

Checking my 1st Paycheck of the School Year

- 1) How can I check what step/lane I was on last year?
 - a) Go to <https://district.u-46.org/documents/login.cfm>
 - i) Log in is U-46 credentials
 - ii) Go to your last letter where you received movement
 - (1) This would be the salary letter for the 2020-2021 SY if no additional movement has happened this past year.
 - (2) This would be “ETA Academic and Professional Credits” for the current year if additional movement has happened this past school year.
 - iii) Password for the letter is the last four of your social security number.
 - iv) All previous letters are housed here. New letters appear on retro paycheck dates.
**Letters for the current year are usually uploaded around October.
- 2) Remember that the first paycheck of the year only includes the year of service step. All other moves for professional credits, academic credits, or a combination of the two will be during the fall increment (last paycheck in November)
- 3) After going through #1, move down 1 letter on the salary scale which you can find [HERE](#) (be sure to be looking at the 2021-2022 SY) provided you worked last year at 0.5 FTE or more (per contract)
- 4) How can I check to see if my current paycheck shows I am at the appropriate Step/Lane?
 - a) Log into Munis and find the line shown below (#2 in image across from YOUR total)

Overview [View paycheck image](#)

Check Date			
Pay Period			
Check Number			
Check Status			
Gross Pay			
Net Pay			

Pay Breakdown

Pay Type	Days/Hrs	Rate	Amount
CONT CE 21	10.00	#1	
Total			#2

#1 is your daily pay, you can move past this for now.

** if you have more than 1 “Cont CE 21” line is is because you are paid out of different departments (for example if you teach Social Studies and Avid)

PLEASE look at the total \$\$

- 5) Take the amount in #2 in the screenshot and multiply it by 21 and then divide that number by 0.91. This final number should mirror the amount in the contract within a few cents (rounding in accounting will take care of any that it is off, but you are just trying to approximate here)

****note if you have more than one line of CONT CE 21, with 10.00 days/hrs, you are paid from 2 different departments and you must add them together if you did not use the “total” amount!!!**

The reason we multiply by 21 is that we actually have 21 paychecks throughout the year, and then they hold back an amount (HLDBK CERT 21) to create the remaining 5 paychecks over the summer. This has been a standard accounting practice for many years in our district.

The reason we divide by 0.91 is that the amount is without TRS and we must add TRS back in to get the total in the contract.

- 6) What if I feel my paycheck is still incorrect?
- a) Make sure first you are looking correctly at 6b for fall increment steps or 6c for spring increment steps
 - b) Have someone else you trust that understands this process look it over with you (colleague, rep, etc). When our finances are involved sometimes we overlook something based on emotions and a second set of eyes can catch a simple thing.
- 7) What if I did #6 and it is still incorrect?
- a) Contact your Head Rep/Section Director and they will get the appropriate people to investigate this for you.
 - b) How do I find out who my Section Director is? Click [HERE](#)