District and Charter School Graduate Salary Increments User Guide

This user guide will detail the steps involved for a District or Charter Office user (LEA account) to review and approve a Salary Increment Application submitted by an Educator.

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Requirements

An educator may apply for a graduate salary increment based on college degree and credits. The educator must be employed by a Delaware District or Charter school and have ***Employment History*** entered in the DEEDS system. An educator must also have been issued a license or applied for a license in order to apply for a graduate salary increment.

The requirements for each of the graduate salary increment educational levels follows:

- **Two Years of College**
    - Educator must have completed two (2) years of college.
- **Associates Degree**
    - Educator must submit an Associate's Degree with a conferral date.
- **Less than Bachelor's Degree**
    - Educator must be in Skilled & Technical Sciences.
    - Educator must earn at least seventy-five (75) credits toward a Bachelor's Degree.
- **Bachelor's Degree**
    - Educator must submit a Bachelor's Degree with a conferral date.
- **Bachelor's Degree +15**
    - Educator must earn at least fifteen (15) credits towards an eligible Master's Degree.
- **Bachelor's Degree +30**
    - Educator must earn at least thirty (30) credits towards an eligible Master's Degree.
- **Master's Degree**
    - Educator must submit a Master's Degree with a conferral date.
    - Degree must be directly related to an area or specialty in which the educator is employed, or as required by regulation.

- **Master's Degree +15**
    - Educator must earn at least fifteen (15) credits beyond the conferral date of the eligible Master's Degree.
    - Credits must be earned through a graduate level course of study clearly related to the educator's professional responsibilities.
    - Credits must be earned towards a second Master's Degree of matriculated graduate credits earned toward a Doctorate Degree.
- **Master's Degree +30**
    - Educator must earn at least thirty (30) credits beyond the conferral date of the eligible Master's Degree.
    - Credits must be earned through a graduate level course of study clearly related to the educator's professional responsibilities.
    - Credits must be earned towards a second Master's Degree of matriculated graduate credits earned toward a Doctorate Degree.
- **Master's Degree +45**
    - Educator must earn at least forty-five (45) credits beyond the conferral date of the eligible Master's Degree.
    - Credits must be earned through a graduate level course of study clearly related to the educator's professional responsibilities.
    - Credits must be earned towards a second Master's Degree of matriculated graduate credits earned toward a Doctorate Degree.
- **Doctorate Degree**
    - Educator must submit a Doctorate Degree with a conferral date.
    - Degree must be directly related to an area or specialty in which the educator is employed, or as required by regulation.

Process Overview

For Graduate Salary Increments, the approval process is slightly different than other applications. When the salary increment application is submitted by the educator, it is directed to the District or Charter office for initial review and approval. After approval by the District or Charter office, the application is then directed to the Licensure & Certification team for final review and approval.

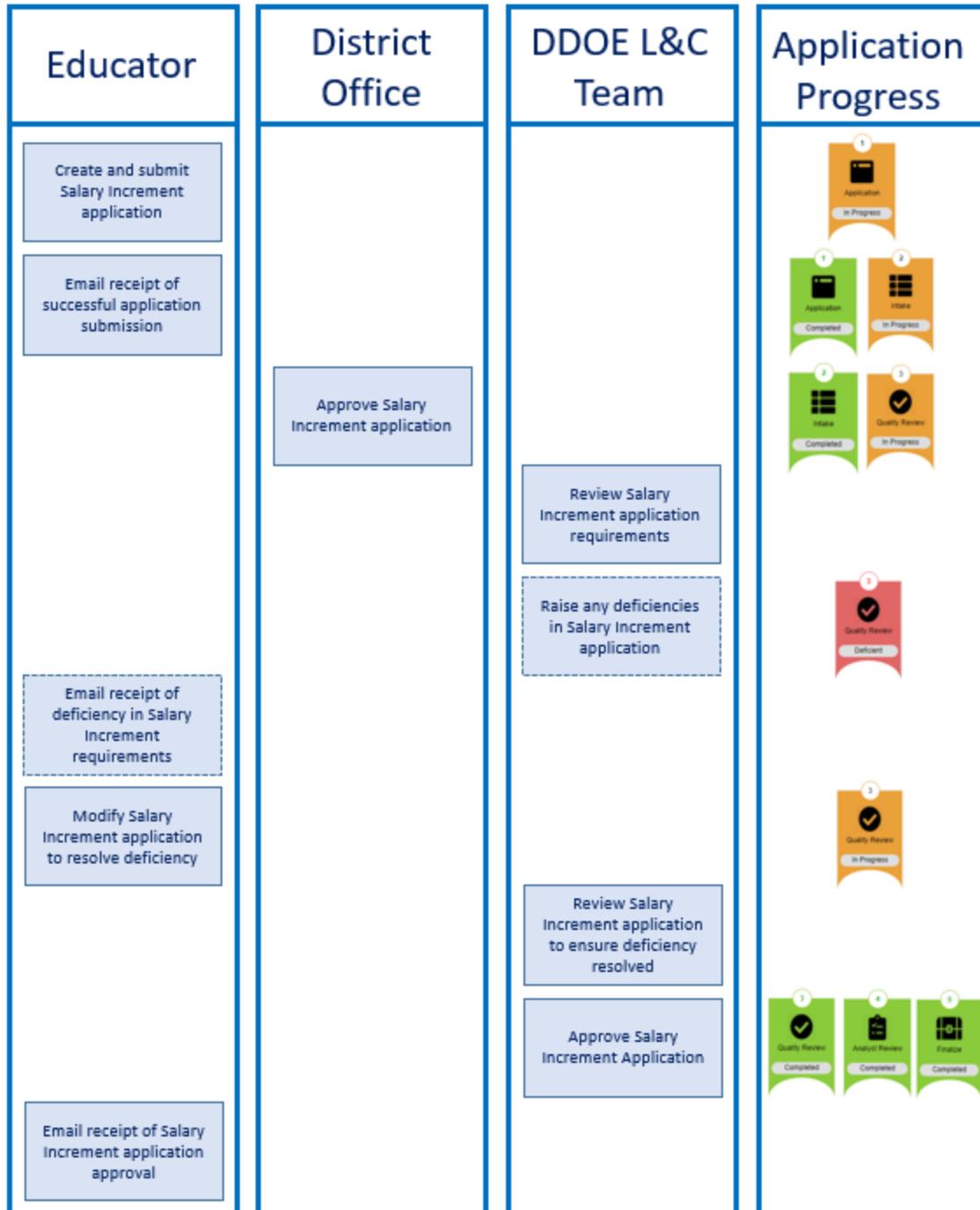A visual overview of the Salary Increment Application Process follows:

Educator	District Office	DDOE L&C Team	Application Progress
Create and submit Salary Increment application			
Email receipt of successful application submission			
	Approve Salary Increment application		
		Review Salary Increment application requirements	
		Raise any deficiencies in Salary Increment application	
Email receipt of deficiency in Salary Increment requirements			
Modify Salary Increment application to resolve deficiency			
		Review Salary Increment application to ensure deficiency resolved	
		Approve Salary Increment Application	
Email receipt of Salary Increment application approval			

Figure DSI-PRO-01: Salary Increment Process Overview Swimlane Diagram

DEEDS 3.0 Access

To access DEEDS 3.0, you must have an EdAccess account.

If you do not have an EdAccess account, then you will need to Register an EdAccess Account.

If you already have an EdAccess Account, Login to EdAccess Account.

LEA Dashboard access is provided to individuals who perform Human Resource functions for their charter school, district, or employing authority. To request LEA access, log a KACE ticket requesting access. Please include your District or Charter School title and the HR functions that you perform.

Via the EdAccess dashboard, click the DEEDS 3.0 icon.

If access to the LEA Dashboard has been granted, then the user is presented with a *User Type* dropdown list to choose the desired DEEDS 3.0 Dashboard. Select *LEA Dashboard* from the list of options and click the *Go to Dashboard* button.

User is directed to the *LEA Dashboard*.

ReviewQ

In the event that a Salary Increment Application has been submitted by an Educator, the application will be placed in the Review queue for review and approval.

From the LEA Dashboard, select the *ReviewQ* menu option (indicated with a red arrow below).

Figure DSI-RVQ-01: ReviewQ Main Menu Option

A list of the applications submitted for review appear at the bottom of the page, filtered by the selected Worklist. Upon entry, the worklist defaults to *My Worklist*, which shows only the applications that are currently in your worklist. In this example, there are no application assigned, and therefore *No record found* is displayed in the table.
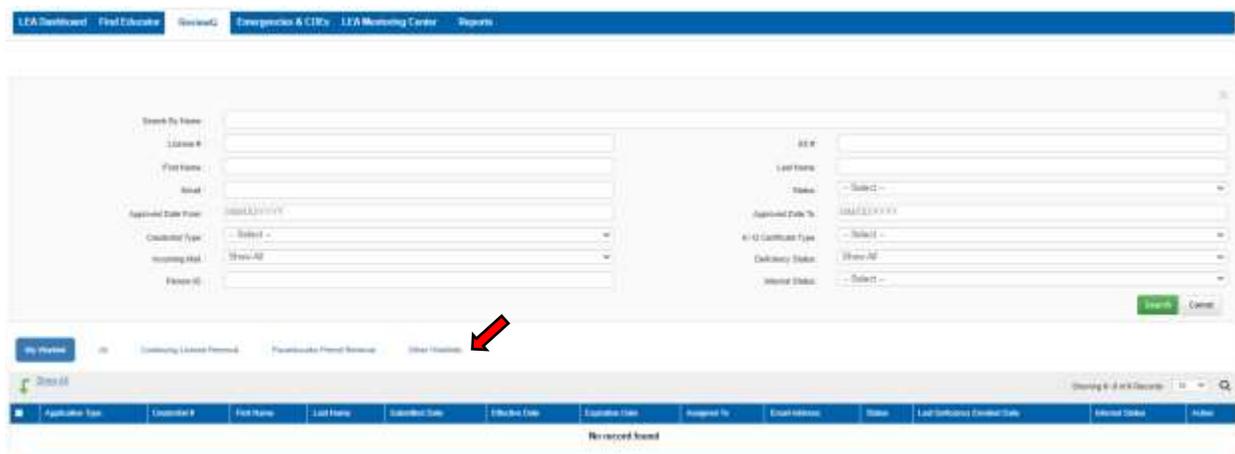

Figure DSI-RVQ-02: ReviewQ Page Filtered to My Worklist

The application types can also be filtered by selecting on of the filtering options above the list of applications. Aside from *My Worklist*, filtering options include:

- *All*
- *Continuing License Renewal*
- *Paraeducator Permit Renewal*
- *Other Worklists*

Salary Increment Request applications are found in the *Other Worklists* filtering option.

Click the *Other Worklists* tab (red arrow above) to see the list of worklist options.

When *Other Worklists*, is clicked, a dropdown list control is shown (indicated with red arrow below).

Figure DSI-RVQ-03: Other Worklists Dropdown List Control Shown

Click the down arrow of the dropdown list to view the list of *Other Worklists* options.

Figure DSI-RVQ-04: Other Worklists Dropdown List Options

Select *Salary Increment Requests* from the list of options to filter the list of applications to *Salary Increment Requests* only.

Figure DSI-RVQ-05: ReviewQ Applications Filtered by Salary Increment Requests

Data is filtered to show only *Salary Increment Requests*. If the list of applications is long, search terms can be entered in the top section to limit the results. It may be necessary to scroll down or move between pages to see the entire list of salary increment request applications.

Locate the salary increment application to be reviewed. Click *Review Application* button (red arrow above) in the record *Actions* column.

Application Data

The *Salary Increment Application* is inserted in the page. User may need to scroll down to see the entire application. The Salary Increment application shows all the information that the applicant has entered.

Figure DSI-APP-01: Salary Increment Application Data

Note the seven (7) bars on the left, as these are the pieces of information that require action to approve the application request. The *Instructions*, *Personal Information Review*, *Education*, *Coursework* and

Criminal Affirmation bars are all designated with a green √ to signify that the tab has been completed by the applicant. This information is for review purposes and editing by the LEA reviewer is not required.

The *Salary Increment* and *Staff Review* bars are designated with a red X to signify that the information is incomplete and needs appropriate action. For navigation through the information, the reviewer will click on the bar to see the corresponding information.

The *Instructions* bar is presented, providing an overview of the requirements for the salary increment application request submitted. Read the *Instructions* and click the *Save & Next* button to continue.

Click *Personal Information Review* to view personal information specific to the applicant. Click the *Save & Next* button to continue to the next bar.

Click *Education* to view Education data specific to the salary increment application. Click the *Save & Next* button to continue to the next bar.

Click *Coursework* to view Coursework data specific to the salary increment application. Click the *Save & Next* button to continue to the next bar.

Click *Salary Increment* to view data specific to the salary increment application. There is no action required here other than reviewing the high-level information regarding the salary increment requested.

Figure DSI-APP-02: Salary Increment Tab Data

Click the *Save & Next* button to continue to the next bar. The red X changes to a green √ to indicate that the *Salary Increment* step has been completed.

Click *Criminal Affirmation* to view applicant's criminal affirmation information. Click the *Save & Next* button to continue to the next bar.

Click *Staff Review* to enter final review information.

Figure DSI-APP-03: Salary Increment Staff Review Bar

This is the final step for the District or Charter user in the *Salary Increment* approval process. The entry fields in the *Staff Review* are optional and include *Review Date*, *Review Comment* and *Internal Status*. Although the *Review Date* field is optional, it is good practice to enter the date that the salary increment

request application was reviewed. Optionally, all any additional comments that need to captured in the *Review Comment* field. If information is entered in any of the *Staff Review* entry fields, click the *Update* button to save the data.

The final step is to approve or deny the salary increment application request. This is the only action that is needed by the reviewer. To approve the salary increment, jump to the Approve Salary Increment section. To deny the salary increment, jump to the Deny Salary Increment section.

Approve Salary Increment

To approve the salary increment request, click the *Approve Salary Increment* button.

Message box appears asking *Are you sure you wish to approve?* for confirmation of approval. Click *OK* button to confirm.

Confirmation of the application submission is presented along with additional information:

Figure DSI-APP-04: Salary Increment Application Submission Confirmation

Click *Back To Dashboard* button.

User is directed back to the *LEA Dashboard*.

Once approved by the District or Charter Office, the Salary Increment Application is routed to the DDOE L&C team for final review and approval. No further action is required by the District or Charter user.

Congratulations, the Graduate Salary Increment application has been successfully reviewed and approved!

Deny Salary Increment

To deny the salary increment request, click the *Deny Salary Increment* button.

Message box appears asking *Are you sure you wish to deny?* for confirmation of denial. Click *OK* button to confirm.

Salary Increment application is closed. The Graduate Salary Increment application has been successfully denied.