

Yorktown Central School District

To: Professional Staff

From: Debra Legato
Director of Human Resources

Allyn Heald
Graduate Credit Committee Chairperson

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MY LEARNING PLAN

STEP BY STEP INSTRUCTIONS FOR USING MY SALARY TRACKER

To assist you in using My Learning Plan (MLP) for graduate course approvals and salary advancements, please review the three steps outlined below. Step 1 will be familiar to those of you who already know how to submit requests for course approval. Steps 2 and 3 will familiarize you with the process for submitting approved and completed courses for salary advancement, the “*My Salary Tracker*” feature of MLP, and some common missteps to avoid.

To begin, when setting up your MLP account and before submitting requests, check your user profile located in the lower left hand of the screen. Verify your information, including your department and grade level. In addition, select that you would like e-mail notifications. This will keep you informed of any activity on your account.

Step 1: Submit Request for Course Approval

All requests for course approval are to be submitted for review to the Graduate Credit Screening Committee (GCSC) through MLP by using the *Course Approval Form*. The GCSC is no longer accepting paper copies of the course approval forms. If the course is approved by the GCSC, it will be forwarded through MLP to the Assistant Superintendent for Curriculum and Instruction, Florence O’Connor, for review. Any denials, requests for more information or other communications regarding a course request will be sent through MLP.

Step 2: Mark Course Complete

After successful completion of the course, it must be marked complete on MLP. To do this click on the course you have completed and scroll to the bottom of the page where you can mark complete. Then, the course transcript must be forwarded to Human Resources. After the course transcript is received, reviewed and approved by Human Resources, the course will be listed in the “*My Salary Tracker*” section of MLP under the heading “unallocated hours/credits.” Course credits will be appear in this section until they are allocated for salary advancement.

Step 3: Request for Salary Step Review

Once a sufficient number of credits have been earned to advance on the salary schedule (usually in blocks of 10), a request for salary advancement must be submitted to Human Resources. Using the **“My Salary Tracker”** section of MLP, credits must first be allocated (or designated) by checking boxes under the “select” column. After allocating the correct number of credits for a salary increase, select the new salary step (e.g., MA+30). Once the new salary step is chosen, select “Submit for Final Review” and the “Request for Salary Step Review” will be forwarded to Human Resources. If the request is in order, a confirmation will be sent on MLP stating that the salary advance has been received and is pending Board approval. If the request is not in order, it will be denied with an explanation.

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 10, 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 step advance.

Please see the attached series of screens to assist you in navigating Step 3, the process for requesting a salary step review.

A note about credits earned prior to MLP. First, do not submit courses on MLP that were previously approved and taken and for which transcripts have already been submitted. Credits for these pre-MLP courses are already reflected in your records. The unallocated credits listed under the section of MLP entitled **“Credits Prior to My Learning Plan”** represent those courses already on file prior to the implementation of the MLP system. You may, of course, use these unallocated credits toward salary advancement.

To submit a Request for Salary Step Review:

1. Click on [My Salary Tracker] on your left menu. You will see the screen below:



The screenshot displays a web interface for a salary portfolio. At the top is a dark blue header with the text "Salary Portfolio". Below this is a light blue section titled "Salary Tracker Tools" which contains a button labeled "[View Your Salary Profile]". The next section is also light blue and titled "Current Requests". Below this is a table with five columns: "Name", "Step", "Status", "Submission Date", and "Actions". The table currently shows a single row with the text "--- No Records ---" centered across all columns.

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

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

User Information

Name: Jane Teach
ID: 566
Building(s): Elementary School
Job Title: Staff
Current Step: Not On File

Degree Information [Add New Degree]

Degree	School	Graduation
No records on file.		

Salary Step Allocations

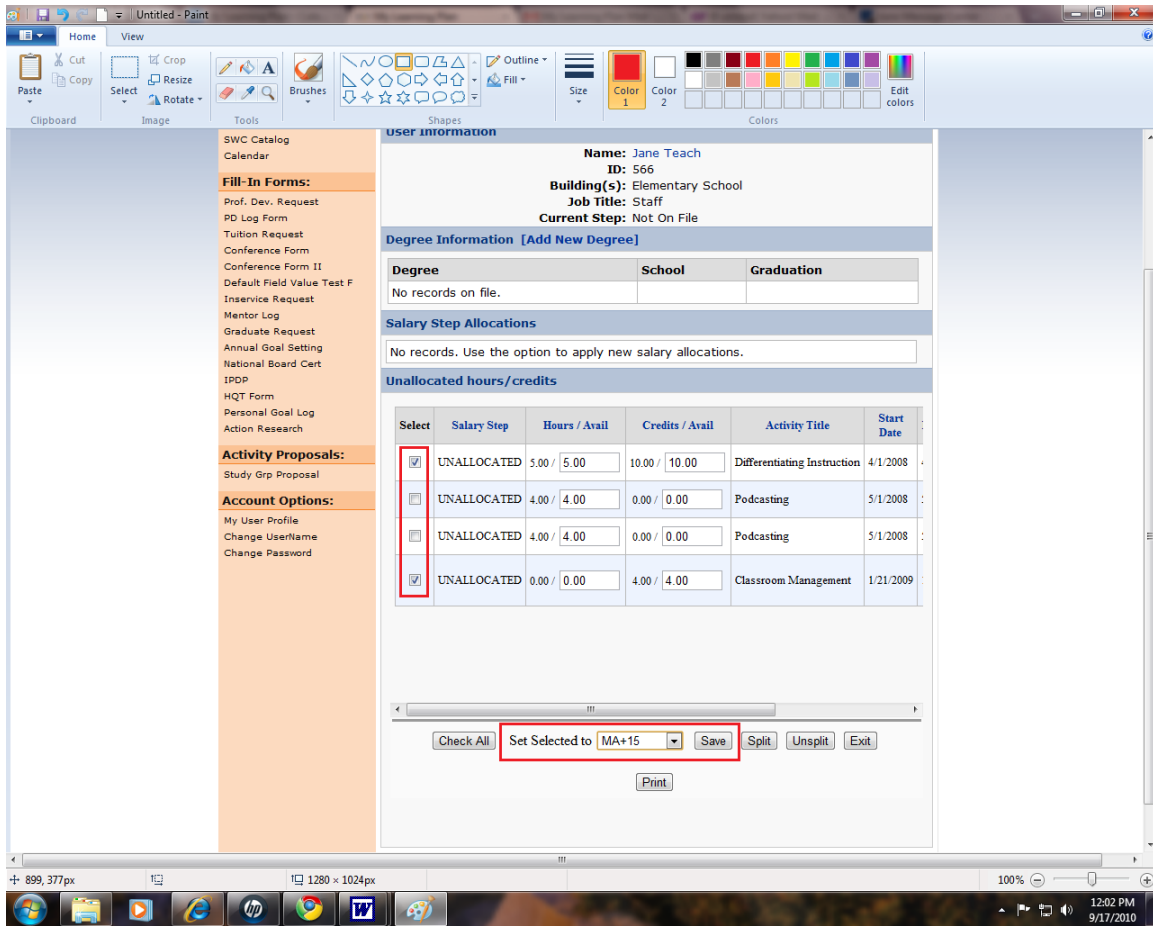
No records. Use the option to apply new salary allocations.

Unallocated hours/credits

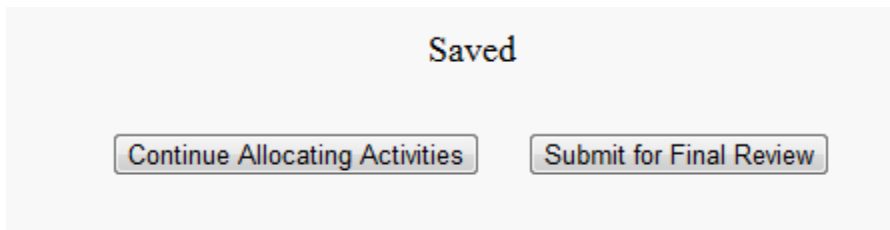
Select	Salary Step	Hours / Avail	Credits / Avail	Activity Title	Start Date
<input type="checkbox"/>	UNALLOCATED	5.00 / <input type="text" value="5.00"/>	10.00 / <input type="text" value="10.00"/>	Differentiating Instruction	4/1/2008
<input type="checkbox"/>	UNALLOCATED	4.00 / <input type="text" value="4.00"/>	0.00 / <input type="text" value="0.00"/>	Podcasting	5/1/2008
<input type="checkbox"/>	UNALLOCATED	4.00 / <input type="text" value="4.00"/>	0.00 / <input type="text" value="0.00"/>	Podcasting	5/1/2008
<input type="checkbox"/>	UNALLOCATED	0.00 / <input type="text" value="0.00"/>	4.00 / <input type="text" value="4.00"/>	Classroom Management	1/21/2009

Set Selected to

3. Select the activities (courses) you would like to submit for a salary advancement.
4. Choose your requested Step in the “Set Selected to” field.
5. Click on [Save].



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



7. You will then see the screen below. Enter any comments you would like to include for your approver. Then, click on [SAVE].

Request for Salary Step Review

Salary Allocations

Salary Step	Hours	Credits	Activity Title
MA+15	5.00	10.00	Differentiating Instruction Dates: 4/1/2008
MA+15	0.00	4.00	Classroom Management Dates: 1/21/2009
	5.00	14.00	

Comments

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



Actions

SAVE

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