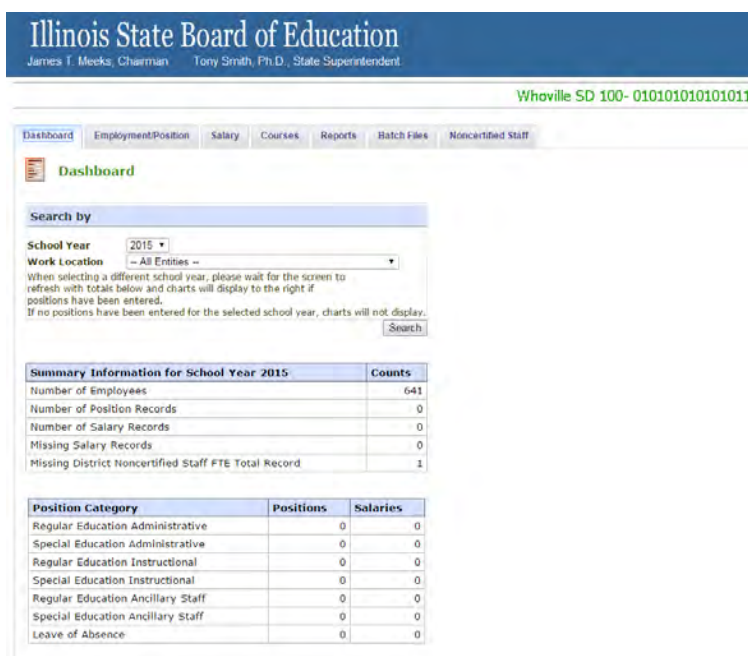
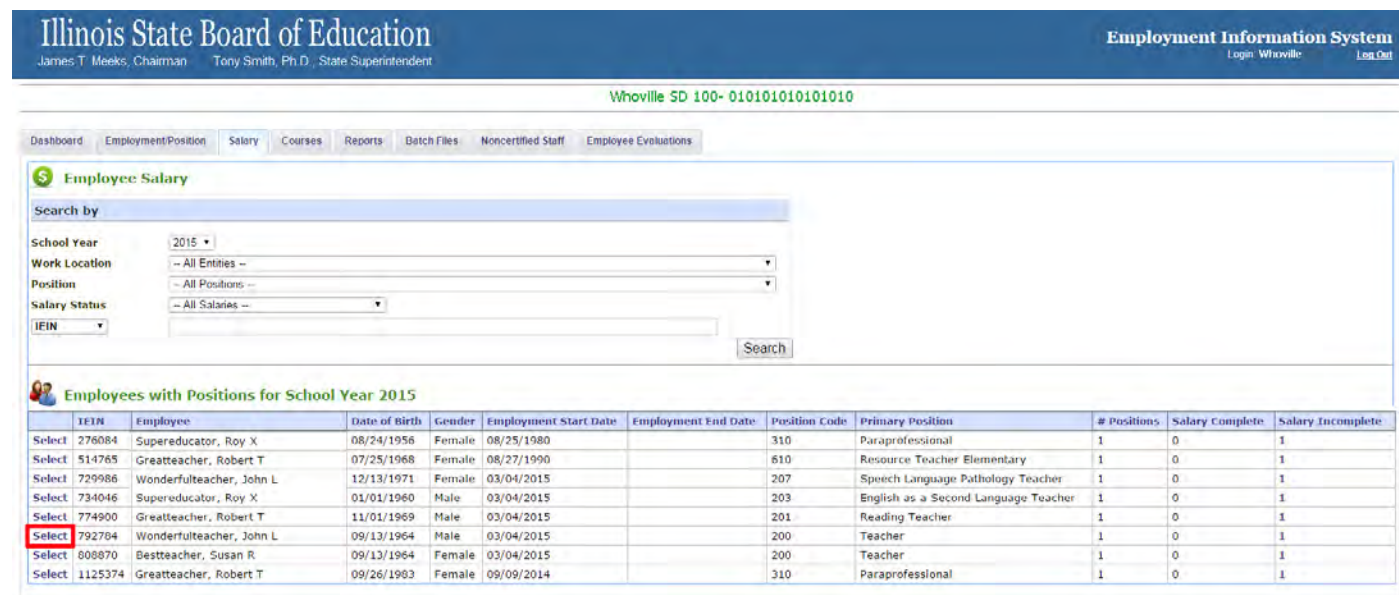


Lesson #4: Adding a Salary Online

In Lesson #3, we discussed adding employee information using Batch uploads. In this lesson, we're going to explore adding salaries online in Employment Information Systems (EIS). To begin, log on to IWAS and access EIS.



Select the "Salary" tab. Here, you'll see a search box where you can look for specific employees, and below that, you'll see a box of all your employees with their corresponding positions and work locations. We're going to select an employee from this list. Note that only employees with positions and work locations will display in this list, so make sure you've added those elements before you proceed to Salary. (See Lessons 2 and 3 for an in-depth explanation of that process.) To add a salary, click "Select" to the left of the employee's name.



Here, your employee’s Salary Summary screen will be displayed. Select “Edit” to add a new salary for the position listed under the current school year.

Illinois State Board of Education
James T. Meeks, Chairman Tony Smith, Ph.D., State Superintendent

Employment Information System
Login: Whoville [Log Out](#)

Salary Summary

IEIN: 729986	Last Name: Fantasticteacher	First Name: Sarah	Middle Name: A
Date of Birth: 12/13/1971	Gender: Female	Race/Ethnicity: White	Retired Employee: No
Employer: Whoville	Employment Start Date: 03/04/2015	Employment End Date:	Employment End Reason:

\$ **Salaries for School Year 2015**

	Position	Position Timeframe	Funding Source	FTE	Salary (\$)	Vacation Days	Sick Days	Bonuses (\$)	Annuities (\$)	Retirement Benefits (\$)	Other Benefits (\$)
Edit	Speech Language Pathology Teacher	Regular School Year		1.00							

BACK
SUBMIT
You MUST click the SUBMIT button after inserting or editing salary data on the popup screen in order to save to the database. Or, you may click the BACK link to return to the previous screen without making changes.

Selecting “Edit” will open a box where you can edit Salary information. This box is where you’ll enter all of the employee’s salary details. As always, all fields with a red asterisk are required. Also, you’ll notice that the position must have a Position end date before a salary may be entered. The end date is the last date the employee worked in the current school year.

Close ✕

\$ **Position**

Position: Speech Language Pathology Teacher **Position Time Frame:** Regular School Year

Position Start Date: ***Position End Date:**

***FTE:**

\$ **Salary**

***Base Salary:** ***Funding Source:** -- Select --

***Vacation Days:** ***Annuities:**

***Sick Days:** ***Retirement Benefits:**

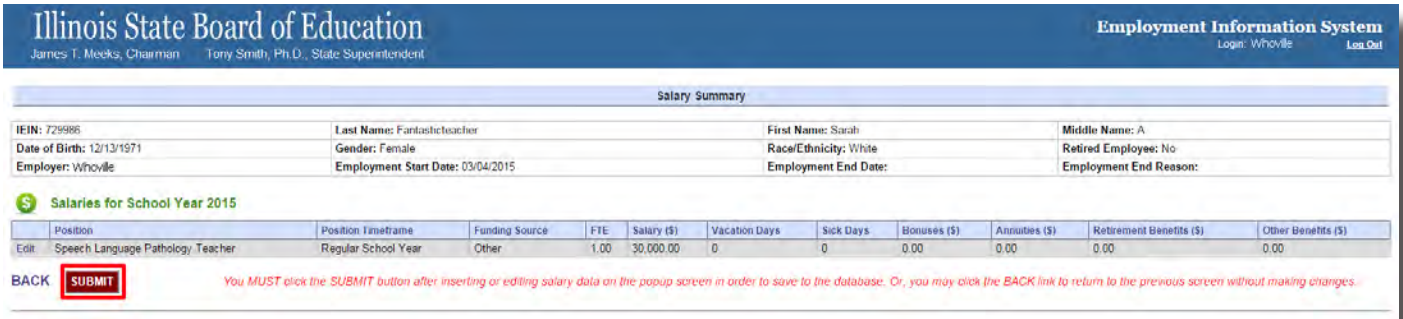
***Bonuses:** ***Other Benefits:**

BACK
OK
Once you have entered the required information, click the OK button.

For a more in-depth explanation of each data element in this box, please check out the Salary Data Elements on the EIS webpage here (click the link). The document will provide additional details for each field in this box. There is also an available Excel chart on the webpage called “Salary Benefit Grid” that shows different salary data you may have, and whether or not that needs to be reported.

Using these documents, fill out the employee’s salary information, and once you’re finished, click “OK.”

You'll now be redirected back to the employee's Salary Screen. Here, you can take a second look at the data you've just entered. If your data needs editing, click "Edit." If it is correct, click "Submit."



Salary Summary

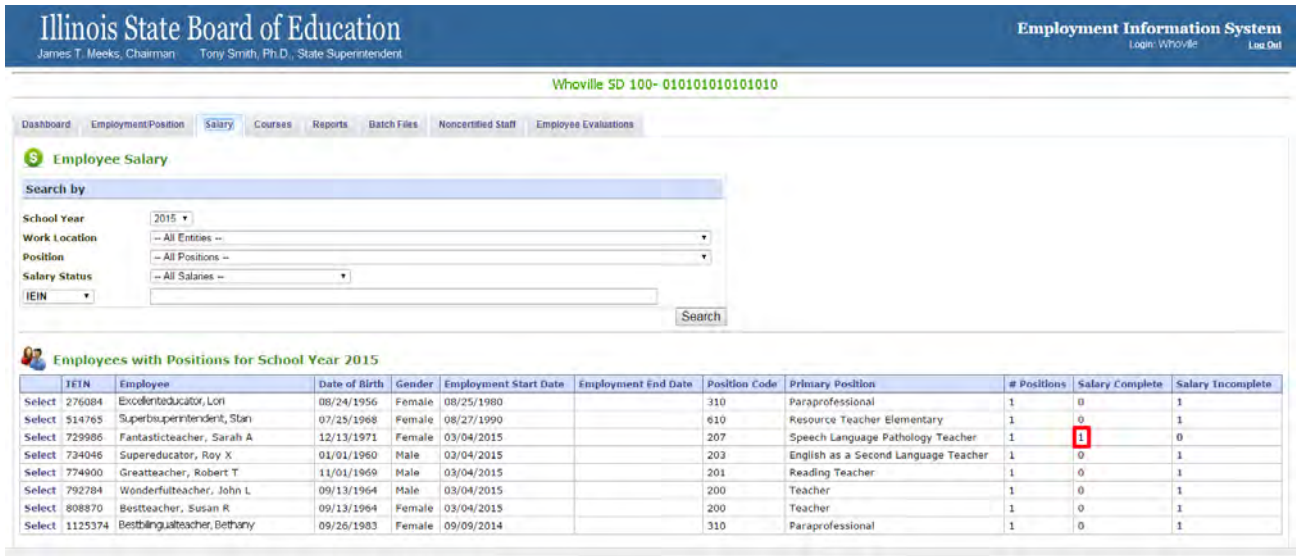
IEIN: 729986	Last Name: Fantasticteacher	First Name: Sarah	Middle Name: A
Date of Birth: 12/13/1971	Gender: Female	Race/Ethnicity: White	Retired Employee: No
Employer: Whoville	Employment Start Date: 03/04/2015	Employment End Date:	Employment End Reason:

Salaries for School Year 2015

Position	Position Timeframe	Funding Source	FTE	Salary (\$)	Vacation Days	Sick Days	Bonuses (\$)	Annuites (\$)	Retirement Benefits (\$)	Other Benefits (\$)
Speech Language Pathology Teacher	Regular School Year	Other	1.00	30,000.00	0	0	0.00	0.00	0.00	0.00

BACK **SUBMIT** *You MUST click the SUBMIT button after inserting or editing salary data on the popup screen in order to save to the database. Or, you may click the BACK link to return to the previous screen without making changes.*

Now, you'll see the list of employees with positions and work locations for the current school year. You should see the employee you just edited, and their completed salary will display under "Salary Complete." That will verify your data has been entered.



Whoville SD 100- 0101010101010

Dashboard | Employment Position | **Salary** | Courses | Reports | Batch Files | Noncertified Staff | Employee Evaluations

Employee Salary

Search by

School Year: 2015

Work Location: -- All Entities --

Position: -- All Positions --

Salary Status: -- All Salaries --

IEIN: []

Search

Employees with Positions for School Year 2015

TEIN	Employee	Date of Birth	Gender	Employment Start Date	Employment End Date	Position Code	Primary Position	# Positions	Salary Complete	Salary Incomplete
Select 276084	Executive Educator, Lori	08/24/1956	Female	08/25/1980		310	Paraprofessional	1	0	1
Select 514765	Superintendent, Stari	07/25/1968	Female	08/27/1990		610	Resource Teacher Elementary	1	0	1
Select 729986	Fantasticteacher, Sarah A	12/13/1971	Female	03/04/2015		207	Speech Language Pathology Teacher	1	1	0
Select 734046	Supereducator, Roy X	01/01/1960	Male	03/04/2015		203	English as a Second Language Teacher	1	0	1
Select 774000	Greatteacher, Robert T	11/01/1969	Male	03/04/2015		201	Reading Teacher	1	0	1
Select 792784	Wonderfulteacher, John L	09/13/1964	Male	03/04/2015		200	Teacher	1	0	1
Select 808870	Bestteacher, Susan R	09/13/1964	Female	03/04/2015		200	Teacher	1	0	1
Select 1125374	Bestbilingualteacher, Bethony	09/26/1983	Female	09/09/2014		310	Paraprofessional	1	0	1

You may now repeat this process for any other employee salaries.

In the next video in our series, we'll discuss adding a salary again, only this time we will do so using batch uploads.