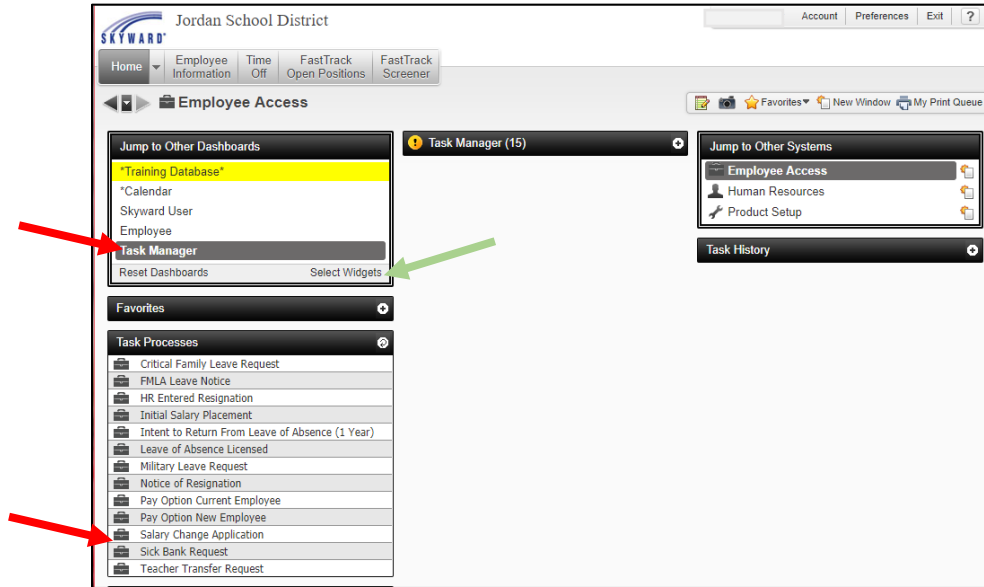
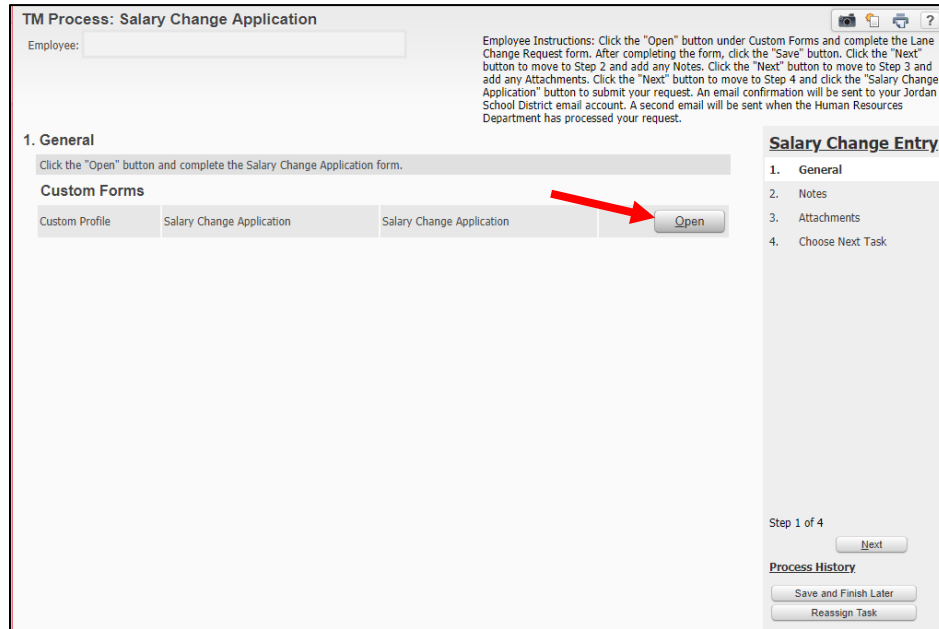


Licensed Salary Change Request

1. Log in to your Skyward Employee Access
 - a. Contact IT Helpdesk at 801-567-8737 if you need help accessing this account.
2. Select your Task Manager Dashboard.
3. Under Task Processes, select Salary Change Application.
 - a. If you do not see the Task Processes box, you may have to Select Widgets (see green arrow)



4. Open Custom Form



5. Read and complete form and click save.

Salary Change Application

Name:

In accordance with DP309 NEG - Salary Guidelines, this Application for Salary Change must be completed and submitted with proof of eligibility for a salary change. Examples of proof of eligibility include an In-Service Record, a CACTUS Midas printout from USBE or UEN, and/or an official transcript showing the number of credits required and final grade posted. If application and proof of eligibility are submitted prior to the 15th of the month, the salary change will be reflected on the paycheck issued in the following month. If the application and proof of eligibility is submitted after the last worked contract day, the salary change will be effective on the first paycheck of the new contract year. A confirmation of this application will be emailed to your jordandistrict.org email confirming it was received and processed by the Human Resource Department.

* Subject/Grade:

* License Type:

I am submitting the required documents to move to the following level:

* Level Requested:

In step 4, I will attach the following as proof of eligibility for a salary change (Select all that apply):

* In-Service Record:

* CACTUS/Midas Printout:




I have mailed or emailed my OFFICIAL transcripts to the Human Resource Department:

* Sent Transcripts:

Mail Official Transcripts to: **Jordan School District
Human Resources
7387 S. Campus View Dr.
West Jordan, UT 84084**

Email Official eTranscripts to: **hr@jordandistrict.org**

Asterisk (*) denotes a required field

6. Click Next

TM Process: Salary Change Application

Employee:

Employee Instructions: Click the "Open" button under Custom Forms and complete the Lane Change Request form. After completing the form, click the "Save" button. Click the "Next" button to move to Step 2 and add any Notes. Click the "Next" button to move to Step 3 and add any Attachments. Click the "Next" button to move to Step 4 and click the "Salary Change Application" button to submit your request. An email confirmation will be sent to your Jordan School District email account. A second email will be sent when the Human Resources Department has processed your request.

1. General

Click the "Open" button and complete the Salary Change Application form.

Custom Forms




Custom Profile	Salary Change Application	Salary Change Application	<input type="button" value="Open"/>
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Salary Change Entry

1. General
2. Notes
3. Attachments
4. Choose Next Task

Step 1 of 4

Process History

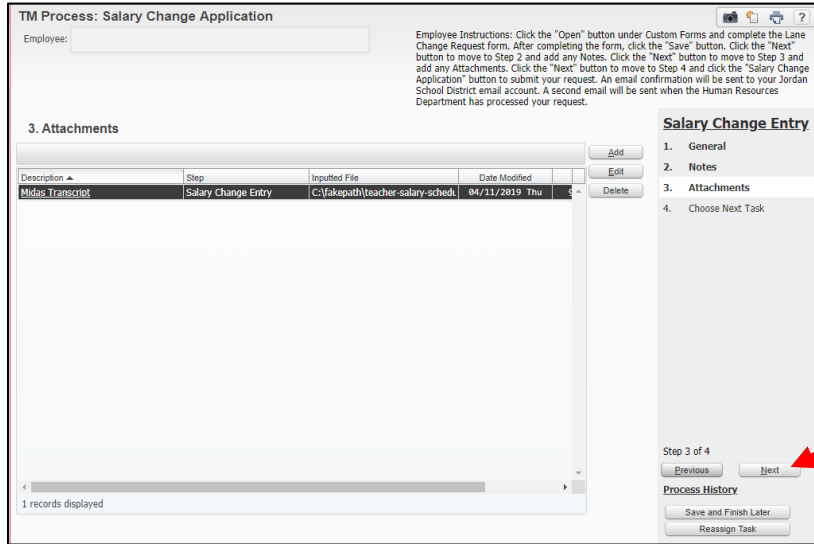




7. Add any notes that HR may need.
 - a. *Ex: transcripts sent via email, previous credits submitted, etc.*
8. Click Next

9. Add any attachments including: Midas transcripts, On-track transcripts, In-Service report, etc.

10. Chose file and add title
11. Click Save

12. Click Next



TM Process: Salary Change Application

Employee: _____

Employee Instructions: Click the "Open" button under Custom Forms and complete the Lane Change Request form. After completing the form, click the "Save" button. Click the "Next" button to move to Step 2 and add any Notes. Click the "Next" button to move to Step 3 and add any Attachments. Click the "Next" button to move to Step 4 and click the "Salary Change Application" button to submit your request. An email confirmation will be sent to your Jordan School District email account. A second email will be sent when the Human Resources Department has processed your request.

3. Attachments

Description	Step	Inputted File	Date Modified
Midas Transcript	Salary Change Entry	C:\akepath\teacher-salary-sched	04/11/2019 Thu

1 records displayed

Salary Change Entry

- General
- Notes
- Attachments
- Choose Next Task

Step 3 of 4

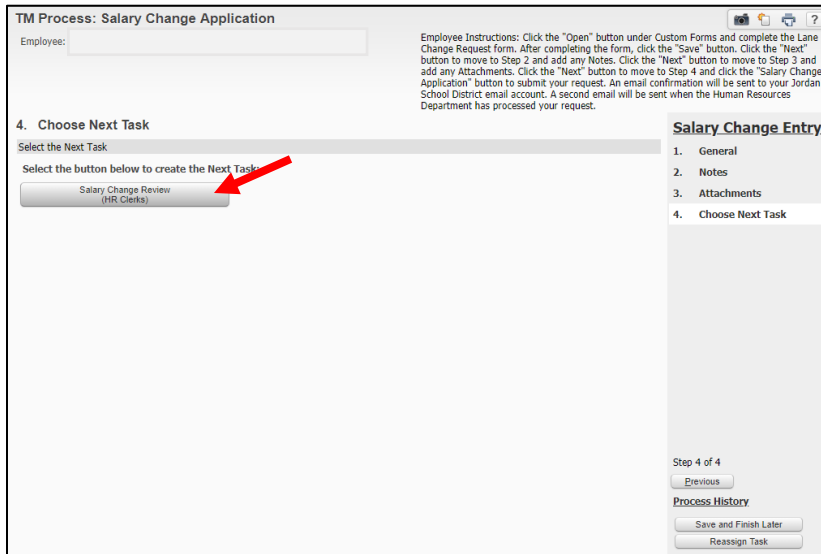
Previous Next

Process History

Save and Finish Later

Reassign Task

13. Click Salary Change Review (HR Clerks)



TM Process: Salary Change Application

Employee: _____

Employee Instructions: Click the "Open" button under Custom Forms and complete the Lane Change Request form. After completing the form, click the "Save" button. Click the "Next" button to move to Step 2 and add any Notes. Click the "Next" button to move to Step 3 and add any Attachments. Click the "Next" button to move to Step 4 and click the "Salary Change Application" button to submit your request. An email confirmation will be sent to your Jordan School District email account. A second email will be sent when the Human Resources Department has processed your request.

4. Choose Next Task

Select the Next Task

Select the button below to create the Next Task:

Salary Change Review (HR Clerks)

Salary Change Entry

- General
- Notes
- Attachments
- Choose Next Task

Step 4 of 4

Previous

Process History

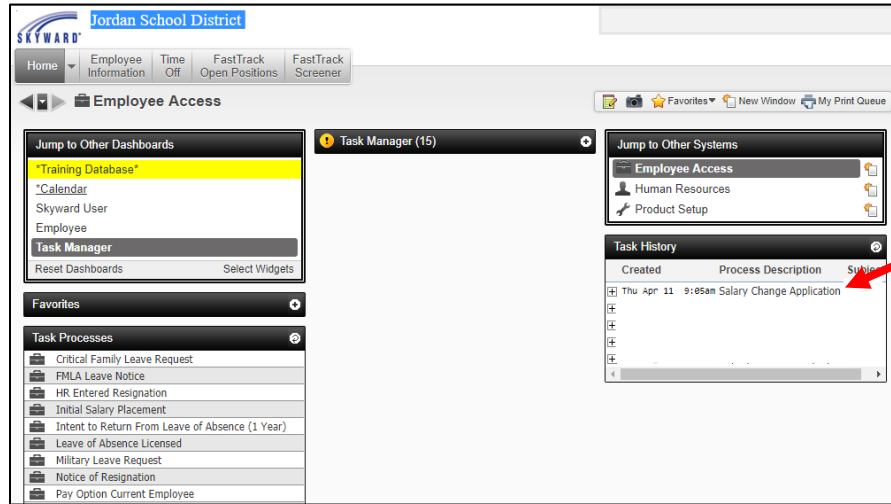
Save and Finish Later

Reassign Task

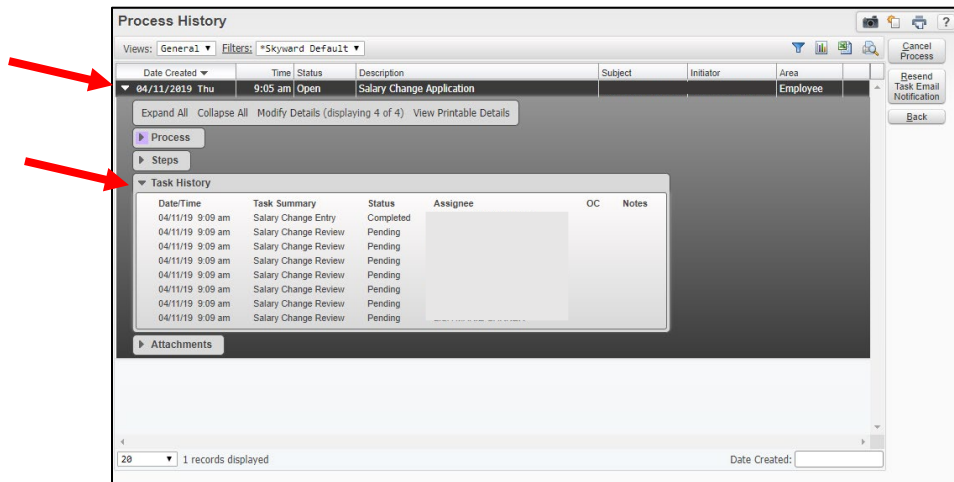
Please note: If application and proof of eligibility are submitted prior to the 15th of the month, the salary change will be reflected on the paycheck issued in the following month. If the application and proof of eligibility is submitted after the last worked contract day, the salary change will be effective on the first paycheck of the new contract year.

To check the status of your Salary Change Form

- Under Task History, click on the Salary Change Application



- Use the drop down arrows to view the Task History



- Status will show as completed or pending.