

My Salary Tracker: How to Submit a Request for Salary Adjustment

Once you have attained a sufficient number of approved credits to advance on the salary schedule (usually in blocks of 20), a request for salary adjustment should be submitted via My Learning Plan using the *"My Salary Tracker"* feature. It's easy!

1. Go to "My Salary Tracker" (under "My Info" on the left hand side of your MLP page)
2. Click on "View Your Salary Profile"
3. Simply allocate the credits by checking boxes under the "select" column
4. Select the new salary level (*MLP oddly calls it "step" rather than "level" or "lane."* *Our contract provides for these levels: M.0, M.2, M.4 and M.6*)
5. Select "Submit for Final Review"

The "Request for Salary Step Review" will automatically be forwarded to Human Resources. When the request has been received, a confirmation will be sent on MLP stating that the salary adjustment has been received and is pending approval. If more information is needed, a request for more information will be sent to you through MLP. If the salary advancement request is not in order, it will be denied with an explanation.

Timeline:

October 15 is the deadline to submit a request for salary lane review for the current school year. Approved requests for salary adjustments will be retroactive to September 1 and will appear in the November 15 paycheck.

Note: Please *do not* allocate and submit more credits than are allowable for an advance in the salary schedule and *never* override the number of credits you want to allocate. If course credits do not add up to exact blocks of 20, use the "split" feature of the program to divide a course's credits. This will enable you to allocate the exact number of credits for a salary adjustment.

How to Handle Credits Earned Prior to MLP:

In order to submit a request to allocate pre-MLP coursework towards a salary adjustment, please complete a "hard copy" salary adjustment application form listing **only** the pre-MLP courses that are being submitted. This form should be submitted along with the paper copies of the certificates of completion (for inservice courses) or official transcripts (for graduate courses), unless already on file.

Important: Please do not use MLP to enter older courses that were previously approved and completed under the paper system. Approvals and credits for these pre-MLP courses are kept on file in your credits folder in the HR Office.