

# Salary Schedule Correction Process and Timeline

Notes: Check to ensure we are loading BOE approved E-Scale and Z-Scale.

## Gathering and Verifying Data

1. **Retrieve the BOE Approved Salary Schedule data.**  
*February 14, 2019*  
Responsibility: HCM
2. **Verify BOE Approved Salary Schedule data against files and/or tables to be sent to IT.**  
*February 14 - 22, 2019*  
Responsibility: HCM (Brenda/Janitrea)

## Data Analysis in Test Environment

3. **Send updated files/tables (from step 2) to IT.**  
*February 23, 2019 (6:00 AM)*  
Responsibility: HCM  
HCM needs to provide IT with all table data (assume we are starting from the beginning)
4. **Load updated salary schedule files into test environment.**  
*February 23, 2019 (8:00 AM – 1:00 PM)*  
Responsibility: IT
5. **Analyze and verify results in test environment.**  
*February 23 – February 28, 2019*  
Responsibility:
  - HCM: Verify data generated
  - Finance: Verify net effect of bottom line
6. **Identify any corrections or exceptions.**  
*February 23 – February 28, 2019*  
Responsibility: HCM  
*If there are errors, HCM must go back and check BOE Approved Salary Schedule OR make a list of exceptions.*
7. **Sign-Off on testing and final updated salary schedule files to be uploaded into production environment.**  
*March 1, 2019*  
Responsibility: HCM (Ms. Woodard) and Finance (Dr. Bell)

## **Implementation in Production Environment**

8. **Send final updated salary schedule files/tables (from step 2) to IT.**  
*March 2, 2019 (7:00 AM)*  
Responsibility: HCM  
HCM needs to provide IT with all table data (assume we are starting from the beginning)  
Must be identical to the test environment final files to ensure identical results in production environment.
  
9. **Load final updated salary schedule files into production environment.**  
*March 2, 2019 (8:00 AM – 1:00 PM)*  
Responsibility: IT
  
10. **Analyze and verify results in production environment.**  
*March 2 - 3, 2019*  
Responsibility:
  - HCM: Verify data generated
  - Finance: Verify net effect of bottom line
  
11. **Make any corrections or exceptions.**  
*March 2 – 3, 2019*  
Responsibility: HCM
  
12. **Sign-Off on salary schedule changes in production environment.**  
*March 3, 2019 (6:00 PM)*  
Responsibility: HCM (Ms. Linda Woodard approval) and Finance (Dr. Michael Bell approval)
  
13. **Open access to production environment to all staff for payroll processing.**  
*March 3, 2019 (8:00 PM)*  
Responsibility: IT (Ms. Monika Davis approval)

## **Payroll Processes from Production Environment**

14. **Process payroll from production environment for March 15, 2019 as usual.**  
*March 7, 2019*  
Responsibility: Finance, HCM, and IT