SEPTEMBER AUTOMATIC PAYMENT
FOR INSTITUTION TEACHERS

Increment code for upcoming September   **Updates code for following September**

0001 Performance Advance Due--------------------------------converts to 0001 (under job rate) OR
                                                                                 Converts to year (next fiscal year) that
                                                                                 brings to job rate*.

0003 No increase for current September----------------------converts to 0001 (increase for following
                                                                                 September)

0004 Fiscal Incremented Salary for current September ---converts to 0001 (increase for following
                                                                                 September)

year Fiscal year at job rate*--does not change
         2001, 2002, 2003 etc.

* Example---Employee reached Job Rate September 1, 2000, the increment code would be 2001.

INSTITUTION TEACHERS DO NOT HAVE APRIL OR OCTOBER PERFORMANCE ADVANCES