

KEY HRS DATA USED FOR PC BUDGET SALARY & EB PROJECTIONS

HRS EDB Job Assignment Data: (Function 01)

- ***Anniversary Date*** field, used to project step/range movement, should be completed, not set to "99/99/99" (unless monthly employee is already at top/maximum step OR employee is an hourly or substitute employee NOT subject to regular salary increases).
- ***Job Pay Basis*** field should be coded appropriately ("M", "H", "D", etc.), consistent with the position pay basis. For hourly positions, the correct number of hours worked must be entered for accurate projections. If 8 hours is entered for a three-hour assignment, PC-Budget will use 8 hours to project salary.
- ***(Job) Percent Full Time*** and ***Work Hrs/Day*** fields must be coded appropriately.
- ***Salary Calc Method*** field should be blank, not coded "Y" or "S", except for rare situations where the employee is truly Y-rated. Y-rated salaries do not change with salary table increases or range/step movement.
- ***Hire, Begin Leave, End Leave,*** and ***Termination date*** fields must be used appropriately. These dates determine the number of months salary is projected for the assignment during the fiscal year.
- Assignments and positions must be tied to the appropriate ***Work Calendar*** field. If a 10-month assignment is tied to a 12-month work calendar, PC Budget will project annual salary at 12 times the salary rate.

HRS Position Control Data: (Position Control Manual Section III, pages 9 - 27)

- ***Position Control Method*** field must be appropriate for the pay basis. Generally, monthly basis employees are monitored by FTE (F). Hourly employees who receive health & welfare or other employee benefits can also be monitored by FTE. Hourly, daily, and other employees who are not paid on a monthly basis and not entitled to employee benefits are generally monitored by Pay (P), a lump-sum dollar amount.
- ***Project(ion) Option*** field must be set in accordance with district budget practice. In order for PC Budget to project salary and employee benefits, "P" must be entered in this field.
- ***Salary Schedule/Range/Step*** fields should reflect district budget policy for vacant positions, i.e., the average salary step the district normally places a new employee on.
- ***Step Inc(rement) Month*** field, used to project step increases for vacant positions, must reflect district policy for step increases.
- ***Retirement Plan*** field should reflect the retirement plan assigned to a new employee. Monthly certificated employees are normally assigned "S5" and monthly classified employees "P9."
- ***Benefit Package*** field is used by PC Budget to project health & welfare costs for vacant positions. Districts should first setup their Benefit Package Code table in the CDB under Function 11: District Codes Table Screen 028, "PC." See Section PC II - 4 of the *HRS Position Control Manual* for additional information.