

# Negotiations Module



Negotiations is a module that facilitates the negotiation of employee contracts. This module shares data from the Human Resources and Payroll to create scattergrams and calculate future salary costs. Negotiations assists you in each step of the negotiations process.

## Features

The module quantifies any number of variables related to the proposed employee contract settlements. Once proposed contracts are generated, a wide range of reports can be prepared. Multiple contract scenarios can be created for a single fiscal year period for easy comparison. Accepted salary schedules can be applied to the master employee payroll information to facilitate the preparation of retroactive payroll and/or update information for upcoming fiscal years. In addition, the module generates salary projections for use in budget development.

- Creates unlimited salary schedules for hourly, per diem, and salaried employees
- Calculates and stores projections of future fiscal year salaries and related benefits
- Produces scattergrams by FTE identifying the number and cost of employees within each salary schedule
- Produces a data file for all employees by name, FTE, and account code for export to nVision Budget
- Compares cost of various contract scenarios on-screen
- Allows for percentage and/or dollar increases/decreases
- Updates all employee salaries for the next fiscal year by utilizing relevant data in the employee database files
- Produces salary projection letters to employees

The Negotiations module is divided into three main areas: Data Entry, Reports, and Utility.

- Data Entry – Data Entry includes Salary Schedules, Salary Projection Scenarios, and Earnings Projections.
  - Salary Schedules - Used to create and maintain an unlimited number of salary matrices that store contractual, supplemental (e.g., Longevity, Credit Hours, etc.), hourly, and per diem salary information for employees associated with specific bargaining units and pay profiles.
  - Salary Projection Scenarios - Since Negotiations allows the user to create, store, and retrieve multiple different salary projections for each pay profile in any fiscal year, the Salary Projection Scenarios feature allows the user to create a name that will be linked to each projection in the fiscal year in order to be able to redisplay and report on the projected salary information for these different scenarios for budgeting purposes.
  - Earnings Projections - Used to project salary costs for those employees linked to a pay profile that is associated with a salary schedule, as well as increase/decrease salaries by a percentage, flat amount or both for those employees who are linked to a pay profile that is NOT associated with a salary schedule. The Earnings Projection routine also enables the user to move the Earnings Projections increase/decrease to Payroll.
- Reports –The Report routines include Earnings Schedule Report, Earnings Projections Report, Earnings Scattergram, Schedule Comparison, Account Breakdown Report, Level Validation, and Earnings Projection Letters.
- Utility – The Work Days Diagnostic provides a quick entry of work day units when there are multiple projections where Negotiations could not calculate the work days/entitlement.

## Salary Schedules

Path: Negotiations/Data Entry/Salary Schedules

The Salary Schedules routine is used to create and maintain an unlimited number of salary matrices, by fiscal year, that store contractual, supplemental (i.e., Longevity, Credit Hours, etc.), hourly, and per diem salary information associated with specific bargaining units and pay profiles. The Projection Enabled salary matrix assigned to the bargaining unit and pay profile is used in making future salary projections. The future salary projections may then be used to produce reports, generate retroactive payments, and update salary information for the upcoming fiscal year.

Salary Schedules							
Search		Fiscal Year: 07/01/2014 - 06/30/2015	Bargaining Unit: (All)	Schedule Type: (All)			
Drag a column header here to group by that column.							
Schedule ID	Schedule Name	Schedule Code	Schedule Type	Bargaining Unit	Start Date	End Date	Fiscal Year
10	TCHR CONTRACT 3% 7/14 - 6/15	TEACH	Contractual	TCH	07/01/2014	06/30/2015	2015
11	TCH LONGEVITY 3% 7/14 - 6/15	TEACH	Supplemental	TCH	07/01/2014	06/30/2015	2015
12	TCH CREDITS 3% 7/14 - 6/15	TEACH	Supplemental	TCH	07/01/2014	06/30/2015	2015
13	TCHR CONTRACT 2% 7/14 - 6/15	TEACH	Contractual	TCH	07/01/2014	06/30/2015	2015
14	TCH LONGEVITY 2% 7/14 - 6/15	TEACH	Supplemental	TCH	07/01/2014	06/30/2015	2015
15	TCH CREDITS 2% 7/14 - 6/15	TEACH	Supplemental	TCH	07/01/2014	06/30/2015	2015

### If District has current/previous year salary schedules in negotiations:

- **Copying a Schedule** - The Copy Schedule routine is used to create a variation of a similar existing schedule and then make any adjustments to that schedule. Replicated schedules may be modified by a percentage increase or decrease and rounded to the nearest specified dollar amount or may be simply increased or decreased by a flat dollar amount. *This routine is usually performed when copying schedules from one fiscal year to the next.*
  - From the Salary Schedule Screen - Choose the appropriate Fiscal Year from which you are copying.
  - Highlight the appropriate existing salary schedule in the listing.
  - Click . nVision creates a new schedule that is a replica of the selected schedule.
  - Updated schedule fields as needed – described below.
    - *Be sure to change the Fiscal Year drop-down to find the newly copied schedule in the listing.*
  - Save the record.

### If District does NOT have current/previous salary schedules in negotiations and new ones need to be built:

- **Add a New Schedule**
  - Enter Add mode .
  - Enter all schedule fields – described below.
  - Save the record.

### Schedule Fields – Enter/Update all information associated with the schedule.

- Schedule ID – Automatically assigned.
- Schedule Type – Use the drop-down to indicate the salary schedule type: Contractual, Annualized Daily, Annualized Hourly, Hourly, Per Diem, and Supplemental.
- Supplemental Earning - If the Schedule Type is Supplemental, use the lookup to choose any one of the supplemental earnings codes defined in Earnings Code Setup.
- Start Date – Enter the effective starting date of the salary schedule. Use Adjust Year arrows to switch the Start/End Date fields to either the next sequential or prior fiscal year.
- End Date – Enter the effective ending date of the salary schedule.
- Schedule Name - Enter the free-form text that describes the salary schedule. Example: TCH LONG 3% 14 /15
- Schedule Code – Enter the free-form text that identifies an employee group associated with the specified bargaining unit. This code should allow you to recognize the employee group and bargaining unit associated with the schedule. Example: TEACH
- Projection Enabled - Check the box if this schedule is to be used in the projection process. If more than one schedule is linked to the same bargaining unit, earning, and pay profile for the same fiscal year, nVision will display a window prompting the user to indicate which schedule is to be used during the projection process.
  - If this box is unchecked, the schedule is not utilized in the projection process.

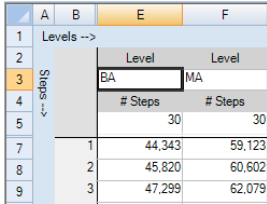
- **Prorate** – Check the box if the salary is to be prorated based on the FTE percentage. Leave the box unchecked if the salary is not to be prorated. Example: An employee is a 50% FTE in an appointment and starts out in step 1. Next year, instead of moving the employee up to the salary associated with step 2, nVision will look at the salary schedule and apply the FTE% to the step 1 salary to determine the projected salary.
- **Bargaining Unit** - Use the lookup to identify the bargaining unit associated with this schedule.
- **Pay Profile(s)** – Check the box(es) associated with the pay profiles to be linked to this salary schedule.
- Save the record. The next step is to add the levels associated with the schedule.

**Schedule Details Tab – Levels, Steps, and Applicable Salaries**


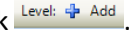
Salaries can be inputted manually OR increased/decreased by a specified percentage or dollar amount.

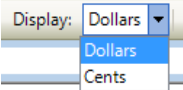
● **Update Salaries Manually:**

- Enter Update mode 

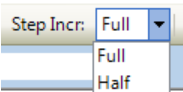


	A	B	E	F
1	Levels -->			
2		Level	Level	
3		BA	MA	
4		# Steps	# Steps	
5		30	30	
7	1	44,343	59,123	
8	2	45,820	60,602	
9	3	47,299	62,079	

- Click in the Level box and enter the level description.
  - Examples: Clerk 1, Nurse 1, Admin, MA30, Cleaner, etc.
- Enter the number of steps associated with the level. Each level can have a different number of steps.
  - If necessary, click Show Step Labels  to enter a brief description of the step.
- Click .
  - Repeat until all levels associated with this schedule have been added.
- Enter the salary for each step and level.
- Set the Display drop-down to indicate the display format for salaries.

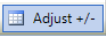


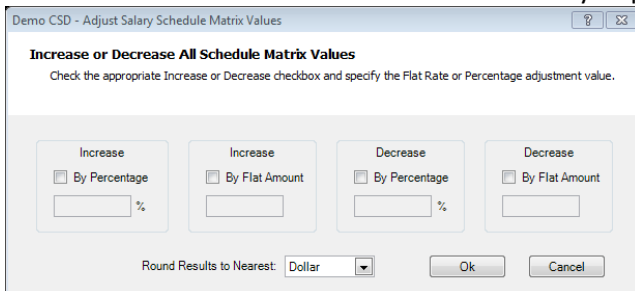
- Use the Step Incr drop-down to indicate the step increment for the salary schedule



- For example, when indicating Half Year and 10 steps, the steps will be .5, 1.0, 1.5, 2.0, 2.5, 3.0, 3.5, 4.0, 4.5, and 5.0 (ten half steps).
- Enter the applicable salary for each step in each level. Advance to each subsequent field and enter the salary for that step within the level. *Hint: Use the Tab key to move across or the Up/Down arrows.*

● **Increase/Decrease Salary Schedule Values by percentage or flat dollar amount**

- While in Update or Add mode, click  at the top right-hand side of the Schedule Details window to increase or decrease the salaries in a schedule by a specified percentage or flat dollar amount.



- Choose the appropriate Increase or Decrease box to indicate how salaries are going to be adjusted
  - If you chose to increase/decrease by a percentage, indicate the percentage increase/decrease.
  - If you chose to increase/decrease by a flat amount, indicate the dollar amount of the increase/decrease.

- Using the drop-down, indicate the manner in which Negotiations should round the salaries.
  - Choose Dollar to round to the nearest whole dollar. Example: \$5.7268 is rounded to \$6.00
  - Choose Cent to round to the nearest 100th of a cent. Example: \$5.7268 is rounded to 5.73
  - Choose 10th Cent to round to the nearest 10th of a cent. Example: \$5.7268 is rounded to \$5.727.
- Click OK to process.
- Save the record.


### Using Formulas

The Salary Schedule window provides the ability to create a formula, similar to those created using Microsoft Excel™. The formula contains an equation that performs specific calculations on values in the salary worksheet. An example of a formula for cell E8 could be  $= (E1 * 1.03) + 5$ .



### Updating a Step and Level for the Schedule:

- Enter Update mode.
- Advance to the appropriate step and level cell and make changes as needed.
- Save the record.

### Deleting a Level in a Schedule:

- Enter Update mode.
- Click on the column header (e.g., A, B, C, etc.) at the top of the salary matrix to highlight the entire column.
- Click .
- Be aware that deleting a level will clear all steps associated with it.

### Moving a Level and Step Column within the Schedule:

- This enables the user to shift a selected column to the right or left within a salary matrix.
- Enter update mode.
- Click on the column header (e.g., A, B, C, etc.) at the top of the salary matrix to highlight the entire column.
- Click  to move the entire column to the left or click  to move the entire column to the right.
- Click Yes at the confirmation prompt to shift the column.

### Print/Preview the Salary Matrix:

- Click Print/Preview .

### Exporting the Salary Information to Excel:

- Click Export to Excel .

*NOTE: Changes saved while in Excel are NOT saved in Negotiations.*

## Salary Projection Scenarios

Path: Negotiations/Data Entry/Salary Projection Scenarios

Since Negotiations allows the user to create, store, and retrieve multiple different salary projections for each pay profile in any fiscal year, the Salary Projection Scenarios feature allows the user to create a name that will be linked to each projection in the fiscal year in order to be able to redisplay and report on the projected salary information for these different scenarios for budgeting purposes.

Negotiations creates one “default” scenario name for each fiscal year as shown in the Salary Projection Scenarios window listing. Each default scenario name can be updated as needed. One projection scenario name must exist for each fiscal year.

Use this window to add or update different salary projection scenarios for a selected fiscal year.

Salary Projection Scenarios	
Scenario Name	Fiscal Year
Default	07/01/2019 - 06/30/2020
Default	07/01/2018 - 06/30/2019
Default	07/01/2017 - 06/30/2018
Default	07/01/2016 - 06/30/2017
Default	07/01/2015 - 06/30/2016
3% Increase	07/01/2014 - 06/30/2015
2% Increase	07/01/2014 - 06/30/2015

### Adding Salary Projection Scenarios

- Enter Add mode.
- Enter the scenario name to help easily identify the projections that this scenario label will be linked to.
- Use the drop-down to select the appropriate fiscal year for this scenario.
- Save the record.

### Updating Salary Projection Scenarios

- Highlight the appropriate scenario record in the listing.
- Enter Update mode.
- Change the scenario name to help easily identify the projections that this scenario label will be linked to.
- Use the drop-down to select the appropriate fiscal year for this scenario.
- Save the record.

This sample screen shows three salary projection scenarios for the 2014-2015 fiscal year

- Teachers 3% Increase, Teachers 2% Increase, and Teachers 1.5% Increase.

Scenario Name	Fiscal Year
Default	07/01/2017 - 06/30/2018
Default	07/01/2016 - 06/30/2017
Default	07/01/2015 - 06/30/2016
Teachers 3% Increase	07/01/2014 - 06/30/2015
Teachers 2% Increase	07/01/2014 - 06/30/2015
Teachers 1.5% Increase	07/01/2014 - 06/30/2015
Default	07/01/2013 - 06/30/2014

The appropriate scenario name can be linked to each projection during the Earnings Projection process. Negotiations will then store these projections by scenario name and fiscal year and provide the user with the ability to report on these various scenarios.

## Earnings Projections

Path: Negotiations/Data Entry/Earnings Projections

The Earnings Projections routine is used to project salary costs for those employees who are in pay profiles that use earnings schedules and/or do not use schedules. The Earnings Projections routine is used to verify existing salary information and make salary projections with the existing salary schedules.

Multiple different salary projections can be created and labeled with a Salary Projection Scenario name. The projection is then stored and retrieved by name in each fiscal year. These various projections can be redisplayed at any time and the different salary scenarios can be reported on for budgeting purposes.


Even if employees are not getting a salary increase, you can use the Earnings Projection routine to change the dates to reflect the next fiscal year in the employee's appointment earnings window in Employee Payroll Information. Negotiations will guide you in displaying a series of windows to specify your projection criteria. The windows will be different based on the type of projection being performed – Scheduled or Non-Scheduled. **Negotiations only creates a projection if the Renewable flag is checked on the Appointment Earnings tab in Employee Payroll Information.**

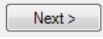
The Earning Projections window.

Name	Employee ID	Pay Profile	Position	Employee Group	Total Salary	Total FTE	Total Entitlement

### Projecting for SCHEDULED Pay Profiles

This process creates a projection for pay profiles linked to a specific salary schedule.

- Using the drop-down arrow, choose the appropriate Fiscal Year being projected into.
- Using the Scenario drop-down, choose one of the salary projection scenario names that were predefined for the selected Fiscal Year.
- Click .
- The Project for Fiscal Year window displays.

- Use the Projection Type drop-down arrow to select Scheduled.
  - When a Scheduled projection type is selected, the window displays a listing of those pay profiles for which a schedule exists.
- Select the appropriate pay profile(s) for which to project earnings. Check the Select All check box to include employees in all pay profiles when projecting earnings.
- Check the earnings type(s) that are to be included in the earnings projection.
- Click  to continue.


- If the Supplemental/Other earning type was selected:
  - Select the supplemental earnings to be projected.
  - Click  to continue the projection process.
- Select the Salary Schedule to Project Against
  - Select the Salary Schedule against which employees in each pay profile and earning type will be projected. This is especially important when multiple schedules exist for the same pay profile and earning type in the selected fiscal year.
  - Select the appropriate salary schedule for each pay profile.
  - Click  to continue the projection process.
- Employee Criteria and SCHEDULED Projection Options
  - Choose one, multiple, or all Employees.
  - Indicate which employee statuses are to be included or excluded from the projection.
  - Set the Step Direction drop-down to either the Increase or Decrease, depending on whether the number of steps in the projection are being increased or decreased.
  - Use Step Increment field to specify the number of steps to be increased/decreased.
  - Check the Stop at Max Steps box to stop projecting to the next step for employees who have already reached the maximum step for their level.
    - When this box is checked, the employee's step is NOT incremented, but the salary DOES increase to the maximum step salary in the salary schedule.
    - When this box is unchecked, the employee's step is incremented, but the salary increases only to the maximum step salary in the salary schedule.
  - Specify the manner in which the projected Period Pay amount is to be calculated.
    - Appointment Standard Checks
    - Pay Profile Standard Checks
 -OR-
    - <Other> - Enter the appropriate number of checks for this scenario
  - Specify the manner in which the projected Entitlement amount is to be calculated.
    - Appointment Standard Days
    - Pay Profile Standard Days
 -OR-
    - <Other> - Enter the appropriate number of days for this scenario
  - Click  to continue the projection process.
- Confirming the SCHEDULED Projection
  - Check the dates and make sure that both fiscal year dates are correct. Change the Project From fiscal year dates as needed.
- Click OK to continue the projection. Otherwise, click Cancel to return to the Projection criteria window. nVision Negotiations displays a prompt stating that projections were successfully created.

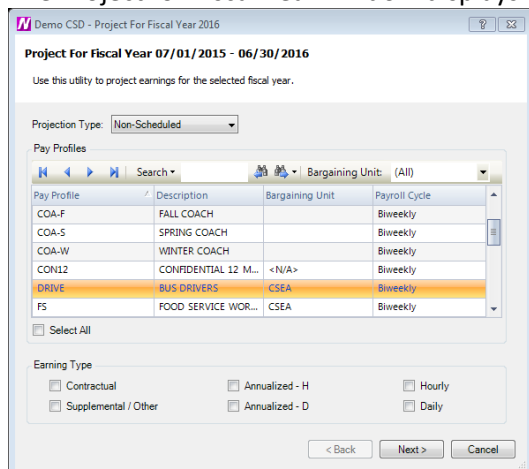
The projections are displayed on the Earnings Projections Window

Earnings Projections							
Fiscal Year: 07/01/2015 - 06/30/2016		Scenario: Teachers 3%		<input type="button" value="Project"/>	<input type="button" value="Clear"/>	<input type="button" value="Move"/>	
Search		Pay Profile: (All)	Employee Group: (All)	Building: (All)	Department: (All)		
Drag a column header here to group by that column.							
Name	Employee ID	Pay Profile	Position	Employee Group	Total Salary	Total FTE	Total Entitlement
Teacher, John T	2	TCHMU	Math Teacher	TEACHERS	97,857.00	97,857.00	97,857.00
Teacher, Samantha	10	TCH	Social Studies Teacher	TEACHERS	106,752.00	106,752.00	106,752.00
Nurse, Jane D	16	NURSE	School Nurse	NURSES	53,286.00	53,286.00	53,286.00
Teacher-New, Joanne	17	TCH	English Teacher	TEACHERS	65,735.00	65,735.00	65,735.00
Aaron, Gene A	23	TCH	English Teacher	TEACHERS	60,897.00	60,897.00	60,897.00
Newteacher, Rhonda A	25	TCH	Math Teacher	TEACHERS	59,376.00	59,376.00	59,376.00
Newemployee, Gerald T	44	TCH	Foreign Lang Tchr	TEACHERS	66,985.00	66,985.00	66,985.00
Smith, Jacob	1278	TCH	TCH - Contractual	TEACHERS	47,195.00	47,195.00	47,195.00

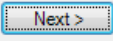
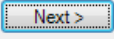

## Projecting for NON-SCHEDULED Pay Profiles

This process creates a projection for pay profiles that are NOT linked to a salary schedule.

- Using the drop-down arrow, choose the appropriate Fiscal Year being projected into.
- Using the Scenario drop-down, choose one of the salary projection scenario names that were predefined for the selected Fiscal Year.
- Click .
- The Project for Fiscal Year window displays.



Pay Profile	Description	Bargaining Unit	Payroll Cycle
COA-F	FALL COACH		Biweekly
COA-S	SPRING COACH		Biweekly
COA-W	WINTER COACH		Biweekly
CON12	CONFIDENTIAL 12 M...	<N/A>	Biweekly
DRIVE	BUS DRIVERS	CSEA	Biweekly
FS	FOOD SERVICE WOR...	CSEA	Biweekly

- Use the Projection Type drop-down arrow to select Non-Scheduled.
  - When a Non-Scheduled projection type is selected, the browser in the middle of the window displays a listing of ALL pay profiles. This provides the ability to project those individual pay profiles having earnings linked to a schedule AND earnings that are not linked to any schedule.  
*(For example, for Teacher pay profiles, the Contract earnings may be linked to a schedule, but their Longevity may be simply projected using a calculation not linked to a schedule.)*
- Select the appropriate pay profile(s) for which to project earnings.
- Check the earnings type(s) that are to be included in the earnings projection.
- Click  to continue.
- If the Supplemental/Other earning type was selected:
  - Select the supplemental earnings to be projected.
  - Click  to continue the projection process.
- Employee Criteria and NON -SCHEDULED Projection Options
  - Choose one, multiple, or all Employees.
  - Indicate which employee statuses are to be included or excluded from the projection.
- Projection Options
  - Negotiations permits a combination of two different calculations, where one calculation is done first followed by the second calculation, in determining the projected amount. Example: *You may want to increase salaries by 3%, then add a flat dollar amount of \$100.*
- Use the Perform field to choose the salary change action to be performed, Increase or Decrease.
- Use the By field to indicate the amount of the change.
  - If choosing to increase/decrease by a percentage, indicate the percentage increase or decrease. Example: For 3%, enter 3.00.
  - If choosing to increase/decrease by dollars, indicate the flat dollar amount of the increase or decrease. Example: For \$100.00, enter 100.00.
  - If there is to be no increase, enter 0.00.
- Indicate whether the changed amount should be rounded to the nearest Dollars or Cents.
- Click  to continue the projection process.



- Confirming the NON - SCHEDULED Projection
  - Check the dates and make sure that both fiscal year dates are correct. Change the Project From fiscal year dates as needed.
- Click OK to continue the projection. Otherwise, click Cancel to return to the Projection criteria window. nVision Negotiations displays a prompt stating that projections were successfully created.

The projections are displayed on the Earnings Projections Window

Earnings Projections							
Fiscal Year: 07/01/2015 - 06/30/2016		Scenario: Bus Drivers 3%		Project	Clear	Move	
Search	Pay Profile: (All)	Employee Group: (All)	Building: (All)	Department: (All)			
Drag a column header here to group by that column.							
Name	Employee ID	Pay Profile	Position	Employee Group	Total Salary	Total FTE	Total Entitlement
Annualize, Joseph T	9	DRIVE	Bus Driver	BUS DRIVERS	23,563.80	23,563.80	23,563.80

**\*\*It is important to review each projection, either from the Projection window or by running the Earning Projections Report. The projection information should be verified for accuracy and updated, or deleted, if necessary.\*\***

To view the projection on the Projection window, double-click on the record on the Earnings Projection window.

The Earning Projection tab contains the employee information, projected earnings, and projected earning details.

Demo CSD - Earning Projections - Teacher, John T							
Earning Projection Budget Distribution							
Employee Information:				Projected Earning Details:			
Employee ID:	2			Contractual - CONTRACT			
Employee Name:	Teacher, John T			Start Date:	07/01/2014	07/01/2015	
Fiscal Year:	07/01/2015 - 06/30/2016			End Date:	06/30/2015	06/30/2016	
Projection Scenario:	Teachers 3%			Level:	MA	MA	
Projected Earnings:				Step:	23.00	24.00	
Earning	Appointment	Appmt ID	Start Date	End Date	Moved	Schedule ID	Base:
CONTRACT	Math Teacher	2	07/01/2015	06/30/2016		16	91,638.00
LONGEV	Math Teacher	2	07/01/2015	06/30/2016			95,912.00
CREDITS	Math Teacher	2	07/01/2015	06/30/2016			FTE:
							1.00
							FTE Amount:
							91,638.00
							95,912.00
							Standard Days:
							200.00
							200.00
							Work Days:
							200.00
							200.00
							Hrs Per Day:
							7.00
							7.00
							Entitlement:
							91,638.00
							95,912.00
							Daily Rate:
							458.190
							479.560
							Hourly Rate:
							65.456
							68.509
							Standard Chks:
							26.00
							26.00
							Period Pay:
							3,524.54
							3,688.92

The Budget Distribution tab contains the position appointments and appointment earning budget distribution details.

Demo CSD - Earning Projections - Teacher, John T												
Earning Projection Budget Distribution												
Position Appointments												
Appmt ID	Pay Profile	Start Date	End Date	Method	Status	Checks	Hourly Rate	Daily Rate	Std Per Pay	Total Entitlement	ActiveFlag	
2	TCHMU	07/01/2000		Contractual	Active	26.00	69.90	489.29	3,763.72	97,857.00	✓	
Appointment Earning Budget Distribution												
Earning	Account	Limit Pct	Limit Amount	Per Pay Pct	Per Pay Amt							
CONTRACT	A2110120680000	100.00	97,857.00	100.00	3,763.72							
Total Entitlement:			97,857.00	Total Period Pay:		3,763.72	Period Pay Pct Distributed:		100.00	Limit Pct Distributed:		100.00
Entitlement Distributed:			97,857.00	Period Pay Distributed:		3,763.72	Period Pay Pct Left:		0.00	Limit Pct Left:		0.00
Difference:			0.00	Difference:		0.00						

## Modifying the Projected Earnings Record

Negotiations allows projection information to be updated and will automatically recalculate any earnings information as needed. *Example: If the FTE Amount is updated, Negotiations will recalculate the Entitlement, Daily Rate, Hourly Rate, and Period Pay amounts.*

- From the Earnings Projection window, use the drop-down to select the appropriate Fiscal Year.
- Use the drop-down to select the appropriate Scenario name.
- Highlight the appropriate employee in the listing.
- Enter Update mode.
- On the Earning Projection tab, highlight the appropriate Projected Earnings line.

The screenshot shows the 'Earning Projection' window for 'Teacher, John T'. The 'Employee Information' section includes fields for Employee ID (2), Employee Name (Teacher, John T), Fiscal Year (07/01/2015 - 06/30/2016), and Projection Scenario (Teachers 3%). The 'Projected Earnings' table lists three rows: CONTRACT (Math Teacher, Appmt ID 2, Start Date 07/01/2015, End Date 06/30/2016, Moved checkbox, Schedule ID 16), LONGEV (Math Teacher, Appmt ID 2, Start Date 07/01/2015, End Date 06/30/2016, Moved checkbox), and CREDITS (Math Teacher, Appmt ID 2, Start Date 07/01/2015, End Date 06/30/2016, Moved checkbox). The 'Projected Earning Details' for 'Contractual - CONTRACT' are shown in a table below.

	Current	Projected
Start Date:	07/01/2014	07/01/2015
End Date:	06/30/2015	06/30/2016
Level:	MA	MA
Step:	23.00	24.00
Base:	91,638.00	95,912.00
FTE:	1.00	1.00
FTE Amount:	91,638.00	95,912.00
Standard Days:	200.00	200.00
Work Days:	200.00	200.00
Hrs Per Day:	7.00	7.00
Entitlement:	91,638.00	95,912.00
Daily Rate:	458.190	479.560
Hourly Rate:	65.456	68.509
Standard Chks:	26.00	26.00
Period Pay:	3,524.54	3,688.92

- The Projected Earnings Detail displays to the right based on the selected Projected Earnings line. *NOTE: If you have Credit Hour earnings, refer to the section that follows.*
- Make changes by typing over the existing earning details.
- Save the record.

## Modifying/Viewing Credit Hours Projections

The Projection window for Credit Hours provides an additional Update button allowing change of credit hours units or rate as necessary.

- Click  to the right of the projected Base field. The Credit Hours pop-up window is displayed.

The 'Credit - Base Calculation' window is shown over a table. The table has columns for 'Current' and 'Projected' values. The 'Units' row shows 10.00 for both. The 'Rate' row shows 40,000 for both. The window has 'OK' and 'Cancel' buttons.

	Current	Projected
Units:	10.00	10.00
Rate:	40,000	40,000

- Update the projected credit hour units and/or rate as needed.
- Click OK. nVision recalculates the Base, FTE Amount, Entitlement, Daily Rate, Hourly Rate, and Period Pay amounts accordingly.

## Modifying the Projected Appointment Earning Budget Distribution

The Budget Distribution tab shows each employee position appointment and the corresponding projected appointment earning budget distribution details. Update projected appointment earning budget distribution information as needed.

- Enter Update mode on the Budget Distribution tab.

The screenshot shows the 'Budget Distribution' tab in the software. It contains two main tables and a summary section at the bottom.

Appmnt ID	Pay Profile	Start Date	End Date	Method	Status	Checks	Hourly Rate	Daily Rate	Std Per Pay	Total Entitlement	ActiveFlag
2	TCHMU	07/01/2000		Contractual	Active	26.00	69.90	489.29	3,763.72	97,857.00	✓

Earning	Account	Limit Pct	Limit Amount	Per Pay Pct	Per Pay Amt
CONTRACT	A2110120660000	100.00	97,857.00	100.00	3,763.72

Total Entitlement:	97,857.00	Total Period Pay:	3,763.72	Period Pay Pct Distributed:	100.00	Limit Pct Distributed:	100.00
Entitlement Distributed:	97,857.00	Period Pay Distributed:	3,763.72	✓ Period Pay Pct Left:	0.00	✓ Limit Pct Left:	0.00
✓ Difference:	0.00	✓ Difference:	0.00				

- Use the lookup in the Account field to choose a different budget account code.
- Modify the limit and period pay percentages as needed.
- Save the record.
  - *Any changes made to the appointment earning budget distribution will be carried over to Employee Payroll Information when the projection is moved.*

## Sample Projections

Negotiations will handle the projection of those employees who have a salary increment at the start of the fiscal year as well as those employees who have a salary increment in the middle of the fiscal year.

Below are examples of current salary information and how Negotiations will project the new salaries.

### Scenario One

		Start	End	Base	Step	Level	Days	Checks	Entitle	Renew Flag	Incr Date
Cur	Contract	7/1/14	6/30/15	42,000	5	MA	200	21	42,000	YES	07/01
Proj	Contract	7/1/15	6/30/16	46,000	6	MA	200	21	46,000	YES	07/01

### Scenario Two

		Start	End	Base	Step	Level	Days	Checks	Entitle	Renew Flag	Incr Date
Cur	Contract	11/1/14	6/30/15	42,000	5	MA	180	17	37,800	YES	07/01
Proj	Contract	7/1/15	6/30/16	46,000	6	MA	200	21	46,000	YES	07/01

### Scenario Three

		Start	End	Base	Step	Level	Days	Checks	Entitle	Renew Flag	Incr Date
Cur	Contract	7/1/14	12/31/14	42,000	5	MA	100	10	21,000	NO	07/01
		1/1/15	6/30/15	44,000	6	MA	100	11	22,000	YES	07/01
Proj	Contract	7/1/15	6/30/16	48,000	7	MA	200	21	48,000	YES	07/01

### Scenario Four

		Start	End	Base	Step	Level	Days	Checks	Entitle	Renew Flag	Incr Date
Cur	Contract	7/1/14	12/31/14	42,000	5	MA	100	10	21,000	YES	01/01
		1/1/15	6/30/15	44,000	6	MA	100	11	22,000	YES	01/01
Proj	Contract	7/1/15	12/31/15	46,000	6	MA	100	10	23,000	YES	01/01
		1/1/16	6/30/16	48,000	7	MA	100	11	24,000	YES	01/01

### Scenario Five

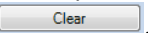
		Start	End	Base	Step	Level	Days	Checks	Entitle	Renew Flag	Incr Date
Cur	Contract	7/1/14	12/31/14	42,000	5	MA	80	10	16,800	YES	01/01
		1/1/15	6/30/15	44,000	6	MA	100	11	22,000	YES	01/01
Proj	Contract	7/1/15	12/31/15	46,000	6	MA	100	10	23,000	YES	01/01
		1/1/16	6/30/16	48,000	7	MA	100	11	24,000	YES	01/01

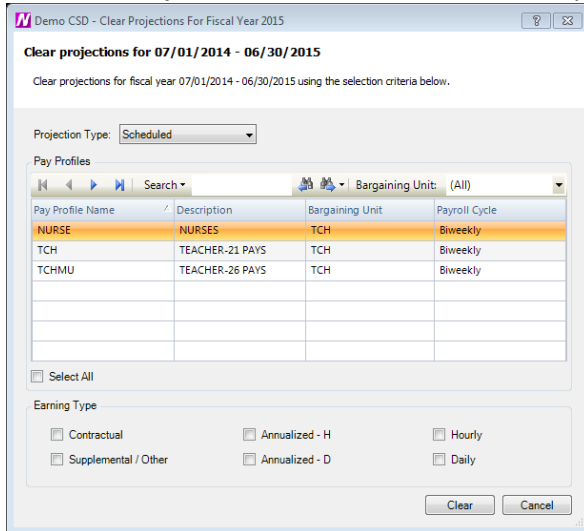
### Scenario Six

		Start	End	Base	Step	Level	Days	Checks	Entitle	Renew Flag	Incr Date
Cur	Contract	10/1/14	6/30/15	42,000	5	MA	110	14	23,100	YES	10/01
Proj	Contract	7/1/15	9/30/15	44,000	5	MA	90	7	19,800	YES	10/01
		10/1/15	6/30/16	46,000	6	MA	110	14	25,300	YES	10/01

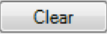
## Clearing Projections

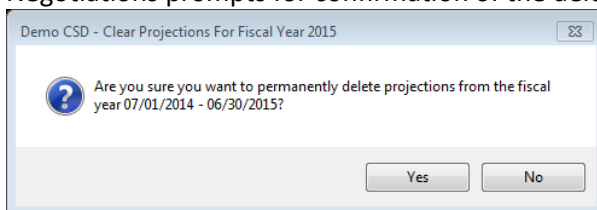
The Clear button allows removal of projections for a selected projection type (scheduled/nonscheduled), pay profile, and earning type (Contractual, Supplemental, etc.) within a fiscal year.

- From the Earnings Projection window, use the drop-down to select the appropriate projection Fiscal Year.
- Use the drop-down to select the appropriate Scenario name.
- Click .
- The Clear Projections for Fiscal Year window displays.



Pay Profile Name	Description	Bargaining Unit	Payroll Cycle
NURSE	NURSES	TCH	Biweekly
TCH	TEACHER-21 PAYS	TCH	Biweekly
TCHMU	TEACHER-26 PAYS	TCH	Biweekly

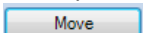
- Choose the Projection Type to be cleared. Choose to clear only Scheduled projections (projections associated with a specific earnings schedule), Non-Scheduled projections (projections not associated with any earnings schedule), or <All> projections.
- Highlight the Pay Profile projections to be cleared. Check the Select All box to clear all pay profile projections.
- OR
- Use the Bargaining Unit drop-down arrow to select pay profiles within a specific bargaining unit. Then check the Select All box or highlight specific pay profiles whose projections are to be cleared.
- Check the box(es) preceding the earning types to be cleared. Check one, multiple, or all earning types.
- Click .
- Negotiations prompts for confirmation of the deletion of projections from the selected fiscal year.



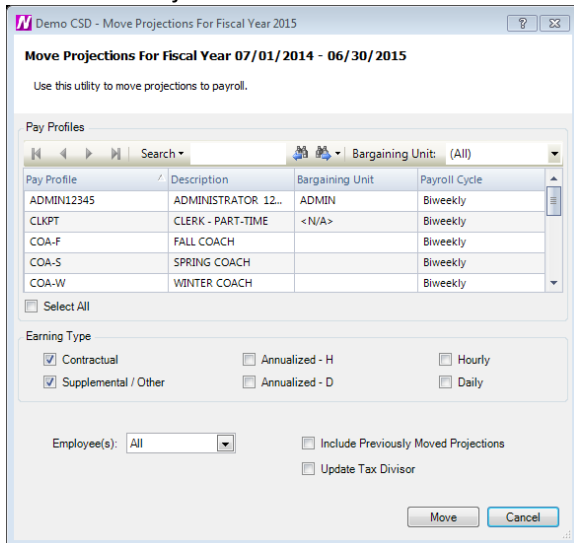
- Choose No to reselect criteria or cancel the process.
- Choose Yes to clear out the selected projections.

## Moving Projections to Payroll

After the salary information have been projected and carefully reviewed, you may now move the projected salaries into Payroll. The Earnings Move routine is used to move scheduled or non-scheduled projected earnings to nVision Payroll.

- From the Earnings Projection window, use the drop-down to select the appropriate projection Fiscal Year.
- Use the drop-down to select the appropriate Scenario name.
- Click .

- The Move Projections for Fiscal Year window displays.



Use this window to select the bargaining unit(s), pay profile(s), and earning type(s) to be moved. This routine provides the option to move one selected employee, include projections that were already moved to Payroll, and update the employee tax divisor.

- Select the pay profile projections to be moved.
  - The pay profile listing shows ALL pay profiles that have a projection. This enables you to move those earnings for pay profiles linked to a schedule AND earnings for pay profiles that are not linked to any schedule. (For example, for Teacher pay profiles, the Contract earnings may be linked to a schedule, but their Longevity may be simply projected using a calculation not linked to a schedule.)
- Select the earning type projections to be moved - Contract, Annualized Hourly/Daily, Supplemental/Other, Hourly, and Daily.
  - *NOTE: If you are moving Contractual earnings that have OTHER earnings attached to them, you should move Contractual and Supplemental earnings at the same time.*
- Use the Employee(s) field to specify whether one, multiple, or all employee salaries are to be included in the projection move to Payroll.
- Check the Include Previously Moved Projections box if projected salaries have already been moved to Payroll and salaries are to be moved again.
  - Negotiations allows the user to make projections, move the projections, then make additional modifications in the projection screen, and move the projections again to Payroll.
  - *NOTE: If you have already moved salaries to Payroll and you inadvertently choose to move salaries again, there will be no adverse effects on the data at all.*
- Check the Update Tax Divisor box if the projected period pay was based on a different number of checks during the projection process and the tax divisor should be updated in accordance with the new number of checks.
- Click  . Confirm that the selected projections are to be moved to the specified fiscal year.
- Click Yes to continue the Move process.

The new salary information can be seen on the Appointment Earnings window for the selected Fiscal Year in Payroll - Employee Payroll Information. The effective dates of the earnings and the new step are updated accordingly.

*NOTE: After processing the Move of the earnings to Payroll, the system automatically links the schedule that the earnings were projected against to the appropriate pay profile. That schedule becomes the new "Current" schedule for that pay profile and fiscal year on the Pay Profile Salary Schedules tab. So when you are entering a new earning for an employee in Employee Payroll Information, nVision checks the start and end date of the earnings and the earnings code that is chosen and finds the correct "Current" schedule according to the schedule start/end dates, schedule type, and earnings. This allows nVision to automatically display the correct level, step, and salary information associated with that schedule.*

# Utilities

## Work Days Diagnostic

The Work Days Diagnostic routine is a utility that can be used when there are multiple projections where nVision Negotiations could not calculate the work days and/or entitlement. nVision cannot determine the work days in the projection in the case where the Current Year Earnings in Employee Payroll Information increment on a different date than the Appointment Increment Date. nVision will not allow the projection to be moved to Payroll without the entry of the work days. Therefore, rather than update the number of work days in each individual projection record, this utility provides a quick entry of work day units for each fiscal year, projection scenario, and pay profile combination followed by a recalculation of the projection.

- Use the drop-down arrow to select the appropriate **fiscal year**.
- Use the drop-down arrow to choose the schedule **scenario** linked to the selected fiscal year.
- Uncheck the **Show Categories** box at the bottom of the listing to display records with a calculated number of work days and records without a calculated number of work days.
- To enter work day units, click on the **Work Days** field for the desired pay profile and earnings. Enter the appropriate work day units for each pay profile in the listing based on the starting and ending dates of the earnings.


Pay Profile	Earning	Start Date	End Date	Number Of Employees	Standard Days	Work Days
▶ NURSE	CONTRACT	07/01/2015	06/30/2016	1	200.00	200.00
TCH	CONTRACT	07/01/2015	06/30/2016	6	200.00	200.00

- Click  to recalculate the projections based on the work day units entered. nVision displays an information box indicating that projections were successfully recalculated.
- Click OK. Go to the Projection window to see the number of work days in the projection along with the calculated entitlement. Once the utility has been used to correctly enter the appropriate number of work days for each category, move the salaries to Payroll.

# Reports


## Earning Schedule Report

- The Earning Schedule Report is used to print the salary matrix information associated with a selected earning schedule(s). This option provides the ability to print specific or all salary schedules for a selected bargaining unit(s) within a specified fiscal year.

Demo CSD			
Earning Schedule Report For 07/01/2015 - 06/30/2016			
Salary Schedule ID:	16	Schedule Type:	Contractual
Salary Schedule Name:	TCHR CONTRACT 3% 7/15 - 6/16	Bargaining Unit:	TCH
Step	BA	MA	
1.00	45,673.00	60,897.00	
2.00	47,195.00	62,420.00	
3.00	48,718.00	63,941.00	
4.00	50,239.00	65,465.00	
5.00	51,764.00	66,985.00	
6.00	53,286.00	68,508.00	
7.00	54,807.00	70,112.00	
8.00	56,331.00	71,962.00	
9.00	57,852.00	73,075.00	
10.00	59,376.00	74,600.00	


## Earning Projections Report

- The Earning Projection Report is used to print the scheduled or non-scheduled salary projection information entered through the Earnings Projections data entry routine. This option provides the ability to print salary projections for one or multiple employees, employee statuses, and/or pay profiles, within a selected fiscal year and projection scenario.

Demo CSD													
Earning Projections Report For 07/01/2015 - 06/30/2016 In The Teachers 3% Scenario													
Employee Name	Employee ID												
Pay Profile	Earning	Step	Level	Base / Rate	Date Range	FTE %	FTE Amount	Standard Checks	Period Pay	Standard Days	Actual Days	Entitlement	
Aaron, Gene A			23										
TCH	CONTRACT	Projected:	11.00	BA	60,897.00	07/01/2015 - 06/30/2016	100.00%	60,897.00	21.00	2,899.86	200	200	60,897.00
		Current:	10.00	BA	57,087.00								
Newemployee, Gerald T			44										
TCH	CONTRACT	Projected:	5.00	MA	66,985.00	07/01/2015 - 06/30/2016	100.00%	66,985.00	21.00	3,189.76	200	200	66,985.00
		Current:	4.00	MA	62,941.00								
Newteacher, Rhonda A			25										
TCH	CONTRACT	Projected:	10.00	BA	59,376.00	07/01/2015 - 06/30/2016	100.00%	59,376.00	21.00	2,827.43	200	200	59,376.00
		Current:	9.00	BA	55,622.00								

## Earnings Scattergram

- The Earnings Scattergram report is used to forecast earnings for selected pay profiles using either the step and level from the employee's current payroll earnings or projected earnings. There are 3 types of scattergrams that may be generated:
  - The Employees scattergram displays the total number of full-time equivalent employees at each step and level position in the salary schedule.
  - The Dollars scattergram displays the total number of dollars for the employees at each step and level.
  - The Detail scattergram displays the level, step, employee name, employee number, pay profile, earning, FTE%, date range, and entitlement amount.

Demo CSD			
Earning Scattergram Projections Dollars Report For Scenario Teachers 3% By Effective Date 07/01/2015			
Salary Schedule ID:	16	Schedule Type:	Contractual
Salary Schedule Name:	TCHR CONTRACT 3% 7/15 - 6/16	Bargaining Unit:	TCH
Step	BA	MA	
1.00			
2.00	47,195.00		
3.00			
4.00			
5.00		66,985.00	
6.00	53,286.00		



## Schedule Comparison

- The Schedule Comparison report is used to compare two salary schedules from the same or different fiscal years for selected pay profiles and/or employee statuses. Compare schedule information against the payroll earnings from the current appointment or the projection and choose the number of step increases, if any, to be forecasted. The Schedule Comparison compares the total number of employees and total entitlement for each schedule chosen and concludes with the differences in the number of employees and the entitlement salary amounts between the schedules selected.

### Demo CSD

#### Schedule Comparison



Compare From Payroll Earnings Effective 7/1/2014		Compare To Payroll Earnings Effective 7/1/2014	
Fiscal Year From:	07/01/2013 - 06/30/2014	Fiscal Year From:	07/01/2014 - 06/30/2015
Fiscal Year To:	07/01/2014 - 06/30/2015	Fiscal Year To:	07/01/2015 - 06/30/2016
Salary Schedule ID:	12	Salary Schedule ID:	16
Salary Schedule Name:	TCH CREDITS 3% 7/14 - 6/15	Salary Schedule Name:	TCHR CONTRACT 3% 7/15 - 6/16
Bargaining Unit:	TCH	Bargaining Unit:	TCH
Steps To Forecast:	1.00	Steps To Forecast:	1.00
Total Employees:	2.00	Total Employees:	
Total Entitlement:	465.00	Total Entitlement:	555,688.00
Total Employees Difference: <N/A>		Total Entitlement Difference: 555,223.00	

## Account Breakdown Report

- The Account Breakdown report provides a listing of budgetary account code information that may be printed at any time after salary projections have been made. The report prints the costs of the projected salary in account code order. Within each account code, the report includes the employee name, employee number, pay profile, earning code, account percentage, and amount expensed to the account code.

### Demo CSD

#### Account Breakdown Report For 07/01/2015 - 06/30/2016 In The Teachers 3% Scenario



Account	Employee Name	Employee ID	Pay Profile	Earning	Account Pct	Amount
A 2110.120-66-0000	TEACHER SALARIES EL					
	Teacher, John T	2	TCHMU	CONTRACT	100.00	97,857.00
	Teacher, Samantha	10	TCH	CONTRACT	100.00	106,752.00
	Aaron, Gene A	23	TCH	CONTRACT	100.00	60,897.00
	Newemployee, Gerald T	44	TCH	CONTRACT	100.00	66,985.00
	<b>Account Total:</b>					<b>332,491.00</b>
A 2110.120-70-0000	TEACHERS SALARIES MS					
	Smith, Jacob	1278	TCH	CONTRACT	100.00	47,195.00
	<b>Account Total:</b>					<b>47,195.00</b>

## Level Validation Report

- The Level Validation Report provides a utility that checks each employee record to ensure that employees are assigned to a valid level within the schedule linked to the pay profile and bargaining unit. The level can be validated against the payroll earnings or the projection. The option is provided to choose to restrict the report to validate levels for a selected bargaining unit(s) within one or multiple salary schedules. If nVision Negotiations finds employees who are not assigned to a valid level within the selected salary schedule(s), a report is produced indicating the employees found.

### Demo CSD

#### Level Validation Report For 07/01/2014 - 06/30/2015 On Payroll Earnings



Pay Profile	Employee ID	Employee Name	Schedule ID	Level	Step
TCH	10	Teacher, Samantha	13	CREDITS	1.00
TCH	17	Teacher-New, Joanne	13	CREDITS	1.00
TCHMU	2	Teacher, John T	10	<No Level>	
TCHMU	2	Teacher, John T	10	LONGEV	21.00
TCHMU	2	Teacher, John T	10	LONGEV	22.00

## Earning Projection Letters

- The Earning Projection Letters option provides the ability to print a salary letter for selected employees after salaries are projected. The letters contain the scheduled and/or non-scheduled earnings information as projected through the Earnings Projections routine. This provides the ability to print salary projection letters for one or multiple employees, employee statuses, and/or pay profiles, within a selected fiscal year. The user has the option to include retirement benefits provided by the employer by checking the Include Retirement option.

### To Generate Earnings Projection Letters:

1. Use the drop-down to choose the appropriate **fiscal year** for the projection letter.
2. Use the drop-down to choose the schedule **scenario** linked to the selected fiscal year.
3. Choose one, multiple, or all **Employees**.
4. Choose one, multiple, or all **Pay Profiles**.
5. Use the drop-down to choose the **Sort By** option for the letters:
  - alphabetically by employee name
  - numerically by employee ID number
  - alphabetically by pay profile
  - alphabetically by primary department, then by employee name within each department
  - alphabetically by check delivery building, then by employee name within each building
6. **Include Supplemental Appointments** - uncheck box if earnings from supplemental appointments should **NOT** be included in the letter. Check the box to include earnings from supplemental appointments in the letter.
7. Use the drop-down to indicate which supplemental **earnings** should be included on the letters. Choose one, multiple, or all **Earnings**.
8. **Combine Appointments** – uncheck box if earnings from appointments in the **same pay profile** are to be printed on different letters. Check the box to print earnings from appointments in the **same pay profile** on one letter.
  - Example: Employee #1 has 2 appointments – TCH22 (Contract) and TCH22 (Supplemental). If the Combine Appointments box is unchecked, employee #1 will receive 2 Salary letters – one with the Contract earning, the other with the supplemental earning. If the Combine Appointments box is checked, employee #1 will receive one salary letter –with the Contract earning on the first line of the letter and the supplemental earning on the second line of the letter.
9. **Include All Fiscal Earnings** - uncheck box if the letter should **only** display the earnings that will be active based on the **Effective Date** chosen. Check the box to print **all** fiscal earnings regardless of the Effective Date entered. This option is useful if there are employees who have split or concurrent earnings (i.e., specific earnings for the first half of the fiscal year and different earnings for the last half of the fiscal year).
10. **Include Primary Email Address** - check box if the letter should print the employee's primary email address.
11. **Include School Name and Address** – check box if the school name and address should be printed at the top of each letter.
12. **Include Years in District box** – check if the number of years that the employee has worked at the district should be displayed on the letter. The Years in District information is recorded for each employee on the Misc tab on the Personal Information folder in Human Resources Employee Information.
13. **Include Account Details** – check box if the account codes from which the salaries are being paid are to be displayed on the letter.
14. **Use Address Window Print Option** – check box for proper placement of the employee address if letters are being mailed in window envelopes.
15. **Include Employer FICA/MEDI** - check box if the employer portion of FICA and Medicare should be displayed.
16. **Include Retirement** – check box if retirement benefits provided by the employer are to be included.
  - To calculate the amount of this employee benefit, nVision checks the expense rate information from the Retirement System Codes Setup table. The employer contribution rate associated with the employee's retirement system and tier is then multiplied by the employee's total entitlement for the selected fiscal year. The Employer Cost will be displayed as a benefit on the letter and will be reflected as part of the employee's total compensation for the selected fiscal year.
17. Enter the **Notice Date** that is to be displayed on the letter. This date displays to the left of the school official's signature line.

18. Enter the **Effective Date** of the letter. This date displays in the “You are hereby notified” line of the letter and is used in conjunction with the **Include All Fiscal Earnings** setting (step 9).
19. Indicate the **employee status(es)** to be included or excluded from the letters.
20. Check the **Include OT Rate** box if the letter should display the employee’s overtime rate of pay.
21. For **Annualized Appointments**, check the **Include Days per Year** box if the number of days from the Work Days field on the Appointment Earnings tab in Employee Payroll Information should be displayed on the letter.
22. For **Annualized Appointments**, check the **Include Hours per Day** box to display the number of hours per day from the Hrs Per Day field on the Appointment Earnings tab in Employee Payroll Information.
23. For **Annualized Appointments**, check the **Include Hourly Rate** box to display the employee’s hourly rate.
24. Check the **Include Print Options Text** to display the pay rate and number of check options per year at the bottom of the letter.

- a. Set the drop-down to indicate whether the employees are paid on a **Bi-Weekly** or **Bi-Monthly** basis.
- b. Indicate the minimum and maximum number of checks per year in the **Option 1** and **Option 2** fields.

25. **Opening Line Tab**

- **Use Default Opening Line** - check box if the letters should print the system-default opening line text.
- Uncheck the box to customize the text of the opening line in the letter. Then type the Opening Line text in the box below. *NOTE: After printing your letters and exiting the window, all customized text is saved.*

26. **Employee Agreement Tab**



- Specify any employee agreement and confirmation text that is to be displayed on the letter.
- **Include Employee Agreement box** – check box if the letters should print an area where the employee agrees to the specified earning. Then customize the Employee Agreement text in the box below.
- **Display Employee Signature** - check box if a signature line is to be displayed on the letter, providing a place for the employee to sign off on the specified earnings and number of checks per year. Customize the salary acceptance text in the Employee Confirmation box.
- *NOTE: After printing your letters and exiting the window, all customized text is saved.*

The screenshot shows a software window with several tabs: 'Opening Line', 'Employee Agreement', 'Pay Period', and 'Signature'. The 'Employee Agreement' tab is active. It contains two checkboxes: 'Include Employee Agreement' (checked) and 'Display Employee Signature' (unchecked). Below these are two text input areas. The 'Employee Agreement' area contains the text: 'AS AN INDICATION OF YOUR ACCEPTANCE OF THE ABOVE EARNING, PLEASE SIGN THE STATEMENT BELOW AND RETURN ONE (1) COPY TO YOUR BUILDING PRINCIPAL WITHIN THREE (3) DAYS OF THE DATE OF THIS NOTICE. THE PRINCIPAL WILL FORWARD THE TO THE'. The 'Employee Confirmation' area contains the text: 'I ACCEPT THE ABOVE ANNUAL SALARY AND FURTHER STATE THAT I AM PROPERLY QUALIFIED FOR THE POSITION I HOLD. |'.

27. **Pay Period Tab**

- **Include Pay Period Total** – check box if period pay amounts are to be totaled on the letter.
- **Include Period Pay Disclaimer** – check box if period pay amount disclaimer text should be displayed on the letter. Then customize the Period Pay Disclaimer text in the box below.
- *NOTE: After printing your letters and exiting the window, all customized text is saved.*

28. **Signature Tab**

- **Include Signature Text** – check box if text, such as the title of the district official who is signing the Projection Letter, should be displayed directly beneath the signature line. Then enter the Title of the individual who is signing the projection letter in the next field.
- **Include Signature** - check box if using a digitized signature file that contains the name of official who is authorizing the contents of the letter. Checking this box enables the **Location** and **Password** fields.
  - Use the browse  button to specify the location of the signature key file. Then enter the signature **password** and click .
  - *NOTE: After printing your letters and exiting the window, all customized text is saved.*

29. Click .

Demo CSD  
 10 SCHOOL WAY  
 Ste. 207  
 NEW YORK, NY 14444

Aaron, Gene A  
 17 State Street  
  
 Albany, NY 12211-1111  
 gaaron@demo.k12.ny.us

Employee ID: 23  
 Check Building: EL  
 Primary Department: ENG  
 Years In District: 10.05

You are hereby notified that as of 07/01/2015 your annual salary for the 07/01/2015 - 06/30/2016 school year is:

**Earnings**

Date Range	Earning	Credit Hours	Step Level	FTE %	Period Pay	FTE Amount	Entitlement
07/01/2015 - 06/30/2016	CONTRACT		11.00 BA	100.00%	2,899.86	60,897.00	60,897.00
<b>Total Earnings For 07/01/2015 - 06/30/2016 School Year:</b>							<b>60,897.00</b>
<b>Period Pay Amount As Of 07/01/2015:</b>							<b>2,899.86</b>

**Employee Benefit**

Start Date	End Date	Provider	Benefit	Coverage Type	Employer Cost
07/01/2015		Employer	FICA / MEDI	FICA / MEDI	4,658.62
<b>Benefits Subtotal:</b>					<b>4,658.62</b>
<b>Total Compensation (Salary and Benefits):</b>					<b>65,555.62</b>

**Account Details For Earnings**

**Account**

A 2110.120-66-0000

AS AN INDICATION OF YOUR ACCEPTANCE OF THE ABOVE EARNING, PLEASE SIGN THE STATEMENT BELOW AND RETURN ONE (1) COPY TO YOUR BUILDING PRINCIPAL WITHIN THREE (3) DAYS OF THE DATE OF THIS NOTICE. THE PRINCIPAL WILL FORWARD THE TO THE SUPERINTENDENT OF SCHOOLS.

Date: 2/10/2015

By: \_\_\_\_\_

I ACCEPT THE ABOVE ANNUAL SALARY AND FURTHER STATE THAT I AM PROPERLY QUALIFIED FOR THE POSITION I HOLD.

I request that the above earning be paid to me in (check one):  
 (NOTE: This option may not be changed during the school year)

21.00 Payments                       26.00 Payments

Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

## How Projections are Calculated

The following describes how nVision Negotiations calculates each type of earning projection.

### Contract

Projection Base Contract = Salary as defined by the schedule at a given step and level

Projection FTE Percent = Appointment FTE% at the time of projection

Projection FTE Amount = Projection Base Contract multiplied by Projection FTE Percent

Projection Standard Days = Standard Days as defined by user when Projecting

Projection Actual Work Days = Calculated from Appointment Earnings at the time of Projection

Projection Hrs Per Day = Hrs Per Day in Appointment Earnings at time of Projection unless otherwise overridden

Projection Entitlement = (Projection Work Days divided by Projection Standard Days) multiplied by FTE Amount

Projection Daily Rate = Projection FTE Amount divided by Projection Standard Days

Projection Hourly Rate = Projection Daily Rate divided by Projection Hrs Per Day

Projection Standard Checks = Standard Number of Checks as defined by user when Projecting

Projection Period Pay = Projection FTE Amount divided by Projection Standard Checks

### Other Earnings (Contract, Annualized, or Supplemental Appointments)

Same as Contract Calculations above

### Other Earnings (Hourly Appointments)

Projection Hourly Rate = Rate as defined by the schedule at a given step and level

Projection Hrs Per Day = Appointment Earnings Hrs Per Day at time of Projection unless otherwise overridden

Projection Daily Rate = Projection Hourly Rate multiplied by Projection Hrs Per Day

Projection Period Pay = 0

Projection Entitlement = 0

Projection FTE Amount = 0

### Other Earnings (for Daily Appointments)

Projection Daily Rate = Rate as defined by the schedule at a given step and level

Projection Hrs Per Day = Appointment Earnings Hrs Per Day at time of Projection unless otherwise overridden

Projection Hourly Rate = Projection Daily Rate divided by Projection Hrs Per Day

Projection Period Pay = 0

Projection Entitlement = 0

Projection FTE Amount = 0

### Annualized (Hourly) Earnings

Projection Hourly Rate = Rate as defined by the schedule at a given step and level

Projection Base Contract = Projection Hourly Rate multiplied by Current Appointment Standard Hrs Per Year

Projection Entitlement = Projection Hourly Rate multiplied by Current Appointment Earnings Hrs Per Year

Projection Daily Rate = Projection Hourly Rate multiplied by Projection Hrs Per Day

Projection FTE Percent = Appointment FTE% at the time of projection

Projection FTE Amount = Projection Base Contract multiplied by Projection FTE Percent

Projection Hrs/Year = Projection Work Days multiplied by Hrs/Day

Projection Std Hrs/Year = From Appointment Earnings window in Employee Payroll Information Projection Standard Checks =

Standard Number of Checks as defined by user when Projecting Projection Period Pay = Projection FTE Amount divided by Projection

Standard Number of Checks

### Annualized (Daily) Earnings

Projection Daily Rate = Rate as defined by the schedule at a given step and level

Projection Base Contract = Projection Daily Rate multiplied by Current Appointment Standard Days Per Year

Projection Actual Days = Calculated from Appointment Earnings at the time of Projection

Projection Entitlement = Projection Daily Rate multiplied by Projection Actual Days

Projection Hourly Rate = Projection Daily Rate divided by Projection Hrs Per Day

Projection FTE Percent = Appointment FTE% at the time of projection

Projection FTE Amount = Projection Base Contract multiplied by Projection FTE Percent

Projection Standard Checks = Standard Number of Checks as defined by user when Projecting

Projection Period Pay = Projection FTE Amount divided by Projection Standard Number of Checks

**Hourly Earnings**

Projection Hourly Rate = Rate as defined by the schedule at a given step and level

Projection Hrs Per Day = Appointment Earnings Hrs Per Day at time of Projection unless otherwise overridden

Projection Daily Rate = Projection Hourly Rate multiplied by Projection Hrs Per Day

Projection Actual Days = Calculated from Appointment Earnings at the time of Projection

Projected Amount = Projection Actual Days multiplied by Projection Daily Rate

Projection Period Pay = 0

Projection Entitlement = 0

Projection FTE Amount = 0

**Daily Earnings**

Projection Daily Rate = Rate as defined by the schedule at a given step and level

Projection Hrs Per Day = Appointment Earnings Hrs Per Day at time of Projection unless otherwise overridden

Projection Hourly Rate = Projection Daily Rate divided by Projection Hrs Per Day

Projection Actual Days = Calculated from Appointment Earnings at the time of Projection

Projected Amount = Projection Actual Days multiplied by Projection Daily Rate

Projection Period Pay = 0

Projection Entitlement = 0

Projection FTE Amount = 0