

LicSal: Salary Management

Prepared By: School Business

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Purpose

The purpose of this document is to provide the Public School Units (PSUs) with a tool to help with understanding the Salary Management provide by DPI – IT developed Licensure-Salary Database System (LicSal). This document also provides other reference material for the PSU to use in conjunction with reports, data and/or resources provided by their software and software vendor.

It is the expectation of NCDPI that your financial software packages provide you with sufficient tools, edits, resources to effectively manage your payroll for your districts. The software should provide your business operations and payroll staff with sufficient reporting, reconciliation tools, etc. to ensure that the UERS required data files submitted to NCDPI are accurate and complete. This includes your payroll detail records, the payroll summary file (PRSF) records, the general expense records and the monthly financial report records.

Salary Compliance

Summary of Calculations

Calculating Calculated YTD Gross

The calculated YTD Gross is the max an educator should be paid based on the daily rate of pay, YTD Days Employed reported on the payroll summary file and percent employed. Calculated YTD Gross does not calculate the exact dollar amount that should be paid. Therefore, the Calculate YTD Gross does not takes in account calendar type, employee type, year-round school flag and/or absences.

$$\begin{array}{ccccccc} \text{YTD Days} & & & & & & \\ \text{Employed Used} & \times & \text{Daily Rate} & \times & \text{Percent} & = & \text{Calculated} \\ & & \text{of Pay} & & \text{Employed} & & \text{YTD Gross} \end{array}$$

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

Example 1: *10-month educator with 100 percent employment, a daily rate of pay of \$190.70 and 107.5 YTD Days Employed used.*

$$\begin{array}{ccccccc} \mathbf{107.5} & & & & & & \\ \text{YTD Days} & & & & & & \\ \text{Employed Used} & \times & \mathbf{\$190.70} & \times & \mathbf{100\%} & = & \mathbf{\$20,500} \\ & & \text{Daily Rate} & & \text{Percent} & & \text{Calculated} \\ & & \text{of Pay} & & \text{Employed} & & \text{YTD Gross} \end{array}$$

Example 2: *10-month educator with 50 percent employment, a daily rate of pay of \$190.70 and 107.5 YTD Days Employed used.*

$$\begin{array}{ccccccc} \mathbf{107.5} & & & & & & \\ \text{YTD Days} & & & & & & \\ \text{Employed Used} & \times & \mathbf{\$190.70} & \times & \mathbf{50\%} & = & \mathbf{\$10,250} \\ & & \text{Daily Rate} & & \text{Percent} & & \text{Calculated} \\ & & \text{of Pay} & & \text{Employed} & & \text{YTD Gross} \end{array}$$

Example 3: *Principal with 100 percent employment, a daily rate of pay of \$299.20 and 132 YTD Days Employed used.*

$$\begin{array}{ccccccc} \mathbf{132} & & & & & & \\ \text{YTD Days} & & & & & & \\ \text{Employed Used} & \times & \mathbf{\$299.20} & \times & \mathbf{100\%} & = & \mathbf{\$39,494} \\ & & \text{Daily Rate} & & \text{Percent} & & \text{Calculated} \\ & & \text{of Pay} & & \text{Employed} & & \text{YTD Gross} \end{array}$$

Note: Due to rounding difference there is a \$1.00 tolerance in the Salary Compliance Check.

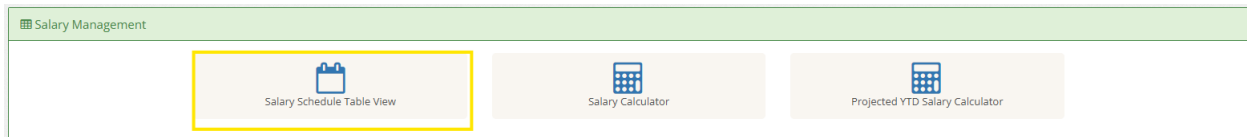
Calculating Daily Rate of Pay

As mentioned before, daily rate of pay is part of the Calculated YTD Gross calculation. The daily rate of pay has changed from being calculated monthly to now being calculated on an annual basis. This allows for the daily rate of pay to align with how these funds are budgeted and provided to the PSUs by the State.

Principal daily rate of pay is no longer based on the workdays in a particular month, but the total YTD days in a year (5 days a week multiplied by 52 weeks).

Others changed from 21.5 days a month to 215 YTD Days (21.5days *10 months).

Employees can be paid using the number of workdays in the month. However, if the daily rate of pay from the salary schedule is not used, you may notice differences in the YTD Gross Report and the calculated YTD Gross. Salary schedules can be found here [Compensation for Public School Employees | NC DPI](#) and in Licsal under Salary Management.



Principals

Monthly Salary \times 12 Months \div 260 YTD Days $=$ Daily Rate of Pay

Example: A principal with monthly salary of \$8,557.08.

\$8,557.08 \times 12 Months \div 260 YTD Days $=$ \$394.94

Others

Monthly Salary \times 10 Months \div 215 YTD Days $=$ Daily Rate of Pay

Example: An educator with monthly salary of \$4,400

\$4,400 \times 10 Months \div 215 YTD Days $=$ \$204.65

LicSal Annualized Summary Fields Explained

Start on 2026 and later Data and Reports page.



Welcome to the *Salary Registration Administration*


2026 and later Data and Reports
If you would like to see other data and reports, please click a button below.


 Classic only


 up to 2025

Click Annualized Inquiry

Salary Reports

 Employee Roster

 Annualized Inquiry

 Voucher inquiry

Payroll Summary for August FY 2026

SSN	██████
Name	██████████
Employee Type	10.0
PSU	██████
License	██████
Fiscal Year	2026 <input type="button" value="Search"/>

State Results

PSU	School	Pay Period	Budget Code	Pay Level	Certified Salary	Payline Gross	Reported YTD Gross	Daily Rate of Pay	YTD Days Employed Used	Percent Employed	Calculated YTD Gross	Salary Compliance Check
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The following are the description of these fields. (Please reference Appendix B 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. See appendix B for definition of employee type.

PSU

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.

- Versa is the software currently used by the NCDPI Licensure staff to record all educator credentials, etc. That system feeds this data into the LICISAL Platform daily.

Sch

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

- This must be a valid school/location code as defined in the COA (Chart of Accounts).

Pay Period

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

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

Budget Code

The reported budget code from the Payroll Summary file.

Pay Level

Pay levels indicate where an individual is placed on the legislated salary schedules. See Appendix J for the table that shows how each pay level is derived.

Cert Sal

The Certified Salary returned by LicSal procedure, Pr_Calculate_Salary. See Appendix A for Pr_Calculate_Salary routine.

Payline Gross

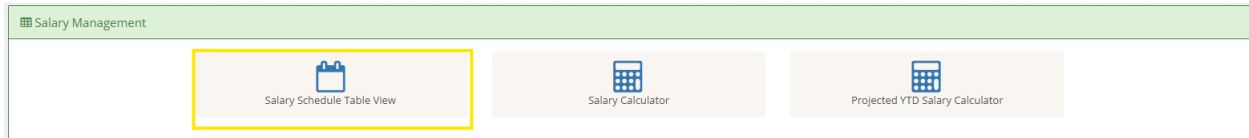
The reported Payline Gross from Payline Gross field on Payroll Summary file.

Reported YTD Gross

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

Daily Rate of Pay

Daily rate of pay can be found [Compensation for Public School Employees | NC DPI](#) and viewed in the LicSal system under Salary Management. See Summary of Calculations for Daily Rate of Pay Calculations.



YTD Days Employed Used

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

Percent Emp

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

Calculated YTD Gross

DPI Calculated field. See Summary of Calculations section for calculation.

Salary Compliance Check

Checks the Reported YTD Gross against the Calculated YTD Gross for overpaid salary only.

Due to rounding differences, there is a \$1.00 tolerance

If Reported YTD Gross is less than or equal to Calculated YTD Gross, a green check mark will be displayed, and the salary is good.

Payroll Summary for August FY 2026													
SSN	[REDACTED]												
Name	[REDACTED]												
Employee Type	10.0												
PSU	[REDACTED]												
Fiscal Year	2026 Search												

State Results													
Action	PSU	School	Pay Period	Budget Code	Pay Level	Certified Salary	Payline Gross	Reported YTD Gross	Daily Rate of Pay	YTD Days Employed Used	Percent Employed	Calculated YTD Gross	Salary Compliance Check
☞	[REDACTED]	31200	2	1X.51100.0001.01210.31200.000.00.0000000	M 31 N	\$6,826.00	\$6,826.00	\$6,826.00	\$317.49	21.50	100.00%	\$6,826.00	✓
Total:							\$6,826.00						

Local Results													
Action	PSU	School	Pay Period	Budget Code	Pay Level	Certified Salary	Payline Gross	Reported YTD Gross	Daily Rate of Pay	YTD Days Employed Used	Percent Employed	Calculated YTD Gross	Salary Compliance Check
☞	[REDACTED]	31200	2	2X.51100.0001.01810.31200.000.00.0000000		\$0.00	\$0.00	\$1,756.79	\$0.00	0.00	100.00%	\$0.00	N/A
Total:							\$1,756.79						

If Reported YTD Gross is greater than Calculated YTD Gross, a red caution symbol will be displayed, and you may owe.

Payroll Summary for August FY 2026

SSN: [REDACTED]
 Name: [REDACTED]
 Employee Type: 10.0
 PSU: [REDACTED]
 Fiscal Year: 2026 Search

State Results

Action	PSU	School	Pay Period	Budget Code	Pay Level	Certified Salary	Payline Gross	Reported YTD Gross	Daily Rate of Pay	YTD Days Employed Used	Percent Employed	Calculated YTD Gross	Salary Compliance Check
☑	[REDACTED]	33800	2	1X,51100,0001,01210,33800,000,00,000,000000	A 07	\$4,663.00	\$4,663.00	\$4,663.00	\$216.88	21.00	100.00%	\$4,554.56	⚠ You might owe \$108.44
						Total:	\$4,663.00						

Local Results

Action	PSU	School	Pay Period	Budget Code	Pay Level	Certified Salary	Payline Gross	Reported YTD Gross	Daily Rate of Pay	YTD Days Employed Used	Percent Employed	Calculated YTD Gross	Salary Compliance Check
☑	[REDACTED]	33800	2	2X,51100,0009,01810,33800,000,00,000,000000		\$0.00	\$406.09	\$406.09	\$0.00	21.00	100.00%	\$0.00	N/A
						Total:	\$406.09						

Payroll Summary for August FY 2026

SSN: [REDACTED]
 Name: [REDACTED]
 Employee Type: 12.0
 PSU: [REDACTED]
 Fiscal Year: 2026 Search

State Results

Action	PSU	School	Pay Period	Budget Code	Pay Level	Certified Salary	Payline Gross	Reported YTD Gross	Daily Rate of Pay	YTD Days Employed Used	Percent Employed	Calculated YTD Gross	Salary Compliance Check
☑	[REDACTED]	35000	2	1X,51300,0001,01210,35000,000,00,000,000000		\$0.00	\$4,572.00	\$9,144.00	\$0.00	43.00	100.00%	\$0.00	⚠ You might owe \$9,144.00 due to: license is expired
						Total:	\$9,144.00						

If the budget code used bypasses the compliance check, N/A will be displayed.

Payroll Summary for August FY 2026

SSN: [REDACTED]
 Name: [REDACTED]
 Employee Type: 12.0
 PSU: [REDACTED]
 Fiscal Year: 2026 Search

State Results

Action	PSU	School	Pay Period	Budget Code	Pay Level	Certified Salary	Payline Gross	Reported YTD Gross	Daily Rate of Pay	YTD Days Employed Used	Percent Employed	Calculated YTD Gross	Salary Compliance Check
☑	[REDACTED]	40400	2	1X,54100,0037,01140,40400,000,00,000,000000	B4	\$7,779.17	\$17,114.16	\$17,114.16	\$359.04	44.00	100.00%	\$15,797.70	N/A
						Total:	\$17,114.16						

Local Results

Action	PSU	School	Pay Period	Budget Code	Pay Level	Certified Salary	Payline Gross	Reported YTD Gross	Daily Rate of Pay	YTD Days Employed Used	Percent Employed	Calculated YTD Gross	Salary Compliance Check
☑	[REDACTED]	40400	2	2X,54100,0037,01140,40400,000,00,000,000000		\$0.00	\$0.00	\$3,793.00	\$0.00	0.00	100.00%	\$0.00	N/A
						Total:	\$3,793.00						

If the YTD Days Employed is negative, a red caution symbol will be displayed with the message ERROR.

Payroll Summary for September FY 2026

SSN: [REDACTED]
 Name: [REDACTED]
 Employee Type: 12.0
 PSU: [REDACTED]
 Fiscal Year: 2026 Search
 License Number: [REDACTED]

State Results

Action	PSU	School	Pay Period	Budget Code	Pay Level	Certified Salary	Payline Gross	Reported YTD Gross	Daily Rate of Pay	YTD Days Employed Used	Percent Employed	Calculated YTD Gross	Salary Compliance Check	Employee Type
☞	[REDACTED]	36200	1	1X.51100.0001.01210.36200.000.00.000.000000	A 12	\$5,116.00	(\$5,025.00)	(\$4,187.50)	\$237.95	-21.50	83.33%	(\$4,263.10)	⚠ ERROR	12.0
Total: \$0.00														

If the YTD Gross is negative, a red caution symbol will be displayed with the message ERROR.

Payroll Summary for September FY 2026

SSN: [REDACTED]
 Name: [REDACTED]
 Employee Type: 10.0
 PSU: [REDACTED]
 Fiscal Year: 2026 Search
 License Number: [REDACTED]

State Results

Action	PSU	School	Pay Period	Budget Code	Pay Level	Certified Salary	Payline Gross	Reported YTD Gross	Daily Rate of Pay	YTD Days Employed Used	Percent Employed	Calculated YTD Gross	Salary Compliance Check	Employee Type
☞	[REDACTED]	40000	2	1X.51300.0004.01210.40000.000.00.000.000000	A 02	\$4,250.00	(\$111.68)	(\$111.68)	\$197.67	21.50	100.00%	\$4,249.91	⚠ ERROR	10.0
☞	[REDACTED]	40000	3	1X.51300.0004.01210.40000.000.00.000.000000	A 02	\$4,250.00	\$4,175.00	\$5,010.00	\$197.67	43.00	60.00%	\$5,099.89	✓	10.0
☞	[REDACTED]	42600	3	1X.51300.0004.01210.42600.000.00.000.000000	A 02	\$4,250.00	\$4,175.00	\$3,340.00	\$197.67	43.00	40.00%	\$3,399.92	✓	10.0
Total: \$8,350.00														

YTD R7 Absences

The reported number of days from YTD R7 Absences field on Payroll Summary file. This field is not used in any calculation and displayed for informational purposes only.

YTD Personal Absences

The reported number of days from YTD Personal Absences field on Payroll Summary file. This field is not used in any calculation and displayed for informational purposes only.

YTD Unapproved Absences

The reported amount from YTD Unapproved Absences field on Payroll Summary file. This field is not used in any calculation and displayed for informational purposes only.

Certified Salary and Licensure Information

Certified Salary Changes

If there is a change in certified salary, **a separate employee record** is needed in the PRSF for each certified salary, as the daily rate of pay will change thus affecting Calculated YTD Gross.

This most commonly happens when a principal's salary changes, or an educator's National Board for Professional Teaching Standards (NBPTS) expires.

Certified salary changes can also occur due to Licensure updates. If the Licensure update effective date is July 1, meaning the pay for the entire year is changed, only one record is necessary. However, if the licensure update is mid-year, it typically is made effective at least to the beginning of the month the change occurs. In that circumstance there should be separate employee records submitted monthly in the PRSF for that employee that reflects the appropriate data for each level of pay.

Principals

Principals are paid according to the actual number of workdays in a month. Therefore, the daily rate of pay in the payroll systems may vary month to month.

DPI annualized process uses only one daily rate of pay each month. This will cause principals to have an exception for most reporting periods until closer to the end of the fiscal year. DPI does not have the capacity to collect or calculate based on each PSUs varying calendars by school.

If the principal is paid correctly, there should be no exception come the end of the year. If a principal leaves prior to the end of the year and they have an exception due to daily rate of pay differences, please email salary@dpi.nc.gov and a salary analyst will be able to assist as that should be the only situation where we may have to manually override the system.

DPI does not have the capacity to do this override during the year while an employee remains active in your payroll.

Salary Compliance Reports

DPI has created new compliance reports. These reports require action from the PSU for the PSU to be in compliance. There will not be an exception report for underpayments (please see the Salary Differences Report in the Salary Management section of LICCSAL).

Exception Reports

\$+
 Overpayments

☰
 All Others

📅
 Negative YTD Days Used

\$-
 Negative YTD Gross

Overpayments

Exception Overpayments for September FY 2026 PSU [REDACTED]							Export to Excel
SSN	School	Budget Code	Percent Employed	Name	Exception Message	Summary	Details
[REDACTED]	30900	35.52100.0060.01210.30900.000.00.000.00000	100.00%	[REDACTED]	Total: \$22,431.59 You might owe \$4,753.00		

Overpayment report list records from the PRSF that may be overpaid according to the Reported YTD Gross and Calculated YTD Gross. If the Reported YTD Gross is higher than the Calculated YTD Gross, you might owe if the exception is not cleared by the end of the year.

The total amount that might be owe is listed at the top of the page in bold font. The total amount does not include funds that may be owed if license-related issues are not cleared up by the end of the year.

To filter the total amount by fund, PRC or any other filter, please export the file to excel and filter as needed.

All Others

All Other Exceptions for September FY 2026 PSU [REDACTED]							Export to Excel
SSN	School	Budget Code	Percent Employed	Name	Exception Message	Summary	Details
[REDACTED]	35000	1X.51100.0001.01210.35000.000.00.000.00000	100.00%	[REDACTED]	Total: \$1,229,211.74 You might owe \$8,350.00 due to: license is expired		
[REDACTED]	35300	35.52100.0060.01210.35300.000.00.000.00000	100.00%	[REDACTED]	You might owe \$5,388.00 due to: employee is not certified		
[REDACTED]	39000	1X.51100.0001.01210.39000.000.00.000.00000	100.00%	[REDACTED]	You might owe \$8,350.00 due to: no license found		

All Others report list records from the PRSF that reflects an overpayment due to a license related issue. The amount you might owe is the Reported YTD Gross, as DPI cannot calculate YTD Gross for license errors.

The total amount that might be owe is listed at the top of the page in bold font. The total amount will remain if the license-related issues are not cleared up by the end of the year.

To filter the total amount by fund, PRC or any other filter, please export the file to excel and filter as needed.

Negative YTD Days Used

The payroll summary file should not include negative values in the YTD Days Employed field. This should be stopped by the Vendors as a control audit feature in your payroll systems; however, it is up to the PSU to determine how to effectively manage accurate data being transmitted to DPI for your employees.

To aid the PSUs until their software vendors can pre-check for these situations, the Negative YTD Days Employed Used report was created. This report lists the records that were submitted in the PRSF with negative YTD days employed. These records must be corrected.

Negative YTD Gross

The payroll summary file should not include negative values in the YTD Gross field. This should be stopped by the Vendors as a control audit feature in your payroll systems; however, it is up to the PSU to determine how to effectively manage accurate data being transmitted to DPI for your employees.

To aid the PSUs until their software vendors can pre-check for these situations, Negative YTD Gross report was created. This report lists the records that were submitted in the PRSF with negative YTD Gross. These records must be corrected.

Salary Management Tools

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 AIDs 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 PSU 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 PSUs, when staffing their districts for their own unique needs.

To use these calculators:

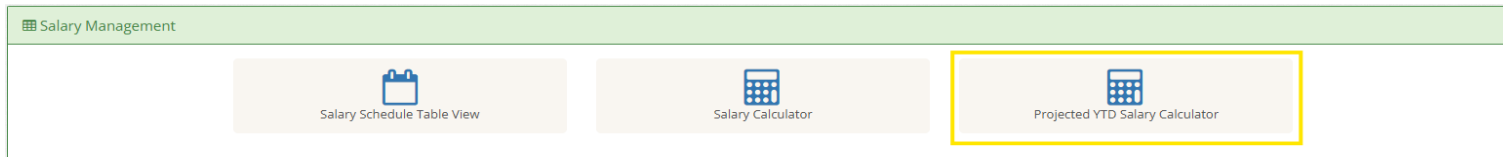
These calculators require the PSUs to enter in certain parameters that are best determined by the PSUs related to their staffing. The calculators will return the estimated ANNUAL Salary for the employee. We have also updated the tool to return an estimated DAILY rate of pay.

The PSUs 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 Management.



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 includes a "Fiscal Year: 2025" label. The form contains several input fields and dropdown menus, each with a red error message below it: "SSN" (The SSN field is required.), "Employee Type" (set to "10 Month"), "PSU" (The PSU field is required.), "School" (The School field is required.), "Year-Round School" (set to "No"), "Fund" (The Fund field is required.), "Purpose" (The Purpose field is required.), "PRC" (The PRC field is required.), "Object" (The Object field is required.), "Percent Employed" (set to "100.00"), "Calendar Type" (set to "Fixed days in the pay per"), "Employment Start Date" (set to "07/01/2024"), "Employment End Date" (set to "06/30/2025"), "Days in the First Month" (set to "21.5"), and "Days in the Last Month" (set to "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 PSU.

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 8/1/2025 and end date 5/31/2026.

Projected YTD Salary Calculator

Fiscal Year: 2026

SSN: [Redacted] Employee Type: 10 Month

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

Fund: 1 Purpose: 5110 PRC: 001 Object: 121 Percent Employed: 100.00

Calendar Type: Fixed days in the pay period Employment Start Date: 08/01/2025 Employment End Date: 05/31/2026

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 **\$68,260.00**, corresponding to pay level **M 29 N** and **\$317.49** daily rate of pay.

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
2026	2	8/1/2025	8/31/2025	21.500	21.500	[Redacted]	[Redacted]	1X.51100.0001.01210	100	N	10	1.00000	6826.0000		M 29 N	\$6,826.00	\$6,826.00	21.50	1.00000
2026	3	9/1/2025	9/30/2025	21.500	21.500	[Redacted]	[Redacted]	1X.51100.0001.01210	100	N	10	1.00000	6826.0000		M 29 N	\$6,826.00	\$13,652.00	43.00	2.00000
2026	4	10/1/2025	10/31/2025	21.500	21.500	[Redacted]	[Redacted]	1X.51100.0001.01210	100	N	10	1.00000	6826.0000		M 29 N	\$6,826.00	\$20,478.00	64.50	3.00000
2026	5	11/1/2025	11/30/2025	21.500	21.500	[Redacted]	[Redacted]	1X.51100.0001.01210	100	N	10	1.00000	6826.0000		M 29 N	\$6,826.00	\$27,304.00	86.00	4.00000
2026	6	12/1/2025	12/31/2025	21.500	21.500	[Redacted]	[Redacted]	1X.51100.0001.01210	100	N	10	1.00000	6826.0000		M 29 N	\$6,826.00	\$34,130.00	107.50	5.00000
2026	7	1/1/2026	1/31/2026	21.500	21.500	[Redacted]	[Redacted]	1X.51100.0001.01210	100	N	10	1.00000	6826.0000		M 29 N	\$6,826.00	\$40,956.00	129.00	6.00000
2026	8	2/1/2026	2/28/2026	21.500	21.500	[Redacted]	[Redacted]	1X.51100.0001.01210	100	N	10	1.00000	6826.0000		M 29 N	\$6,826.00	\$47,782.00	150.50	7.00000
2026	9	3/1/2026	3/31/2026	21.500	21.500	[Redacted]	[Redacted]	1X.51100.0001.01210	100	N	10	1.00000	6826.0000		M 29 N	\$6,826.00	\$54,608.00	172.00	8.00000
2026	10	4/1/2026	4/30/2026	21.500	21.500	[Redacted]	[Redacted]	1X.51100.0001.01210	100	N	10	1.00000	6826.0000		M 29 N	\$6,826.00	\$61,434.00	193.50	9.00000
2026	11	5/1/2026	5/31/2026	21.500	21.500	[Redacted]	[Redacted]	1X.51100.0001.01210	100	N	10	1.00000	6826.0000		M 29 N	\$6,826.00	\$68,260.00	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. The fields described here are for estimation purposes only. The Calculated YTD Gross on the annualized inquiry screen is calculated as described in the Summary of Calculation Section of this document.

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 an 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

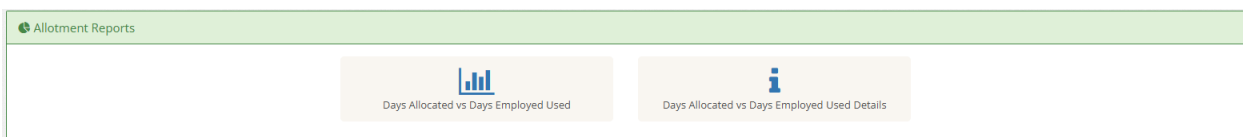
Sum of *Gross* from the current and previous reporting periods

YTD Days

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

YTD Mon Exp

This is still included in the Projected Salary Calculator tool, however DPI has moved to Days allotted. The Days Allocated vs. Days Used report can be found in LicSal under Allotment Reports.



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](#)

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

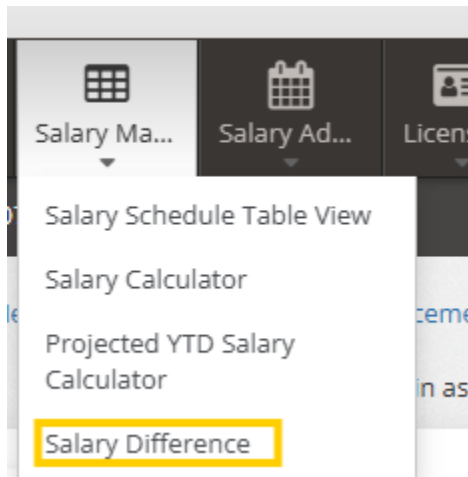
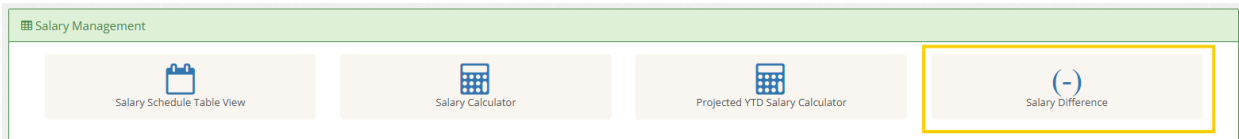
Salary Management Reports

DPI does not have the ability to accurately program for exact salaries due to LEA position complexities. To help aid the PSUs, DPI will create and publish new Salary Management Reports as the need arises.

Salary Differences Report

This report shows the difference between YTD Gross Reported in the payroll summary file and the Calculated YTD Gross. The report shows if the YTD Gross Reported for the record is more or less than the YTD Calculated Gross. This report does not provide an exact dollar amount as we are unable to calculate the exact amount, due to complexities in the data provided from the LEAs. Differences between $-\$1.00$ and $\$1.00$ will not be displayed.

Salary Difference Report can be found under Salary Management on both the main menu page and menu bar at the top of the page.

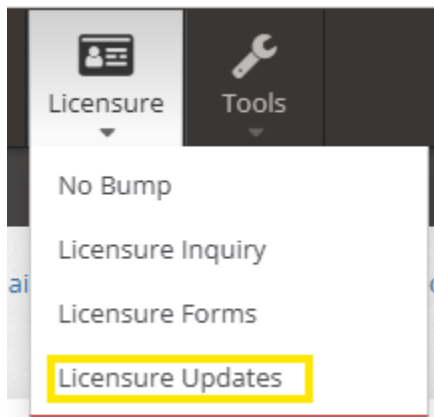
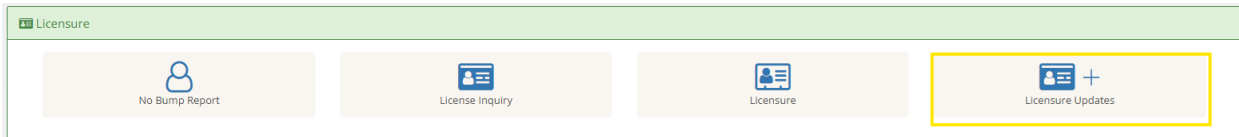


Licensure Updates Report

This report list updates from Licensure. It is updated daily as Licensure updates are applied to LicSal. This report is not 100% percent of licensure changes. The changes reflected in this report are changes that may affect certified salary. Please speak with your Human Resources (HR) department to confirm necessary changes. If there are questions regarding updates found on this report, please contact the Regional Assistance Licensing Centers (RALC) for your LEA.

Please note, effective date is the date in which the change is effective and change date is the date the change was entered into the system.

Licensure Update Report can be found under Licensure on both the main menu page and menu bar at the top of the page.



Appendix

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 (∞ 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 (∞ 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 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	Code 1 = current fiscal year transaction; Code 3 = prior fiscal year transaction; Code 4 = RECLASS - Zero Out prior reported salary summary record; 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

Note: Double-click to enlarge PDF

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
	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: https://licsalweb.dpi.state.nc.us/licsal/salary/documents/FY20XX_coa.txt 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: http://www.ncpublicschools.org/fbs/finance/reporting/coa20XX , where XX is the Fiscal Year.
8	FUND	AN	2	3X 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: https://licsalweb.dpi.state.nc.us/licsal/salary/documents/FY20XX_fund.txt Fund code definitions are online at: http://www.ncpublicschools.org/docs/fbs/finance/reporting/coa/20XX/fundcodes.pdf . 2nd Digit - Grant Year of Funds - Used to designate the Grant Year for funds as DPI moves to Grant Year Accounting. NOTE: For FY 2024, PSUs will code X in the Grant Year position.
9	PURPOSE	AN	5	51100 Field expanded to 5 with the new digit on the end.	Purpose code text file is online at: https://licsalweb.dpi.state.nc.us/licsal/salary/documents/FY2018_purpose.txt Purpose code definitions are online at: http://www.ncpublicschools.org/docs/fbs/finance/reporting/coa/2018/purposesummary.pdf . Default last position in Purpose Code to 0.
10	PROGRAM (PRC)	AN	4	0050 Field expanded to 4 with the new digit in the front.	Program Report Code (PRC) text file is online at: https://licsalweb.dpi.state.nc.us/licsal/salary/documents/FY20XX_prc.txt PRC definitions are online at: http://www.ncpublicschools.org/docs/fbs/finance/reporting/coa/20XX/programreportcodes.pdf . Default first position in PRC Code to 0.

Note: Double-click to enlarge PDF

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	OBJECT	AN	5	01210 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: https://licsalweb.dpi.state.nc.us/licsal/salary/documents/FY20XX_object.txt Object code definitions are online at: http://www.ncpublicschools.org/docs/fbs/finance/reporting/coa/20XX/objectssummary.pdf 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. Default the first and last positions in the Object Code to 0.
12	LOCATION CODE	AN	5	31000 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: 00000 – Schoolwide Expenditures 81000 – Central Office 82000 - Warehouse 83000 – Fiscal Agent 84000 – Special Programs 85000 – Charter School 86000 – Non-ADM Student 88800 – Workers Comp 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. Default the last two positions in the Location Code to 00.
13	DEPARTMENT	AN	3	000	PSU DEFINED Department codes used to 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.
14	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.

Note: Double-click to enlarge PDF

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
15	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.
16	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.
17	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.
18	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.
19	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.
20	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.
21	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.

Note: Double-click to enlarge PDF

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
22	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.
23	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, 20XX thru December 31, 20XX.
24	PAY PERIOD	N	2	06	MM format. Month of the fiscal year in which the payment is made. (i.e. July is 01, September is 03, December is 06, March is 09, thru the month of June which is 12) 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. (i.e. July is 01, September is 03, June is 12)
25	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.
26	POSITION ID	N	9	123456789	Unique 'number' that identifies the budgeted position number whether filled or vacant.
27	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.
28	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)
29	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)

Note: Double-click to enlarge PDF

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
30	YEAR-ROUND SCHOOL FLAG	AN	1	Y	Blank = School is not designated as year-round. Y = School designated as year-round, but employee is paid 12 equal checks regardless of employee type. N= School designated as year-round, but employee is paid 10 or 11 checks; depending on employee type.
31	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
32	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 C: 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

Note: Double-click to enlarge PDF

Appendix D: 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	1X 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: https://licsalweb.dpi.state.nc.us/licsal/salary/documents/FY20XX_fund.txt Fund code definitions are online at: http://www.ncpublicschools.org/docs/fbs/finance/reporting/coa/20XX/fundcodes.pdf . 2nd Digit - Grant Year of Funds - Used to designate the Grant Year for funds as DPI moves to Grant Year Accounting . 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.
13	PURPOSE	AN	5	51100 Field expanded to 5 with the new digit on the end.	Purpose code text file is online at: https://licsalweb.dpi.state.nc.us/licsal/salary/documents/FY2018_purpose.txt Purpose code definitions are online at: http://www.ncpublicschools.org/docs/fbs/finance/reporting/coa/2018/purposesummary.pdf . Default last position in Purpose Code to 0.

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	0050 Field expanded to 4 with the new digit in the front.	Program Report Code (PRC) text file is online at: https://licsalweb.dpi.state.nc.us/licsal/salary/documents/FY20XX_prc.txt PRC definitions are online at: http://www.ncpublicschools.org/docs/fbs/finance/reporting/coa/20XX/programreportcodes.pdf . Default first position in PRC Code to 0
15	OBJECT	AN	5	01210 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: https://licsalweb.dpi.state.nc.us/licsal/salary/documents/FY20XX_object.txt Object code definitions are online at: http://www.ncpublicschools.org/docs/fbs/finance/reporting/coa/20XX/objectsummary.pdf 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. Default the first and last positions in the Object Code to 0.
16	LOCATION CODE	AN	5	31000 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: 00000 – Schoolwide Expenditures 81000 – Central Office 82000 - Warehouse 83000 – Fiscal Agent 84000 – Special Programs 85000 – Charter School 86000 – Non-ADM Student 88800 – Workers Comp 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. Default the last two positions in the Location Code to 00.

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
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.

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
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. NEW
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

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
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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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
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Legend

- A Alpha
- AN Alpha-numeric
- N Numeric

Appendix E: 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|00|0000|00000|2150|2150|2150||  
10000|540000|540000|331483||-15000 |Y| 03| 5991134669|123456789|M|07|0100||||||||||
```

NCDPI Finance Team

Note: Double-click to enlarge PDF

Appendix F: Calculator Error Messages

The following error messages are used with both salary calculators.

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 G: Daily Rate of Pay

This is the daily rate of pay used in Calculated YTD Gross calculation. The Salary Schedules seen below, can be found here [Compensation for Public School Employees | NC DPI](#).

FY 2025-26
DAILY RATE SCHEDULES
DAILY RATES FOR TEACHERS AND SUPPORT SERVICE PERSONNEL
 (Based on 215 YTD Days)

Effective July 1, 2025								
Years of Exp	Bachelor's Degree		Master's Degree		Advanced Degree		Doctorate Degree	
	Bachelor's with NBPTS	N/A	Master's with NBPTS	N/A	Advanced with NBPTS	N/A	Doctorate with NBPTS	N/A
0	\$190.70	N/A	\$209.77	N/A	\$215.63	N/A	\$221.53	N/A
1	\$194.19	N/A	\$213.63	N/A	\$219.49	N/A	\$225.40	N/A
2	\$197.67	N/A	\$217.44	N/A	\$223.30	N/A	\$229.21	N/A
3	\$201.16	\$225.30	\$221.30	\$245.44	\$227.16	\$251.30	\$233.07	\$257.21
4	\$204.65	\$229.21	\$225.12	\$249.67	\$230.98	\$255.53	\$236.88	\$261.44
5	\$208.14	\$233.12	\$228.98	\$253.95	\$234.84	\$259.81	\$240.74	\$265.72
6	\$212.65	\$238.19	\$233.91	\$259.44	\$239.77	\$265.30	\$245.67	\$271.21
7	\$216.88	\$242.93	\$238.56	\$264.80	\$244.42	\$270.47	\$250.33	\$276.37
8	\$221.07	\$247.58	\$243.16	\$269.67	\$249.02	\$275.53	\$254.93	\$281.44
9	\$225.30	\$252.33	\$247.81	\$274.84	\$253.67	\$280.70	\$259.58	\$286.60
10	\$229.53	\$257.07	\$252.51	\$280.05	\$258.37	\$285.91	\$264.28	\$291.81
11	\$233.72	\$261.77	\$257.12	\$285.16	\$262.98	\$291.02	\$268.88	\$296.93
12	\$237.95	\$266.51	\$261.77	\$290.33	\$267.63	\$296.19	\$273.53	\$302.09
13	\$242.14	\$271.21	\$266.37	\$295.44	\$272.23	\$301.30	\$278.14	\$307.21
14	\$246.37	\$275.95	\$271.02	\$300.80	\$276.88	\$306.47	\$282.79	\$312.37
15	\$250.60	\$280.70	\$275.67	\$305.77	\$281.53	\$311.63	\$287.44	\$317.53
16	\$250.60	\$280.70	\$275.67	\$305.77	\$281.53	\$311.63	\$287.44	\$317.53
17	\$250.60	\$280.70	\$275.67	\$305.77	\$281.53	\$311.63	\$287.44	\$317.53
18	\$250.60	\$280.70	\$275.67	\$305.77	\$281.53	\$311.63	\$287.44	\$317.53
19	\$250.60	\$280.70	\$275.67	\$305.77	\$281.53	\$311.63	\$287.44	\$317.53
20	\$250.60	\$280.70	\$275.67	\$305.77	\$281.53	\$311.63	\$287.44	\$317.53
21	\$250.60	\$280.70	\$275.67	\$305.77	\$281.53	\$311.63	\$287.44	\$317.53
22	\$250.60	\$280.70	\$275.67	\$305.77	\$281.53	\$311.63	\$287.44	\$317.53
23	\$250.60	\$280.70	\$275.67	\$305.77	\$281.53	\$311.63	\$287.44	\$317.53
24	\$250.60	\$280.70	\$275.67	\$305.77	\$281.53	\$311.63	\$287.44	\$317.53
25	\$260.23	\$291.44	\$286.28	\$317.49	\$292.14	\$323.35	\$298.05	\$329.26

NOTE: "NBPTS" stands for National Board for Professional Teacher Standards.

Note: Double-click to enlarge PDF

FY 2025-26
DAILY RATES FOR SCHOOL GUIDANCE COUNSELORS
 (Based on 215 YTD Days)
Effective July 01, 2025

Years of Exp	BASE SALARY	School Counselors			YEARS OF EXP	NBPTS BASE SALARY	School Counselors with NBPTS		
		Masters	Advanced	Doctorate			Masters	Advanced	Doctorate
0	\$4,610	\$214.42	\$220.28	\$226.19	0	NA	NA	NA	NA
1	\$4,693	\$218.28	\$224.14	\$230.05	1	NA	NA	NA	NA
2	\$4,775	\$222.09	\$227.95	\$233.86	2	NA	NA	NA	NA
3	\$4,858	\$225.95	\$231.81	\$237.72	3	\$5,377	\$250.09	\$255.95	\$261.86
4	\$4,940	\$229.77	\$235.63	\$241.53	4	\$5,468	\$254.33	\$260.19	\$266.09
5	\$5,023	\$233.63	\$239.49	\$245.40	5	\$5,560	\$258.60	\$264.47	\$270.37
6	\$5,129	\$238.56	\$244.42	\$250.33	6	\$5,678	\$264.09	\$269.95	\$275.86
7	\$5,229	\$243.21	\$249.07	\$254.98	7	\$5,789	\$269.26	\$275.12	\$281.02
8	\$5,328	\$247.81	\$253.67	\$259.58	8	\$5,898	\$274.33	\$280.19	\$286.09
9	\$5,428	\$252.47	\$258.33	\$264.23	9	\$6,009	\$279.49	\$285.35	\$291.26
10	\$5,529	\$257.16	\$263.02	\$268.93	10	\$6,121	\$284.70	\$290.56	\$296.47
11	\$5,628	\$261.77	\$267.63	\$273.53	11	\$6,231	\$289.81	\$295.67	\$301.58
12	\$5,728	\$266.42	\$272.28	\$278.19	12	\$6,342	\$294.98	\$300.84	\$306.74
13	\$5,827	\$271.02	\$276.88	\$282.79	13	\$6,452	\$300.09	\$305.95	\$311.86
14	\$5,927	\$275.67	\$281.53	\$287.44	14	\$6,563	\$305.26	\$311.12	\$317.02
15	\$6,027	\$280.33	\$286.19	\$292.09	15	\$6,674	\$310.42	\$316.28	\$322.19
16	\$6,027	\$280.33	\$286.19	\$292.09	16	\$6,674	\$310.42	\$316.28	\$322.19
17	\$6,027	\$280.33	\$286.19	\$292.09	17	\$6,674	\$310.42	\$316.28	\$322.19
18	\$6,027	\$280.33	\$286.19	\$292.09	18	\$6,674	\$310.42	\$316.28	\$322.19
19	\$6,027	\$280.33	\$286.19	\$292.09	19	\$6,674	\$310.42	\$316.28	\$322.19
20	\$6,027	\$280.33	\$286.19	\$292.09	20	\$6,674	\$310.42	\$316.28	\$322.19
21	\$6,027	\$280.33	\$286.19	\$292.09	21	\$6,674	\$310.42	\$316.28	\$322.19
22	\$6,027	\$280.33	\$286.19	\$292.09	22	\$6,674	\$310.42	\$316.28	\$322.19
23	\$6,027	\$280.33	\$286.19	\$292.09	23	\$6,674	\$310.42	\$316.28	\$322.19
24	\$6,027	\$280.33	\$286.19	\$292.09	24	\$6,674	\$310.42	\$316.28	\$322.19
25	\$6,255	\$290.93	\$296.79	\$302.70	25	\$6,926	\$322.14	\$328.00	\$333.91

NOTE: "NBPTS" stands for National Board for Professional Teacher Standards.
 "NBPTS" salary difference is based on the "A" (Bachelors) scale + 12% differential

Note: Double-click to enlarge PDF

FY 2025-26
DAILY RATES FOR SCHOOL PSYCHOLOGISTS
Including Masters Level Speech-Language Pathologists
and Masters Level Audiologists
(Based on 215 Days)

Effective July 1, 2025

Years of Exp	BASE SALARY	Psychologists		
		Masters	Advanced	Doctorate
0	\$5,273	\$245.26	\$251.12	\$257.02
1	\$5,379	\$250.19	\$256.05	\$261.95
2	\$5,479	\$254.84	\$260.70	\$266.60
3	\$5,578	\$259.44	\$265.30	\$271.21
4	\$5,678	\$264.09	\$269.95	\$275.86
5	\$5,779	\$268.79	\$274.65	\$280.56
6	\$5,878	\$273.40	\$279.26	\$285.16
7	\$5,978	\$278.05	\$283.91	\$289.81
8	\$6,077	\$282.65	\$288.51	\$294.42
9	\$6,177	\$287.30	\$293.16	\$299.07
10	\$6,277	\$291.95	\$297.81	\$303.72
11	\$6,277	\$291.95	\$297.81	\$303.72
12	\$6,277	\$291.95	\$297.81	\$303.72
13	\$6,277	\$291.95	\$297.81	\$303.72
14	\$6,277	\$291.95	\$297.81	\$303.72
15	\$6,277	\$291.95	\$297.81	\$303.72
16	\$6,277	\$291.95	\$297.81	\$303.72
17	\$6,277	\$291.95	\$297.81	\$303.72
18	\$6,277	\$291.95	\$297.81	\$303.72
19	\$6,277	\$291.95	\$297.81	\$303.72
20	\$6,505	\$302.56	\$308.42	\$314.33
21	\$6,505	\$302.56	\$308.42	\$314.33
22	\$6,505	\$302.56	\$308.42	\$314.33
23	\$6,505	\$302.56	\$308.42	\$314.33
24	\$6,505	\$302.56	\$308.42	\$314.33
25	\$6,993	\$325.25	\$331.11	\$337.02

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**FY 2025-26
DAILY RATES FOR ASSISTANT PRINCIPALS**

Effective July 1, 2025

Years Of Exp	Assist. Principals (MASTER)	Assist. Principals (ADVANCED)	Assist. Principals (DOCTORATE)
0	\$228.93	\$232.79	\$238.70
1	\$231.07	\$236.93	\$242.84
2	\$235.26	\$241.12	\$247.02
3	\$239.40	\$245.26	\$251.16
4	\$243.53	\$249.40	\$255.30
5	\$247.67	\$253.53	\$259.44
6	\$253.07	\$258.93	\$264.84
7	\$258.09	\$263.95	\$269.88
8	\$263.07	\$268.93	\$274.84
9	\$268.09	\$273.95	\$279.86
10	\$273.16	\$279.02	\$284.93
11	\$278.14	\$284.00	\$289.91
12	\$283.16	\$289.02	\$294.93
13	\$288.14	\$294.00	\$299.91
14	\$293.16	\$299.02	\$304.93
15	\$298.23	\$304.09	\$310.00
16	\$298.23	\$304.09	\$310.00
17	\$298.23	\$304.09	\$310.00
18	\$298.23	\$304.09	\$310.00
19	\$298.23	\$304.09	\$310.00
20	\$298.23	\$304.09	\$310.00
21	\$298.23	\$304.09	\$310.00
22	\$298.23	\$304.09	\$310.00
23	\$298.23	\$304.09	\$310.00
24	\$298.23	\$304.09	\$310.00
25	\$309.67	\$315.53	\$321.44

NOTE: Assistant Principals no longer qualify for Longevity

Note: Double-click to enlarge PDF

PRINCIPAL DAILY RATES

FY 2025-26

Effective July 1, 2025

SCHEDULE/ PAY LEVEL	BASE Monthly Salary	Base - Daily Rates	
		YTD Days 260	
B0	\$6,482.67		\$299.20
B1	\$6,806.75		\$314.16
B2	\$7,130.83		\$329.12
B3	\$7,455.08		\$344.08
B4	\$7,779.17		\$359.04
B5	\$8,103.25		\$374.00

SCHEDULE/ PAY LEVEL	MET GROWTH Monthly Salary	Met Growth - Daily Rates	
		YTD Days 260	
G0	\$7,130.83		\$329.12
G1	\$7,487.42		\$345.57
G2	\$7,844.00		\$362.03
G3	\$8,200.50		\$378.48
G4	\$8,557.08		\$394.94
G5	\$8,913.58		\$411.40

SCHEDULE/ PAY LEVEL	EXCEEDED GROWTH Monthly Salary	Exceeded Growth - Daily Rates	
		YTD Days 260	
E0	\$7,779.17		\$359.04
E1	\$8,168.08		\$376.99
E2	\$8,557.08		\$394.94
E3	\$8,946.08		\$412.90
E4	\$9,335.00		\$430.85
E5	\$9,723.92		\$448.80

Note: Double-click to enlarge PDF

Appendix H: Guaranteed Position Allotments - Conversion to Days

Guaranteed Position Allotments- Conversion to Days

The following are the formulas used to convert the current allocations of the “position allotment PRCs” into “Days” for the purposes of tracking the “spend” by the LEAs.

The data coming from the LEAs is keyed off of “DAYS EMPLOYED” by employee and this conversion will enable the LIC/SAL systems and the LEA Payroll Summary file data to best align with the allocation of these “positions” for accounting and compliance purposes.

PRC	Personnel	Current Months	Days for 1 position	Legal authority
0001	Classroom Teacher ¹	10	215	G.S. 115C-84.2 School Calendar – States that the school calendar will consist of 215 days, including 185 instructional days, 10 annual vacation leave days, the legal holidays that fall within the school calendar as defined by OSHR, and teacher work days. G.S. 115C-302.1 Salary – “The daily rate of pay for teachers shall equal midway between one twenty-first and one twenty-second of the monthly rate of pay.”
0004	Program Enhancement Teachers	10	215	G.S. 115C-84.2 School Calendar G.S. 115C-302.1 Salary (same as teachers above)
0005	Principals	12	260	G.S. 115C-285 Salary – Principals will have the same legal holidays as State employees (OSHR). State Human Resource Manual – “normal workday schedule is five days per week.”
0005	Assistant Principals	Varies	1 month = 21.5 days	G.S. 115C-285 – “An assistant principal shall be paid, on a monthly basis, at least as much as he or she would earn as a teacher employed by that local school administrative unit.”

¹ Formula means that New Teacher Orientation (NTO) will now be paid at 1 day = 1/215th of a position or 0.0046512 positions. This is a change from the previous policy of 1 day of NTO = 0.005 positions.

Guaranteed Position Allotments- Conversion to Days

0006	School Health Personnel	10	215	G.S. 115C-325 defines an instructional support personnel as a "teacher," so the same rules need to apply.
0007	Instructional Support	10	215	G.S. 115C-325 defines an instructional support personnel as a "teacher," so the same rules need to apply.
0013	CTE Months of Employment	Varies	1 month = 21.5 days	G.S. 115C-302.1 specifically states that teacher days apply to career and technical education teachers.
0042	Child and Family Support Teams – Nurses	10	215	G.S. 115C-325 defines an instructional support personnel as a "teacher," so the same rules need to apply.

Appendix I: Pay Level

The table below provides a summary of how each pay level is derived.

	Digits 1 & 2	Digits 3 & 4	Digits 5 & 6	Digit 7
Teacher Schedule	Education: A, M, MS, or MD	Years of Experience	Blank	Blank or N for NBPTS
School Counselor	2, 2S, or 2D	Years of Experience	Blank	Blank or N for NBPTS
Psychologist Schedule	3, 3S, or 3D	Years of Experience	Blank	Blank
School-Based Administrator Schedule – Assistant Principal	0, 0S, or 0D (zero)	Years of Experience	Blank	Blank
School-Based Administrator Schedule – Principal	B0 to E5	Blank	Blank	Blank

A schedule is a numerical indicator preceding the pay level assignment, which designates the specific [salary schedule](#) from which the employee is paid.

Assistant principals are designated as Schedule 0 (zero).

The school psychologist, master's level audiologist, master's level speech-language pathologists are designated as Schedule 3, while the school counselor is designated as Schedule 2, differentiating them from the teacher schedules (A and M).