

LICSAL

UNDERSTANDING AND CLEARING AUDIT EXCEPTIONS

SALARY AUDIT EXCEPTION

Important Announcements

- Expired NBPTS
- Principal Legislated Salaries 7-12 FY25 for 01/01/2025-06/30/2025

SALARY AUDIT EXCEPTION

Important Announcements

- Expired NBPTS

EXPIRED NBPTS CERTIFICATIONS

Question???

- If an educator's NBPTS certification expired **11/30/24 (PP5)** in LicSal, will this cause a SAE?

Annualized Salary Summary	
SSN	██████████
Name	██████████████████
Employee Type	10.0
LEA	██
Fiscal Year	2025

State Results																
Action	Reporting Period	LEA	Budget Code	Cert Sal	Payline Gross	YTD Gross	YTD Calc Gross	YTD Days Emp	Total Days Year	Percent Emp	Sch	YTD R7 Absences	YTD \$50 Absences	YTD Unapproved Absences	YTD Months Exp	Exception Message
⊙	6	05000	1X.51100.0001.01210	\$5,927.00	\$32,870.00	\$32,870.00	\$29,635.04	107.50	215.00	100.00	30200	0.00	0.00	\$0.00	5.00	Over Paid

YTD Gross	\$32,870.00
YTD Calculated Gross	\$29,635.04
Exception Message	Over Paid
Exception Amount	\$3,234.96

Employment Inquiry													Rows 5	Create
Action	A/I	FY	Unit	School	Position Code	Budget Code	Pay Level	Cert Sal	Percent Employed	Months	Reason Code	Rsp		
⊙	A	2025	050	302	990601	1X.51100.0001.01210	M 17	\$5,927.00	100.00 %	1.00		0		
⊙	I	2025	050	302	990201	1X.51100.0001.01210	M 17 N	\$6,574.00	100.00 %	4.00		0		
⊙	I						M 16 N	\$6,474.00	100.00 %	10.00		0		
⊙	I						M 15 N	\$6,344.00	100.00 %	3.00		0		
⊙	I						M 15 N	\$6,344.00	100.00 %	7.00		0		

NBPTS Expirations

Desc	Exp
English/Language Arts (Ages 14-18)	11/30/2024

EXPIRED NBPTS CERTIFICATIONS

Answer

- If the educator's NBPTS certification has expired **11/30/24 (PP5)** and has not been renewed, then we would expect the educator to have 2 summary payroll records with the next pay period. One should show the certified salary amount before NBPTS ended and the other should show the certified salary without NBPTS, otherwise there would be an overpaid exception amount.

Annualized Salary Summary	
SSN	██████████
Name	██████████████████
Employee Type	10.0
LEA	██
Fiscal Year	2025

State Results																
Action	Reporting Period	LEA	Budget Code	Cert Sal	Payline Gross	YTD Gross	YTD Calc Gross	YTD Days Emp	Total Days Year	Percent Emp	Sch	YTD R7 Absences	YTD \$50 Absences	YTD Unapproved Absences	YTD Months Exp	Exception Message
⊞	6	05000	1X.51100.0001.01210	\$5,927.00	\$32,870.00	\$32,870.00	\$29,635.04	107.50	215.00	100.00	30200	0.00	0.00	\$0.00	5.00	Over Paid

YTD Gross	\$32,870.00
YTD Calculated Gross	\$29,635.04
Exception Message	Over Paid
Exception Amount	\$3,234.96

Salary Audit Exception

Employment Inquiry													Rows 5	Create
Action	A/I	FY	Unit	School	Position Code	Budget Code	Pay Level	Cert Sal	Percent Employed	Months	Reason Code	Rsp		
⊞	A	2025	050	302	990601	1X.51100.0001.01210	M 17	\$5,927.00	100.00 %	1.00		0		
⊞	I	2025	050	302	990201	1X.51100.0001.01210	M 17 N	\$6,574.00	100.00 %	4.00		0		
⊞	I						M 16 N	\$6,474.00	100.00 %	10.00		0		
⊞	I						M 15 N	\$6,344.00	100.00 %	3.00		0		
⊞	I						M 15 N	\$6,344.00	100.00 %	7.00		0		

NBPTS Expirations	
Desc	Exp
English/Language Arts (Ages 14-18)	11/30/2024

SALARY AUDIT EXCEPTION

Principal Legislated Salaries 7-12 FY25 for 01/01/2025-06/30/2025

Principal Legislated Salaries 7-12 FY25 for 01/01/2025-06/30/2025 have now been updated in LicSal.

Question???

- If a Principal achieved an 'Exceed' in one pay period; i.e., 2024 Growth, why isn't their PP 7-12 Pay Level an 'E'?

2022 Growth	2023 LEA	2023 School	2023 Growth	2024 LEA	2024 School	2024 Growth	Pay Level Growth	Current LEA	Current School	ADM Best 1 of 2 2024-2025	PP 7-12 Pay Level	PP 7-12 Certified Salary FY25
Not Met			Exceeded			Exceeded	E				E2	\$8,557.08
Met			Not Met			Exceeded	M				G2	\$7,844.00
Not Met			Met			Not Met	B				B3	\$7,455.08
Met			Met			Met	M				G1	\$7,487.42
Met			Met			Exceeded	M				G5	\$8,913.58
Not Met			Exceeded			Exceeded	E				E1	\$8,168.08
Exceeded			Met			Met	M				G2	\$7,844.00
Not Principal			Not Met			Met	B				B2	\$7,130.83
Exceeded			Met			Met	M				G2	\$7,844.00
Exceeded			Met			Met	M				G2	\$7,844.00
Not Met			Met			Met	M				G2	\$7,844.00
Exceeded			Exceeded			Exceeded	E				E1	\$8,168.08
Not Principal			Met			Met	M				G2	\$7,844.00

Principal Legislated Salaries 7-12 FY25 for 01/01/2025-06/30/2025 have now been updated in LicSal.

Answer

- A Principal shall be paid according to the **Met Growth** column for the **second six months** of the applicable fiscal year, if the school growth scores show the school or schools **met expected growth** in at least **one of the prior three** school years and **exceeded expected growth** in **one of the prior three** school years.

2022 Growth	2023 LEA	2023 School	2023 Growth	2024 LEA	2024 School	2024 Growth	Pay Level Growth	Current LEA	Current School	ADM Best 1 of 2 2024-2025	PP 7-12 Pay Level	PP 7-12 Certified Salary FY25
Not Met			Exceeded			Exceeded	E				E2	\$8,557.08
Met			Not Met			Exceeded	M				G2	\$7,844.00
Not Met			Met			Not Met	B				B3	\$7,455.08
Met			Met			Met	M				G1	\$7,487.42
Met			Met			Exceeded	M				G5	\$8,913.58
Not Met			Exceeded			Exceeded	E				E1	\$8,168.08
Exceeded			Met			Met	M				G2	\$7,844.00
Not Principal			Not Met			Met	B				B2	\$7,130.83
Exceeded			Met			Met	M				G2	\$7,844.00
Exceeded			Met			Met	M				G2	\$7,844.00
Not Met			Met			Met	M				G2	\$7,844.00
Exceeded			Exceeded			Exceeded	E				E1	\$8,168.08
Not Principal			Met			Met	M				G2	\$7,844.00

Specific questions related to Principal Legislated Salaries can be sent to the Salary mailbox.

SALARY AUDIT EXCEPTION

Annualized Salary Summary vs. Voucher Inquiry

SALARY AUDIT EXCEPTION

Question???

- When reviewing Salary Audit Exceptions, should the LEA look at the Annualized Salary Summary or Voucher Inquiry ?

Annualized Salary Summary	
SSN	██████████
Name	GREEN, ██████████
Employee Type	10.0
LEA	██████████
Fiscal Year	2025
License	██████████

State Results															
Action	Reporting Period	Budget Code	Cert Sal	Payline Gross	YTD Gross	YTD Calc Gross	YTD Days Emp	Total Days Year	Percent Emp	Sch	YTD R7 Absences	YTD \$50 Absences	YTD Unapproved Absences	YTD Months Exp	Exception Message
🔍	6	1X.51100.0001.01210	\$5,595.00	\$5,595.00	\$6,742.57	\$9,063.94	87.50	215.00	50.00	██████████	17.84	0.00	\$0.00	2.04	Under Paid

YTD Gross	\$6,742.57
YTD Calculated Gross	\$9,063.94
Exception Message	Under Paid
Exception Amount	(\$2,321.37)

Voucher Inquiry (GREEN, ██████████)															Export to Excel	All
Fund Type	Count															
State	4															
Federal	0															
Local	1															
State Results																
Voucher #	Pay Period	Budget Code	Certified Salary	Pay line Gross	Salary Adjustment	Net Gross	Days Paid	Days Employed	Days In Pay Period	Percent Employed	School	Absences	History			
00132065	3	1X.51100.0001.01210	\$5,595.00	\$5,595.00	\$0.00	\$2,904.27	22.32		23.00	21.50	50.00 %	0.00	■			
00135051	4	1X.51100.0001.01210	\$5,595.00	\$5,595.00	\$0.00	\$1,105.94	8.50		21.50	21.50	50.00 %	0.00	■			
00137954	5	1X.51100.0001.01210	\$5,595.00	\$5,595.00	\$0.00	\$325.22	2.50		21.50	21.50	50.00 %	0.00	■			
00142564	6	1X.51100.0001.01210	\$5,595.00	\$5,595.00	\$0.00	\$2,407.14	18.50		21.50	21.50	50.00 %	0.00	■			
Amount Paid															\$0.00	
Amount Calculated															\$0.00	
Overpay/Underpay															\$0.00	

SALARY AUDIT EXCEPTION

Annualized Salary Summary	
SSN	██████████
Name	GREEN, ██████████
Employee Type	10.0
LEA	██████████
Fiscal Year	2025
License	██████████

State Results															
Action	Reporting Period	Budget Code	Cert Sal	Payline Gross	YTD Gross	YTD Calc Gross	YTD Days Emp	Total Days Year	Percent Emp	Sch	YTD R7 Absences	YTD \$50 Absences	YTD Unapproved Absences	YTD Months Exp	Exception Message
⚙️	6	1X.51100.0001.01210	\$5,595.00	\$5,595.00	\$6,742.57	\$9,063.94	87.50	215.00	50.00	██████████	17.84	0.00	\$0.00	2.04	Under Paid

YTD Gross	\$6,742.57
YTD Calculated Gross	\$9,063.94
Exception Message	Under Paid
Exception Amount	(\$2,321.37)

Answer

- Even though the LEA can see each voucher listed on the Voucher Inquiry for reference information, Salary Audit Exceptions can be found on both the **Annualized Salary Summary** and **Exception List**.
- **Individual vouchers** once posted on the **Voucher Inquiry** will **not** be updated in the **LicSal**

Fiscal Year	LEA	Search
2025	430 - HARNETT COUNTY SCHOOLS	

Exception List FY 2025 LEA (430)				
██████████	1X.51100.0001.01210	GREEN, ██████████	(\$2,321.37)	Under Paid

The **Exception List** can be found on the **main navigation page** or from the **tool bar** under **Exception Reports**

SALARY AUDIT EXCEPTION

LICSAL NEW FIELDS EXPLAINED

LICSAL

NEW FIELDS EXPLAINED

Summary File Specs:

- Employee Type
- YTD Gross Pay
- YTD Days Employed
- Total Days Year
- YTD Absences
 - YTD R7 Absences
 - YTD \$50 Absences
 - YTD Unapproved Absences

Annualized Salary Summary	
SSN	[REDACTED]
Name	MORTON, [REDACTED]
Employee Type	12.0
LEA	[REDACTED]
Fiscal Year	2025
License	[REDACTED]

State Results															
Action	Reporting Period	Budget Code	Cert Sal	Payline Gross	YTD Gross	YTD Calc Gross	YTD Days Emp	Total Days Year	Percent Emp	Sch	YTD R7 Absences	YTD \$50 Absences	YTD Unapproved Absences	YTD Months Exp	Exception Message
06	5	1X.S1100.0001.01210	\$6,155.00	\$6,155.00	\$24,620.00	\$24,900.05	89.00	249.00	100.00	00000	0.00	0.00	\$0.00	4.05	Under Paid

State Results															
Action	Reporting Period	Budget Code	Cert Sal	Payline Gross	YTD Gross	YTD Calc Gross	YTD Days Emp	Total Days Year	Percent Emp	Sch	YTD R7 Absences	YTD \$50 Absences	YTD Unapproved Absences	YTD Months Exp	Exception Message
06	5	1X.S1100.0001.01210	\$6,155.00	\$6,155.00	\$24,620.00	\$24,900.05	89.00	249.00	100.00	00000	0.00	0.00	\$0.00	4.05	Under Paid

State Results															
Action	Reporting Period	Budget Code	Cert Sal	Payline Gross	YTD Gross	YTD Calc Gross	YTD Days Emp	Total Days Year	Percent Emp	Sch	YTD R7 Absences	YTD \$50 Absences	YTD Unapproved Absences	YTD Months Exp	Exception Message
06	5	1X.S1100.0001.01210	\$6,155.00	\$6,155.00	\$24,620.00	\$24,900.05	89.00	249.00	100.00	00000	0.00	0.00	\$0.00	4.05	Under Paid

State Results															
Action	Reporting Period	Budget Code	Cert Sal	Payline Gross	YTD Gross	YTD Calc Gross	YTD Days Emp	Total Days Year	Percent Emp	Sch	YTD R7 Absences	YTD \$50 Absences	YTD Unapproved Absences	YTD Months Exp	Exception Message
06	5	1X.S1100.0001.01210	\$6,155.00	\$6,155.00	\$24,620.00	\$24,900.05	89.00	249.00	100.00	00000	0.00	0.00	\$0.00	4.05	Under Paid

Annualized Salary Summary

SSN	██████████
Name	MORTON, ██████████
Employee Type	12.0
LEA	██████████
Fiscal Year	2025
License	██████████

All ▾

State Results

Action	Reporting Period	Budget Code	Cert Sal	Payline Gross	YTD Gross	YTD Calc Gross	YTD Days Emp	Total Days Year	Percent Emp	Sch	YTD R7 Absences	YTD \$50 Absences	YTD Unapproved Absences	YTD Months Exp	Exception Message
⊕ ▾	5	1X.S1100.0001.01210	\$6,155.00	\$6,155.00	\$24,620.00	\$24,900.05	89.00	249.00	100.00	00000	0.00	0.00	\$0.00	4.05	Under Paid

EMPLOYEE TYPE

- Indicates if employee is a 10-month, 11-month or 12-month contract employee
 - 10 = 10-month employee
 - 11 = 11-month employee
 - 12 = 12-month employee
- A 10-month or 11-month employee paid over 12 months is not a 12-month employee, but needs to have the 'Year-Round School Flag' set to 'Y'


Find the calendar

First Pay Period	Days Employed Used Going Forward	Calendar Type	Educator Calendar TypeId	Year-Round School Flag	Eddie Calendar Type
1	21.50	10MonthYearRound	3	Y	Y

Annualized Salary Summary

SSN	██████████
Name	MORTON, ██████████
Employee Type	12.0
LEA	██████████
Fiscal Year	2025
License	██████████

State Results

Action	Reporting Period	Budget Code	Cert Sal	Payline Gross	YTD Gross	YTD Calc Gross	YTD Days Emp	Total Days Year	Percent Emp	Sch	YTD R7 Absences	YTD \$50 Absences	YTD Unapproved Absences	YTD Months Exp	Exception Message
	5	1X.51100.0001.01210	\$6,155.00	\$6,155.00	\$24,620.00	\$24,900.05	89.00	249.00	100.00	00000	0.00	0.00	\$0.00	4.05	Under Paid

YTD GROSS

- Employee's year to date salary after all pay adjustments
- Example: For PP05 reporting, an educator employed at the beginning of the school year, the total gross pay from July XX, 202X thru November 30, 202X

Annualized Salary Summary

SSN	██████████
Name	MORTON, ██████████
Employee Type	12.0
LEA	██████████
Fiscal Year	2025
License	██████████

State Results

Action	Reporting Period	Budget Code	Cert Sal	Payline Gross	YTD Gross	YTD Calc Gross	YTD Days Emp	Total Days Year	Percent Emp	Sch	YTD R7 Absences	YTD \$50 Absences	YTD Unapproved Absences	YTD Months Exp	Exception Message
	5	1X.51100.0001.01210	\$6,155.00	\$6,155.00	\$24,620.00	\$24,900.05	89.00	249.00	100.00	00000	0.00	0.00	\$0.00	4.05	Under Paid

YTD DAYS EMPLOYED

- The number of calendar days an employee has been employed year-to-date per record
- Example: for PP05 reporting, an educator employed at the beginning of the school year, the total gross pay is from July XX, 202X thru November 30, 202X
- The summary file should include one record for each budget code, percent employed and school summarized from the detail summary salary file
- Should be blank for hourly employees

Annualized Salary Summary

SSN	██████████
Name	MORTON ██████████
Employee Type	12.0
LEA	██████████
Fiscal Year	2025
License	██████████

State Results

Action	Reporting Period	Budget Code	Cert Sal	Payline Gross	YTD Gross	YTD Calc Gross	YTD Days Emp	Total Days Year	Percent Emp	Sch	YTD R7 Absences	YTD \$50 Absences	YTD Unapproved Absences	YTD Months Exp	Exception Message
⊞	5	1X.S1100.0001.01210	\$6,155.00	\$6,155.00	\$24,620.00	\$24,900.05	89.00	249.00	100.00	00000	0.00	0.00	\$0.00	4.05	Under Paid

TOTAL DAYS YEAR

- Specifies the total number of days the position would work if 100.00 percent employed for the entire fiscal year (regardless of the employee start date), using school start date
- Example: 10-month contract employee would have 215 total days
- Should be blank for hourly employees

Annualized Salary Summary

SSN	██████████
Name	MORTON ██████████
Employee Type	12.0
LEA	████
Fiscal Year	2025
License	██████████

State Results

Action	Reporting Period	Budget Code	Cert Sal	Payline Gross	YTD Gross	YTD Calc Gross	YTD Days Emp	Total Days Year	Percent Emp	Sch	YTD R7 Absences	YTD \$50 Absences	YTD Unapproved Absences	YTD Months Exp	Exception Message
⊞	5	1X.51100.0001.01210	\$6,155.00	\$6,155.00	\$24,620.00	\$24,900.05	89.00	249.00	100.00	00000	0.00	0.00	\$0.00	4.05	Under Paid

YTD ABSENCES

- YTD R7 Absences – Absence without Pay
 - 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
- YTD Personal Absences (**YTD Fixed Absences with \$50 deduction**)
 - The total number of fixed absences days, year to date from the first pay period through the current reporting pay period. (Reason 03 – Extended Sick Leave and Reason 05 - Absence with Deduction).

Annualized Salary Summary

SSN	██████████
Name	MORTON ██████████
Employee Type	12.0
LEA	████
Fiscal Year	2025
License	██████████

State Results

Action	Reporting Period	Budget Code	Cert Sal	Payline Gross	YTD Gross	YTD Calc Gross	YTD Days Emp	Total Days Year	Percent Emp	Sch	YTD R7 Absences	YTD \$50 Absences	YTD Unapproved Absences	YTD Months Exp	Exception Message
	5	1X.51100.0001.01210	\$6,155.00	\$6,155.00	\$24,620.00	\$24,900.05	89.00	249.00	100.00	00000	0.00	0.00	\$0.00	4.05	Under Paid

YTD ABSENCES

- YTD Unapproved Absences
 - 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 – Personal Leave Not Approved)
- Absences are per record

Fiscal Year: 2025 | LEA: [REDACTED] | Search: [REDACTED]

Exception List FY 2025 LEA [REDACTED] Export to Excel 42 Records

SSN	Budget Code	Name	Exception Amount	Exception Message	Summary
[REDACTED]	35.52100.0060.01210	[REDACTED]	\$304.58	Over Paid	[REDACTED]
[REDACTED]	35.52100.0060.01210	[REDACTED]	\$294.17	Over Paid	[REDACTED]
[REDACTED]	1X.51100.0001.01210	[REDACTED]	\$225.09	Over Paid	[REDACTED]
[REDACTED]	1X.51100.0001.01210	[REDACTED]	(\$391.02)	Under Paid	[REDACTED]
[REDACTED]	1X.51100.0001.01210	MORTON, [REDACTED]	(\$280.05)	Under Paid	[REDACTED]

SALARY AUDIT EXCEPTION

Examples

Annualized Salary Summary

SSN	[REDACTED]
Name	MORTON, [REDACTED]
Employee Type	12.0
LEA	[REDACTED]
Fiscal Year	2025
License	[REDACTED]

State Results All

Action	Reporting Period	Budget Code	Cert Sal	Payline Gross	YTD Gross	YTD Calc Gross	YTD Days Emp	Total Days Year	Percent Emp	Sch	YTD R7 Absences	YTD \$50 Absences	YTD Unapproved Absences	YTD Months Exp	Exception Message
05	5	1X.51100.0001.01210	\$6,155.00	\$6,155.00	\$24,620.00	\$24,900.05	89.00	249.00	100.00	00000	0.00	0.00	\$0.00	4.05	Under Paid

YTD Gross	\$24,620.00
YTD Calculated Gross	\$24,900.05
Exception Message	Under Paid
Exception Amount	(\$280.05)

Local Results

Action	Reporting Period	Budget Code	Cert Sal	Payline Gross	YTD Gross	YTD Calc Gross	YTD Days Emp	Total Days Year	Percent Emp	Sch	YTD R7 Absences	YTD \$50 Absences	YTD Unapproved Absences	YTD Months Exp	Exception Message
05	5	2X.54100.0005.01870	\$2,511.16	\$2,511.16	\$10,044.64	\$10,044.64	89.00	0.00	100.00	30800	0.00	0.00	\$0.00	4.05	

SALARY AUDIT EXCEPTION

Cause: Repeated reporting of payroll summary record in subsequent pay periods

SALARY AUDIT EXCEPTION

Cause: Repeated reporting of payroll summary record in subsequent pay periods

Question???

- What happens when the vendor submits the payroll summary record with a Pay Period past the Pay Period an employee was last employed or reported?

Annualized Salary Summary

SSN	██████████
Name	MORTON, ██████████
Employee Type	12.0
LEA	██████████
Fiscal Year	2025
License	██████████

All ▾

State Results

Action	Reporting Period	Budget Code	Cert Sal	Payline Gross	YTD Gross	YTD Calc Gross	YTD Days Emp	Total Days Year	Percent Emp	Sch	YTD R7 Absences	YTD \$50 Absences	YTD Unapproved Absences	YTD Months Exp	Exception Message
⊕ ▾	5	1X.51100.0001.01210	\$6,155.00	\$6,155.00	\$24,620.00	\$24,900.05	89.00	249.00	100.00	00000	0.00	0.00	\$0.00	4.05	Under Paid

YTD Gross	\$24,620.00
YTD Calculated Gross	\$24,900.05
Exception Message	Under Paid
Exception Amount	(\$280.05)

SALARY AUDIT EXCEPTION

Cause: Repeated reporting of payroll summary record in subsequent pay periods

Question???

- What happens when the vendor submits the payroll summary record with a Pay Period past the Pay Period an employee was last employed or reported?

Annualized Salary Summary

SSN	[REDACTED]
Name	MORTON, [REDACTED]
Employee Type	12.0
LEA	[REDACTED]
Fiscal Year	2025
License	[REDACTED]

State Results

Action	Reporting Period	Budget Code	Cert Sal	Payline Gross	YTD Gross	YTD Calc Gross	YTD Days Emp	Total Days Year	Percent Emp	Sch	YTD R7 Absences	YTD \$50 Absences	YTD Unapproved Absences	YTD Months Exp	Exception Message
☰	5	1X.51100.0001.01210	\$6,155.00	\$6,155.00	\$24,620.00	\$24,900.05	89.00	249.00	100.00	00000	0.00	0.00	\$0.00	4.05	Under Paid

YTD Gross	\$24,620.00
YTD Calculated Gross	\$24,900.05
Exception Message	Under Paid
Exception Amount	(\$280.05)

Salary Audit Exception

SALARY AUDIT EXCEPTION

Cause: Repeated reporting of payroll summary record in subsequent pay periods

Annualized Salary Summary	
SSN	[REDACTED]
Name	MORTON, [REDACTED]
Employee Type	12.0
LEA	[REDACTED]
Fiscal Year	2025
License	[REDACTED]

Fiscal Year: 2025 | LEA: [REDACTED] | SSN: [REDACTED] | Search

Voucher Inquiry (MORTON, [REDACTED]) | Export to Excel | All

Fund Type	Count
State	4
Federal	0
Local	4

State Results

Voucher #	Pay Period	Budget Code	Certified Salary	Pay line Gross	Salary Adjustment	Net Gross	Days Paid	Days Employed	Days In Pay Period	Percent Employed	School	Absences	History
00 [REDACTED]	1	1X.51100.0001.01210	\$6,155.00	\$6,155.00	\$0.00	\$6,155.00	23.00	23.00	23.00	100.00 %	000	0.00	[REDACTED]
00 [REDACTED]	2	1X.51100.0001.01210	\$6,155.00	\$6,155.00	\$0.00	\$6,155.00	22.00	22.00	22.00	100.00 %	000	0.00	[REDACTED]
00 [REDACTED]	3	1X.51100.0001.01210	\$6,155.00	\$6,155.00	\$0.00	\$6,155.00	21.00	21.00	21.00	100.00 %	000	0.00	[REDACTED]
00 [REDACTED]	4	1X.51100.0001.01210	\$6,155.00	\$6,155.00	\$0.00	\$6,155.00	23.00	23.00	23.00	100.00 %	000	0.00	[REDACTED]
Amount Paid						\$0.00							
Amount Calculated						\$0.00							
Overpay/Underpay						\$0.00							

Local Results

Voucher #	Pay Period	Budget Code	Certified Salary	Pay line Gross	Salary Adjustment	Net Gross	Days Paid	Days Employed	Days In Pay Period	Percent Employed	School	Absences	History
00 [REDACTED]	1	2X.54100.0005.01870	\$0.00	\$2,511.16	\$0.00	\$2,511.16	23.00	23.00	23.00	100.00 %	308	0.00	[REDACTED]
00 [REDACTED]	2	2X.54100.0005.01870	\$0.00	\$2,511.16	\$0.00	\$2,511.16	22.00	22.00	22.00	100.00 %	308	0.00	[REDACTED]
00 [REDACTED]	3	2X.54100.0005.01870	\$0.00	\$2,511.16	\$0.00	\$2,511.16	21.00	21.00	21.00	100.00 %	308	0.00	[REDACTED]
00 [REDACTED]	4	2X.54100.0005.01870	\$0.00	\$2,511.16	\$0.00	\$2,511.16	23.00	23.00	23.00	100.00 %	308	0.00	[REDACTED]

R7 Absences	YTD \$50 Absences	YTD Unapproved Absences	YTD Months Exp	Exception Message
0	0.00	\$0.00	4.05	Under Paid

Salary Audit Exception

R7 Absences	YTD \$50 Absences	YTD Unapproved Absences	YTD Months Exp	Exception Message
0	0.00	\$0.00	4.05	

Answer

- Per the Voucher Inquiry, the educator was only employed for pay periods 01 through 04. The payroll summary record should reflect the pay period in which the employee was last employed or recorded. Therefore, for the educator, the payroll summary record submitted in November should have reflected the following:

SALARY AUDIT EXCEPTION

Cause: More than one payroll summary record reported in pay period

SALARY AUDIT EXCEPTION

Cause: More than one payroll summary record reported in pay period

Question???

- What happens when the vendor reports more than one Payroll Summary record in the same pay period?

Annualized Salary Summary	
SSN	[REDACTED]
Name	FULLER, [REDACTED]
Employee Type	10.0
LEA	[REDACTED]
Fiscal Year	2025
License	[REDACTED]

Federal Results															
Action	Reporting Period	Budget Code	Cert Sal	Payline Gross	YTD Gross	YTD Calc Gross	YTD Days Emp	Total Days Year	Percent Emp	Sch	YTD R7 Absences	YTD \$50 Absences	YTD Unapproved Absences	YTD Months Exp	Exception Message
	5	34.53400.0050.01210	\$4,475.00	\$4,475.00	\$5,100.00	\$5,369.98	86.00	215.00	30.00	[REDACTED]	0.00	0.00	\$0.00	1.20	Under Paid
	5	34.53400.0050.01210	\$4,475.00	\$0.00	\$270.00	\$0.16	0.00	0.00	100.00	[REDACTED]	0.00	0.00	\$0.00	0.00	Over Paid

SALARY AUDIT EXCEPTION

Cause: More than one payroll summary record reported in pay period

Question???

- What happens when the vendor reports more than one Payroll Summary record in the same pay period?

Annualized Salary Summary	
SSN	[REDACTED]
Name	FULLER, [REDACTED]
Employee Type	10.0
LEA	[REDACTED]
Fiscal Year	2025
License	[REDACTED]

Federal Results															
Action	Reporting Period	Budget Code	Cert Sal	Payline Gross	YTD Gross	YTD Calc Gross	YTD Days Emp	Total Days Year	Percent Emp	Sch	YTD R7 Absences	YTD \$50 Absences	YTD Unapproved Absences	YTD Months Exp	Exception Message
	5	34.53400.0050.01210	\$4,475.00	\$4,475.00	\$5,100.00	\$5,369.98	86.00	215.00	30.00	[REDACTED]	0.00	0.00	\$0.00	1.20	Under Paid
	5	34.53400.0050.01210	\$4,475.00	\$0.00	\$270.00	\$0.16	0.00	0.00	100.00	[REDACTED]	0.00	0.00	\$0.00	0.00	Over Paid

Salary Audit Exception

SALARY AUDIT EXCEPTION

Cause: More than one payroll summary record reported in pay period

Question???

- What happens when the vendor reports more than one Payroll Summary record in the same pay period?

Annualized Salary Summary	
SSN	[REDACTED]
Name	FULLER, [REDACTED]
Employee Type	10.0
LEA	[REDACTED]
Fiscal Year	2025
License	[REDACTED]

Federal Results															
Action	Reporting Period	Budget Code	Cert Sal	Payline Gross	YTD Gross	YTD Calc Gross	YTD Days Emp	Total Days Year	Percent Emp	Sch	YTD R7 Absences	YTD \$50 Absences	YTD Unapproved Absences	YTD Months Exp	Exception Message
⚙️	5	34.53400.0050.01210	\$4,475.00	\$4,475.00	\$5,100.00	\$5,369.98	86.00	215.00	30.00	[REDACTED]	0.00	0.00	\$0.00	1.20	Under Paid
⚙️	5	34.53400.0050.01210	\$4,475.00	\$0.00	\$270.00	\$0.16	0.00	0.00	100.00	[REDACTED]	0.00	0.00	\$0.00	0.00	Over Paid

Salary Audit Exception

Answer

- The payroll summary record should have reflected the following

Pay Period	Budget Code	Payline Gross	YTD Gross	YTD Days Emp	Total Days Year	% Emp	Sch	Abs	YTD R7 Abs	Ytd \$50 Abs	YTD Unapp Abs
5	34.53400.0050.01210	\$4,475.00	5,370.00	86.00	215.00	30.00	[REDACTED]	0.00	0.00	0.00	\$0.00

SALARY AUDIT EXCEPTION

Cause: YTD gross doesn't match total gross pay for all pay periods

SALARY AUDIT EXCEPTION

Cause: YTD gross doesn't match total gross pay for all pay periods

Question???

- What happens when the total gross pay for all pay periods for a budget code doesn't equal the YTD Gross?

Payroll Summary Record

State Results																
Action	Reporting Period	Budget Code	Cert Sal	Payline Gross	YTD Gross	YTD Calc Gross	YTD Days Emp	Total Days Year	Percent Emp	Sch	YTD R7 Absences	YTD \$50 Absences	YTD Unapproved Absences	YTD Months Exp	Exception Message	Exception Amount
	3	1X.54100.0005.01140	\$8,168.08	\$8,168.08	\$16,098.25	\$16,335.94	44.00	260.00	100.00	██████	0.00	0.00	\$0.00	2.00	Under Paid	(\$237.69)

Payroll Detail Record

State Results												
Voucher #	Pay Period	Budget Code	Certified Salary	Pay line Gross	Salary Adjustment	Net Gross	Days Paid	Days Employed	Days In Pay Period	Percent Employed	School	Absences
5184078	1	1X.54100.0005.01140	\$8,168.08	\$7,930.17	\$0.00	\$7,930.17	23.00		23.00	23.00	██████	0.00
5186593	2	1X.54100.0005.01140	\$8,168.08	\$8,168.08	\$0.00	\$8,168.08	22.00		22.00	22.00	██████	0.00
5189925	2	1X.54100.0005.01140	\$0.00	\$0.00	\$237.91	\$237.91	0.00		0.00	22.00	██████	0.00
5191898	3	1X.54100.0005.01140	\$8,168.08	\$8,168.08	\$0.00	\$8,168.08	21.00		21.00	21.00	██████	0.00

SALARY AUDIT EXCEPTION

Cause: YTD gross doesn't match total gross pay for all pay periods

Question???

- What happens when the total gross pay for all pay periods for a budget code doesn't equal the YTD Gross?

Payroll Summary Record

State Results															Salary Audit Exception	
Action	Reporting Period	Budget Code	Cert Sal	Payline Gross	YTD Gross	YTD Calc Gross	YTD Days Emp	Total Days Year	Percent Emp	Sch	YTD R7 Absences	YTD \$50 Absences	YTD Unapproved Absences	YTD Months Exp	Exception Message	Exception Amount
	3	1X.54100.0005.01140	\$8,168.08	\$8,168.08	\$16,098.25	\$16,335.94	44.00	260.00	100.00	██████	0.00	0.00	\$0.00	2.00	Under Paid	(\$237.69)

Payroll Detail Record

State Results													
Voucher #	Pay Period	Budget Code	Certified Salary	Pay line Gross	Salary Adjustment	Net Gross	Days Paid	Days Employed	Days In Pay Period	Percent Employed	School	Absences	
5184078	1	1X.54100.0005.01140	\$8,168.08	\$7,930.17	\$0.00	\$7,930.17	23.00	23.00	23.00	100.00 %	██████	0.00	
5186593	2	1X.54100.0005.01140	\$8,168.08	\$8,168.08	\$0.00	\$8,168.08	22.00	22.00	22.00	100.00 %	██████	0.00	
5189925	2	1X.54100.0005.01140	\$0.00	\$0.00	\$237.91	\$237.91	0.00	0.00	22.00	100.00 %	██████	0.00	
5191898	3	1X.54100.0005.01140	\$8,168.08	\$8,168.08	\$0.00	\$8,168.08	21.00	21.00	21.00	100.00 %	██████	0.00	

SALARY AUDIT EXCEPTION

Cause: YTD gross doesn't match total gross pay for all pay periods

Question???

- What happens when the total gross pay for all pay periods for a budget code doesn't equal the YTD Gross?

Answer

- The payroll summary must reflect the total gross pay for the budget code for pay periods 01, 02, and 03. The YTD Gross must include all pay through PP03. The payroll summary record submitted during the Pay Period data file should have reflected YTD Days Employed.

Payroll Summary Record

Pay Period	Budget Code	Payline Gross	YTD Gross	YTD Days Emp	Total Days Year	% Emp	Sch	Abs	YTD R7 Abs	Ytd \$50 Abs	YTD Unapp Abs
3	1X-54100-0005-01140	\$8,168.08	\$24,508.24	66.00	260.00	100.00	█	0.00	0.00	0.00	\$0.00

Payroll Detail Record

State Results

Voucher #	Pay Period	Budget Code	Certified Salary	Pay line Gross	Salary Adjustment	Net Gross	Days Paid	Days Employed	Days In Pay Period	Percent Employed	School	Absences
5184078	1	1X-54100.0005.01140	\$8,168.08	\$7,930.17	\$0.00	\$7,930.17	23.00	23.00	23.00	100.00 %	█	0.00
5186593	2	1X-54100.0005.01140	\$8,168.08	\$8,168.08	\$0.00	\$8,168.08	22.00	22.00	22.00	100.00 %	█	0.00
5189925	2	1X-54100.0005.01140	\$0.00	\$0.00	\$237.91	\$237.91	0.00	0.00	22.00	100.00 %	█	0.00
5191898	3	1X-54100.0005.01140	\$8,168.08	\$8,168.08	\$0.00	\$8,168.08	21.00	21.00	21.00	100.00 %	█	0.00

Your vendor should be able to correct the YTD Gross and YTD Days Emp with the submission of the next Annualized Salary Summary Payroll Data file

GENERAL INFORMATION

TOTAL DAYS YEAR IS MISSING

GENERAL INFORMATION

TOTAL DAYS YEAR IS MISSING

Question???

- What happens when the Payroll Summary record is missing the Total Days Year?

SSN	██████████
Name	PERRY, ██████████
Employee Type	12.0
LEA	██████████
Fiscal Year	2025
License	██████████

Payroll Summary Record

Action	Reporting Period	Budget Code	Cert Sal	Payline Gross	YTD Gross	YTD Calc Gross	YTD Days Emp	Total Days Year	Percent Emp	Sch	YTD R7 Absences	YTD \$50 Absences	YTD Unapproved Absences	YTD Months Exp	Exception Message
	5	34.51100.0103.01350	\$5,595.00	\$5,595.00	\$11,190.00	\$11,444.57	45.00	0.00	100.00	██████████	0.00	0.00	\$0.00	2.05	Under Paid

GENERAL INFORMATION

TOTAL DAYS YEAR IS MISSING

Question???

- What happens when the Payroll Summary record is missing the Total Days Year?

SSN	██████████
Name	PERRY, ██████████
Employee Type	12.0
LEA	████
Fiscal Year	2025
License	██████████

Payroll Summary Record

Action	Reporting Period	Budget Code	Cert Sal	Payline Gross	YTD Gross	YTD Calc Gross	YTD Days Emp	Total Days Year	Percent Emp	Sch	YTD R7 Absences	YTD \$50 Absences	YTD Unapproved Absences	YTD Months Exp	Exception Message
⊙	5	34.51100.0103.01350	\$5,595.00	\$5,595.00	\$11,190.00	\$11,444.57	45.00	0.00	100.00	██████	0.00	0.00	\$0.00	2.05	Under Paid

Although missing Total Days Year does not create a Salary Audit Exception

GENERAL INFORMATION

TOTAL DAYS YEAR IS MISSING

Question???

- What happens when the Payroll Summary record is missing the Total Days Year?

Annualized Salary Summary	
SSN	██████████
Name	PERRY, ██████████
Employee Type	12.0
LEA	██████████
Fiscal Year	2025
License	██████████

Payroll Summary Record

Please note that the following is not correct: Total Days Year - should not be **0.00**

Federal Results															
Action	Reporting Period	Budget Code	Cert Sal	Payline Gross	YTD Gross	YTD Calc Gross	YTD Days Emp	Total Days Year	Percent Emp	Sch	YTD R7 Absences	YTD \$50 Absences	YTD Unapproved Absences	YTD Months Exp	Exception Message
⚙	5	34.51100.0103.01350	\$5,595.00	\$5,595.00	\$11,190.00	\$11,444.57	45.00	0.00	100.00	██████████	0.00	0.00	\$0.00	2.05	Under Paid

Payroll Detail Record

Federal Results												
Voucher #	Pay Period	Budget Code	Certified Salary	Pay line Gross	Salary Adjustment	Net Gross	Days Paid	Days Employed	Days In Pay Period	Percent Employed	School	Absences
00217261	1	34.51100.0103.01350	\$5,595.00	\$5,595.00	\$0.00	\$5,595.00	23.00	23.00	23.00	100.00 %	██████████	0.00
00220093	2	34.51100.0103.01350	\$5,595.00	\$5,595.00	\$0.00	\$5,595.00	22.00	22.00	22.00	100.00 %	██████████	0.00

GENERAL INFORMATION

TOTAL DAYS YEAR IS MISSING

Question???

- What happens when the Payroll Summary record is missing the Total Days Year?

Answer

Since the educator was paid from budget code 3X-51100-0103-01350 for pay periods 1 and 2 only, this salary activity must be reflected in each subsequent data file submission. The last time she was paid from this budget code was pay period 02.

The following payroll summary record should have been included in the next data file submission for the educator's 3X-51100-0103-01350 budget code. This payroll summary record should be included in each subsequent data file submission for the Fiscal Year.

Payroll Summary Record

The payroll summary record for Pay Period 02 should correctly reflect the following

Pay Period	Budget Code	Payline Gross	YTD Gross	YTD Days Emp	Total Days Year	% Emp	Sch	Abs	YTD R7 Abs	Ytd \$50 Abs	YTD Unapp Abs
2	3X-51100-0103-01350	\$5,595.00	\$11,190.00	45.00	260.00	100.00	█	0.00	0.00	0.00	\$0.00

Payroll Detail Record

Federal Results

Voucher #	Pay Period	Budget Code	Certified Salary	Pay line Gross	Salary Adjustment	Net Gross	Days Paid	Days Employed	Days In Pay Period	Percent Employed	School	Absences
00217261	1	34.51100.0103.01350	\$5,595.00	\$5,595.00	\$0.00	\$5,595.00	23.00	23.00	23.00	100.00 %	█	0.00
00220093	2	34.51100.0103.01350	\$5,595.00	\$5,595.00	\$0.00	\$5,595.00	22.00	22.00	22.00	100.00 %	█	0.00

Your vendor should be able to correct the Total Days Year with the submission of the next Annualized Salary Summary Payroll Data file

**Please send Salary
related questions to:
Salary@dpi.nc.gov**

