

Understanding Your Salary Calculation Sheet



Name: _____ Employee ID#: **01**
Hire Date: **02** _____ Bargaining Unit: **03**
Longevity Base: _____ Longevity Rate: _____
Next Long. Bump: _____ Longevity Years: _____
Vac/NWD Accrual: **05** _____ Next Long. Rate: _____
Board Approved: _____ Next Vac Bump: _____

Position: _____ Position Control # _____
Pay Loc: _____ Sal Sched: **06** _____ Range: _____ Step: _____
Pay: **08** → 12 checks: _____ 10 checks: _____ 12 Month Deferred Check _____
Work Year: **09** Months _____ # Work Days 0 # Hours /yr: 0 _____
Account Codes: _____ Account % 100%

Reason for Change: _____ New Hire _____ Effective: **10** _____

Multipliers	Base Salary	Annual_x	Monthly	Hourly
Longevity	\$0.00			
Base+Longv	\$0.00	11		
FTE	100.00%			12
Actual Base	\$0.00			BASE RATES
Other Add-on	\$0.00			PER DIEM
BA	\$0.00	13		HOURLY
MA	\$0.00			ANNUAL
PHD	\$0.00			\$0.00
Prof. Grow.	\$0.00			
Prof. Grow. #2	\$0.00			
Other	\$0.00			
Subtotal add-ons	0.00	14		RATES WITH ADD-ONS
FTE	100.00%			PER DIEM
Actual Add-ons	\$0.00			#DIV/0!
PERS Diff	\$0.00			HOURLY
Other	\$0.00			#DIV/0!
Total Annual	\$0.00	15		ANNUAL
Monthly				\$0.00

STRS **16** → PERS _____ Benefits Affected _____ SS ALT _____
17 Medical _____ Dental _____ Vision _____ Retirement Base _____
SM TO PAYROLL

Notes: School Year: **18** _____

19 _____

Employee Signature _____ Date _____

Executive Director of Human Resources & Communications _____ Date _____

Accountant/Payroll _____ Date _____



Salary Calculation Sheet - Matched Guide

Use the numbers below to match each item on your Salary Calculation Sheet. This guide will help you understand what each section represents so you can review your pay, benefits, and employment details with clarity.

1. **Employee ID:** Top right corner — Identifies you as the employee, given to you by HR during onboarding.
2. **Hire Date:** Under your name — Used for service-based calculations like vacation and longevity.
3. **Bargaining Unit:** Next to Hire Date — Identifies your representation group.
4. **Longevity Info:** Below Hire Date and Bargaining Unit sections — Shows your longevity base pay, rate, and next eligibility bump.
5. **Vacation/NWD Accrual:** Below longevity information — Indicates how much vacation or non-work day accrual you receive.
6. **Position/Position Control #:** Top of second section - Lists your job title and control number
7. **Salary Schedule / Range / Step:** Below position information — Defines your pay based on contract placement.
8. **Pay Frequency:** Below Salary Schedule information — Indicates if you're paid over 10, 11, 12, or deferred 12 months.
9. **Work Year:** Left of second section—Lists your work year
10. **Effective Date:** Right side next to reason for change — Date when this calculation goes into effect.
11. **Base Salary + Longevity:** Top in 'Multipliers Base Salary' section — Combined base and longevity.
12. **Base Rates:** Right of 'Multipliers Base Salary' section — Shows daily, hourly, and annual pay rates.
13. **Add-ons:** Middle of 'Multipliers Base Salary' section— Includes stipends like MA, PHD, Professional Growth, etc.
14. **FTE (Full-Time Equivalency):** Bottom section in 'Multipliers Base Salary' —Confirms if you are full-time (100%) or part-time.
15. **Total Annual:** Bottom of 'Multipliers Base Salary' section — Adds all pay components together to show total annual/monthly.
16. **Retirement Plan:** Leftside of Bottom section, above 'Employee Signature' — Indicates if you're enrolled in STRS, PERS, or other plan.
17. **Benefits (Medical/Dental/Vision):** Rightside of bottom section, above 'Employee Signature' — Confirms which benefits you're enrolled in.
18. **Notes & School Year:** Bottom notes section — Indicates the contract year this sheet covers.
19. **Signatures:** Bottom of the page — Required for final approval and record-keeping.