

Noncertified Staff Salary Study
User Guide

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Overview

The purpose of the Noncertified Staff Salary Study web system is to provide public school districts with the capability of readily providing accurate non-certified staff salary and benefits data to the Illinois State Board of Education (ISBE) as required by Section 2-3.103 of the Illinois School Code. The aim of the survey is to provide school board members, non-certified staff, administrators, and the general public with district non-certified staff salary schedule/policy and fringe benefits information organized according to categories required by law. This survey may be entered by a district document author or the district administrator. However, it is the responsibility of the district administrator to review it for correctness prior to submission to ISBE.

This user guide provides instructions for completing the salary study and then submitting for approval, as well as for viewing submitted data. *All screen shots are for example only and do not reflect actual data for the district shown.* Beginning with school year 2006-2007, the Noncertified Staff Salary Study must be completed electronically. This user guide is available online at: <ftp://help.isbe.net/webapps/NoncertStaffSalStudy/UserGuide.pdf>, as well as within the Noncertified Staff Salary Study system (on the top menu).

The law also requires that a copy of the district's salary schedule and negotiation agreement be submitted. Please mail those to:

Illinois State Board of Education
Data Analysis and Progress Reporting (S-284)
100 North First Street
Springfield, Illinois 62777

Timelines and Users

The law states that a survey will be developed and furnished by the State Board of Education to each school district within 30 days after the commencement of the school year covered by the survey, and each school district shall complete and submit the survey to the State Board of Education within the successive 30 day period.

Getting Started – ISBE Web Application Security (IWAS)

Before using the Noncertified Staff Salary Study system, you will need an IWAS account.

If you do not have an existing IWAS account, please register for one by accessing the IWAS homepage through the IWAS link at this address: www.isbe.net. Once you have an account, you will need to request access to the Noncertified Staff Salary Study system. Instructions for IWAS account registration and obtaining Noncertified Staff Salary Study system authorization are included in the IWAS User Guide located on the IWAS homepage. Please contact the ISBE Help Desk at 217/558-3600 if you need assistance.

If you have an existing IWAS account, and have been given access to the Noncertified Staff Salary Study system (by the district administrator), you are ready to proceed. The following steps provide guidance on how to access the Noncertified Staff Salary Study system:

Login to IWAS (You need a “login” name and password.)

Illinois State Board of Education
Jesse Ruiz, Board Chair Dr. Christopher Koch, State Superintendent

ISBE Home
Home
Sign Up Now
Get Password
Contact Us
Help
[IWAS User Guide](#)
[IWAS Training Video](#)

Already have an account? Login Here :

Login Name
Password
☐ Remember Login Name
LOGIN

Get Password?
If you have forgotten your login name or password, click on the link below.
[Find Login / Password](#)

New Partner - Sign up Now
Some ISBE web-based systems require electronic signatures. You can create your own login id and password by clicking on the following link. After you establish your login, you will then have the ability to request authorization to use ISBE's systems.
[Sign Up Now](#)

Need Help?
If you need help with logging in, the sign up procedure or your password, please click on the link below.
[Help](#)

This web site has been optimized for Internet Explorer 6.0 or above / Netscape Navigator 7.2 or above. You can download the latest version of these browsers by clicking on the following icons.

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VeriSign Secured
About SSL Certificates

Done

Internet | Protected

1. Click on **System Listing** from the left menu of the IWAS Message page shown below:

IWAS Message Page



When you click on “System Listing” the “My Systems” page will appear as shown on page 6.

IWAS My Systems Page

The screenshot shows the Illinois State Board of Education (ISBE) website. The header includes the ISBE logo and the text "Illinois State Board of Education" with "Jesse Ruiz, Board Chair" and "Dr. Christopher Koch, State Superintendent". Below the header is a navigation bar with links like "Home", "System Listing", "Pending Sign Ups", "Pending Documents", "Change Password", "Messages - Inbox", "Messages - Archived", "Preferences", "View Sign Ups", "Help", "Logout", and "IWAS Training Video". The main content area is titled "My Systems" and contains a table of systems. The table has two columns: "Categories" and "Authorization". Under the "Reporting" category, there are three systems: "District Spec Ed Profile", "Noncertified Staff Salary Study" (highlighted with a red circle), and "Teacher Salary Study". Each system has an "Authorized" status. A legend at the bottom indicates that the "i" icon represents "System Description - Detailed", the "d" icon represents "Due Dates", and the "p" icon represents "Profile". A link "Want to Skip for Other Systems?" is also present. The footer includes "Copyright © 2009 Illinois State Board of Education" and a "100%" zoom level.

Categories	Authorization
Reporting	
District Spec Ed Profile	Authorized
Annual	
CLASS SIZE SURVEY	Authorized
Noncertified Staff Salary Study	Authorized
Teacher Salary Study	Authorized
Truancy and Optional Ed	Authorized

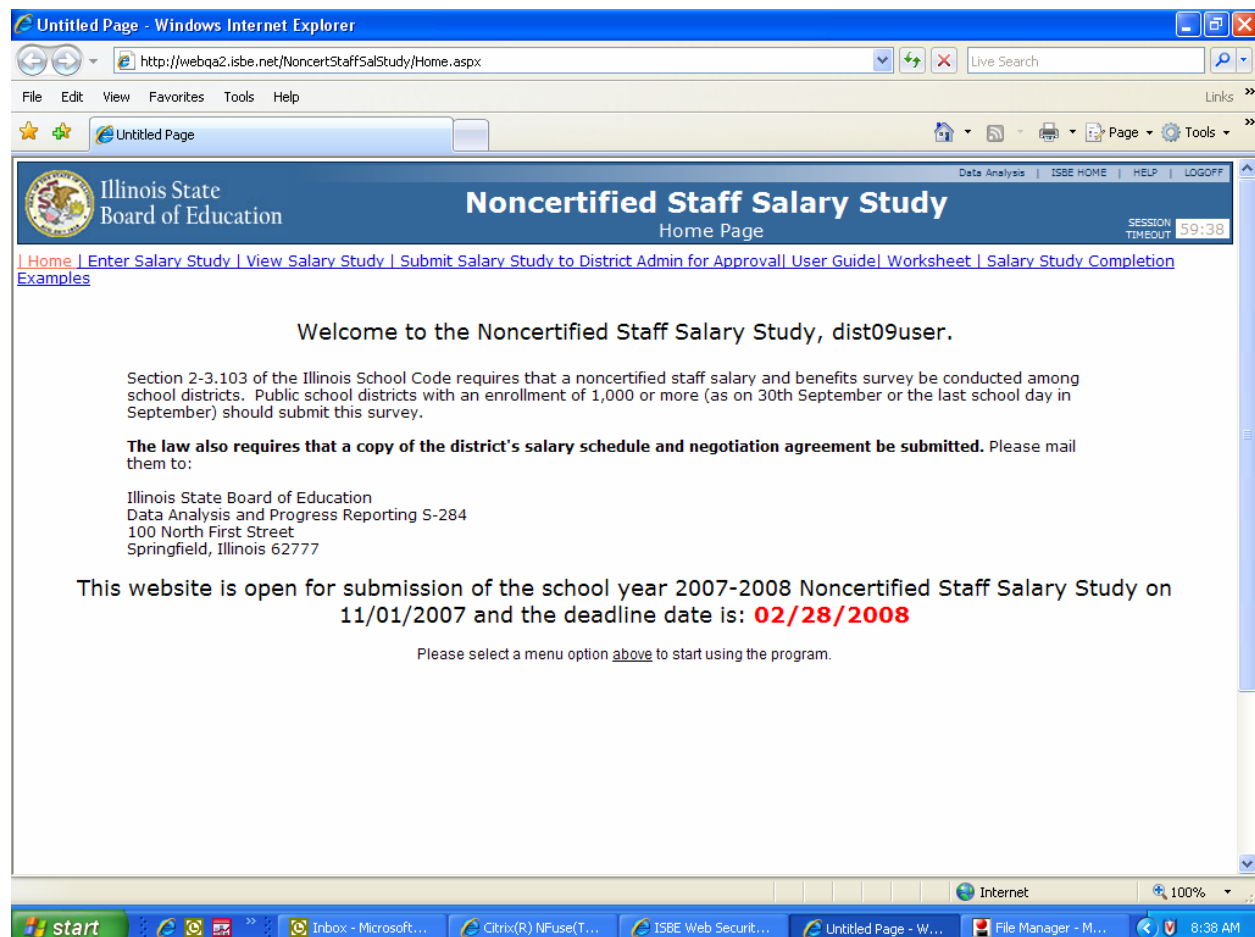
In the “My Systems” page, click on “Noncertified Staff Salary Study” which is under the category of Reporting, Annual. Clicking on the Noncertified Staff Salary Study link will take you to the Noncertified Staff Salary Study Home Page to begin.

Note:

If you do not see the “Noncertified Staff Salary Study” system, contact the ISBE Help Desk at 217/558-3600

Document Author

Noncertified Staff Salary Study Home Page



The Noncertified Staff Salary Study Home Page will be presented to a Document Author user upon entry to the system. The following menu options are available:

Document Author Menu Options:

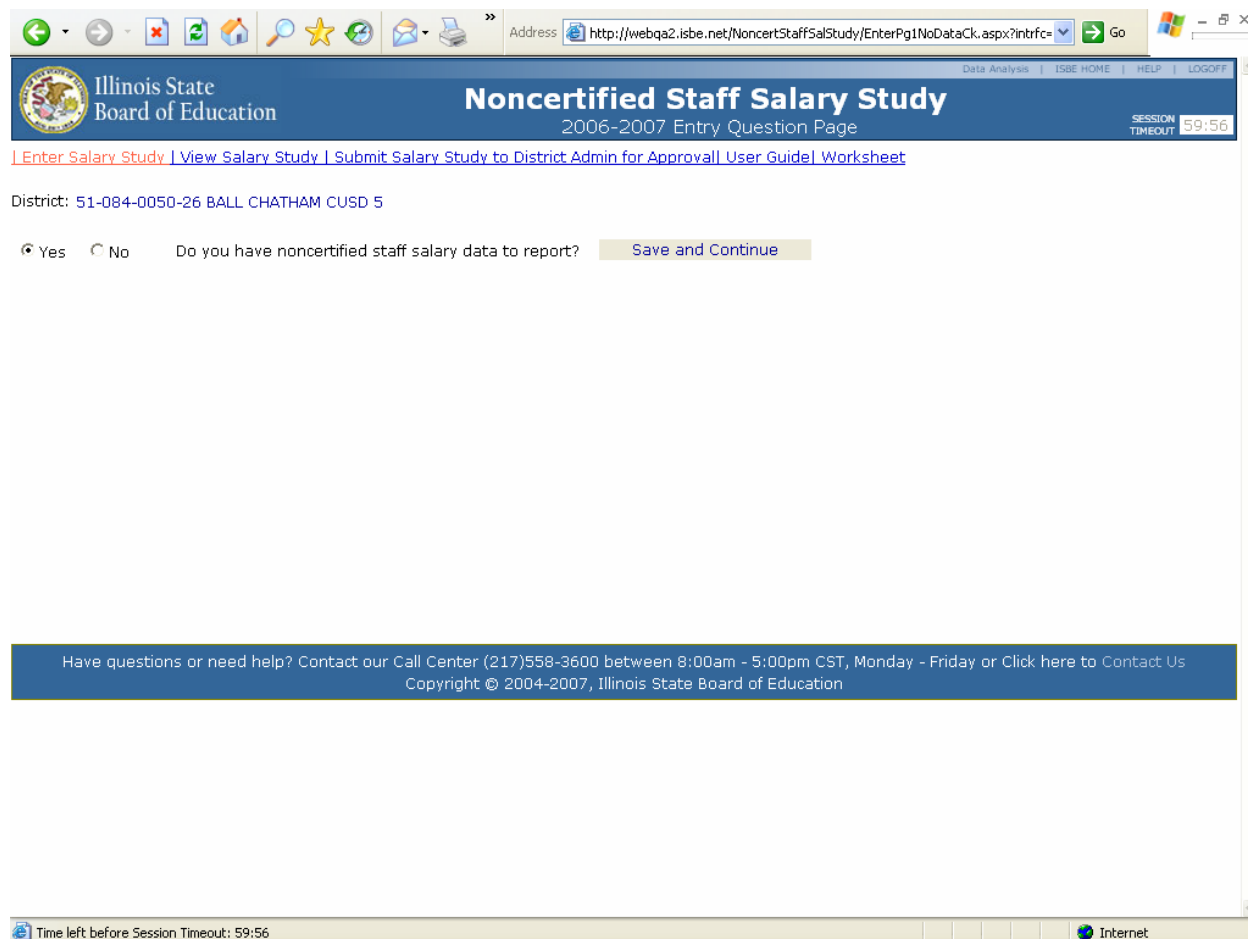
<u>Menu Option</u>	<u>Purpose</u>
Enter Salary Study	To enter data.
View Salary Study	Read-only webpage displaying data previously entered.
Submit Salary Study to District Admin for Approval	Submit data to the district administrator for approval.
User Guide	Link to this help document.
Worksheet	Enables users to print a worksheet for data collection prior to web entry.

To get to the first entry page, please click on the "Enter Salary Study" link on the top menu bar.

Noncertified Staff Salary Study– Entry Question Page

This page is used to answer the question of whether noncertified staff salary data is available for reporting.

Entry Question Page



The screenshot shows a web browser window with the address bar displaying <http://webqa2.isbe.net/NoncertStaffSalStudy/EnterPg1NoDataCk.aspx?intrfc=>. The page header includes the Illinois State Board of Education logo and the title "Noncertified Staff Salary Study 2006-2007 Entry Question Page". A session timeout timer shows 59:56. Navigation links include "Enter Salary Study", "View Salary Study", "Submit Salary Study to District Admin for Approval", "User Guide", and "Worksheet". The district is identified as "51-084-0050-26 BALL CHATHAM CUSD 5". The main content area contains a question: "Do you have noncertified staff salary data to report?" with radio buttons for "Yes" and "No", and a "Save and Continue" button. A footer banner provides contact information for the Call Center and copyright details.

Illinois State Board of Education

Noncertified Staff Salary Study

2006-2007 Entry Question Page

[Enter Salary Study](#) | [View Salary Study](#) | [Submit Salary Study to District Admin for Approval](#) | [User Guide](#) | [Worksheet](#)

District: 51-084-0050-26 BALL CHATHAM CUSD 5

☒ Yes ☐ No Do you have noncertified staff salary data to report? [Save and Continue](#)

Have questions or need help? Contact our Call Center (217)558-3600 between 8:00am - 5:00pm CST, Monday - Friday or [Click here to Contact Us](#)
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Time left before Session Timeout: 59:56

Click on “Yes” if data is available and you wish to begin entry. Then click on the “Save and Continue” button to move on to the next page, the “Salary Position Selection Page”. If no data is available to report, please click “No” and the “Save and Continue” button; you will be directed to submit this response on to the district administrator for further reporting to ISBE.

Noncertified Staff Salary Study– Salary Position Selection Page

This page is used to add positions to a grid with links to begin entry or edit of details.

The screenshot shows a web browser window with the address <http://webqa2.isbe.net/NoncertStaffSalStudy/EnterPg1PosSel.aspx?intrfc=e>. The page header includes the Illinois State Board of Education logo and the title "Noncertified Staff Salary Study 2006-2007 Salary Position Selection Page". A session timeout of 59:42 is displayed. Navigation links include "Enter Salary Study", "View Salary Study", "Submit Salary Study to District Admin for Approval", "User Guide", and "Worksheet". The district is identified as "51-084-0050-26 BALL CHATHAM CUSD 5".

A dropdown menu titled "Select a position to add.." is open, showing a list of job positions. To the right of the dropdown is an "Add Position" button. Below the dropdown, a table displays the selected position and a "VIEW DETAIL" link.

Position	Action
Clerical Staff (includes all other desk jobs such as bookkeeping, accounting, payroll, etc.)	VIEW DETAIL
Cook (including Head Cook)	VIEW DETAIL
Custodians (includes keepers, caretakers, stewards, janitors, etc.)	VIEW DETAIL
Engineers	
Food Service Director	
Food Service Manager/Director	
Grounds Staff	
Grounds Supervisors	
Head of Safety/Security	
Health Care Aids/Assistants	
Maintenance Workers (includes carpenters, painters, boiler operators, plumbers, electricians, etc.)	
Other Aides (including media aides)	
Other Food Service Staff (includes cafeteria helpers, cashiers, dishwashers, etc.)	
Other Non-certified Managerial	
Other Non-certified Support Staff	
Other School District Transportation Staff	
Safety/Security Staff	
School Bus Drivers	
Secretaries	
Technology Support/Computer Technicians	
Transportation Mechanics	
Transportation Supervisor	

At the bottom of the page, a footer contains contact information for the Call Center and copyright information for the Illinois State Board of Education.

Click on the arrow in the box to display the positions available for selection and then click the "Add Position" button.

Salary Position Detail Selection Page – filled

Address: <http://webqa2.isbe.net/NoncertStaffSalStudy/EnterPg1PosSel.aspx?intrfc=e> Go

Illinois State Board of Education

Noncertified Staff Salary Study

2006-2007 Salary Position Selection Page

SESSION TIMEOUT 59:09

[Enter Salary Study](#) | [View Salary Study](#) | [Submit Salary Study to District Admin for Approval](#) | [User Guide](#) | [Worksheet](#)

District: 51-084-0050-26 BALL CHATHAM CUSD 5

Select a position to add... Add Position

	Position Types On File	Click Below to..	
Delete	Classroom/Library Aides	ENTER/EDIT DETAIL	VIEW DETAIL
Delete	Head/Executive Secretaries	ENTER/EDIT DETAIL	VIEW DETAIL

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Time left before Session Timeout: 59:09 Internet

This screen shows two positions added and ready for detail data entry: Classroom/Library Aides and Head/Executive Secretaries. To continue to the next page for further entry on the salary position detail, click on the Enter/Edit Detail link on the row for the salary position you wish to enter.

Noncertified Staff Salary Study– Salary Position Detail Entry Page 1

Address: <http://webqa2.isbe.net/NoncertStaffSalStudy/EnterPg1.aspx?intrfc=e> Go

Illinois State Board of Education
Noncertified Staff Salary Study
2006-2007 Salary Position Detail Entry Page 1 of 4
SESSION TIMEOUT 59:56

[Enter Salary Study](#) | [View Salary Study](#) | [Submit Salary Study to District Admin for Approval](#) | [User Guide](#) | [Worksheet](#)

District: 51-084-0050-26 BALL CHATHAM CUSD 5
Position: Classroom/Library Aides

Salary Program Type: salary schedule Date Adopted: 05 2006

Number of Non-certified Staff Eligible to Participate in IMRF: 0
Number of Full-time Non-certified Staff: 2
Number of Part-time Non-certified Staff: 3

Salary Information

Enter the salary of the lowest beginning salary, highest maximum salary as well as the highest longevity salary along with the pay rate. Also, enter the years to reach the maximum and longevity salary.

If a longevity salary is no longer paid but a Bonus or Stipend is provided, enter that amount under Longevity Salary.

	Amount(\$)	Pay Rate	Years to Reach Maximum
Lowest Beginning Salary	\$ 10.50	hourly	
Highest Maximum Salary	\$ 0.00	Select a Pay Rate	0
Highest Longevity Salary	\$ 0.00	Select a Pay Rate	0

[Save and Continue to Next Page](#) [Back](#)

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Time left before Session Timeout: 59:56 Internet

This screen shows salary program type, adopted date, number of staff, and salary information.

Salary Position Detail Entry Page 1

Address: <http://webqa2.isbe.net/NoncertStaffSalStudy/EnterPg1.aspx?intrfc=e> Go

Illinois State Board of Education

Noncertified Staff Salary Study

2006-2007 Salary Position Detail Entry Page 1 of 3

SESSION TIMEOUT 59:39

[Enter Salary Study](#) | [View Salary Study](#) | [Submit Salary Study to District Admin for Approval](#) | [User Guide](#) | [Worksheet](#)

District: 51-084-0050-26 BALL CHATHAM CUSD 5
Position: Head/Executive Secretaries

• Are you sure you want to enter this position with NO salary policy and NO salary schedule? If so, then continue entry.

Salary Program Type:

Number of Non-certified Staff Eligible to Participate in IMRF: Number of Full-time Non-certified Staff: Number of Part-time Non-certified Staff:

Salary Information

Enter the salary of the lowest beginning salary, highest maximum salary as well as the highest longevity salary along with the pay rate. Also, enter the years to reach the maximum and longevity salary.

If a longevity salary is no longer paid but a Bonus or Stipend is provided, enter that amount under Longevity Salary.

	Amount(\$)	Pay Rate	Years to Reach Maximum
Lowest Beginning Salary	\$ <input type="text" value="24000.00"/>	<input type="text" value="yearly"/>	
Highest Maximum Salary	\$ <input type="text" value="0.00"/>	<input type="text" value="Select a Pay Rate"/>	<input type="text" value="0"/>
Highest Longevity Salary	\$ <input type="text" value="0.00"/>	<input type="text" value="Select a Pay Rate"/>	<input type="text" value="0"/>

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Time left before Session Timeout: 59:39

Internet

Example shows selection of NO salary policy and NO salary schedule program type which will mean an entry of three pages of detail data and exclude negotiation agreement data entry. Also note with this program type, the adopted date is not required.

Noncertified Staff Salary Study– Salary Position Detail Entry Page 2

Untitled Page - Windows Internet Explorer

http://webqa2.isbe.net/NoncertStaffSalStudy/EnterPg2.aspx?intrfc=e

File Edit View Favorites Tools Help

Links

Untitled Page

District: 09-010-0070-26 TOLONO CUSD 7
Position: Cook (including Head Cook)

Fringe Benefits

Please report the premium for each type of insurance coverage provided the employee through the school district. Also report the percent of insurance premium paid for by the board. Please report the medical/health insurance data for the employee's family. The data should not include the employee. **If the board does not pay any of the family coverage, enter "0" in the family percent column.**

Please provide premium data for the year (annual), not month. If your district offers choices, e.g. different HMOs with different costs for Hospitalization/Health Insurance, please report only the highest cost.

When any of the benefits are combined with the health insurance benefit and paid as a lump sum which can not be broken down, please enter the lump sum annual premiums and percentages in the Health Insurance row and check any of the boxes below to indicate which benefits have been combined with the health benefit:

☐ Life Insurance ☐ Dental Insurance ☐ Vision Insurance ☐ Cafeteria Plan Insurance ☐ Disability Insurance

FRINGE BENEFITS - ANNUAL PER FULL-TIME EMPLOYEE	EMPLOYEE		FAMILY	
	Annual Premium per Employee	Percent Paid by Employer	Annual Premium per Family Excluding Employee	Percent Paid by Employer
Health Insurance	\$ 0.00	0.00%	\$ 0.00	0.00%
Life Insurance	\$ 0.00	0.00%		
Dental Insurance	\$ 0.00	0.00%	\$ 0.00	0.00%
Vision Insurance	\$ 0.00	0.00%	\$ 0.00	0.00%
Cafeteria Plan Insurance	\$ 0.00	0.00%	\$ 0.00	0.00%
Disability Insurance	\$ 0.00	0.00%		

Save and Continue to Next Page Back

Internet 100%

start

SQL Server E... Inbox - Micro... U:\NCSS

2 Internet ... Microsoft ...

11:20 AM

Fringe benefits data is collected on this screen. Please follow the on-the-screen instructions carefully while entering data on this screen.

Noncertified Staff Salary Study– Salary Position Detail Entry Page 3

(NOTE: This page will NOT display if the salary position program type is "NO salary policy and NO salary schedule".)

The screenshot shows a web browser window with the address bar displaying <http://webqa2.isbe.net/NoncertStaffSalStudy/EnterPg3.aspx?intrfc=e>. The page header includes the Illinois State Board of Education logo and the title "Noncertified Staff Salary Study 2006-2007 Salary Position Detail Entry Page 3 of 4". A session timeout timer shows 59:55. Navigation links include "Enter Salary Study", "View Salary Study", "Submit Salary Study to District Admin for Approval", "User Guide", and "Worksheet". The district is identified as "51-084-0050-26 BALL CHATHAM CUSD 5" and the position as "Classroom/Library Aides".

Negotiated Agreement

☐ Yes ☒ No Is there a negotiated agreement between your school board and the organization representing this category of employees?

Please indicate below how your district's salary schedule and/or policy was developed prior to adoption by the school board:

- ☒ Meeting(s) between school board and superintendent based upon discussions between superintendent and employees.
- ☐ Meeting(s) between school board and superintendent without discussion(s) between superintendent and employees.

Buttons: "Save and Continue to Next Page" and "Back".

Footer: "Have questions or need help? Contact our Call Center (217)558-3600 between 8:00am - 5:00pm CST, Monday - Friday or Click here to Contact Us. Copyright © 2004-2007, Illinois State Board of Education".

Session Timeout: 59:55. Internet icon.

This example shows the selection of no negotiated agreement and therefore the next question asked pertains to how the schedule and/or policy was adopted. The "Back" button will return you to the previous entry page.

Salary Position Detail Entry Page 3 - Negotiated Agreement, example 2

(NOTE: This page will NOT display if the salary position program type is "NO salary policy and NO salary schedule".)

Address: <http://webqa2.isbe.net/NoncertStaffSalStudy/EnterPg3.aspx?intrfc=e> Go

Illinois State Board of Education
Noncertified Staff Salary Study
2006-2007 Salary Position Detail Entry Page 3 of 4
SESSION TIMEOUT 59:56

[Enter Salary Study](#) | [View Salary Study](#) | [Submit Salary Study to District Admin for Approval](#) | [User Guide](#) | [Worksheet](#)

District: 51-084-0050-26 BALL CHATHAM CUSD 5
Position: Classroom/Library Aides

Negotiated Agreement

☒ Yes ☐ No Is there a negotiated agreement between your school board and the organization representing this category of employees?

Please indicate the affiliation of this category of employee:

☒ AFSCME
☐ IFT-AFT
☐ IEA-NEA
☐ Teamsters
☐ Service Employee
☐ Other (specify)

☒ Check if there is a Fair Share Provision in the Negotiated Agreement

[Save and Continue to Next Page](#) [Back](#)

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Time left before Session Timeout: 59:56 Internet

This example shows the selection of a negotiated agreement and so the user is asked to indicate the affiliation for the salary position under this negotiated agreement and whether there is a fair share provision. The "Back" button will return you to the previous entry page.

Noncertified Staff Salary Study– Salary Position Detail Entry Page 4

Address: <http://webqa2.isbe.net/NoncertStaffSalStudy/EnterPg4.aspx?intrfc=e> Go

Illinois State Board of Education

Noncertified Staff Salary Study

2006-2007 Salary Position Detail Entry Page 4 of 4

[Enter Salary Study](#) | [View Salary Study](#) | [Submit Salary Study to District Admin for Approval](#) | [User Guide](#) | [Worksheet](#)

District: 51-084-0050-26 BALL CHATHAM CUSD 5
Position: Classroom/Library Aides

Policies/Provisions

Select a value below for Board Paid Retirement:

Check all items below which describe your district's salary policies or provisions for the school year:

- ☒ Salary Program Based Upon "merit" or Performance Evaluation of Individual Employee
- ☐ Severance Pay (additional compensation upon employment termination)
- ☐ Early Retirement Incentives
- ☐ Sick Leave Bank
- ☐ Educational Reimbursement
- ☒ Personal, Business, or Emergency Leave with Pay. Number of days:
- ☒ Sick Leave Accumulation. Maximum number of days allowed (enter u if unlimited):

[Save Page Entry](#) [Select Another Position to Enter](#) [Back](#)

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Time left before Session Timeout: 59:58

This is the last detail entry page for a salary position and you have three options:

- Clicking on the "Save Page Entry" button: This will save the data you have entered on this page if no error was made.
- Clicking on the "Select Another Position to Enter" button: This will save any data entered on this page and take you back to the Salary Position Selection Page to start entering detail data on another salary position.
- Clicking the "Back" button: You have the opportunity to move backward to edit the data in any of the previous pages using the "Back" button shown at the bottom of the page.

NOTE: You may view all salary positions and details on one page at any time by selecting the menu option "View Salary Study". Once all salary position details have been entered, select the submit salary study menu option.

Noncertified Staff Salary Study– Submit

Address: <http://webqa2.isbe.net/NoncertStaffSalStudy/ViewAprv.aspx?intrfc=a> Go

Illinois State Board of Education **Noncertified Staff Salary Study** SESSION TIMEOUT 59:57

[Enter Salary Study](#) | [View Salary Study](#) | [Submit Salary Study to District Admin for Approval](#) | [User Guide](#) | [Worksheet](#)

Scroll to the bottom of the page to select the submit button.

The reporting status is: draft.

District: 51-084-0050-26 BALL CHATHAM CUSD 5

POSITION: Classroom/Library Aides

Salary Program Type: salary schedule Salary Program Adopted(month/year): 05/2006

Number of Non-certified Staff Eligible to Participate in IMRF: 0 Number of Full-time Non-certified Staff: 2 Number of Part-time Non-certified Staff: 3

Salary Information

	Amount(\$)	Pay Rate	Years to Reach Maximum
Lowest Beginning Salary	\$10.50	hourly	N/A
Highest Maximum Salary	\$0.00	missing	0
Highest Longevity Salary	\$0.00	missing	0

Fringe Benefits

	EMPLOYEE		FAMILY	
	Annual Premium per Employee	Percent Paid by Employer	Annual Premium per Family Excluding Employee	Percent Paid by Employer
FRINGE BENEFITS - ANNUAL PER FULL-TIME EMPLOYEE				
Health Insurance	\$0.00	0.00%	\$0.00	0.00%
Life Insurance	\$0.00	0.00%	N/A	N/A
Dental Insurance	\$0.00	0.00%	\$0.00	0.00%
Vision Insurance	\$0.00	0.00%	\$0.00	0.00%
Cafeteria Plan Insurance	\$0.00	0.00%	\$0.00	0.00%
Disability Insurance	\$0.00	0.00%	N/A	N/A

Negotiated Agreement

There is a negotiated agreement between your school board and the organization representing this category of employees? Yes

Time left before Session Timeout: 59:57 Internet

Submit Page showing submission button at the bottom of the page

Salary Program Based Upon merit or Performance Evaluation of Individual Employee
 Personal, Business, or Emergency Leave with Pay. Number of days: 1
 Sick Leave Accumulation. Maximum number of days allowed (enter U if unlimited): u

POSITION: Head/Executive Secretaries

Salary Program Type: NO salary policy and NO salary schedule

Number of Non-certified Staff Eligible to Participate in IMRF: 0 Number of Full-time Non-certified Staff: 3 Number of Part-time Non-certified Staff: 0

Salary Information

	Amount(\$)	Pay Rate	Years to Reach Maximum
Lowest Beginning Salary	\$24000.00	yearly	N/A
Highest Maximum Salary	\$0.00	missing	0
Highest Longevity Salary	\$0.00	missing	0

Fringe Benefits

	EMPLOYEE		FAMILY	
	Annual Premium per Employee	Percent Paid by Employer	Annual Premium per Family Excluding Employee	Percent Paid by Employer
FRINGE BENEFITS - ANNUAL PER FULL-TIME EMPLOYEE				
Health Insurance	\$0.00	0.00%	\$0.00	0.00%
Life Insurance	\$0.00	0.00%	N/A	N/A
Dental Insurance	\$0.00	0.00%	\$0.00	0.00%
Vision Insurance	\$0.00	0.00%	\$0.00	0.00%
Cafeteria Plan Insurance	\$0.00	0.00%	\$0.00	0.00%
Disability Insurance	\$0.00	0.00%	N/A	N/A

Policies/Provisions

Board Paid Retirement: Partial
 Items which describe the district's salary policies or provisions for the school year for this position:
 Salary Program Based Upon merit or Performance Evaluation of Individual Employee
 Severance Pay (additional compensation upon employment termination)
 Early Retirement Incentives

[Submit to District Administrator](#)

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Time left before Session Timeout: 59:33 Internet

Noncertified Staff Salary Study– Confirmation of Reporting Status

Address: <http://webqa2.isbe.net/NoncertStaffSalStudy/ViewAprv.aspx?confirm=y> Go

Illinois State Board of Education

Noncertified Staff Salary Study

Confirmation of Reporting Status

SESSION TIMEOUT 59:56

[Enter Salary Study](#) | [Confirmation of Submission](#) | [View Salary Study](#) | [User Guide](#) | [Worksheet](#)

THIS IS A CONFIRMATION THAT YOUR SALARY STUDY HAS BEEN SUBMITTED.
You may logoff now.

The reporting status is: The Document Author sent the salary study to the District Administrator for approval 2/15/2007.

District: 51-084-0050-26 BALL CHATHAM CUSD 5

POSITION: Classroom/Library Aides

Salary Program Type: salary schedule Salary Program Adopted(month/year): 05/2006

Number of Non-certified Staff Eligible to Participate in IMRF: 0 Number of Full-time Non-certified Staff: 2 Number of Part-time Non-certified Staff: 3

Salary Information

	Amount(\$)	Pay Rate	Years to Reach Maximum
Lowest Beginning Salary	\$10.50	hourly	N/A
Highest Maximum Salary	\$0.00	missing	0
Highest Longevity Salary	\$0.00	missing	0

Fringe Benefits

	EMPLOYEE		FAMILY	
FRINGE BENEFITS - ANNUAL PER FULL-TIME EMPLOYEE	Annual Premium per Employee	Percent Paid by Employer	Annual Premium per Family Excluding Employee	Percent Paid by Employer
Health Insurance	\$0.00	0.00%	\$0.00	0.00%
Life Insurance	\$0.00	0.00%	N/A	N/A
Dental Insurance	\$0.00	0.00%	\$0.00	0.00%
Vision Insurance	\$0.00	0.00%	\$0.00	0.00%
Cafeteria Plan Insurance	\$0.00	0.00%	\$0.00	0.00%
Disability Insurance	\$0.00	0.00%	N/A	N/A

Negotiated Agreement

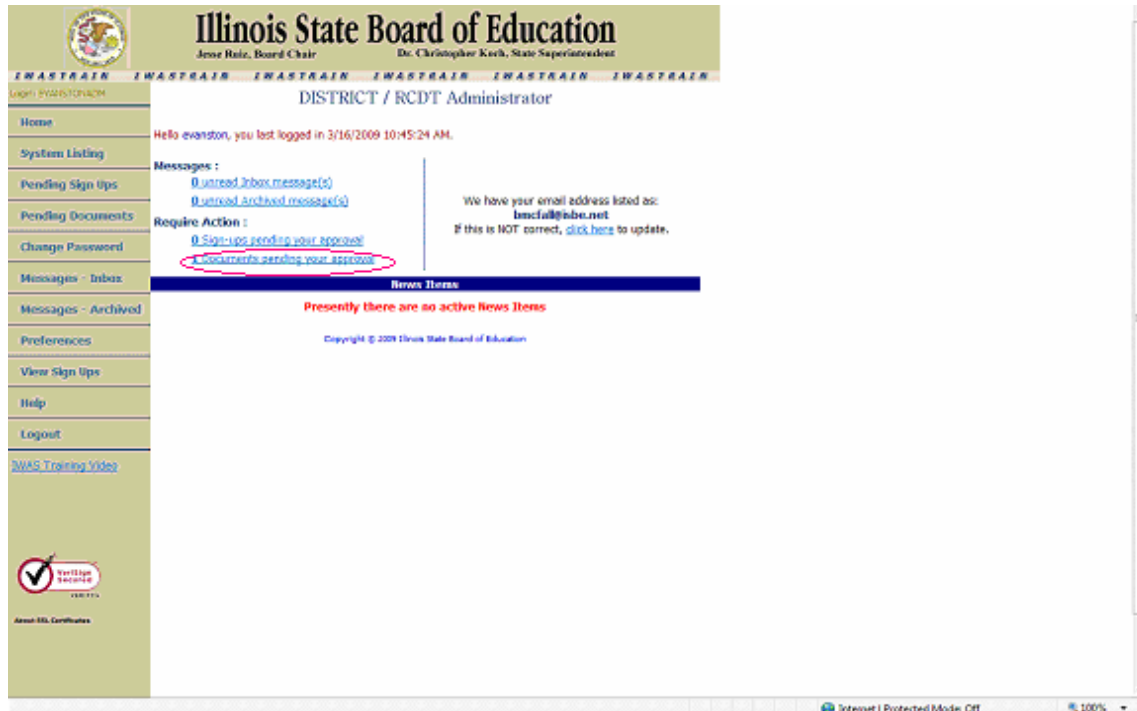
Time left before Session Timeout: 59:56

Internet

This page shows the reporting status of the salary study and will be displayed once the study has been submitted and received by the District Administrator.

District Administrator

IWAS Message Page



The Noncertified Staff Salary Study must be approved by the RCDT Admin user. After an RCDT Admin user logs in, an IWAS message page will indicate if that user has any documents that require approval. The example above shows one document pending this user's approval. Clicking on that link will display the Pending Documents Page.

IWAS Pending Documents Page

Illinois State Board of Education
Jesse Ruiz, Board Chair Dr. Christopher Koch, State Superintendent

Log in: JESSE.RUIZ@ISBE.IL.gov

The following table represents the number of documents pending for approval in each system.

#	System Description	Docs Pending
1	Noncertified Staff Salary Study	1

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Internet | Protected Mode: Off 100%

The IWAS Pending Documents page will list each system within IWAS which has documents pending for the logged in Admin user. The example above shows one Noncertified Staff Salary Study document pending for this user. Clicking on this link will display the Noncertified Staff Salary Study Home Page to begin the approval process.

Noncertified Staff Salary Study Home Page (RCDT Admin)

The screenshot shows a web browser window with the address bar displaying <http://webqa2.isbe.net/NoncertStaffSalStudy/Home.aspx>. The page header features the Illinois State Board of Education logo and the title "Noncertified Staff Salary Study Home Page". A navigation bar includes links: [Home](#), [Enter Salary Study](#), [Approve & Submit Salary Study to ISBE](#), [View Salary Study](#), [User Guide](#), and [Worksheet](#). A session timeout indicator shows "59:51".

Welcome to the Noncertified Staff Salary Study, chattamadm.

Section 2-3.103 of the Illinois School Code requires that a noncertified staff salary and benefits survey be conducted among school districts. Public school districts with an enrollment of 1,000 or more (as on 30th September or the last school day in September) should submit this survey.

The law also requires that a copy of the district's salary schedule and negotiation agreement be submitted. Please mail them to:

Illinois State Board of Education
Data Analysis and Progress Reporting S-284
100 North First Street
Springfield, Illinois 62777

This website is open for submission of the school year 2006-2007 Noncertified Staff Salary Study on 03/01/2007 and the deadline date is: 03/31/2007

Please select a menu option above to start using the program.

The footer of the browser window shows "Time left before Session Timeout: 59:51" and "Internet".

If you would like to approve or disapprove the report submitted by the document author user, please click on the "Approve Report" tab on the top menu bar. This will take you to the Approval Page. The School Administrator also has the menu options to enter the report, view, view/print a paper working copy, or access this User Guide.

Noncertified Staff Salary Study- Approval Page

Approve/disapprove screen (top part)

Address: <http://webqa2.isbe.net/NoncertStaffSalStudy/ViewAprv.aspx?intrfc=a> Go

Illinois State Board of Education **Noncertified Staff Salary Study** SESSION TIMEOUT 59:26

[Enter Salary Study](#) | [Approve & Submit Salary Study to ISBE](#) | [View Salary Study](#) | [User Guide](#) | [Worksheet](#)

Scroll to the bottom of the page to select the submit button.

The reporting status is: The Document Author sent the salary study to the District Administrator for approval 2/14/2007.

District: 51-084-0050-26 BALL CHATHAM CUSD 5

POSITION: Classroom/Library Aides

Salary Program Type: salary schedule Salary Program Adopted(month/year): 05/2006

Number of Non-certified Staff Eligible to Participate in IMRF: 0 Number of Full-time Non-certified Staff: 2 Number of Part-time Non-certified Staff: 3

Salary Information

	Amount(\$)	Pay Rate	Years to Reach Maximum
Lowest Beginning Salary	\$10.50	hourly	N/A
Highest Maximum Salary	\$0.00	missing	0
Highest Longevity Salary	\$0.00	missing	0

Fringe Benefits

FRINGE BENEFITS - ANNUAL PER FULL-TIME EMPLOYEE	EMPLOYEE		FAMILY	
	Annual Premium per Employee	Percent Paid by Employer	Annual Premium per Family Excluding Employee	Percent Paid by Employer
Health Insurance	\$0.00	0.00%	\$0.00	0.00%
Life Insurance	\$0.00	0.00%	N/A	N/A
Dental Insurance	\$0.00	0.00%	\$0.00	0.00%
Vision Insurance	\$0.00	0.00%	\$0.00	0.00%
Cafeteria Plan Insurance	\$0.00	0.00%	\$0.00	0.00%
Disability Insurance	\$0.00	0.00%	N/A	N/A

Negotiated Agreement

There is a negotiated agreement between your school board and the organization representing this category of employees? Yes

Time left before Session Timeout: 59:26 Internet

Approve/disapprove screen (bottom part)

Salary Program Based Upon merit or Performance Evaluation of Individual Employee
 Personal, Business, or Emergency Leave with Pay. Number of days: 1
 Sick Leave Accumulation. Maximum number of days allowed (enter U if unlimited): u

POSITION: Head/Executive Secretaries

Salary Program Type: NO salary policy and NO salary schedule

Number of Non-certified Staff Eligible to Participate in IMRF: 0 Number of Full-time Non-certified Staff: 3 Number of Part-time Non-certified Staff: 0

Salary Information			
	Amount(\$)	Pay Rate	Years to Reach Maximum
Lowest Beginning Salary	\$24000.00	yearly	N/A
Highest Maximum Salary	\$0.00	missing	0
Highest Longevity Salary	\$0.00	missing	0

	EMPLOYEE		FAMILY	
	Annual Premium per Employee	Percent Paid by Employer	Annual Premium per Family Excluding Employee	Percent Paid by Employer
FRINGE BENEFITS - ANNUAL PER FULL-TIME EMPLOYEE				
Health Insurance	\$0.00	0.00%	\$0.00	0.00%
Life Insurance	\$0.00	0.00%	N/A	N/A
Dental Insurance	\$0.00	0.00%	\$0.00	0.00%
Vision Insurance	\$0.00	0.00%	\$0.00	0.00%
Cafeteria Plan Insurance	\$0.00	0.00%	\$0.00	0.00%
Disability Insurance	\$0.00	0.00%	N/A	N/A

Policies/Provisions

Board Paid Retirement: Partial
 Items which describe the district's salary policies or provisions for the school year for this position:
 Salary Program Based Upon merit or Performance Evaluation of Individual Employee
 Severance Pay (additional compensation upon employment termination)
 Early Retirement Incentives

Have questions or need help? Contact our Call Center (217)558-3600 between 8:00am - 5:00pm CST, Monday - Friday or Click here to Contact Us
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Time left before Session Timeout: 59:08 Internet

Click the "Submit to ISBE" button if all details of the study are acceptable and true; otherwise click the "Disapprove the Report Submitted by Doc Author" button. An IWAS message stating the action taken will be sent to the Document Author user.

Noncertified Staff Salary Study- Confirmation Page

Address: <http://webqa2.isbe.net/NoncertStaff5aStudy/ViewAprv.aspx?confirm=y> Go

Illinois State Board of Education

Noncertified Staff Salary Study

Confirmation of Reporting Status

SESSION TIMEOUT 59:57

[Enter Salary Study](#) | [Confirmation of Submission](#) | [View Salary Study](#) | [User Guide](#) | [Worksheet](#)

THIS IS A CONFIRMATION THAT YOUR SALARY STUDY HAS BEEN SUBMITTED.
You may logoff now.

The reporting status is: The District Administrator submitted the salary study to the ISBE 2/15/2007.

District: 51-084-0050-26 BALL CHATHAM CUSD 5

POSITION: Classroom/Library Aides

Salary Program Type: salary schedule Salary Program Adopted(month/year): 05/2006

Number of Non-certified Staff Eligible to Participate in IMRF: 0 Number of Full-time Non-certified Staff: 2 Number of Part-time Non-certified Staff: 3

Salary Information			
	Amount(\$)	Pay Rate	Years to Reach Maximum
Lowest Beginning Salary	\$10.50	hourly	N/A
Highest Maximum Salary	\$0.00	missing	0
Highest Longevity Salary	\$0.00	missing	0

	EMPLOYEE		FAMILY	
	Annual Premium per Employee	Percent Paid by Employer	Annual Premium per Family Excluding Employee	Percent Paid by Employer
FRINGE BENEFITS - ANNUAL PER FULL-TIME EMPLOYEE				
Health Insurance	\$0.00	0.00%	\$0.00	0.00%
Life Insurance	\$0.00	0.00%	N/A	N/A
Dental Insurance	\$0.00	0.00%	\$0.00	0.00%
Vision Insurance	\$0.00	0.00%	\$0.00	0.00%
Cafeteria Plan Insurance	\$0.00	0.00%	\$0.00	0.00%
Disability Insurance	\$0.00	0.00%	N/A	N/A

Negotiated Agreement

Time left before Session Timeout: 59:57 Internet

A Confirmation Page will be displayed to the user upon successful transmission of the approved or disapproved salary study, showing the reporting status and date in red at the top of the page. The example page above shows the status of the study and all data transmitted after the District Admin approved and submitted the document.

All Users

Noncertified Staff Salary Study– View Page

The View Page is a read-only display of any salary positions and detail previously entered showing the reporting status in red at the top of the page.

Address: <http://webqa2.isbe.net/NoncertStaffSalStudy/ViewAprv.aspx?intrfc=v> Go

Illinois State Board of Education

Noncertified Staff Salary Study

View Page for All Salary Positions 2006-2007

[Enter Salary Study](#) | [View Salary Study](#) | [Submit Salary Study to District Admin for Approval](#) | [User Guide](#) | [Worksheet](#)

SESSION TIMEOUT 59:47

The reporting status is: The Document Author sent the salary study to the District Administrator for approval 2/14/2007.

District: 51-084-0050-26 BALL CHATHAM CUSD 5

POSITION: Classroom/Library Aides

Salary Program Type: salary schedule Salary Program Adopted(month/year): 05/2006

Number of Non-certified Staff Eligible to Participate in IMRF: 0 Number of Full-time Non-certified Staff: 2 Number of Part-time Non-certified Staff: 3

	Amount(\$)	Pay Rate	Years to Reach Maximum
Lowest Beginning Salary	\$10.50	hourly	N/A
Highest Maximum Salary	\$0.00	missing	0
Highest Longevity Salary	\$0.00	missing	0

	EMPLOYEE		FAMILY	
	Annual Premium per Employee	Percent Paid by Employer	Annual Premium per Family Excluding Employee	Percent Paid by Employer
FRINGE BENEFITS - ANNUAL PER FULL-TIME EMPLOYEE				
Health Insurance	\$0.00	0.00%	\$0.00	0.00%
Life Insurance	\$0.00	0.00%	N/A	N/A
Dental Insurance	\$0.00	0.00%	\$0.00	0.00%
Vision Insurance	\$0.00	0.00%	\$0.00	0.00%
Cafeteria Plan Insurance	\$0.00	0.00%	\$0.00	0.00%
Disability Insurance	\$0.00	0.00%	N/A	N/A

Negotiated Agreement

There is a negotiated agreement between your school board and the organization representing this category of employees? Yes

Time left before Session Timeout: 59:47 Internet

Noncertified Staff Salary Study–Worksheet

A user can also view and print a worksheet by clicking on the “Worksheet” link on the top menu bar of the page (use the browser Back button to return to the web application). The worksheet may be used as a working copy prior to data submission through this web application.

Worksheet (top part)

ILLINOIS NON-CERTIFIED STAFF SALARY STUDY WORKSHEET (page 1)

Position	Non-certified Staff Salary Program Type (salary schedule/salary policy but NO salary schedule/ NO salary policy and NO salary schedule)	Month and year when salary schedule or policy was or will be adopted	Number of staff eligible to participate in IMRF	Full-time	Part-time	Lowest beginning salary	Payment rate (daily/hourly/ monthly/per trip/ weekly/yearly/ bonus)
Classroom/Library Aides							
Clerical Staff (includes all other desk jobs such as bookkeeping, accounting, payroll, etc.)							
Cook (including Head Cook)							
Custodians (includes keepers, caretakers, stewards, janitors, etc.)							
Engineers							
Food Service Director							
Food Service Manager/Director							
Grounds Staff							
Grounds Supervisors							
Head of Safety/Security							
Head/Executive Secretaries							
Health Care Aides/Assistants							
Maintenance Workers (includes carpenters, painters, boiler operators, plumbers, electricians, couriers, etc.)							
Other Aides (including media aides)							
Other Food Service Staff (includes cafeteria helpers, cashiers, dishwashers, etc.)							
Other Non-certified Managerial Staff							
Other Non-certified Support Staff							
Other School District Transportation Staff							
Safety/Security Staff							
School Bus Drivers							
Secretaries							