



Creating Salary Notices – USPS

Revised March 2024

Note: New Contracts must be created first, in order to generate Salary Notices within Redesign. See the “New Contract Instructions” document on LACA’s website for more information. Salary Notices can be generated either before or after Activating the New Contracts. Each district can use the “Default” notice or develop a custom Salary Notice as desired. Please contact LACA if wanting to use a custom Salary Notice(s).

Print Salary Notices from New Contract (prior to Activating)

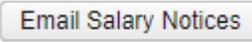
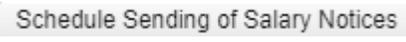
This option may be used if the district only has one Salary Notice for all employees or has a separate Salary Notice based on Appointment Type (certificated/classified). If multiple types of Salary Notice forms are needed (depending on Assignment or Pay Group), the Notices can either be generated within New Contract or generated from the Contract Compensation grid after activating (see “Print Salary Notices After Activating” section).

1. Go to Processing>New Contract.
2. Click on the tab.
3. Enter the Statement Date (this is the “As of” date displaying on notices). The current date will default.
4. Choose the Sort Option (if printing – Employee Number is the default but can be Employee Name).
5. The School Year will default to the upcoming “school year” (202X-202X). This can be changed to reference the FY or to shorten (FY2X or 2X-2X, etc.) if desired.
6. Optional: Enter the Contract Start Date. This will generate for only new contracts with a New Compensation Start date that is on or after the entered date. Leaving blank will generate all notices within New Contract.
7. Optional: Choose an Appointment Type (choosing none will generate all notices within New Contract).
8. If desired, check the “Select specific Employees?” checkbox to generate Salary Notices for specific employees.
9. Check the “Select specific Pay Groups?” checkbox to generate Salary Notices for specific Pay Groups. This can be used if different types of Notice forms are to be used for specific Pay Groups. When selected, a Select Pay Groups box will appear. Groups can be moved from left to right using arrows to the Selected box as desired.
10. If using the Default Salary Notice and wanting District Information to display, check the “Include District Information on Salary Notices?” checkbox and verify/update the information accordingly. Otherwise, the custom notices should already be set up correctly and this can be ignored.
11. Choose the form to generate (Default or the district Custom Notice based on the previous selections)
12. To print notices, click . Notices will display in PDF and can be printed. Repeat the prior steps if generating separate Notice types based on Assignment type or Pay Group.



Email Salary Notices from New Contract (prior to Activating)

Before emailing Salary Notices, verify the Salary Notice Configuration.

1. Go to System>Configuration>Salary Notice Configuration
2. Ensure “From Email” displays the email address district employees see when receiving Salary Notice emails.
3. Review the Subject Line of the Salary Notice email. Contact LACA if wanting to modify.
4. If wanting to send the email to only Primary Email Addresses, uncheck the “Send Notification To All Addresses” checkbox. Otherwise leave checked.
5. Leave the checkbox checked to Exclude Employee Number from Emailed Salary Notice. Otherwise, uncheck the box to allow Employee Numbers on emailed Salary Notices.
6. If using custom Salary Notices, choose one of the custom Salary Notices from the drop down. If no selection is made, only the “default” system Salary Notice can be emailed. (Selecting a custom notice will allow any custom notice to be emailed – if several custom notices are to be used)
7. Click  to Save the Configuration.
8. Return to Processing > New Contract and the  tab.
9. Enter the Statement Date, School Year, Contract Start Date, Appointment Type, or Pay Group (as detailed in the previous section Steps 3, 5, 6, 7, & 9) as desired.
10. Choose the desired Form that should be used in the Email. If using a custom Salary Notice form, custom notices will only be available if a custom notice was selected in the configuration as detailed in step 6.
11. Click the  button.
12. Select the Date and time to schedule the Salary Notices email. It is recommended to use the date picker and time drop down selections.
13. Click the  button.

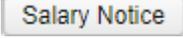
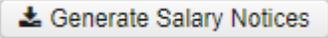
If this button is not available, please contact LACA to ensure that the Email Notifications module is installed on your database. If not already emailing Direct Deposit Notices, the Email Notifications module may not be installed. Once the module is installed, be sure to follow instructions above to edit the Salary Notice Configuration as desired before emailing Salary Notices.

Once the email Salary Notices have been scheduled, the job will be listed under Utilities > Job Scheduler. It is recommended to check the status of this job periodically & contact LACA if the Status is not Completed.



Print Salary Notices After Activating

This option can be used as an alternative to printing within New Contract.

1. Go to Core>Compensation, Contract Compensations tab
2. Filter the grid to only include the desired Compensations. Common filters (which may need added using the More button) may include:
 - a. Compensation Label (%FY##%)
 - b. Pay Group
 - c. Appointment Type (Classified or Certificated)
3. Check the box beside each record or check the box at the top of the grid to select all compensations.
4. Click the  button at the top of the grid.
5. Enter the Statement Date (this is the “As of” date displaying on notices). The current date will default.
6. Choose the Sort Option (if printing – Employee Number is the default but can be Employee Name).
7. The School Year will default to the upcoming “school year” (202X-202X). This can be changed if wanting to reference the FY or to shorten (FY2X or 2X-2X, etc.).
8. If using the Default Salary Notice and wanting District Information to display, check the “Include District Information on Salary Notices?” checkbox and verify/update the information accordingly. Otherwise, the custom notices should already be set up correctly.
9. Choose the form to generate (Default or the district Custom Notice)
10. To print notices, click . Notices will display in PDF and can be printed.
11. Return to the grid, change the filter to the next Salary Notice group and repeat steps 3-10 until all Salary Notices are printed.