

TO SUBMIT A REQUEST FOR SALARY LEVEL REVIEW:

1. Click on **My Salary Tracker** under "My Info" on the left hand side of your screen. You will see the screen below:

Salary Portfolio

Salary Tracker Tools

[\[View Your Salary Profile\]](#)

Current Requests

Name	Step	Status	Submission Date	Actions
--- No Records ---				

2. Click on [\[View Your Salary Profile\]](#). You will see the screen below:

User Information

Name:
ID:
Building(s): WPHS
Job Title:
Current Step: M.2

Degree Information

Degree	School	Graduation
BA	College	1/13/2006
MA	College	1/21/2011

Salary Step Allocations

Step	Status	Credits
4.2	[submit for review]	22.00
Unallocated Activities/Courses]	UNALLOCATED	

Unallocated hours/credits

Select	Salary Step	Credits / Avail	Activity Title	Start Da
<input type="checkbox"/>	UNALLOCATED	3.00 / 3.00	Approaches to Creative Writing	1/20/200
<input type="checkbox"/>	UNALLOCATED	3.00 / 3.00	EDITORIAL & PRODUCTION WRKSH	8/30/201
<input type="checkbox"/>	UNALLOCATED	2.00 / 2.00	Final Project	8/30/201
<input type="checkbox"/>	UNALLOCATED	2.00 / 2.00	POETRY CRAFT WORKSHOP	11/12/20
<input type="checkbox"/>	UNALLOCATED	3.00 / 3.00	English Literature and Composition	8/1/2011

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3. Select the courses you would like to allocate for salary advancement by checking the box next to the course title under the "Select" column.
4. Select the new salary level (example: M.2) in the drop down box next to "Set Selected to".
5. Click on "Save".

Select	Salary Step	Credits / Avail	
<input checked="" type="checkbox"/>	UNALLOCATED	3.00 / 3.00	Research and Practice for Struggling Readers and W
<input checked="" type="checkbox"/>	UNALLOCATED	3.00 / 3.00	Assessment and Development of Literacy Processes
<input type="checkbox"/>	UNALLOCATED	0.00 / 0.00	Portfolio for Literacy Education

6. You will then see the screen below. Click on "Submit for Final Review".

Saved

7. You have now completed your Request for Salary Step Review.