

******All Staff Members eligible for
Educational Salary Increments******

All educational increments regardless of bargaining group are processed through the Salary Tracker feature of MLP.

Eligibility rules and hour/credit equivalents may differ between bargaining groups and it is to your benefit to familiarize yourself with these rules and know your contract's ratio of hours to credits. Nevertheless, the procedure for requesting an educational increment is the same for all.

Knowing your contractual deadline and rules for submitting requests for educational increments and doing so as far in advance as is possible cannot be stressed enough. It is your responsibility to make sure your activities are appearing in your Salary Tracker in order to be able to allocate and request your educational increment in time to meet your contractual deadline. Procrastination and lack of follow through causing activities not to be available for use in your Tracker may result in postponement of your increment.

Pages 2-7 provide valuable information in understanding this program and should be read before referring to the pages 7-11 for step by step instructions.

The following are activities that qualify for salary advancement:

- Inservice Institute courses
- Teacher Center courses
- Technology Academy courses
- OSA courses
- NYSUT courses
- Undergrad/Grad Course Credit Requests *
- Non-GNPS Course Credit Requests *

* Although the approval and reimbursement process of Summer Scholarship coursework does not go through MLP, the resulting request for credit for such Summer Scholarship work is entered into MLP via the Undergrad/Grad or Non-GNPS Course Credit Request form depending on the credit sought.

The MLP program will automatically “file” any activity that qualifies for salary advancement in your Salary Tracker **as long as TWO things happen:**

- (1) The activity shows a “**completed**” status in MLP, and
- (2) “**Inservice credit**” or “**grad credit**” was selected as a **Purpose**. (In-district courses do not require you to select a Purpose. It is preset for you.)

Some reasons why your activity may not be appearing in your Salary Tracker:

- a) You never entered the activity
- b) You entered the activity but its status does not appear as **completed**. This could be because:
 - You still need to do your evaluation for an in-district activity.
 - You did the evaluation for an in-district activity, but attendance has not been marked by central administration.

- You still need to do a mark complete step and/or send your certificate of completion or transcript to Human Resources.
- Your certificate of completion or transcript was never received in Human Resources.
- You completed the wrong form.
- The routing was incorrect possibly due to a change in your profile that you did not update (change of building or department).
- One or more of the individuals it routed to are no longer involved in the approvals or no longer employed and your request was submitted prior to the necessary changes being made in the program.
- Your activity is showing a “completed” status but because neither “Inservice Credit” nor “Grad Credit” was checked off on the form, MLP is unable to recognize it as an activity that belongs in your Tracker.

Coursework conducted prior to the inception of MLP:

Some employees may still have coursework that has not yet been used for an educational increment that was done prior to using MLP. In these cases there will be a need to use a combination of MLP activities and pre-MLP activities to compile the total credits needed for an educational increment. **When applying for an increment using a combination of MLP and pre-MLP credits, do the following:**

- Select the MLP courses you are using for the particular increment
- List the additional courses/credits done prior to MLP in the Comment Box.

Attention: Holders Professional Certification & TA Level III Certification

Coursework entered into MLP has a dual purpose for you. Not only is it entered for the purpose of salary advancement, but the hours associated with it will go toward your certification's professional development requirements **as long as**:

- (1) The activity shows a “**completed**” status in MLP,
- (2) “**Inservice credit**” or “**grad credit**” was selected as a **Purpose**. (In-district courses do not require you to select a Purpose. It is preset for you.)
- (3) The # of **hours** appears on the form.

School districts are charged with reporting professional development hours to SED for teachers and TAs who need it to maintain their certifications. Districts are instructed to report professional development that *occurred in the school year for which they are reporting*. This is why you must not include activities from more than one school year in your 175/75 PD Log.

We forward this information to TEACH annually in early August. This allows some additional time for employees to finish up entering last minute activities or for finalizing those activities that do not yet show a status of “completed.”

VERY IMPORTANT

- **Any activity not showing a “completed” status when the TEACH report is submitted will not be included in the report.**
- **Any activity excluded from the TEACH report for the appropriate school year, will not be included in the following year's report as the TEACH report only includes activities for a single school year.**

Accessing your Salary Tracker

Select the “Salary Tracker” link appearing in the column on the left-hand side of your MLP homepage.

The following will be your view:

Salary Portfolio				
Salary Tracker Tools				
[View Your Salary Profile]				
Current Requests				
Name	Step	Status	Submission Date	Actions
BA +15 (Class 2)		Pending	Sept. 8, 2009	
<i>Information only appears here after a submission has been made in MLP for a salary change. In this example, a request to go to BA +15 (Class 2) was submitted thus the status is "pending." Once Human Resources have verified the information being submitted as correct, the status will change to "Under Review" which means it will be getting submitted to the Board of Education. Once approved by the Board of Education, the status will then change to "Reviewed."</i>				

Select [\[View Your Salary Profile\]](#) and the following view will appear:

Salary Portfolio

Instructions

If you would like to assign activities to a given salary step, please follow these steps

1. Review the list of un-allocated activities below and use the tools at the bottom of the page to set selected activities toward a particular salary step.
2. If necessary, you can split an activity between salary steps. To split an activity, select the activity in question and click the SPLIT button. If you make a mistake, simply select the errant record and click the UNSPLIT button at the bottom of the screen.
3. Click the SAVE button to commit a particular activity's hours/credits toward a selected salary step.

User Information [Change User]

Name: John Doe

ID: 000001

Building(s): North Middle School

Job Title: MATHEMATICS

Current Step: Teacher: BA +75 / MA +30 (Class 6)

Degree Information [Add New Degree]

Degree	School	Graduation
No records on file. You may enter this info if you so desire.		

Salary Step Allocations

Step	Status	Hours	Credits
Teacher: BA +75 / MA +30 (Class 6)	REVIEWED	16.00	11.00
Unallocated Activities/Courses]	UNALLOCATED		

Unallocated hours/credits

*{ This is where your activities appear as they are completed.
Here is where they remain until it is time to use them for an increment. }*

John Doe is at Class 6 and, as you can see in the above example, he has not yet entered his **Degree Information**. By clicking on BA +75/MA +30 in the **Salary Step Allocation** section, he would be able to view the activities/courses used for that particular salary change. In this example it would appear as if only 11 credits were used for John Doe's salary change but, in fact, he had 4 pre-MLP credits that he noted in the Comment Box of the submitted request.

There are five sections in the above view:

- **Instructions:** This section explains how to assign activities and submit for a salary change.
- **User Information:** Reflects your basic information and your CURRENT STEP*.

*MLP's term "Step" is equivalent to "Class" in Great Neck. To avoid confusion, we have added your Class to the dropdown selections so that even though the Box is labeled "Current Step", it will be your actual class that appears.

Current Step: Teacher: BA +75 / MA +30 (Class 6)

- **Degree Information:** You can fill this in at your leisure.
- **Salary Step Allocations:** This section maintains a history of each educational increment processed in MLP. Each educational increment applied for will be listed here. By clicking on a particular Step (Class), you can view the courses/activities that were used for that particular change.
- **Unallocated Hours/Credits:** The only activities appearing here are ones that have not yet been used for a salary change; thus, *unallocated*.

How to submit for an educational increment in MLP

Before physically submitting your request for an education increment:

1. Be sure you have the correct total number of credits needed for your increment in your Tracker or collectively between what appears in your Tracker and what you have in pre-MLP credits.
2. Only submit the EXACT number of credits needed. This may require you to split an activity. If so, you need to split the activity *before* you begin to allocate your credits.
3. If there are courses missing from your Tracker, you need to determine what has to be done to get them there. (Refer to pages 2 & 3 for suggested possibilities and take action.)

To apply:

- Log onto MLP.
- Select the “Salary Tracker” link.
- Select [View Your Salary Profile]
- Split credits if necessary before selecting the credits you will be submitting.
- Check the unallocated items to be used, and *carefully* select the class you are requesting to move to from the dropdown box. (See red box below)
- “Save.” (See red box below)

Salary Step Allocations

No records. Use the option to apply new salary allocations.

Unallocated hours/credits

Select	Salary Step	Hours / Avail	Credits / Avail	Activity Title	Start Date	End Date	
<input checked="" type="checkbox"/>	UNALLOCATED	4.00 / 4.00	0.00 / 0.00	Podcasting	5/1/2008	5/3/2008	Professio Salary In

Check All Set Selected to MA+15 Save Split Unsplit Exit

NOTE: Be very careful when selecting your step/class. There are many choices listed here in order to accommodate various bargaining units and it is easy to click on the wrong one.

After selecting “save”, the following will appear:

Saved

Continue Allocating Activities

Submit for Final Review

Request for Salary Step Review

Salary Allocations

Salary Step	Hours	Credits	Activity Title
MA+15	4.00	0.00	Podcasting
MA+15	4.00	0.00	Podcasting
	8.00	0.00	

Comments

Add any comments that may be helpful in reviewing this salary step request.



Actions

SAVE

Review the information and add any helpful/explanatory comments in the Comments Box. The Comments Box is also to be used for listing any pre-MLP credits you are also using in order to bring the total credits to 15.

Click “Submit for Final Review” which will route your Tracker to Human Resources. You will notice that the step request appears as “Pending” in the Salary Portfolio view (See Page 5). Once HR has verified the request as accurate, you will notice the status change to “under review.” Upon approval by the Board of Education, the status will change to “reviewed” and the new class will be reflected as your “Current Step.”

HOW TO UNDO AN INCREMENT REQUEST **&** **Release Activities back into your Tracker**

In order to undo a salary increment request, you need to *release* the courses/credits that you have allocated to the incorrect request. This will list them back in your Tracker as unallocated.

Releasing Activities Prior to submitting

If you haven't yet submitted the request, all you need to do is select each activity you wish to put back into your Tracker, go to the dropdown, and select "**unallocated.**"

Releasing Activities once a Request is PENDING

- Select "Salary Tracker" and select the link [\[View Your Salary Profile\]](#)
- The "drop" option will appear on the far right.
- Select "drop". Your activities will return to unallocated status and your request will be withdrawn.

Releasing Activities once a Request is UNDER REVIEW

- Go to Salary Tracker and select the link [\[View Your Salary Profile\]](#)
- Highlight the "Under Review" request you wish to undo so you can see the credits that were assigned to it.

NOTE: For submissions already "under review," there is no "drop" option. Instead:

- Check each activity and then select "unallocated" from the dropdown box.
- Select "Save." Your activities will return to unallocated status and your request will be withdrawn.

Releasing Activities once a Request has been REVIEWED

You cannot release activities back into your Tracker once the increment has been *Reviewed*.