
Military Science Pay Procedure (HR-P018)

SAINT LOUIS PUBLIC SCHOOLS

1.0 SCOPE:

- 1.1 This procedure discusses the process that is used to determine military science pay for Saint Louis Public Schools.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1

3.0 APPROVAL AUTHORITY:

- 3.1 Human Resource Chief Officer

Signature

Date

4.0 DEFINITIONS:

- 4.1 HR – Human Resources at SLPS
- 4.2 SLPS – Saint Louis Public Schools
- 4.3 SAP – Information system used at SLPS

5.0 PROCEDURE:

- 5.1 Twice per year, HR receives salary documents from the military branches (Army, Air Force, Marines, & Navy)
- 5.2 HR calculates the salary on the ***internal HR form***.
- 5.3 The employee is found in SAP and salary is adjusted with an effective date.
- 5.4 A letter is sent to the employee regarding the salary adjustment and a copy of the letter and salary form is filed in employee file.
- 5.5 If there is no adjustment, it is noted on the form and filed in the employee file.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Military salary documents
- 6.2 Salary calculation form (HR-F???)
- 6.3 Salary adjustment letter

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Military salary documents	HR files	99 years	Discard as desired	Secured office
Salary calculation form & adjustment letter	HR files	99 years	Discard as desired	Secured office

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8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
04/02/08		Initial Release

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