Salary Notices

This program produces salary notices that can be distributed to employees with New Contract information.

Customizing Salary Notices

Districts have the option to create a custom salary notice. To create a custom form, you can begin with the default form and then customize it. To download the default salary notice, click **here**. This follows the same rules as creating a customizing a direct deposit form. Several template forms can be found in the Public Shared Reports Library>Custom Form Templates section. Click **here** for a list of available downloadable forms. For further instructions in customizing forms, click **here**.

Click **here** for an instructional video on how to create a Custom Salary Notices

Available Fields for Salary Notices

Description	Field Name	Merge Field Name	
Employee Number	employeeNumber	${(row.employeeNumber)!}	
First Name	firstName	${(row.firstName)!}	
Middle Name	middleName	${(row.middleName)!}	
Last Name	lastName	${(row.lastName)!}	
Street 1	street1	${(row.street1)!}	
Street 2	street2	${(row.street2)!}	
City	city	${(row.city)!}	
State	state	${(row.state)!}	
Zip	zip	${(row.zipCode)!}	
Position Number	positionNumber	${(row.positionNumber)!}	
Position Description	positionDescription	${(row.positionDescription)!}	
Compensation Label	compensationLabel	${(row.compensationLabel)!}	

Contract Amount	contractAmount	${(row.contractAmount?string(",##0.00"))!}	
Contract Work Days	contractWorkDays	${(row.contractWorkDays)!}	
Number Of Pays	numberOfPays	${(row.numberOfPays)!}	
Compensation Start Date	compensationStartDate	${(row.compensationStartDate)!}	
Hours In Day	hoursInDay	${(row.hoursInDay)!}	
Pay Plan	payPlan	${(row.payPlan)!}	
Pay Per Period	payPerPeriod	${(row.payPerPeriod?string(",##0.00"))!}	
Appointment Type	appointmentType	${(row.appointmentType)!}	
School Year	schoolYear	${(row.schoolYear)!}	
Statement Date	statementDate	${(row.statementDate)!}	
District Name	districtName	${(row.districtName)!}	
District Street	districtStreet	${(row.districtStreet)!}	
District City	districtCity	${(row.districtCity)!}	
District State	districtState	${(row.districtState)!}	
District Zip	districtZip	${(row.districtZip)!}	
Include District Info On Notice	includeDistrictInfoOnNotice	${(row.includeDistrictInfoOnNotice)!}	
Name For Notice	nameForNotice	${(row.nameForNotice)!}	
Salary Scheduled Id	salaryScheduleId	${(row.salaryScheduleId)!}	
Salary Schedule Column	salaryScheduleColumn	${(row.salaryScheduleColumn)!}	
Salary Schedule Step	salaryScheduleStep	${(row.salaryScheduleStep)!}	
Rate	rate	${(row.rate?string(",##0.00#"))!}	3-digit rounding

		${(row.rate?string(",##0.00"))!}	
			2-digit rounding
Rate Type	**rateType**	**${(row.rateType)!}**	
District Years	**districtExperience**	**${(row.districtExperience)!}**	
Building Years	**buildingExperience**	**${(row.buildingExperience)!}**	
Accred Dist Years	**accredDistrictExperience**	**${(row.accredDistrictExperience)!}**	
Military Years	**militaryExperience**	**${(row.militaryExperience)!}**	
Trade Years	**tradeExperience**	**${(row.tradeExperience)!}**	
Retire System Years	**retireSystemExperience**	**${(row.retireSystemExperience)!}**	
Ohio Public Years	**ohioPublicExperience**	**${(row.ohioPublicExperience)!}**	
Ohio Private Years	**ohioPrivateExperience**	**${(row.ohioPrivateExperience)!}**	
Non Ohio Public Years	**nonOhioPublicExperience**	**${(row.nonOhioPublicExperience)!}**	
Non Ohio Private Years	**nonOhioPrivateExperience**	**${(row.nonOhioPrivateExperience)!}**	
Purchased Years	**purchasedExperience**	**${(row.purchasedExperience)!}**	
Authorized Years	**authorizedExperience**	**${(row.authorizedExperience)!}**	
Total Years	**totalExperience**	**${(row.totalExperience)!}**	
Principal Years	**principalExperience**	**${(row.principalExperience)!}**	
Degree Type	**degreeType**	**${(row.degreeType)!}**	
Degree Type Desc	**degreeTypeDescription**	**${(row.degreeTypeDescription)!}**	

After creating the new form, go to Reports>Report Manager and click Create Form.

- Report Name - Enter the Name of the custom form.
- Description - A description of the form, if desired.
- Tags - Enter a tag for the form, if desired.
- Entity Type - NewContract
- Filename - Browse to find your custom form.

By default, the Default form will be used. However, a custom default salary notice form can be set. Go to System>Configuration>Salary Notice Configuration and in the Default Salary Notice Form, select the custom form from the drop down.

Click Save.

When in Compensation>Salary Notice or New Contracts>Salary Notices, the salary notice selected as the default salary notice form will be the form that you see. Use the drop down to change the form, if desired.

Please click **here** for more information on setting a Custom Salary Notice as default under Configuration/Salary Notice Configuration.

Example of the Custom Salary Notice

Date: 03/28/2023

Salary Notification
for
Classified Employees

To: Brent C Hurst   Tucker (Demo) Schools
740 Mark Court   1795 Rains Park
Morgan, OH 42553   Patterson, Ohio 45084

You are hereby notified that your salary for the position of Secretary
for the 2023-2024 school year will be $47,296.00 per year for 191 days.

Said salary will be payable in 26 installments beginning with the pay period which
includes your contract start date of 08/01/2023.

Salary Schedule Column: 5
Salary Schedule Step: 4
Salary Schedule ID: MA+30
District Experience: 27

_____

Employee

Emailing Salary Notices

Setup to Send Salary Notices

First, the Email Notifications module must be installed. To install the module, go to System>Modules and click the + sign next to the Email Notification Services. Click the ⌐Click here to refresh page.⌐ option to refresh the page. Once the module is installed, the Email Salary Notices button will be enabled in New Contract>Salary Notices. Also, go to System>Configuration>Email Configuration and add or verify there is a value in the 'Smtp Host.'

The next step is setting up the System>Configuration>Salary Notice Configuration.

The **From Email** will be the email address of the person sending the notifications. This should be an valid email that your Stmp email server will recognize.

The **Subject** line to be used for emailed salary notice.

- For example - Salary Notice for **{POSITION_DESC} {COMPENSATION_LABEL}**

The **Body** is the text to use for the body of the email salary notice.

- For example - Attached to this message is your salary notice for **{POSITION_DESC} {COMPENSATION_LABEL}**.

The **Send Notification To All Addresses** allows districts to choose whether to send the email salary notices to the 'Primary Email Address,' the 'Secondary Email Address,' and the 'Other Email Address' (located on the Employee record) or only the 'Primary Email Address.' By default, this checkbox is marked and the employee will receive their emailed salary notice to all email addresses.

The **Exclude Employee Number From Emailed Salary Notice** will exclude the Employee Number from the email salary notice. By default, this checkbox is marked and the Employee ID will not be printed on the email salary notice.

Select the appropriate form for generating the email salary notices by using the **Default Salary Notice Form** dropdown. The default form listed is based on the form selected in System>Configuration>Salary Notice Configuration.

Sending the Salary Notices

Districts have the option to email salary notices directly to their employees by clicking the Email Salary Notices option. A pop-up box will appear that allows the delivery of the email salary notices to be scheduled. From the calendar, select a date and then enter the time to send the notices. The salary notices must remain in New Contract (meaning not activated and new Compensation created) at the time the job is scheduled. If the new contracts need to be activated prior to sending the salary notices, the notices can be sent from the

Core>Compensation>Salary Notice option. Click here for further details on sending salary notices using this option.

Then, click on [Schedule Sending of Salary Notices] .
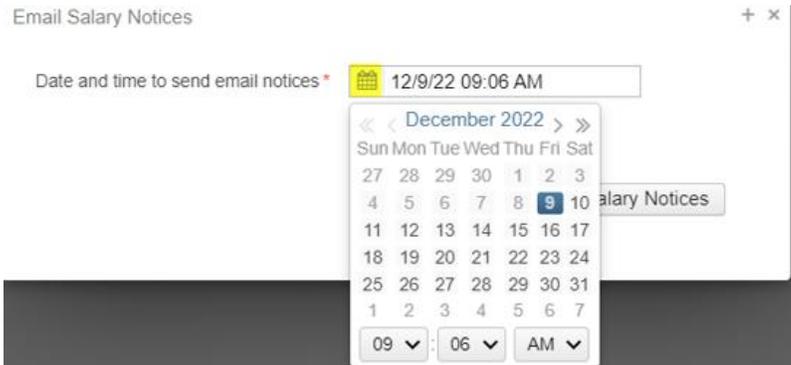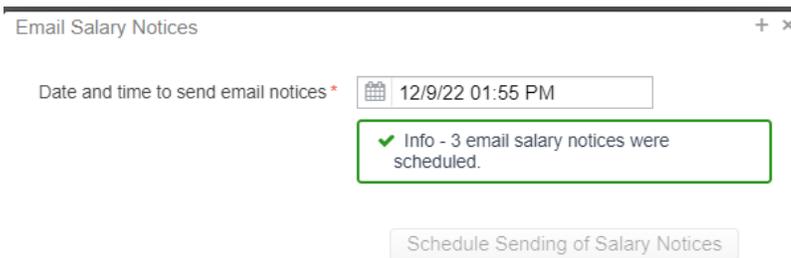
Once the email salary notices have been scheduled, the job will be listed under Utilities>Job Scheduler. The name will start with EmailSalaryNotice....USER, New Contract. Once the job has a 'Status' of Completed, single clicking on the job will bring up the highlight view. The highlight view will list all employees included in that job and if the email was successfully sent or if it failed.