MAHOPAC CENTRAL SCHOOL DISTRICT

To: MTA Members

From: Debra Legato
        Assistant Superintendent for Human Resources

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USING MY LEARNING PLAN AND SALARY TRACKER
STEP BY STEP INSTRUCTIONS

To assist you in using My Learning Plan (MLP) for graduate/inservice 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 *Salary Tracker* feature of MLP, and some common missteps to avoid.

Before you begin, please note that if you were hired **prior to July 1, 2018** and are currently on a one of the *shaded lanes,* you will ***NOT*** be set up to use *Salary Tracker* just yet. If you believe you are eligible to advance from the old salary schedule to the new salary schedule, please submit your request to Human Resources as you normally would do by printing your portfolio and submitting your request to Marguerite Morales.   After a review of your portfolio, if you are eligible for salary advancement, Human Resources will allocate your credits for you and set up your account in *Salary Tracker* for future use.   If you are unsure, please call Marguerite Morales or Diane Kelleher for assistance.

If you are not on a *shaded lane* or were **hired after July 1, 2018**, you may begin to submit your requests for salary advancement using *Salary Tracker* by following the steps below.

Step 1: Submit Request for Course Approval
All requests for course approval are to be submitted for review and approval to the Office of Curriculum and Instruction through MLP by using the *Registration Tabs and/or Graduate Credit Forms* located on the upper right side of the screen. 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 the Office of Curriculum and Instruction.   After the course transcript is received, reviewed and approved by the Office of Curriculum and Instruction, the course will be listed in the *"Salary Tracker"* section of MLP under the heading "unallocated hours/credits." Course credits will appear in this section until they are allocated for salary advancement.

Step 3: <u>Request for Salary Step Review</u>

Once a sufficient number of credits have been earned to advance on the salary schedule (usually in blocks of 15), a request for salary advancement must be submitted to Human Resources. Using the ***"Salary Tracker"*** section of MLP, credits must first be allocated (or designated) by checking the boxes under the "select" column. After allocating the correct number of credits for a salary increase, select the new salary step (e.g., MA30). 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 processing with Payroll. If the request is not in order, it will be denied with an explanation.

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 15, use the "split" feature of the program to divide a course's credits or hours. This will enable you to allocate the exact number of credits for a salary step advance. **PLEASE WATCH THIS SHORT TUTORIAL:**

<u>**HOW TO REQUEST A LANE CHANGE**</u>

IMPORTANT TIPS TO REMEMBER:

1. 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 email notifications. This will keep you informed of any activity on your account.
2. Inservice courses must receive prior approval. Fifteen (15) class hours = One (1) credit. When courses are offered either for inservice or graduate credit, teachers opting for inservice will receive one half the number of credits authorized by the college or university.
3. A maximum of six (6) graduate credits for courses that do not take place on-site at a University or College may be approved toward salary advancement.
4. Credits submitted for salary advancement by October 1st that be remunerated at full credit for the current school year. Credits submitted for compensation by March 1st shall be remunerated at one-half the normal graduate credit rate during the second half of the school year. You may only be eligible to change salary lanes once during the school year.
5. Lastly, Salary Tracker is meant to assist you with requesting salary advancement or lane movement. It does not track other compensation such as longevity.

If you have any questions, please feel free to contact Human Resources.