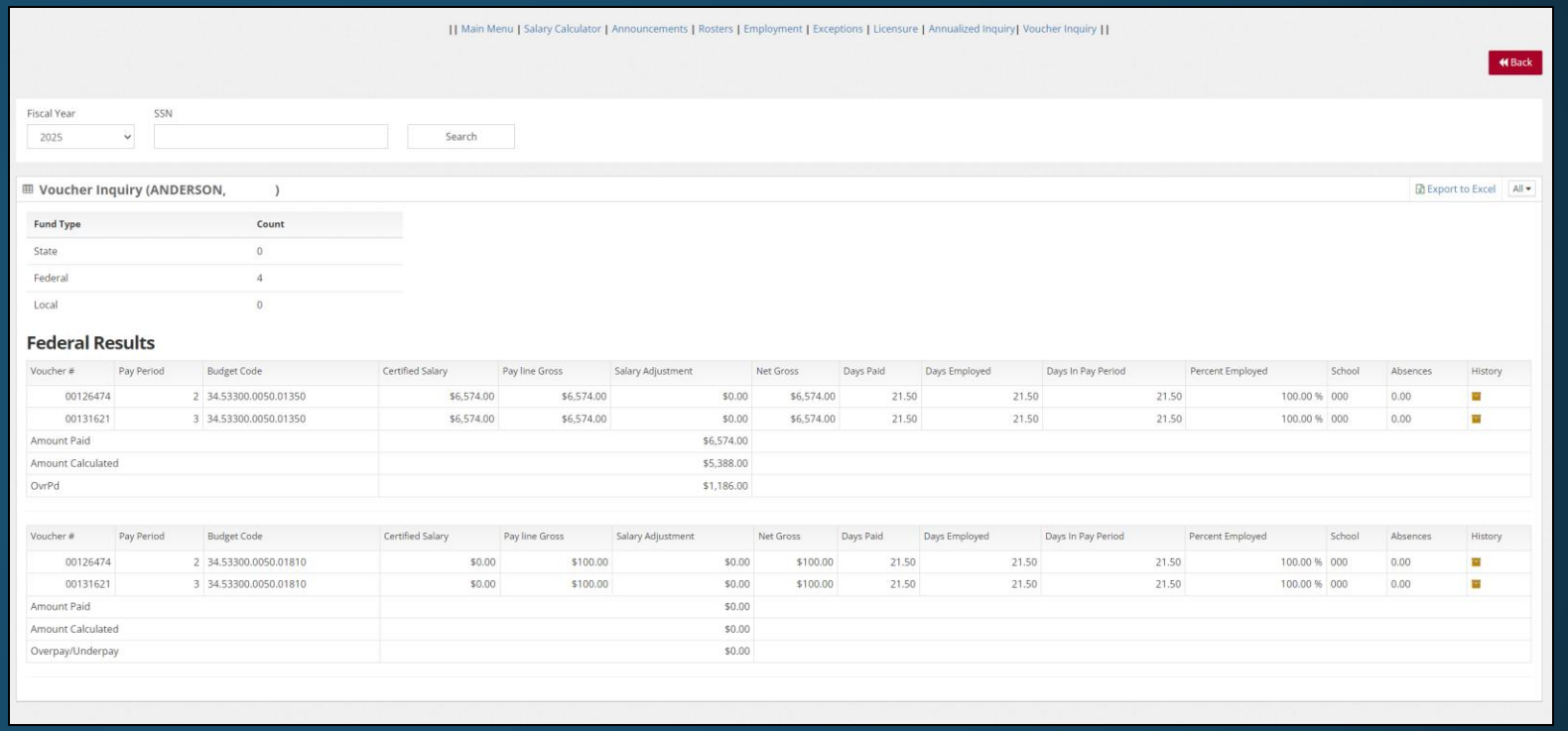
- **Voucher Inquiry**





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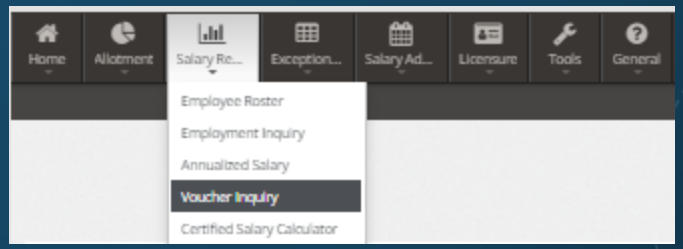
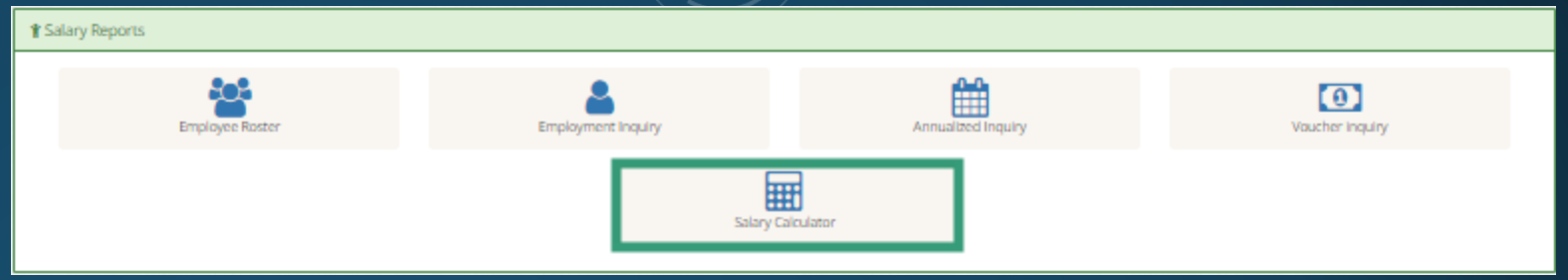
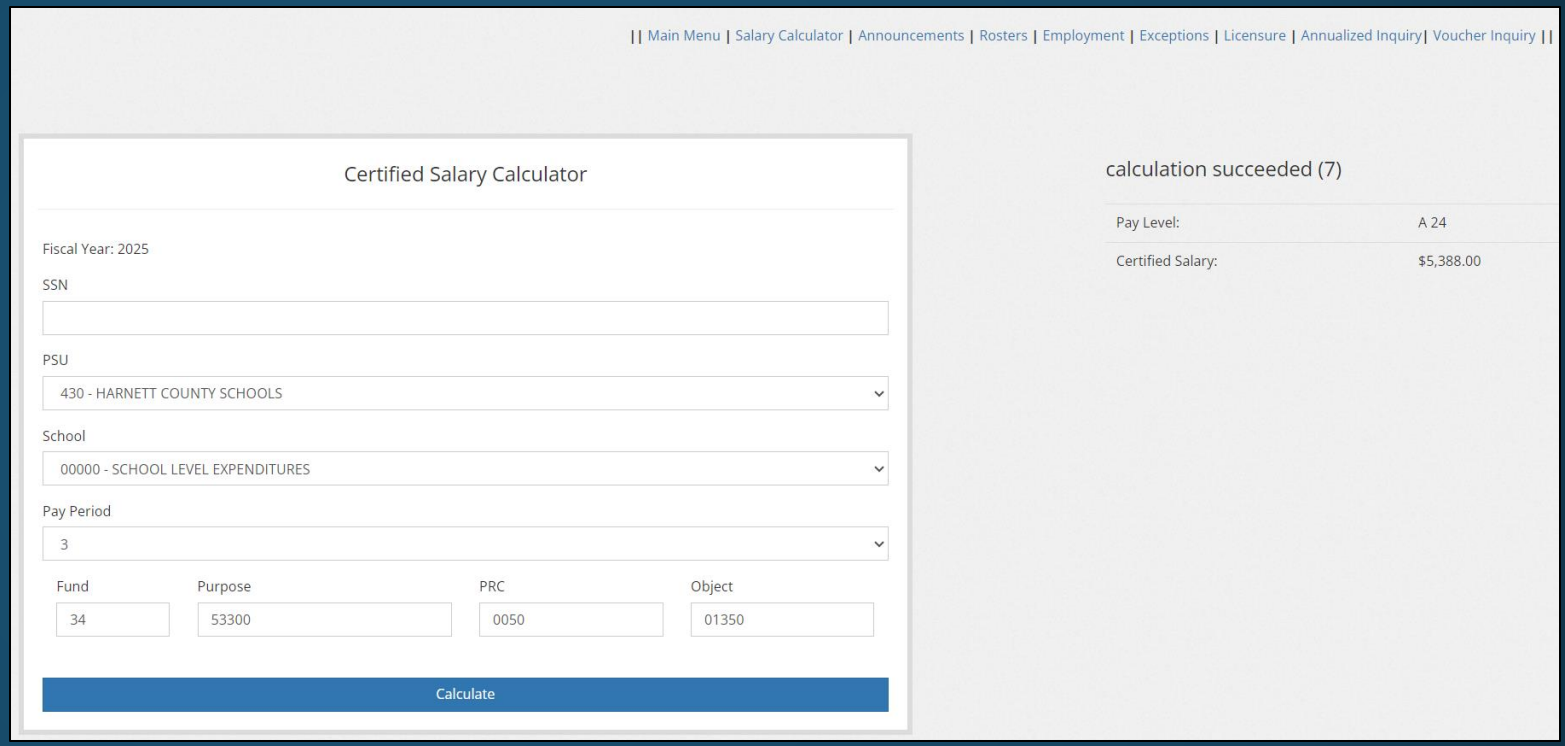


SALARY REPORTS SECTION

Includes:

- Employee Roster
- Employment Inquiry
- Annualized Inquiry
- Voucher Inquiry
- **Salary Calculator**





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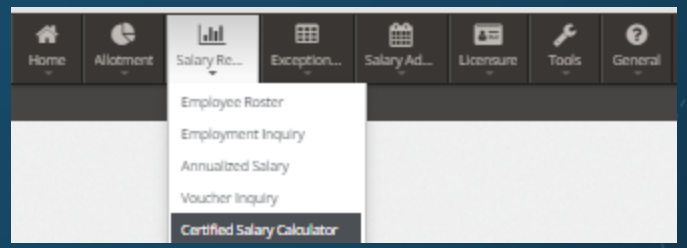
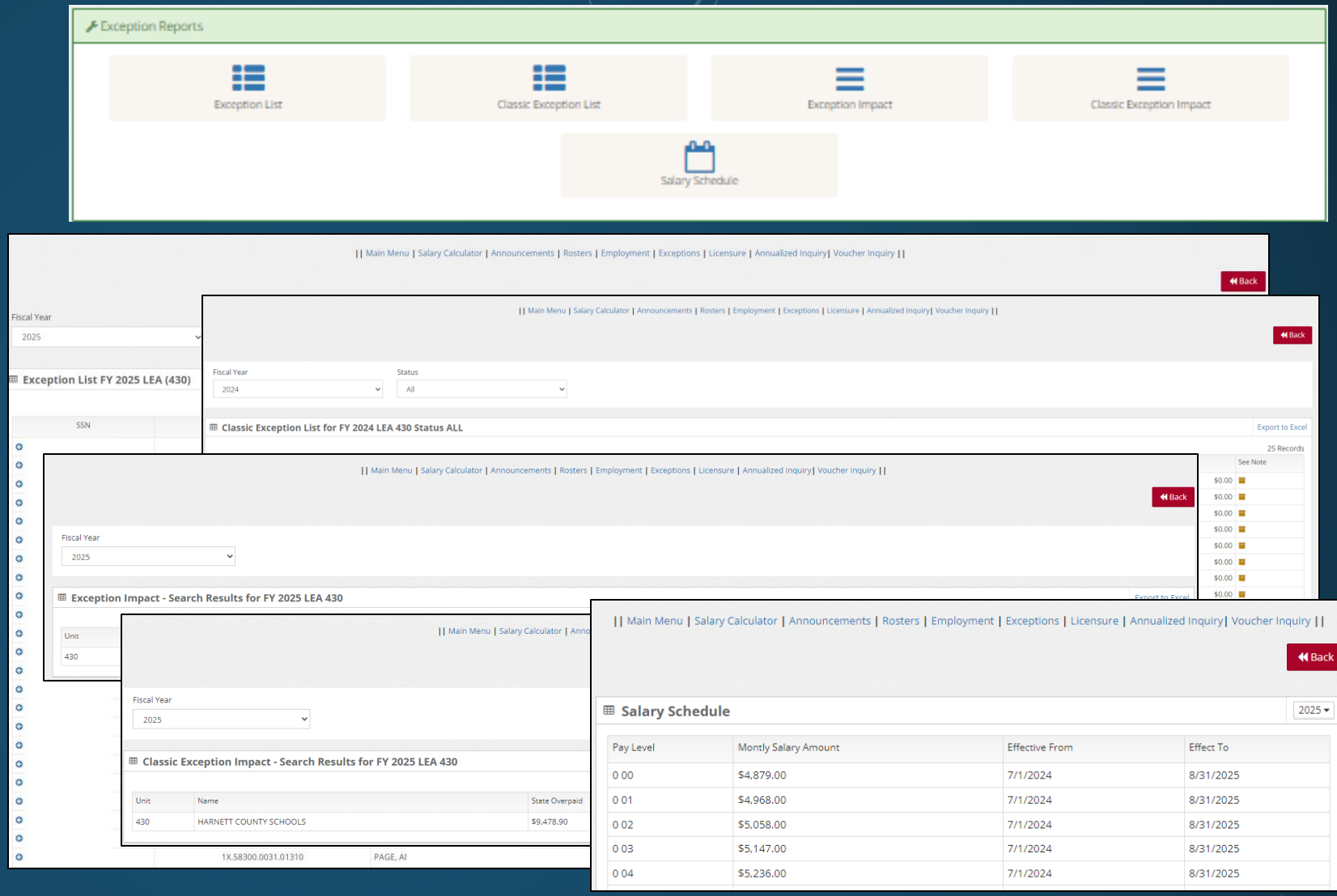


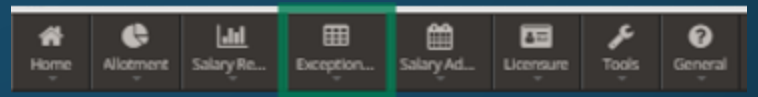
EXCEPTION REPORTS SECTION

Includes:

- Exception List
- Classic Exception List
- Exception Impact
- Classic Exception Impact
- Salary Schedule



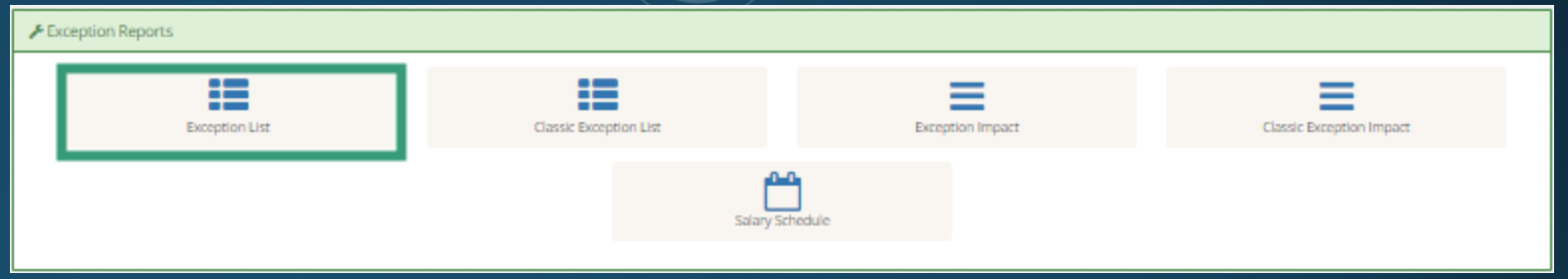
It can also be found on the tool bar under Exception Reports

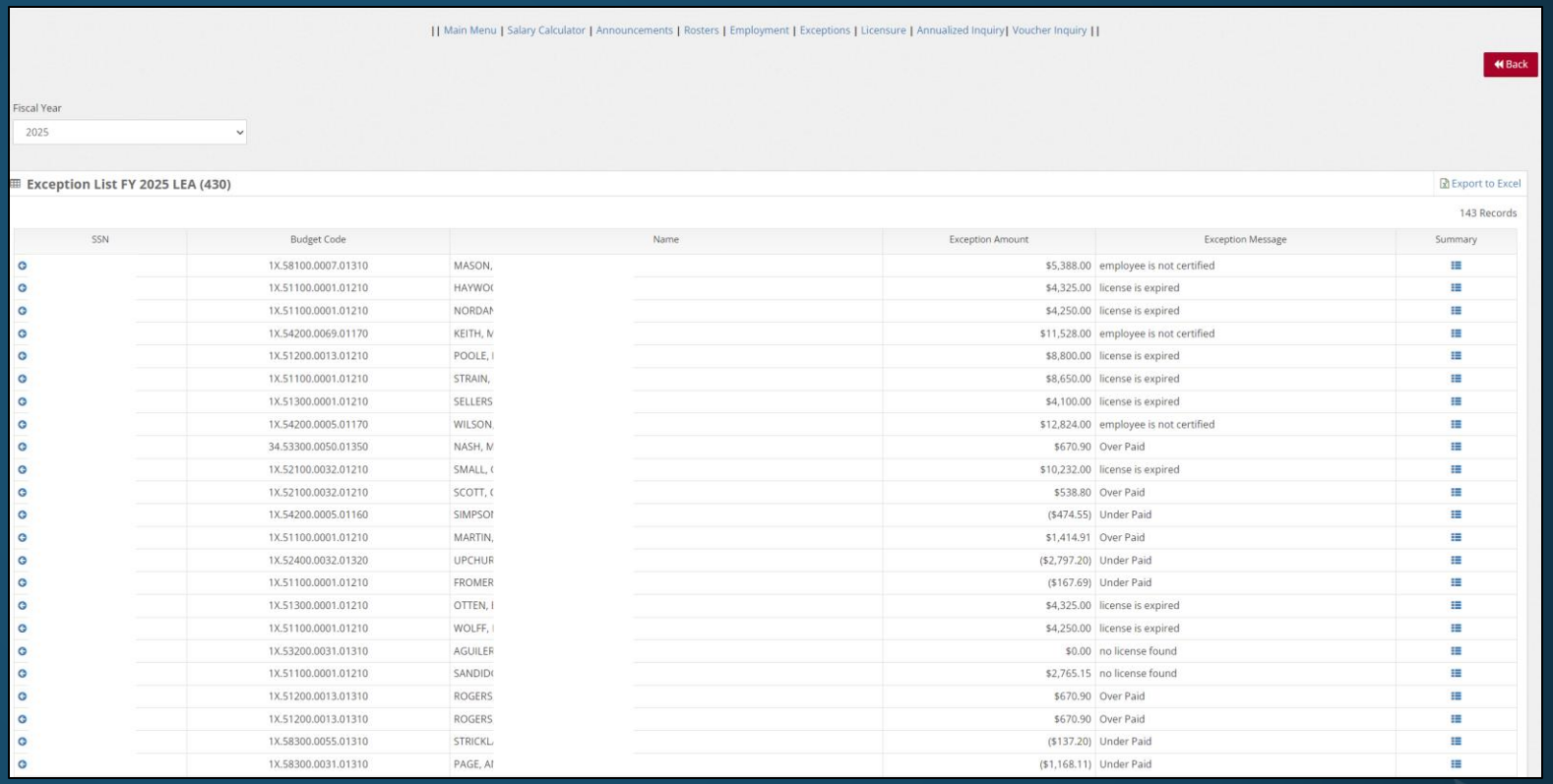


EXCEPTION REPORTS SECTION

Includes:

- **Exception List**





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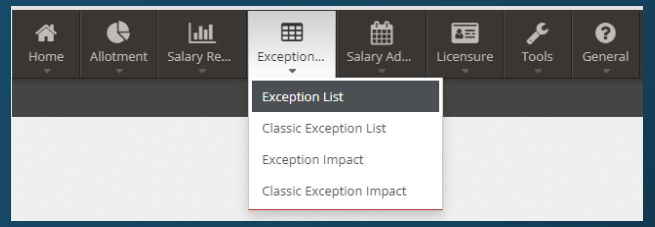
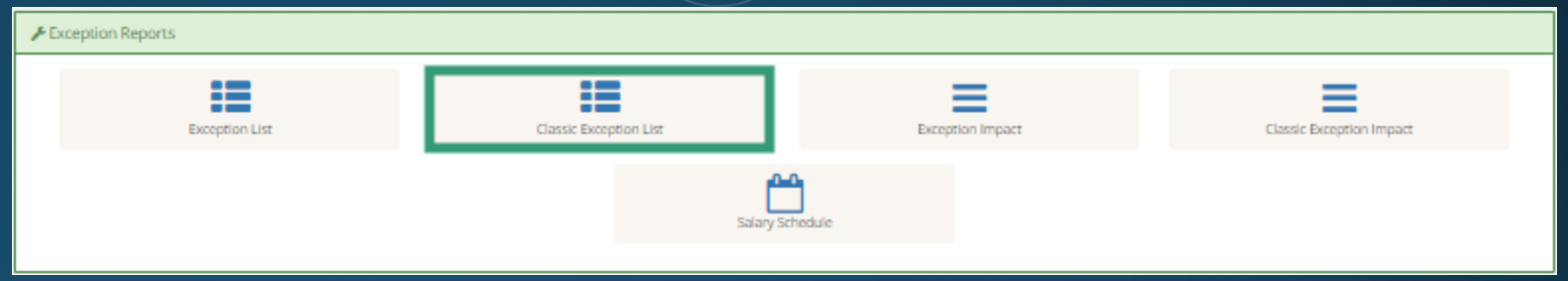
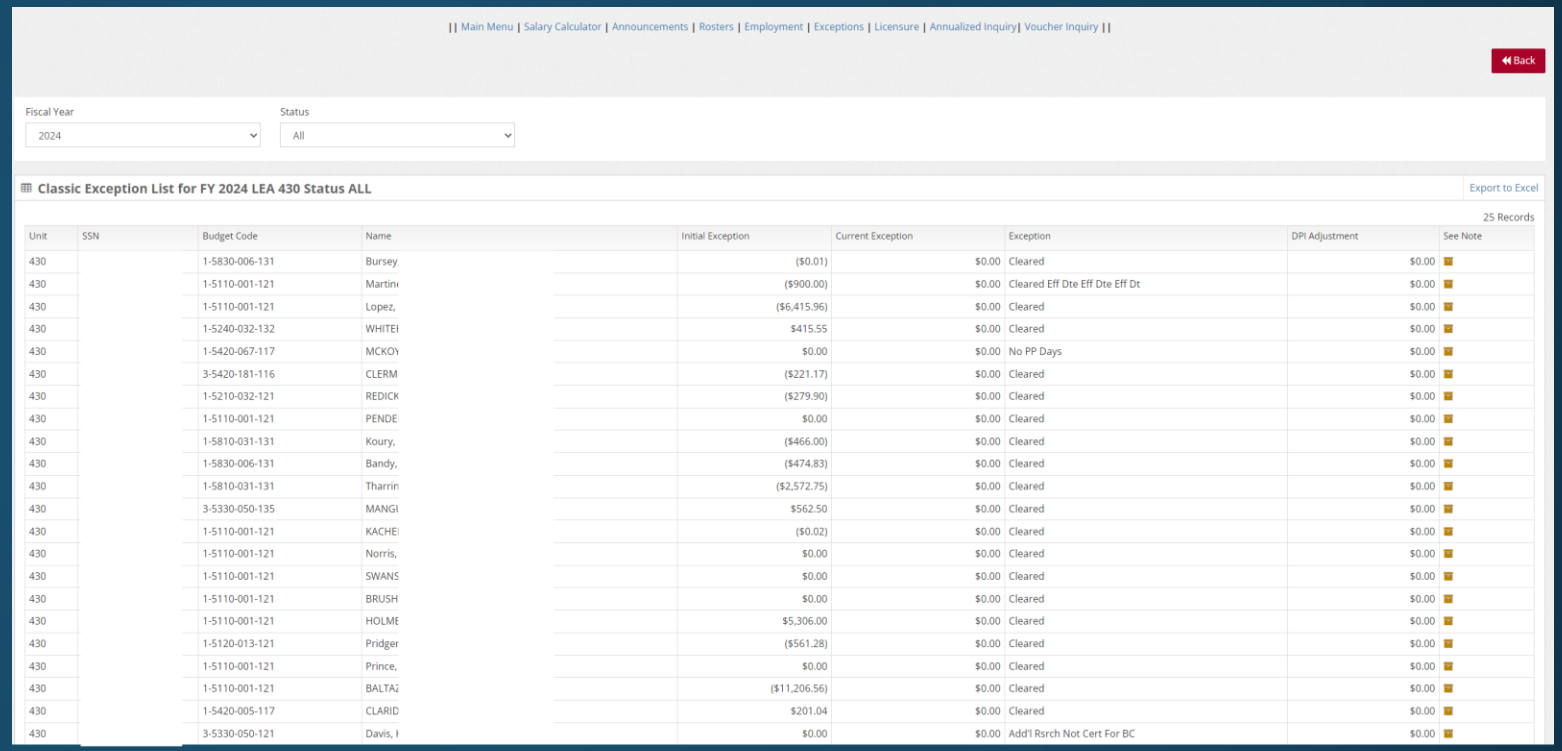


EXCEPTION REPORTS SECTION

Includes:

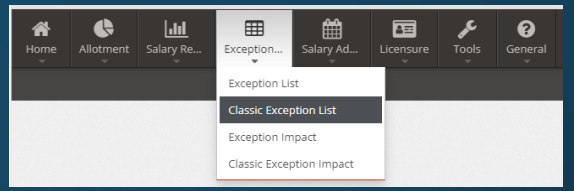
- Exception List
- **Classic Exception List**





Unit	SSN	Budget Code	Name	Initial Exception	Current Exception	Exception	DPI Adjustment	See Note
430		1-5830-006-131	Bursey	($0.01)	$0.00	Cleared	$0.00	
430		1-5110-001-121	Martin	($900.00)	$0.00	Cleared Eff Dte Eff Dte Eff Dt	$0.00	
430		1-5110-001-121	Lopez,	($6,415.96)	$0.00	Cleared	$0.00	
430		1-5240-032-132	WHITE	$415.55	$0.00	Cleared	$0.00	
430		1-5420-067-117	MCKO	$0.00	$0.00	No PP Days	$0.00	
430		3-5420-181-116	CLERM	($221.17)	$0.00	Cleared	$0.00	
430		1-5210-032-121	REDICK	($279.90)	$0.00	Cleared	$0.00	
430		1-5110-001-121	PENDE	$0.00	$0.00	Cleared	$0.00	
430		1-5810-031-131	Koury,	($466.00)	$0.00	Cleared	$0.00	
430		1-5830-006-131	Bandy,	($474.83)	$0.00	Cleared	$0.00	
430		1-5810-031-131	Tharrin	($2,572.75)	$0.00	Cleared	$0.00	
430		3-5330-050-135	MANGU	$562.50	$0.00	Cleared	$0.00	
430		1-5110-001-121	KACHE	($0.02)	$0.00	Cleared	$0.00	
430		1-5110-001-121	Norris,	$0.00	$0.00	Cleared	$0.00	
430		1-5110-001-121	SWANS	$0.00	$0.00	Cleared	$0.00	
430		1-5110-001-121	BRUSH	$0.00	$0.00	Cleared	$0.00	
430		1-5110-001-121	HOLME	$5,306.00	$0.00	Cleared	$0.00	
430		1-5120-013-121	Pridger	($561.28)	$0.00	Cleared	$0.00	
430		1-5110-001-121	Prince,	$0.00	$0.00	Cleared	$0.00	
430		1-5110-001-121	BALTA	($11,206.56)	$0.00	Cleared	$0.00	
430		1-5420-005-117	CLARID	$201.04	$0.00	Cleared	$0.00	
430		3-5330-050-121	Davis,	$0.00	$0.00	Add'l Rsrch Not Cert For BC	$0.00	

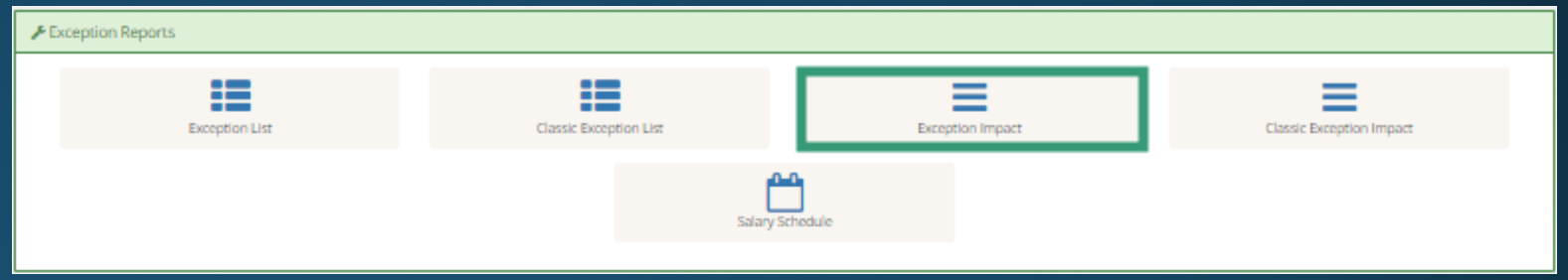
It can also be found on the tool bar under Exception Reports

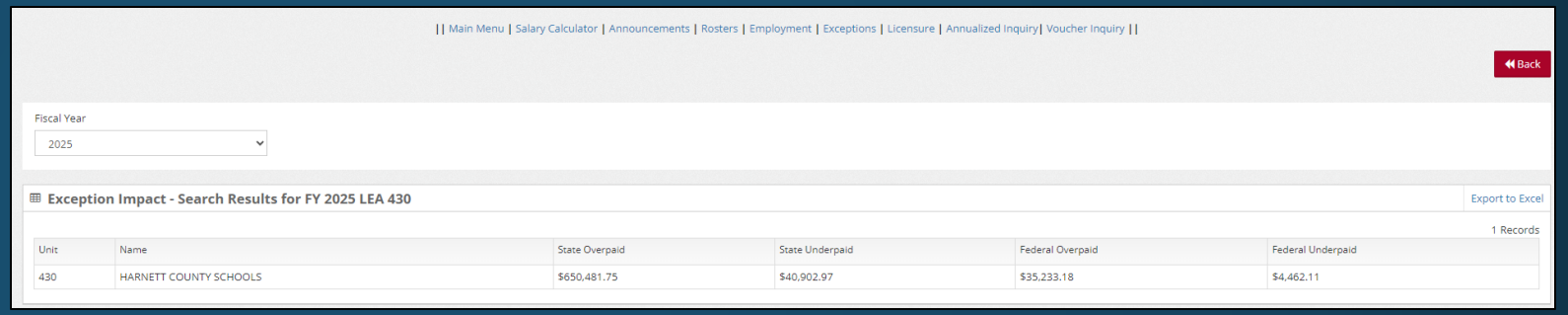


EXCEPTION REPORTS SECTION

Includes:

- Exception List
- Classic Exception List
- **Exception Impact**





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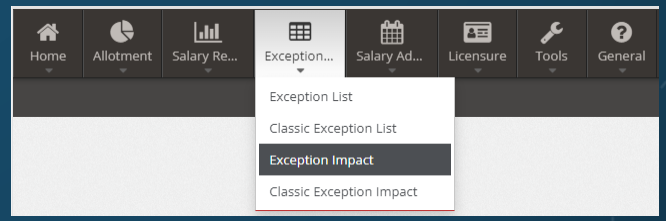
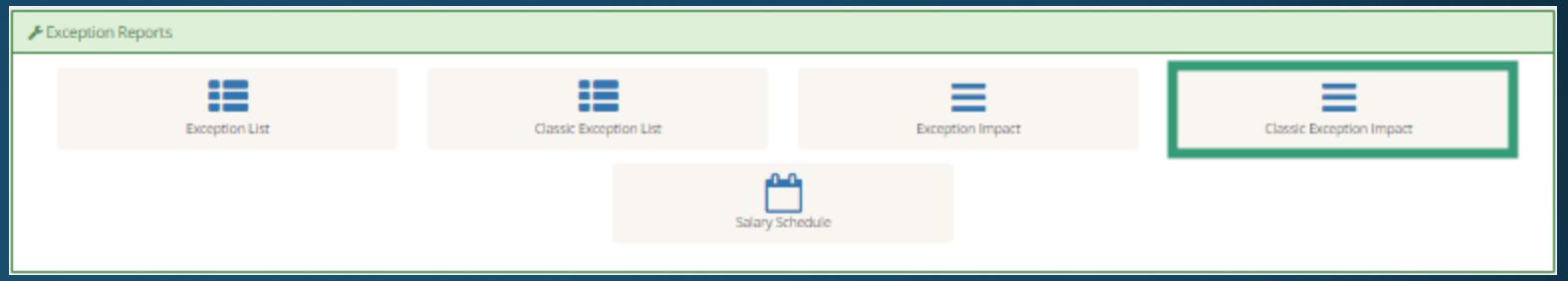
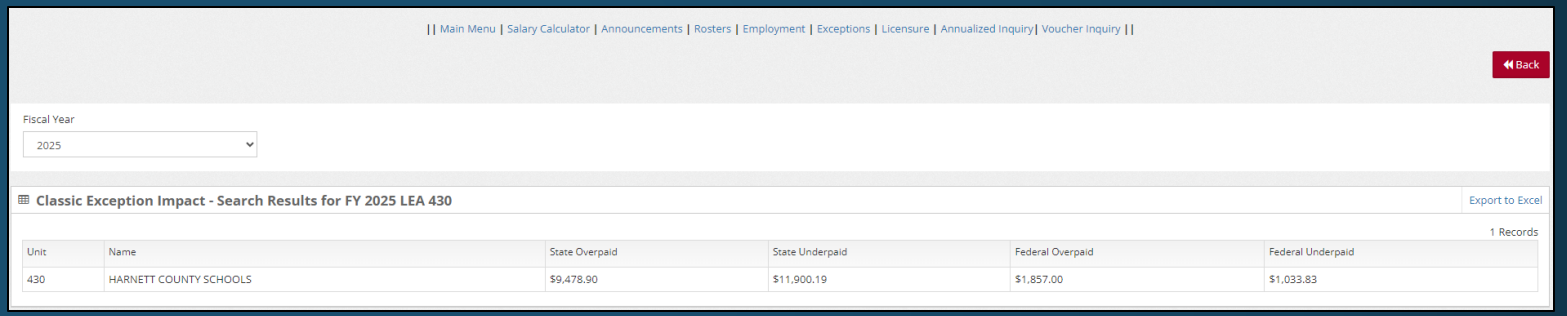


EXCEPTION REPORTS SECTION

Includes:

- Exception List
- Classic Exception List
- Exception Impact
- **Classic Exception Impact**





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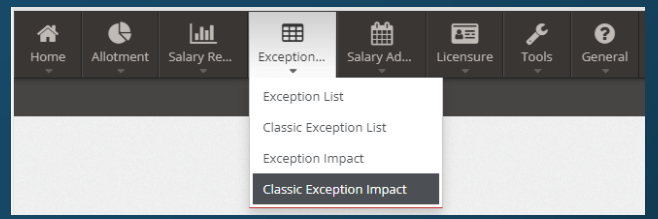
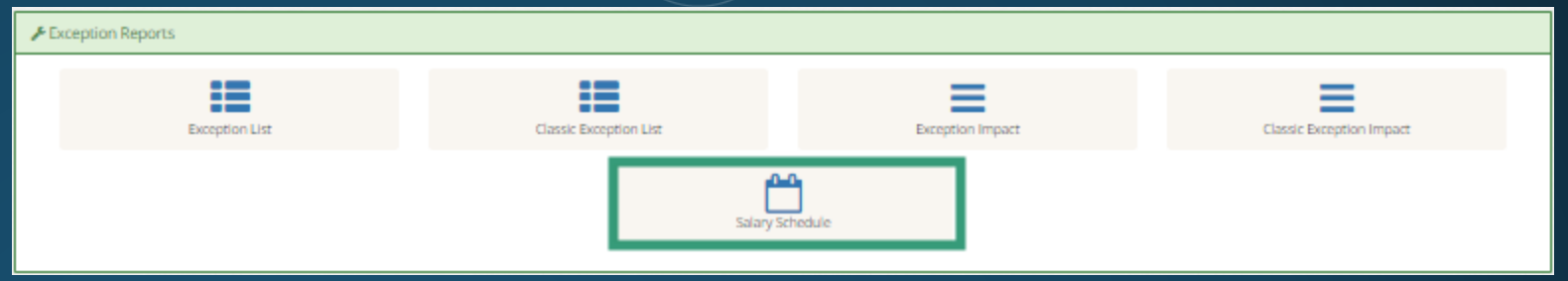
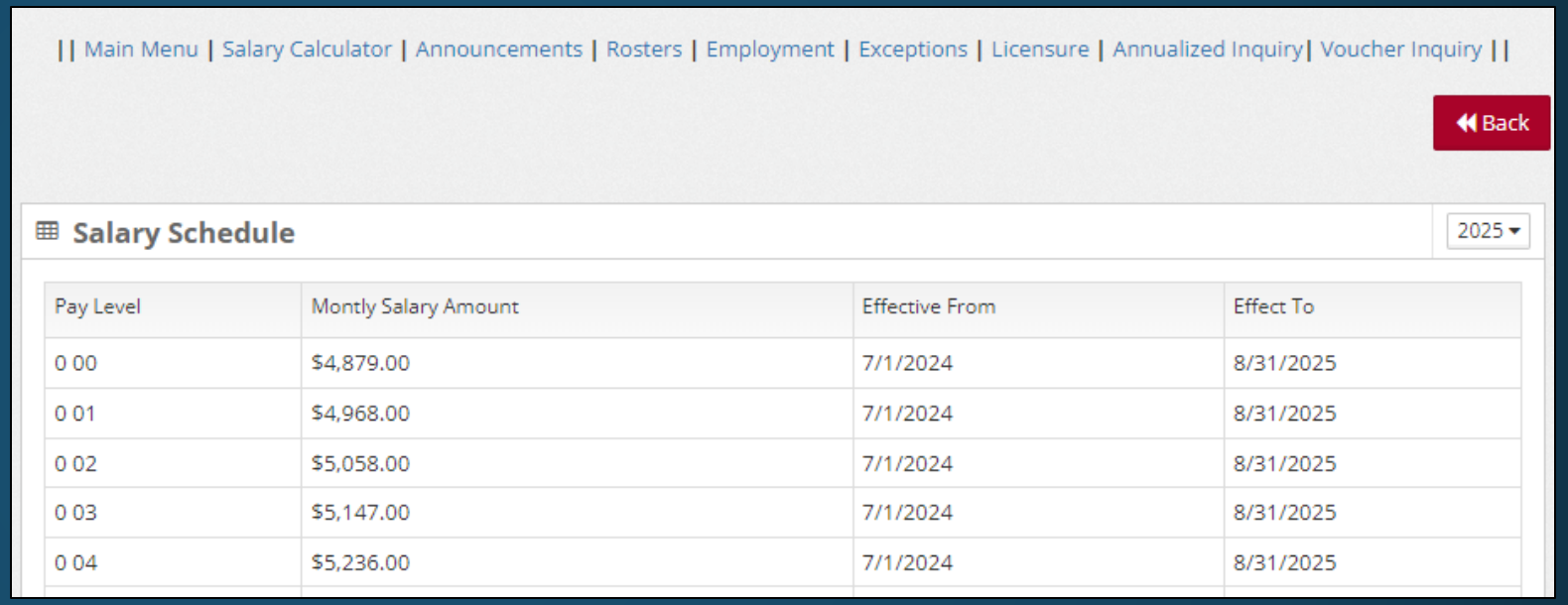


EXCEPTION REPORTS SECTION

Includes:

- Exception List
- Classic Exception List
- Exception Impact
- Classic Exception Impact
- **Salary Schedule**





Pay Level	Montly Salary Amount	Effective From	Effect To
0 00	$4,879.00	7/1/2024	8/31/2025
0 01	$4,968.00	7/1/2024	8/31/2025
0 02	$5,058.00	7/1/2024	8/31/2025
0 03	$5,147.00	7/1/2024	8/31/2025
0 04	$5,236.00	7/1/2024	8/31/2025

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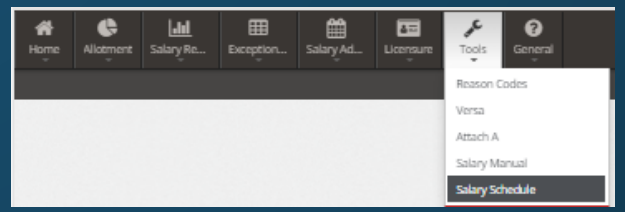
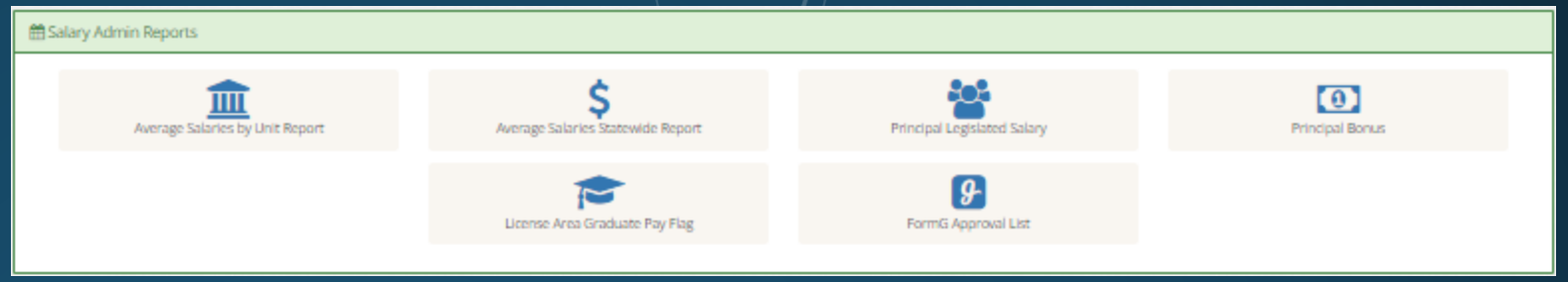
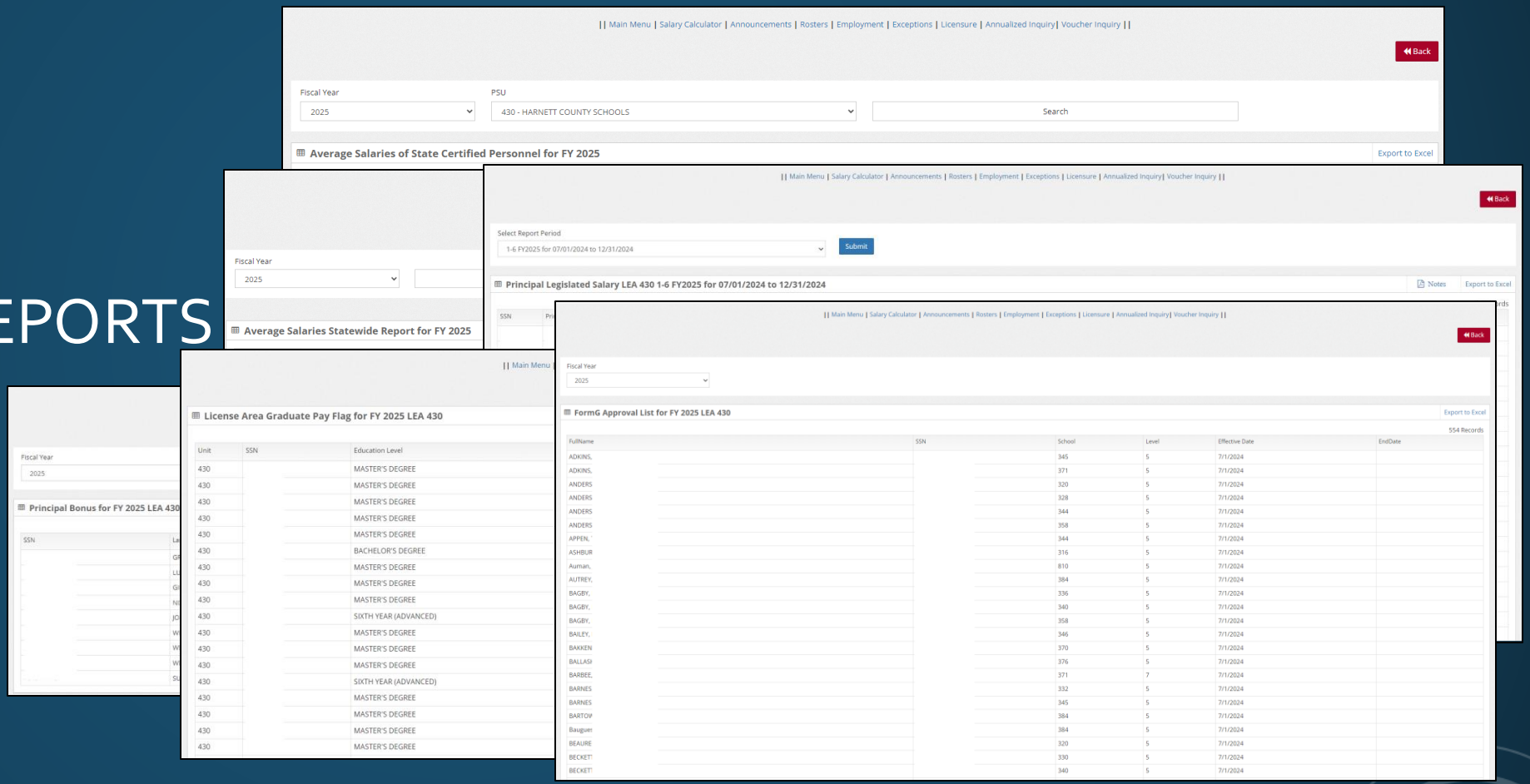


SALARY ADMIN REPORTS SECTION

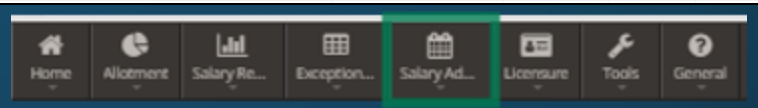
Includes:

- Average Salaries by Unit Report
- Average Salaries Statewide Report
- Principal Legislated Salary
- Principal Bonus
- License Area Graduate Pay Flag
- FormG Approval List





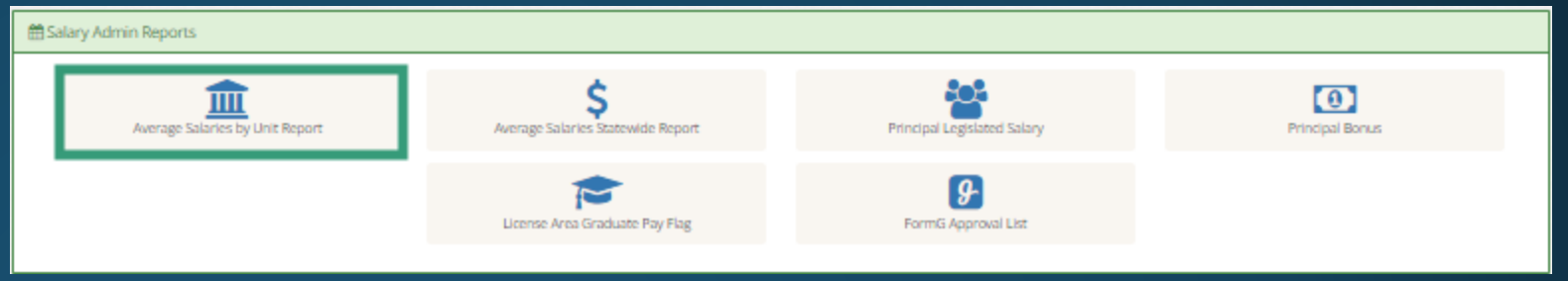
It can also be found on the tool bar under Salary Admin Reports

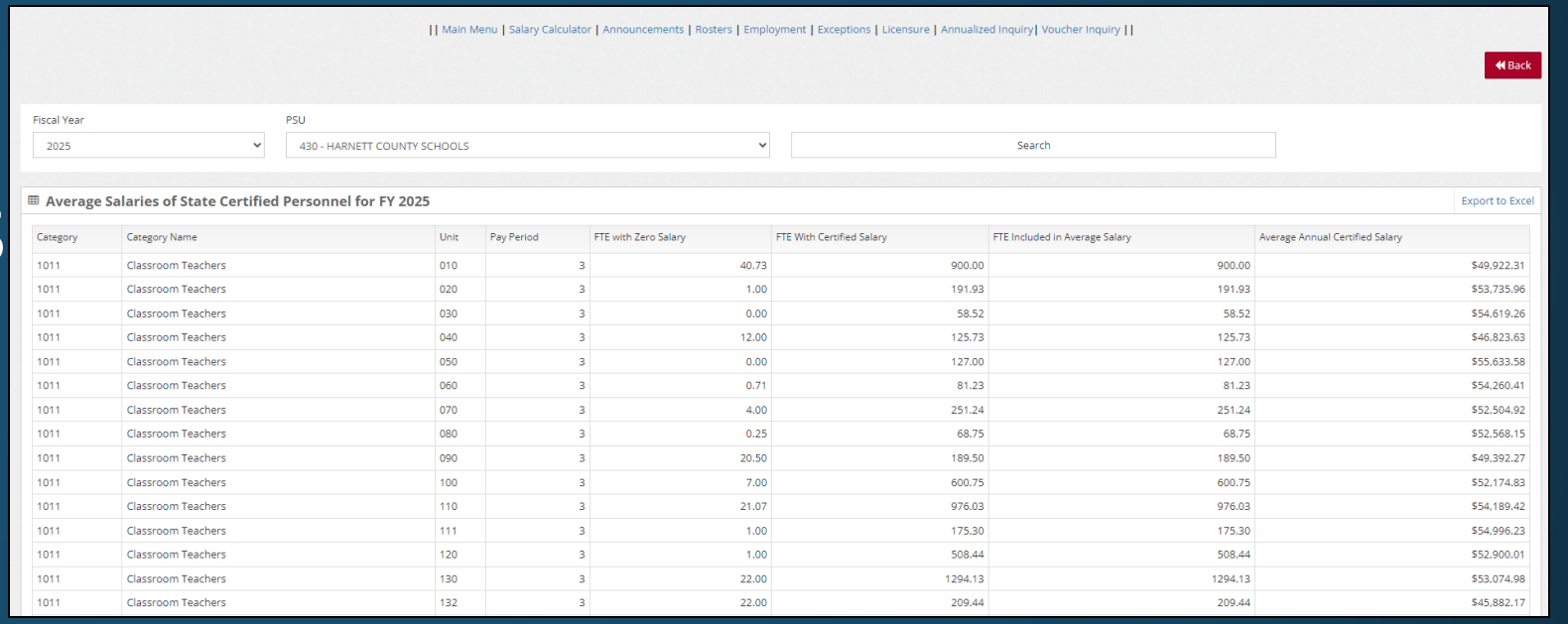


SALARY ADMIN REPORTS SECTION

Includes:

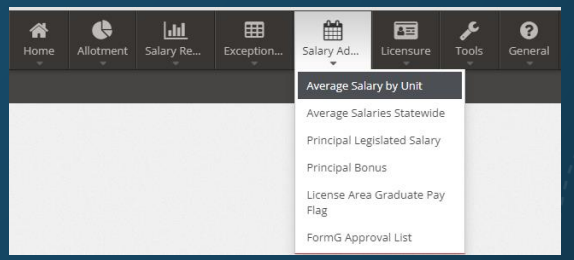
- **Average Salaries by Unit Report**





Category	Category Name	Unit	Pay Period	FTE with Zero Salary	FTE With Certified Salary	FTE Included in Average Salary	Average Annual Certified Salary
1011	Classroom Teachers	010	3	40.73	900.00	900.00	$49,922.31
1011	Classroom Teachers	020	3	1.00	191.93	191.93	$53,735.96
1011	Classroom Teachers	030	3	0.00	58.52	58.52	$54,619.26
1011	Classroom Teachers	040	3	12.00	125.73	125.73	$46,823.63
1011	Classroom Teachers	050	3	0.00	127.00	127.00	$55,633.58
1011	Classroom Teachers	060	3	0.71	81.23	81.23	$54,260.41
1011	Classroom Teachers	070	3	4.00	251.24	251.24	$52,504.92
1011	Classroom Teachers	080	3	0.25	68.75	68.75	$52,568.15
1011	Classroom Teachers	090	3	20.50	189.50	189.50	$49,392.27
1011	Classroom Teachers	100	3	7.00	600.75	600.75	$52,174.83
1011	Classroom Teachers	110	3	21.07	976.03	976.03	$54,189.42
1011	Classroom Teachers	111	3	1.00	175.30	175.30	$54,996.23
1011	Classroom Teachers	120	3	1.00	508.44	508.44	$52,900.01
1011	Classroom Teachers	130	3	22.00	1294.13	1294.13	$53,074.98
1011	Classroom Teachers	132	3	22.00	209.44	209.44	$45,882.17

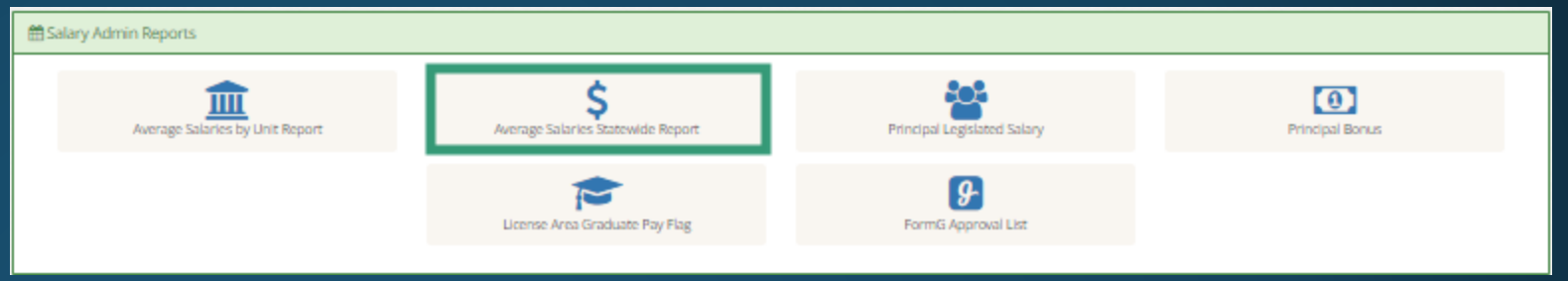
It can also be found on the tool bar under Salary Admin Reports

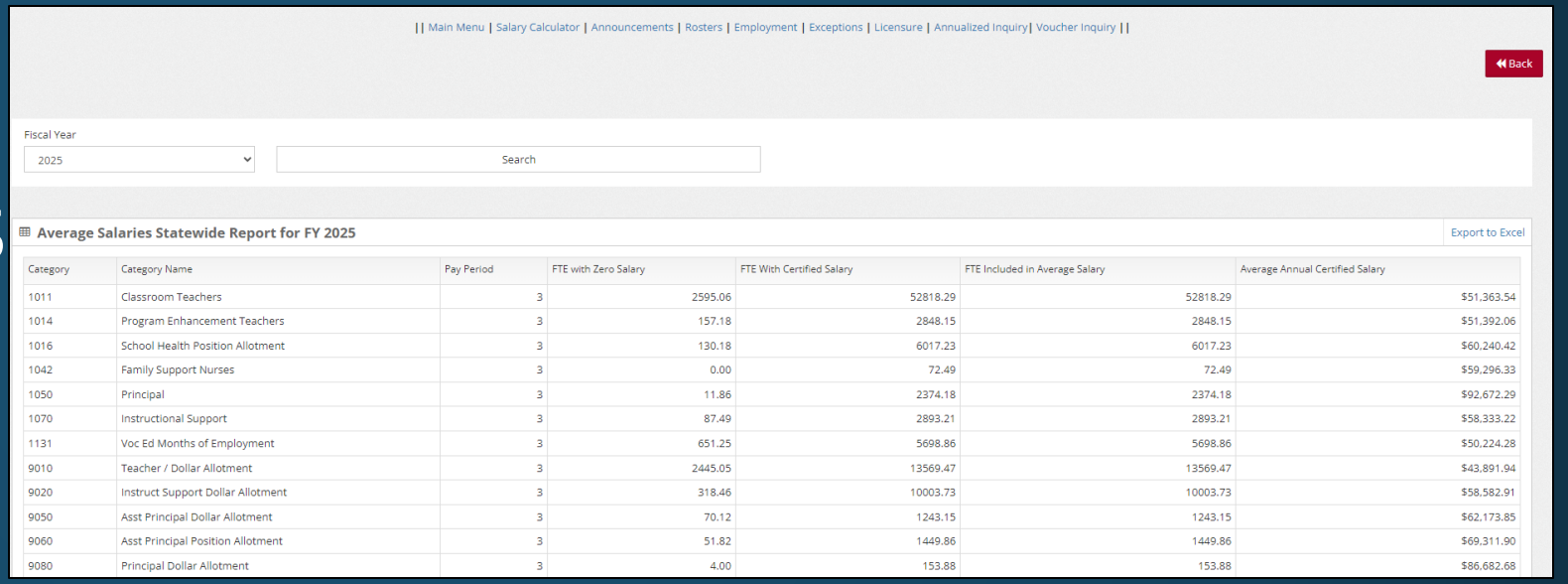


SALARY ADMIN REPORTS SECTION

Includes:

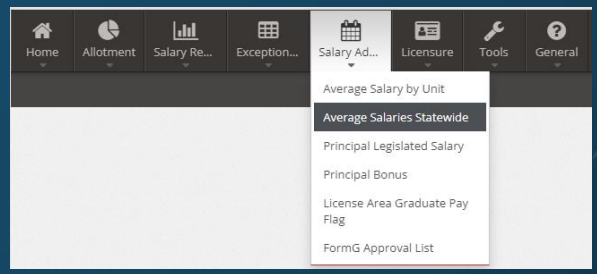
- Average Salaries by Unit Report
- **Average Salaries Statewide Report**





Category	Category Name	Pay Period	FTE with Zero Salary	FTE With Certified Salary	FTE Included in Average Salary	Average Annual Certified Salary
1011	Classroom Teachers	3	2595.06	52818.29	52818.29	$51,363.54
1014	Program Enhancement Teachers	3	157.18	2848.15	2848.15	$51,392.06
1016	School Health Position Allotment	3	130.18	6017.23	6017.23	$60,240.42
1042	Family Support Nurses	3	0.00	72.49	72.49	$59,296.33
1050	Principal	3	11.86	2374.18	2374.18	$92,672.29
1070	Instructional Support	3	87.49	2893.21	2893.21	$58,333.22
1131	Voc Ed Months of Employment	3	651.25	5698.86	5698.86	$50,224.28
9010	Teacher / Dollar Allotment	3	2445.05	13569.47	13569.47	$43,891.94
9020	Instruct Support Dollar Allotment	3	318.46	10003.73	10003.73	$58,582.91
9050	Asst Principal Dollar Allotment	3	70.12	1243.15	1243.15	$62,173.85
9060	Asst Principal Position Allotment	3	51.82	1449.86	1449.86	$69,311.90
9080	Principal Dollar Allotment	3	4.00	153.88	153.88	$86,682.68

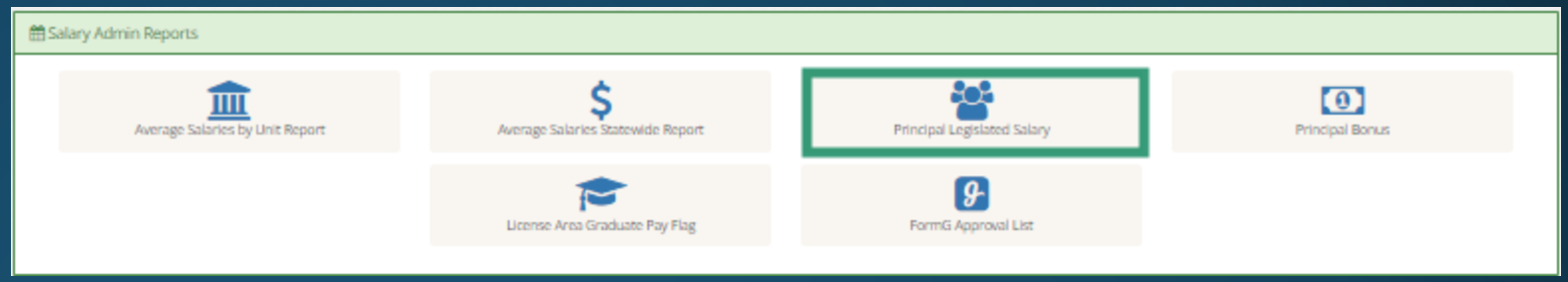
It can also be found on the tool bar under Salary Admin Reports

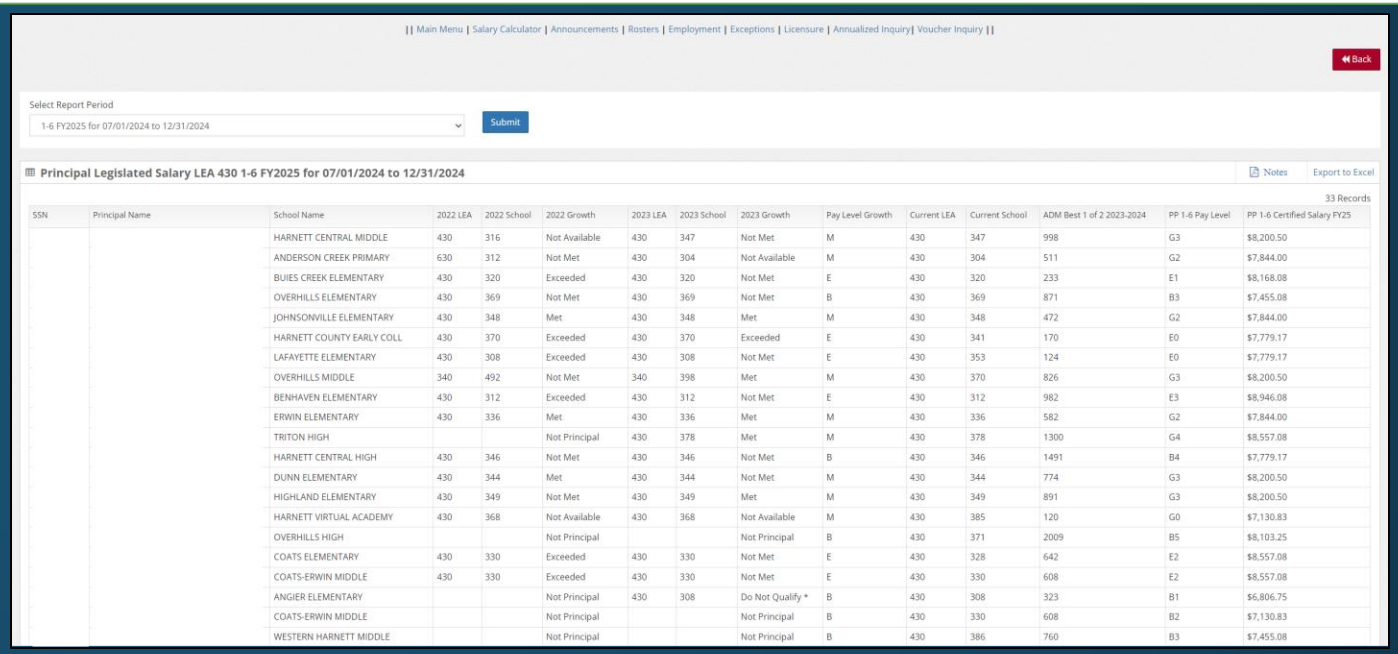


SALARY ADMIN REPORTS SECTION

Includes:

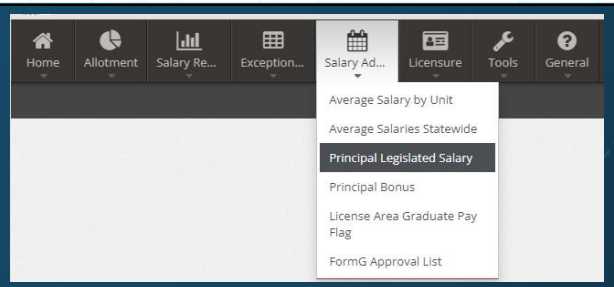
- Average Salaries by Unit Report
- Average Salaries Statewide Report
- **Principal Legislated Salary**





SSN	Principal Name	School Name	2022 LEA	2022 School	2022 Growth	2023 LEA	2023 School	2023 Growth	Pay Level Growth	Current LEA	Current School	ADM Best 1 of 2 2023-2024	PP 1-6 Pay Level	PP 1-6 Certified Salary FY25
		HARNETT CENTRAL MIDDLE	430	316	Not Available	430	347	Not Met	M	430	347	998	G3	$8,200.50
		ANDERSON CREEK PRIMARY	630	312	Not Met	430	304	Not Available	M	430	304	511	G2	$7,844.00
		BUIES CREEK ELEMENTARY	430	320	Exceeded	430	320	Not Met	E	430	320	233	E1	$8,168.08
		OVERHILLS ELEMENTARY	430	369	Not Met	430	369	Not Met	B	430	369	871	B3	$7,455.08
		JOHNSONVILLE ELEMENTARY	430	348	Met	430	348	Met	M	430	348	472	G2	$7,844.00
		HARNETT COUNTY EARLY COLL	430	370	Exceeded	430	370	Exceeded	E	430	341	170	E0	$7,779.17
		LAFAYETTE ELEMENTARY	430	308	Exceeded	430	308	Not Met	E	430	353	124	E0	$7,779.17
		OVERHILLS MIDDLE	340	492	Not Met	340	398	Met	M	430	370	826	G3	$8,200.50
		BENHAVEN ELEMENTARY	430	312	Exceeded	430	312	Not Met	E	430	312	982	E3	$8,946.08
		ERWIN ELEMENTARY	430	336	Met	430	336	Met	M	430	336	582	G2	$7,844.00
		TRITON HIGH			Not Principal	430	378	Met	M	430	378	1300	G4	$8,557.08
		HARNETT CENTRAL HIGH	430	346	Not Met	430	346	Not Met	B	430	346	1491	B4	$7,779.17
		DUNN ELEMENTARY	430	344	Met	430	344	Not Met	M	430	344	774	G3	$8,200.50
		HIGHLAND ELEMENTARY	430	349	Not Met	430	349	Met	M	430	349	891	G3	$8,200.50
		HARNETT VIRTUAL ACADEMY	430	368	Not Available	430	368	Not Available	M	430	385	120	G0	$7,130.83
		OVERHILLS HIGH			Not Principal			Not Principal	B	430	371	2009	B5	$8,103.25
		COATS ELEMENTARY	430	330	Exceeded	430	330	Not Met	E	430	328	642	E2	$8,557.08
		COATS-ERWIN MIDDLE	430	330	Exceeded	430	330	Not Met	E	430	330	608	E2	$8,557.08
		ANGIER ELEMENTARY			Not Principal	430	308	Do Not Qualify *	B	430	308	323	B1	$6,806.75
		COATS-ERWIN MIDDLE			Not Principal			Not Principal	B	430	330	608	B2	$7,130.83
		WESTERN HARNETT MIDDLE			Not Principal			Not Principal	B	430	386	760	B3	$7,455.08

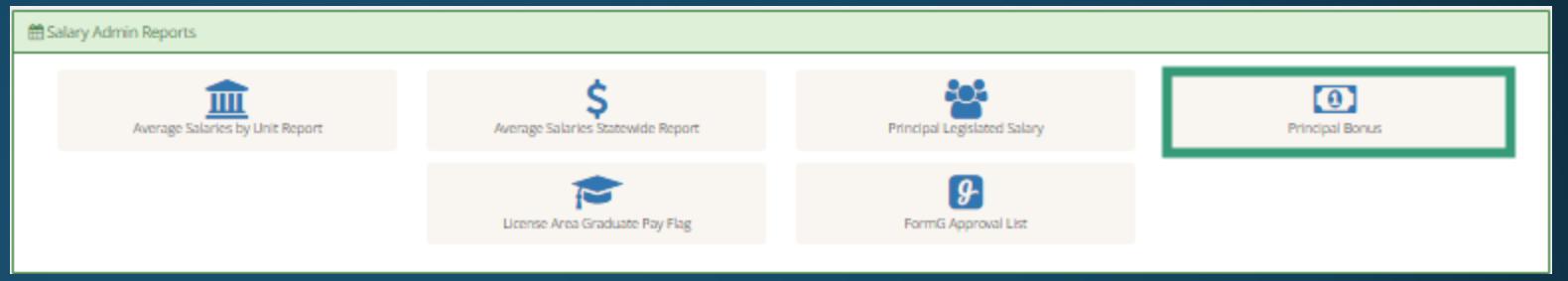
It can also be found on the tool bar under Salary Admin Reports

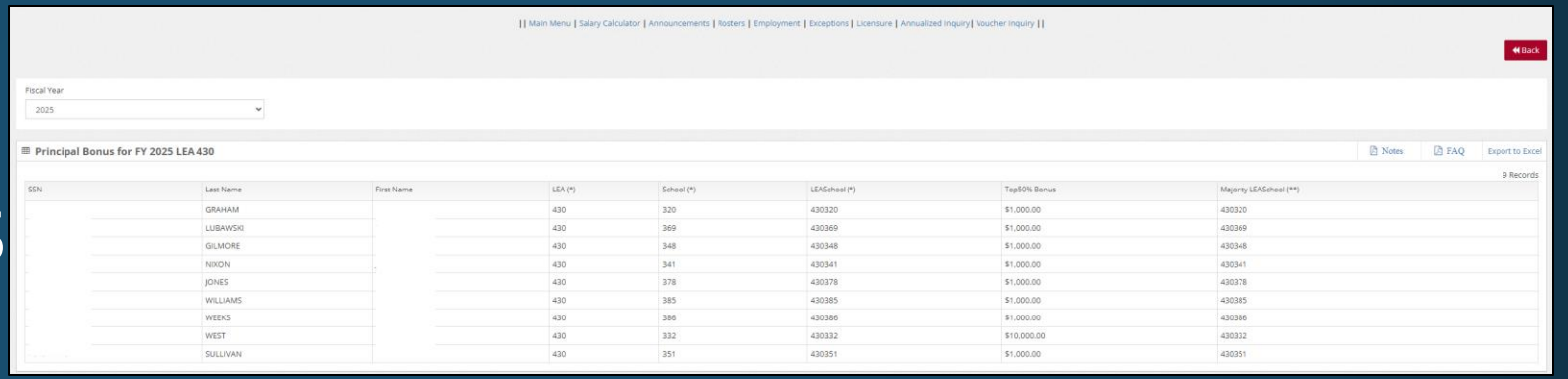


SALARY ADMIN REPORTS SECTION

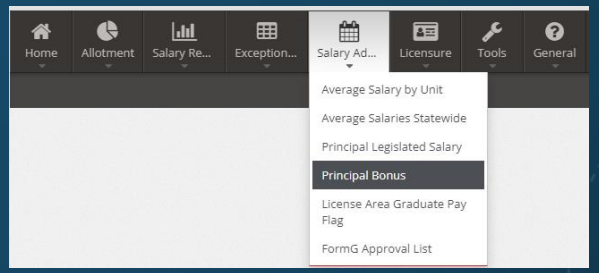
Includes:

- Average Salaries by Unit Report
- Average Salaries Statewide Report
- Principal Legislated Salary
- **Principal Bonus**





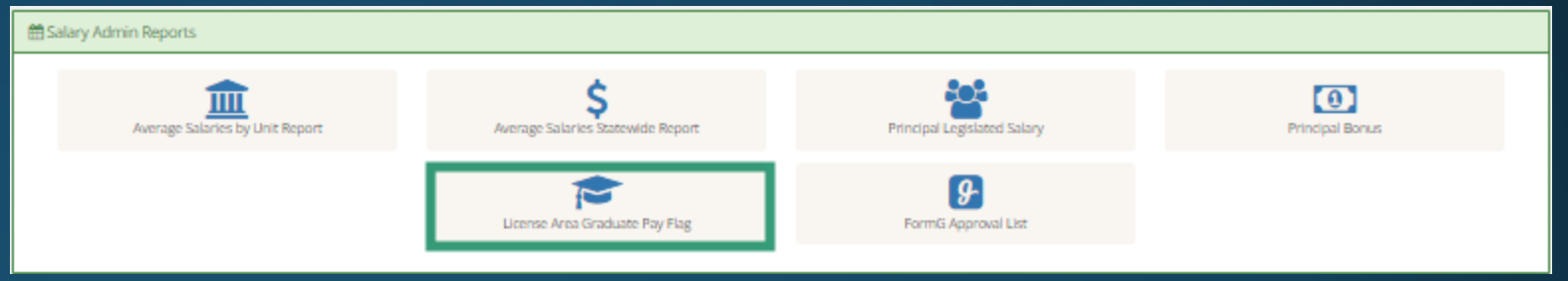
It can also be found on the tool bar under Salary Admin Reports

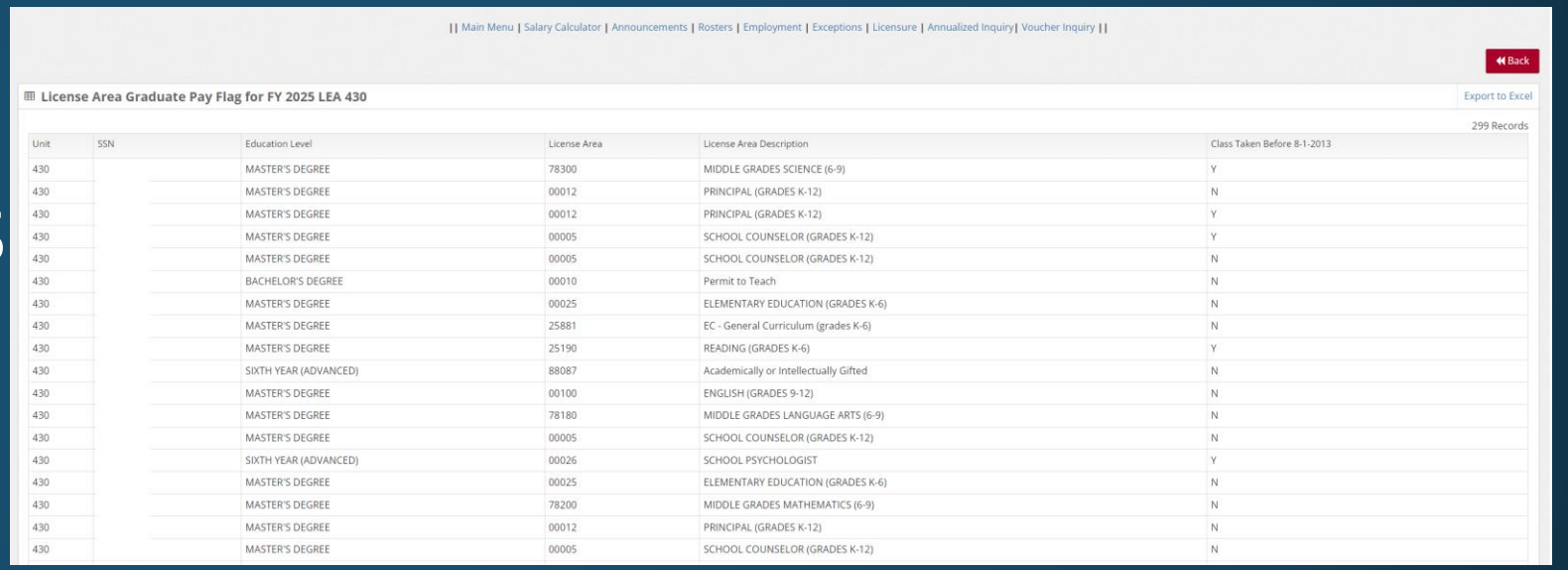


SALARY ADMIN REPORTS SECTION

Includes:

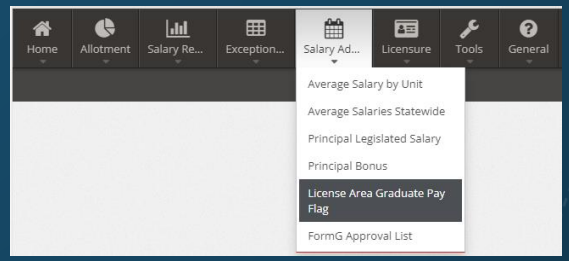
- Average Salaries by Unit Report
- Average Salaries Statewide Report
- Principal Legislated Salary
- Principal Bonus
- **License Area Graduate Pay Flag**





Unit	SSN	Education Level	License Area	License Area Description	Class Taken Before 8-1-2013
430		MASTER'S DEGREE	78300	MIDDLE GRADES SCIENCE (6-9)	Y
430		MASTER'S DEGREE	00012	PRINCIPAL (GRADES K-12)	N
430		MASTER'S DEGREE	00012	PRINCIPAL (GRADES K-12)	Y
430		MASTER'S DEGREE	00005	SCHOOL COUNSELOR (GRADES K-12)	Y
430		MASTER'S DEGREE	00005	SCHOOL COUNSELOR (GRADES K-12)	N
430		BACHELOR'S DEGREE	00010	Permit to Teach	N
430		MASTER'S DEGREE	00025	ELEMENTARY EDUCATION (GRADES K-6)	N
430		MASTER'S DEGREE	25881	EC - General Curriculum (grades K-6)	N
430		MASTER'S DEGREE	25190	READING (GRADES K-6)	Y
430		SIXTH YEAR (ADVANCED)	88087	Academically or Intellectually Gifted	N
430		MASTER'S DEGREE	00100	ENGLISH (GRADES 9-12)	N
430		MASTER'S DEGREE	78180	MIDDLE GRADES LANGUAGE ARTS (6-9)	N
430		MASTER'S DEGREE	00005	SCHOOL COUNSELOR (GRADES K-12)	N
430		SIXTH YEAR (ADVANCED)	00026	SCHOOL PSYCHOLOGIST	Y
430		MASTER'S DEGREE	00025	ELEMENTARY EDUCATION (GRADES K-6)	N
430		MASTER'S DEGREE	78200	MIDDLE GRADES MATHEMATICS (6-9)	N
430		MASTER'S DEGREE	00012	PRINCIPAL (GRADES K-12)	N
430		MASTER'S DEGREE	00005	SCHOOL COUNSELOR (GRADES K-12)	N

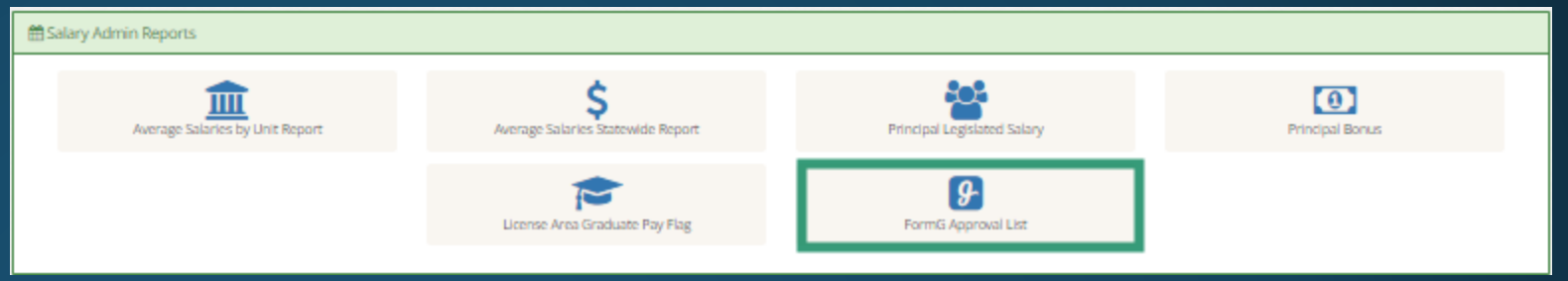
It can also be found on the tool bar under Salary Admin Reports

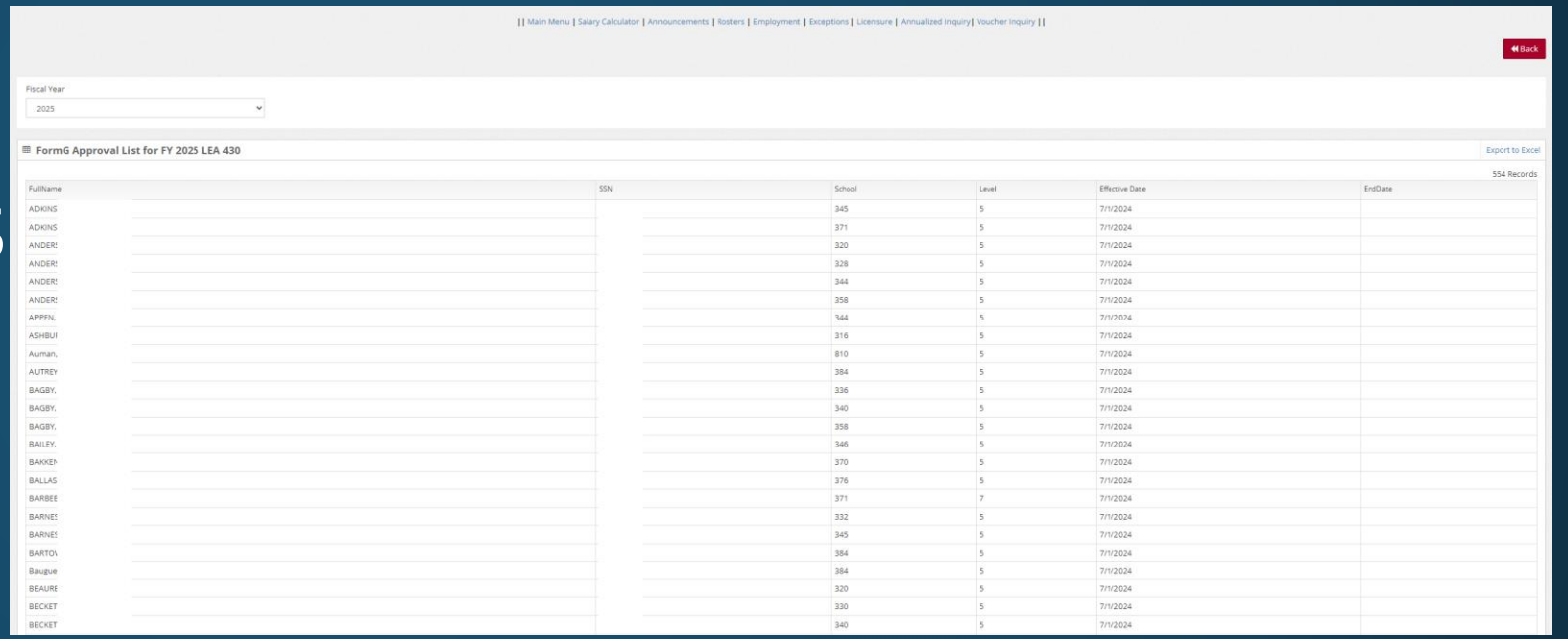


SALARY ADMIN REPORTS SECTION

Includes:

- Average Salaries by Unit Report
- Average Salaries Statewide Report
- Principal Legislated Salary
- Principal Bonus
- License Area Graduate Pay Flag
- **FormG Approval List**





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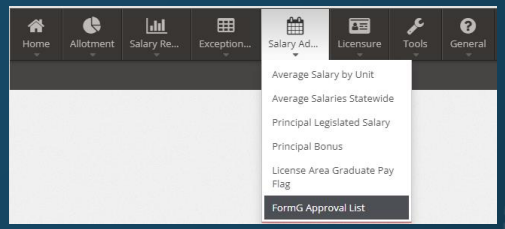
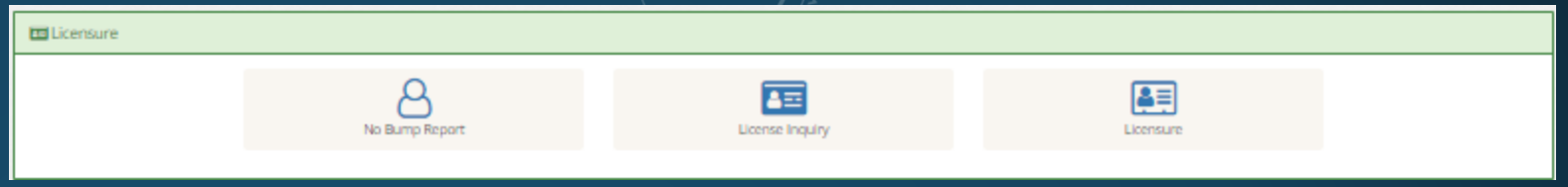
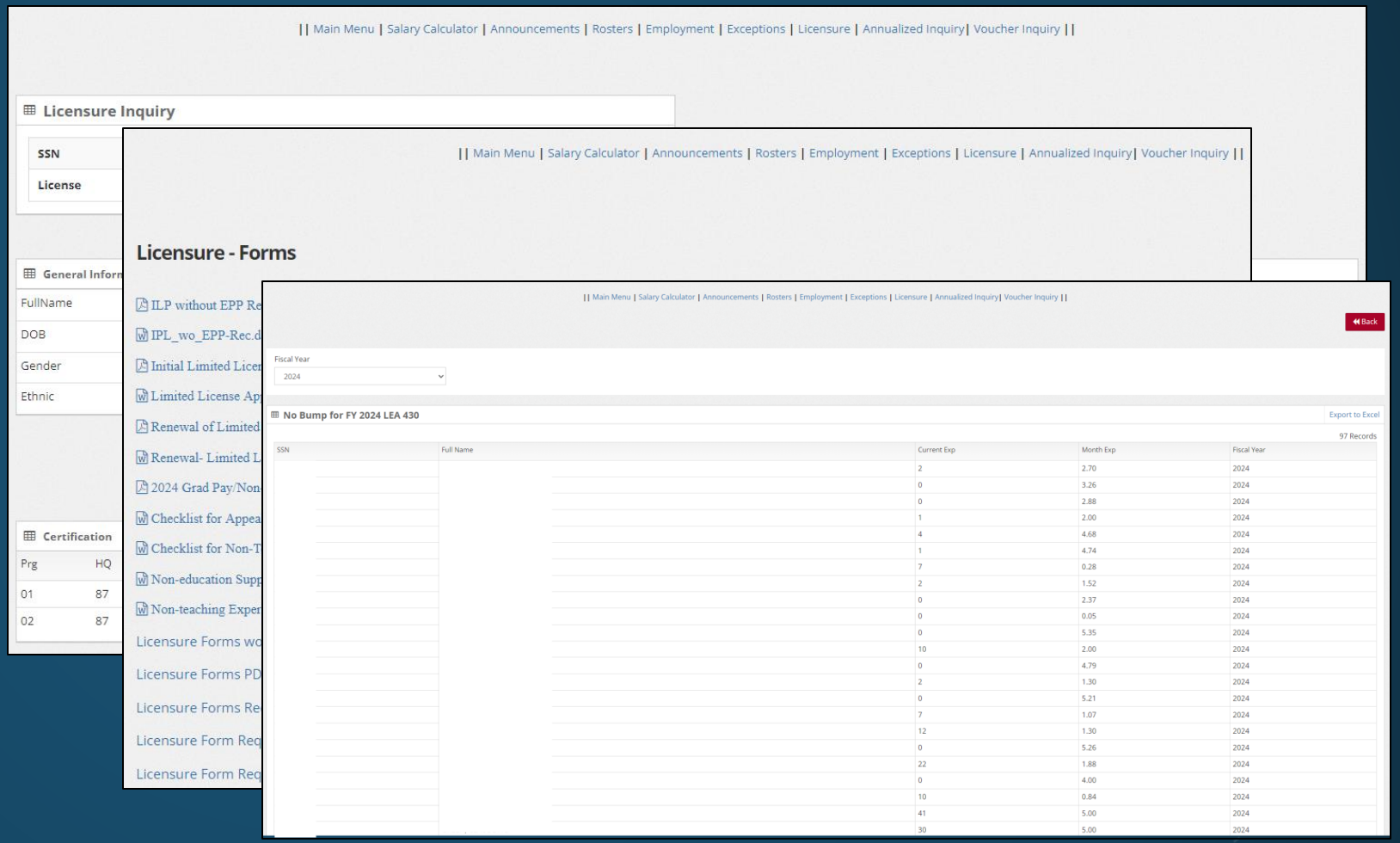


LICENSURE SECTION

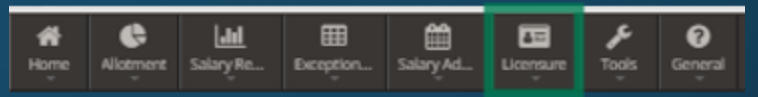
Includes:

- No Bump Report
- License Inquiry
- Licensure





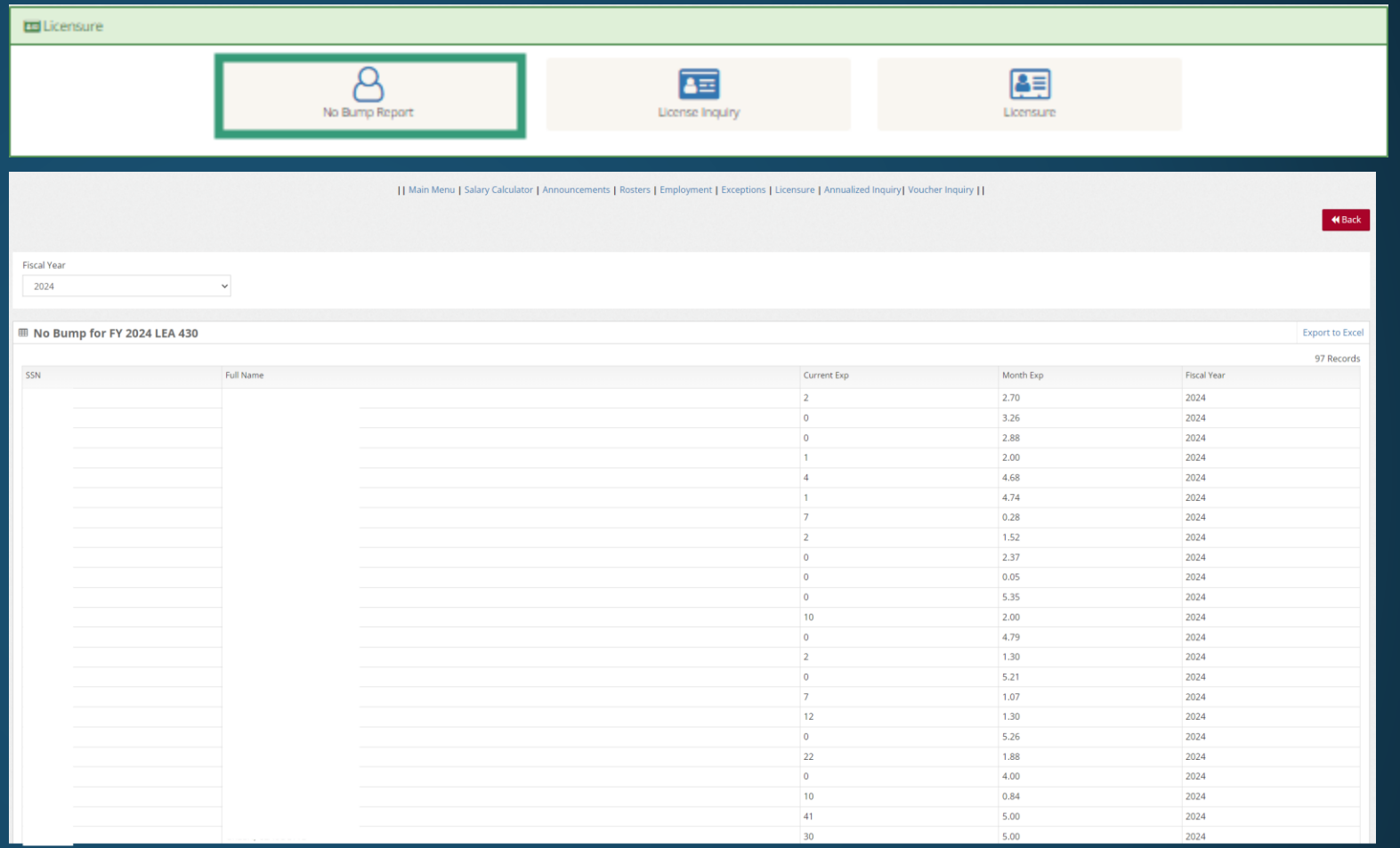
It can also be found on the tool bar under Licensure



LICENSURE SECTION

Includes:

- **No Bump Report**



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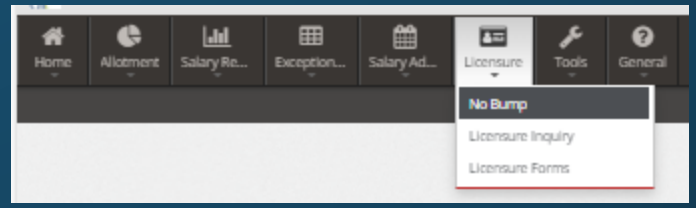

LICENSURE SECTION

Includes:

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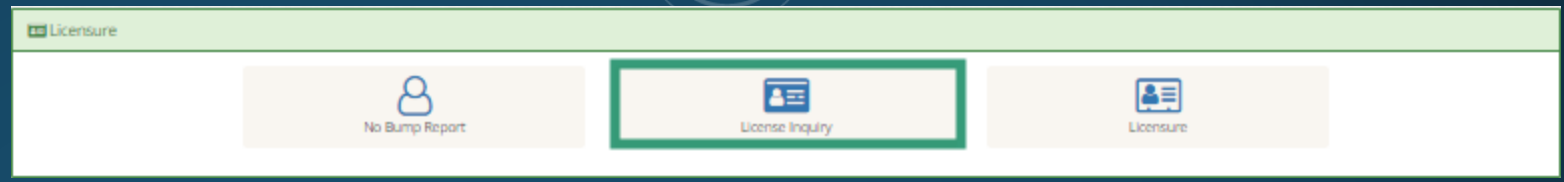
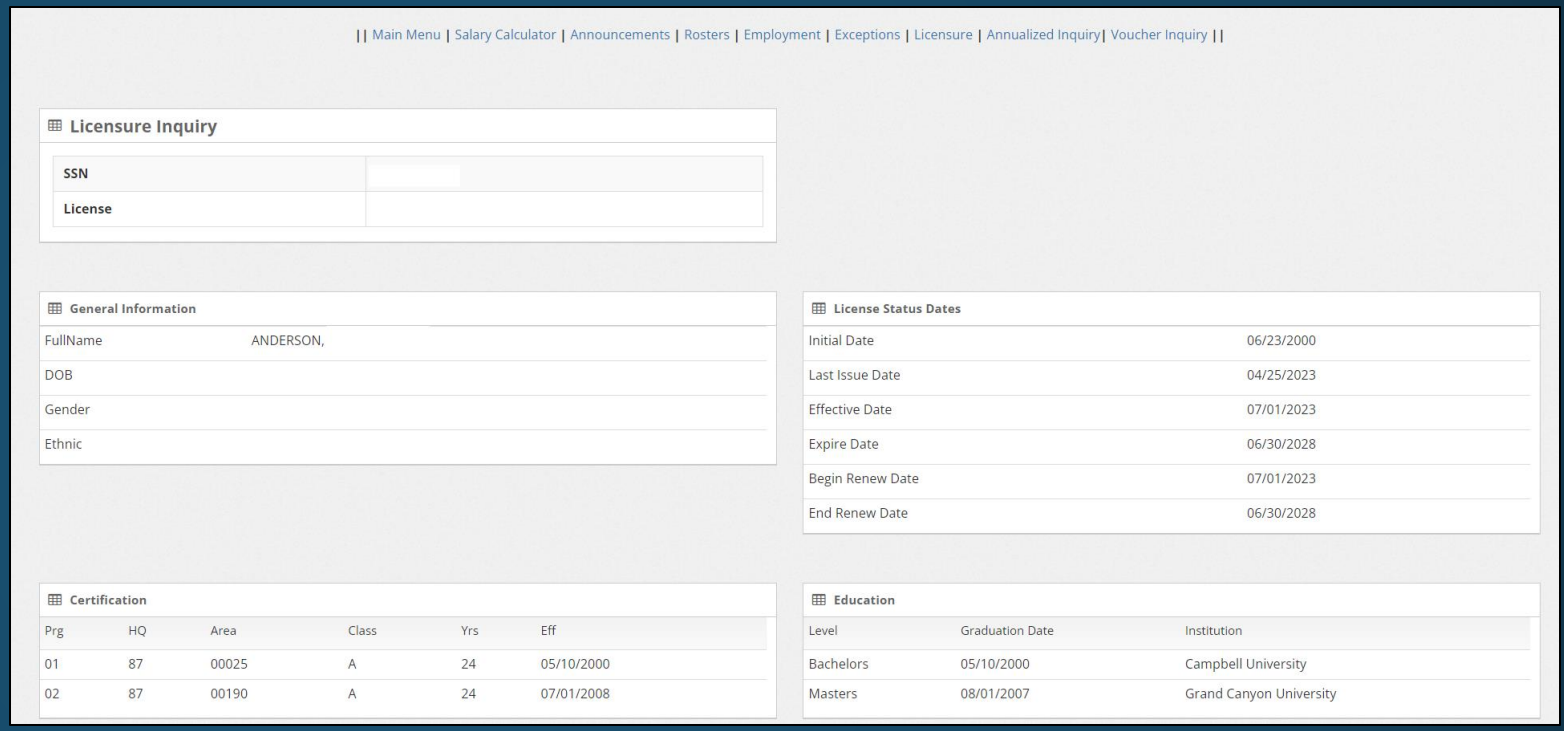
- **License Inquiry**





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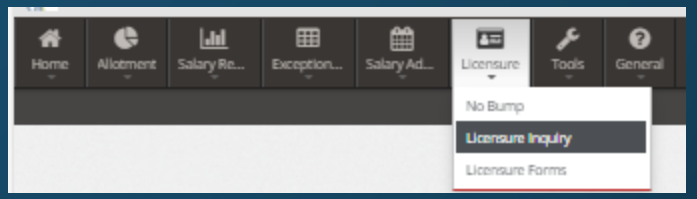

LICENSURE SECTION

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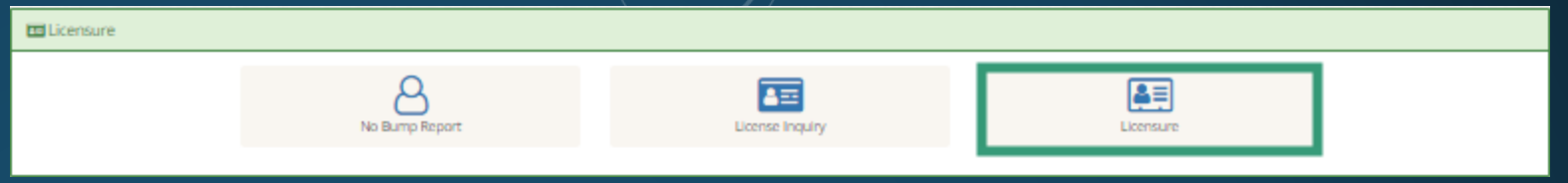
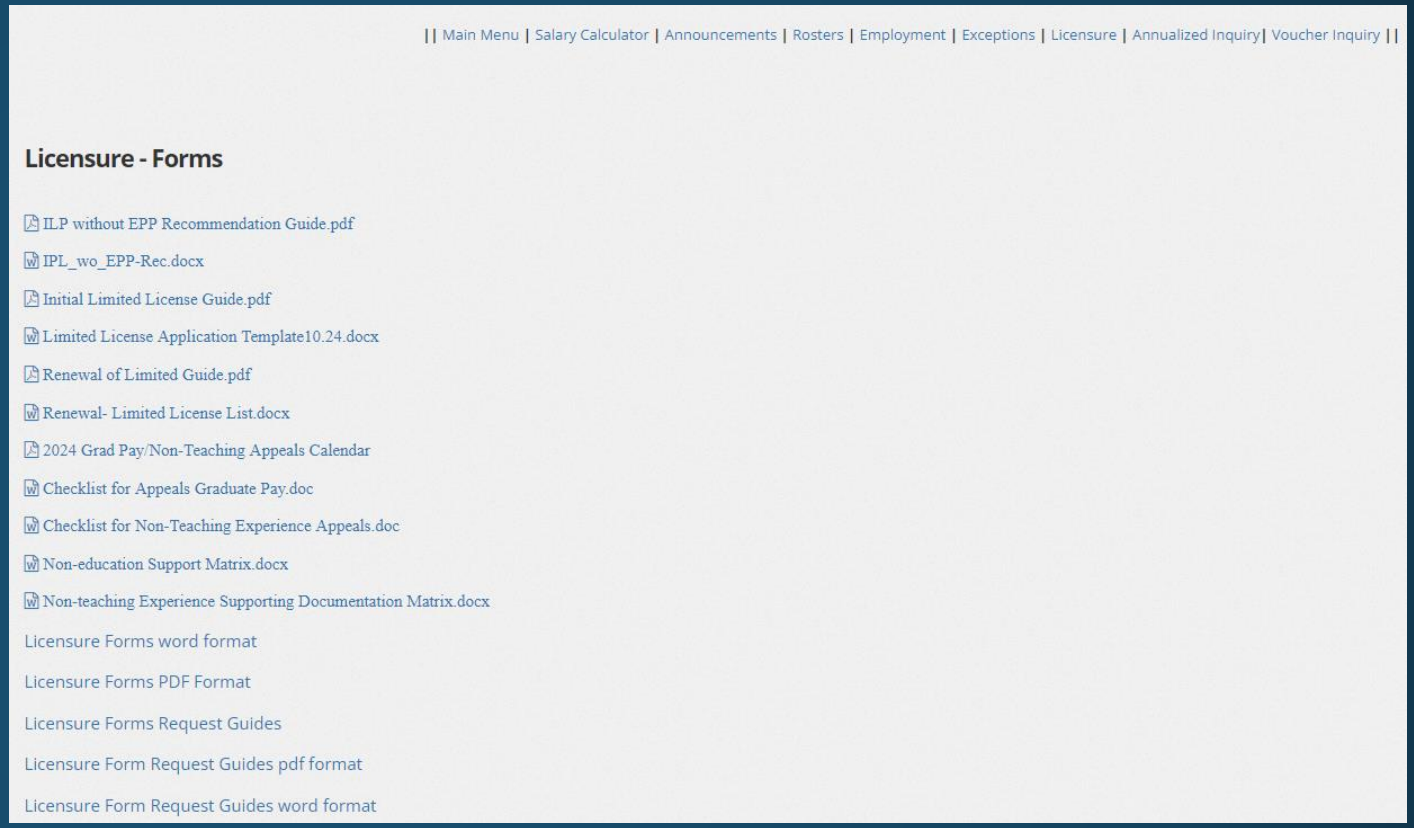
- **Licensure**





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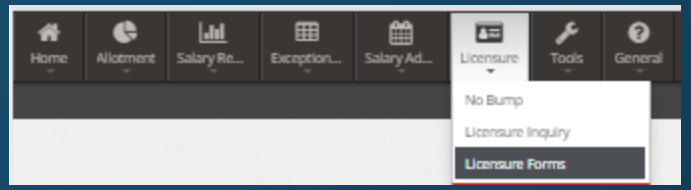
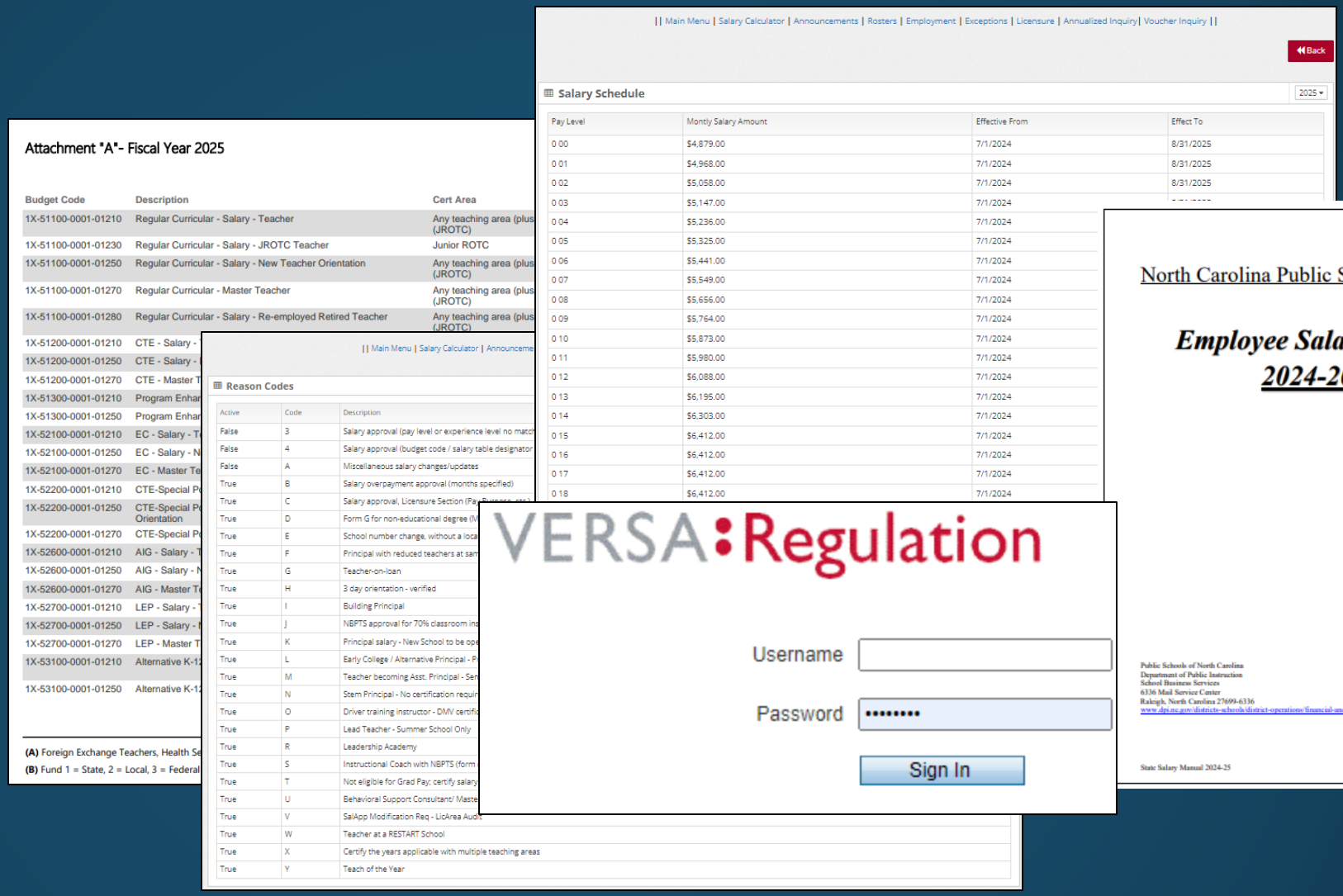


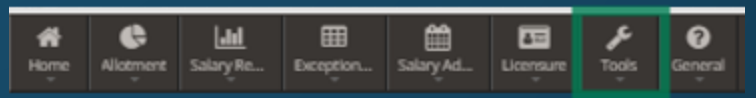
TOOLS

Includes:

- Reason Codes
- Versa
- Attach A
- Salary Manual
- Salary Schedule



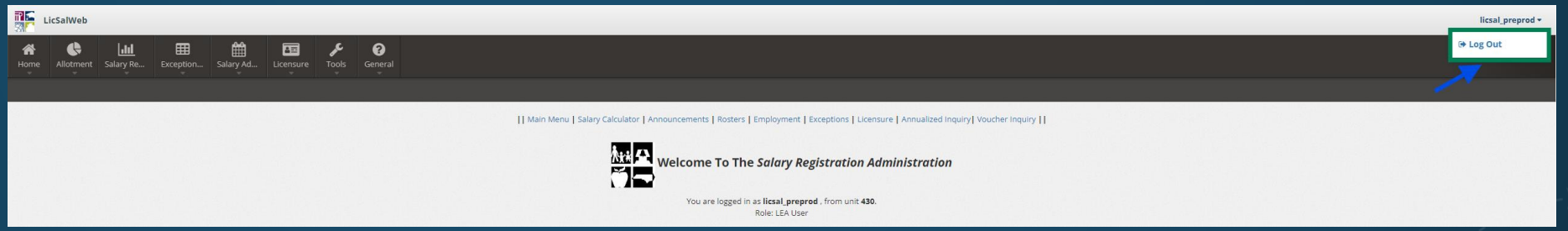
It can also be found on the tool bar under Tools



SECURITY

Includes:

- Inactivity Time Out
- Log out



SECURITY

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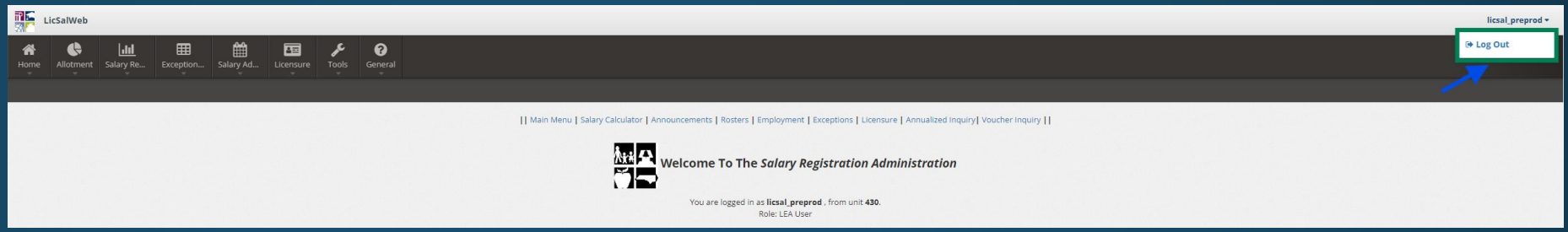
- Log out



SECURITY

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PLEASE SEND SALARY RELATED QUESTIONS TO: SALARY@DPI.NC.GOV