

The Annual Base Salary is too Low

This exception generally occurs during the summer months as SAU payroll contracts generally run from September to June; if the Annual Base Salary is reported incorrectly; or as the result of a payroll system error.

Note to school districts: If a teacher or employee is being compensated for short-term summer work with their regular employer, continue to report the school year contract salary as the base amount. Do not use the projected summer wages as the base salary.

Exceptions 1-7 of 7				Results per Page: 1025 50 100 All		
Batch Num	Delete Member Record?	Mbr Corr'd	Name/SSN	Pay PPD	Exception	
84244	Delete	<input type="checkbox"/>	[REDACTED]	<u>1</u>	Salary variance exceeded ?	
84244	Delete	<input type="checkbox"/>		<u>1</u>	The Annual Base Salary is too low ? ←	
84244	Delete	<input type="checkbox"/>		<u>1</u>	The Annual Base Salary is too low ?	
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84244	Delete	<input type="checkbox"/>		<u>1</u>	The Annual Base Salary is too low ?	
84244	Delete	<input type="checkbox"/>		<u>1</u>	Pay period begin date > end date ?	
84244	Delete	<input type="checkbox"/>		<u>1</u>	The Base Salary is too low ?	

1. Click on the number in the **Pay Period (Pay PPD)** column that corresponds to the exception you are working on.
2. Take a look at the **Annual Base Salary**.

Save	Exception List	PayPeriod List	Contributions	Demographics
Pay Period Information			Salary Information	
Pay Period:	1		Units Worked:	1.0000 *
Reported Plan:	[Dropdown]		Units Worked Indicator:	Monthly *
Action:	Normal *		Annual Base Salary:	\$ 5602.48 *
Begin Date:	06/04/2018 *		Base Salary:	\$ 112.36 *
End Date:	06/10/2018 *		Comp Over Base Salary:	\$ 0.00
Pay Date:	06/14/2018 *		Extra or Special Duty Pay:	\$ 0.00

- a. The **Annual Base Salary** is less than what it should be.
 - i. The **Base Salary** amount must equal the **Annual Base Salary** amount when multiplied by the number of pay periods in a year.

Note: Anything at or below \$9,500.00 is considered part-time wages and will not be accepted by the DRS.

- b. To fix this, the **Annual Base Salary** must be changed to the member's yearly contracted salary amount.

Note: The **Annual Base** field must always have an amount listed. If an employee is undertaking additional work that is considered **Compensation Over Base** (such as coaching, taking meeting minutes, etc.), you must also enter the **Annual Base** amount.

3. Click **Save**, then return to the **Exception List**.
4. Once the Annual Base Salary is correct, click the **Member Corrected (Mbr Corr'd)** box for the appropriate member in the exception list. This exception will clear.
 - a. **Note:** The check boxes for other associated exceptions will automatically fill.

1-7 of 7 Results per Page: 1025 50 100 All

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84244	Delete	<input type="checkbox"/>	[REDACTED]	1	Salary variance exceeded ?
84244	Delete	<input checked="" type="checkbox"/>		1	The Annual Base Salary is too low ?
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84244	Delete	<input type="checkbox"/>		1	Pay period begin date > end date ?
84244	Delete	<input type="checkbox"/>		1	The Base Salary is too low ?

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