

A Guide to Understanding Your Certificate of Salary Status

When you are initially assigned a salary step, you will receive a *Certificate of Salary Status* via email. On the certificate, you will see the following image:

DATE OF COMMENCEMENT OF SERVICE UNDER PRESENT APPOINTMENT	CURRENT SALARY CODE	NEW SALARY STEP	DESCRIPTION OF DIFFERENTIAL FOR NEW SALARY CODE	EQUATED OR ANNIVERSARY DATE UNDER PRESENT APPOINTMENT
(1) 8/30/07	(2) MA1A	(3) MA2A		(4) 8/30/06
(5) OUTSIDE EXPERIENCE - 1 YR				

Use the legend below to understand your salary certificate:

Salary Certificate Legend:

- (1) This is the date your current appointment began.
- (2) This is a two-part code that represents the previous salary step and differential you were assigned:
- Part 1 – The first part of this code indicates the previous salary differential. In this example, this teacher was assigned the base salary differential (MA).
 - Part 2 – The second part of this code indicates the previous salary step. In this example, this teacher was assigned the base salary step (1A).
- (3) This is a two-part code that represents the new salary step and differential you have been assigned:
- Part 1 – The first part of this code indicates the new salary differential. In this example, this teacher remained on the base salary differential (MA).
 - Part 2 – The second part of this code indicates the new salary step. In this example, this teacher was assigned a higher salary step (2A).
- (4) This is your equate date. Appointed staff automatically advance to the next salary step twice each year: on the first day of the month that contains their equate date and the first of March.
- (5) This section may include notes or comments about your salary status. In this example, this teacher received credit for 1 year of outside teaching experience, which correlates to the increase in salary step from 1A to 2A.

Note: Each population (teachers, school secretaries, laboratory specialists, guidance counselors, school psychologists and school social workers) has different codes corresponding to their salary steps and differentials. Consult the appropriate salary schedule to view the codes for your population.