



Salary & Scheduling

QUICK GUIDE

1	Make sure you are in the K-12 School Teacher Role
2	Choose the Salary and Scheduling > Salary Process > Salary & Scheduling
3	Verify information on the following pages and update if needed: Experience, Basic Info, Telephone, Email, Address, Education, & Certification
4	Fill in the required information on the following pages: Salary Detail, Grade Levels, & Schedule
5	On page Finalize & Submit You must check the Acknowledgement box and put an Acknowledgement Note in the appropriate area
6	Submit for approval
7a	If changes need to be made after report has been submitted > Change Request
7b	Make changes then Finalize and Submit again.

For a more in-depth instruction, please refer to our technical guidebook