Review/Verify Pay Information



1. Go to www.galenaparkisd.com .

3. Click Frontline Login

^	DISTRICT INFO	DEPARTMENTS	EMPLOYMENT	STAFF	STUDENTS	PARENTS
St	taff Directory					
0						- Pr
C						• • •
•	ClassLink		 Home Visit 	s (Internal Us	e)	R
•	Curriculum Corner		J			• Ra
D			 Job Description 	ption Adminis	trators	S
•	Discrimination/Harassm	nent	 Job Descri 	ption Verificat	ion	• Sc
Е			м			• Sc
•	Eduphoria		Manage Yo	ur Universal F	assword	• Sc
•	Employee Handbook - E	nglish	0			• Sk
•	Employee Handbook - S	panish	Office 365			т
F	K		OnData Sui	te		• Te
•	Frontline Login		Р			• Te
G			Plan4Learn	ing		w
	GPISD Google Apps		Policy Onlin	пе		• W

4. Sign in using your full GPISD email address and universal password.



5. Click *Frontline ERP*



6. Select My Pay Information and the Assignment Year 2025

My Service Center Home			
My Personal Information			
My Leave Balances	My Pay Information Su	mmary	
My Absence Reporting	= My Pay Summary		
My Time Cards	Assignment rear	Start Date	End Date
My Work Off Calendar	.2024	07-01-2023	06-30-2024
My Employment Records	Click on Assignment to see Pay	Information	
My Pay Information			
My Payroll Information			
My Benefits Information			

7. A **Confirmation** pop-up window will appear asking you to acknowledge your responsibility to review your pay information. Click *Agree* to proceed with salary review.

n Summ	iary			
	-		THIS IS NOT YOUR EMPLOYMENT CONTRACT	
ay Information	Summary			
4v Pay Summary			By continuing with this document, you acknowledge and confirm that you will	
gnment Year	Start Date	End D	review your salary information for accuracy. You also acknowledge that it is your	Acknowledge Status
	07-01-2022	06-30	individual responsibility to ask questions and request clarification regarding the	Incomplete
	07-01-2021	06-30-	accuracy of the information.	Completed
			Please note: The deadline to review your Pay Information and submit all	
			questions regarding this notice is . In addition, please	
			keep in mind that My Pay Information reflects your gross base pay and	
			does not include Extra Duty pay.	
			K	
			Agree	

8. Pay Information Review Screen - IMPORTANT - Review each entry for your assignment under **Base Pay**, **Stipends and Other Incremental Pay** (if applicable) and **Total Projected Salary.** Scroll down to the bottom of the page after reviewing the information.

• • «					
lome	BASE PAY				
nation	Assignment Start: 07-01-2023		End: 06-30-2024	Role:	Organization :
	Pay Cycle:		Semi Monthly		Checks:
ing	First Charles		Semi Honday		Last Charles
	Plist Check:				Last Check.
ar	Compensated Days:				Non-Duty/Hex Days:
ords	Pay Grade:				
	Salary Schedule Row:				Salary Schedule Column:
ion	Daily Rate:				Hourly Rate:
tion	Effective Pay:				
	Calendar Name:				Employment Status:
	Stinonds and Other Increme	untal Day			
	Superios and Other Increme	antal Pay			
	Flat Rate	Effective Begin	Effective End	Per Check Amount	
	Total Projected Salary				
	Effective Pay				
	Elat Pata Stinand				
	настаке зарени				
	Total Projected Salary				

9. When you scroll down you will click:

- a. **YES** if the information is <u>correct</u> (This will complete your pay review.)
- b. **NO** if something is <u>incorrect</u> and you will go to a new screen to submit a ticket for review.

After reviewing the salary	nformation above, make the appropriate selection:
Click the Yes button below	to confirm the salary information is correct.
Click the No button below	the salary information above is incorrect. Clicking No will direct you to a different screen with red hyperlinks. Click the red link that best ider
acknowledge all the above	information as it relates to my assignment and nay is accurate
Yes <u>N</u> o	a morniation as it relates to my assignment and pay is accurate.
Yes <u>No</u>	

Support code: My

10. If you need to submit a ticket to review information that is incorrect, you'll be taken to the following screen and select one of the following hyperlinks (in red) on the screen:

- c. **Employee Assignment is Incorrect** Choose this link if *Role*, *Compensated Days*, *Pay Grade*, *Organization* are incorrect
- d. Pay Amount is Incorrect Choose this link if your Daily Rate or Effective Pay (under Base Pay) are incorrect
- e. **Incorrect Amount** (**Under Stipends & Incremental Pay**) Choose this link if you are supposed to receive a stipend and the stipend amount is incorrect.
- f. **Should no longer be receiving this stipend** Choose this link if you have been assigned a stipend that you are no longer eligible to receive.

IMPORTANT NOTE - The following items will not appear on your pay screen. There is <u>NO need to submit a</u> <u>ticket</u> for the items below:

- Stipends paid at the end of the semester or end of year will not appear in your pay information because they have not been paid out yet.
- Extra Duty pay is not included in your pay information.

€						
e	BASE PAY					Employee Assignment Incorrect
on	Assignment Start: 07-01-2023		End: 06-30-2024	Role:		Organization:
	Pay Cycle:		Semi Monthly			Checks:
	First Check:					Last Check:
	Compensated Days:					Non-Duty/Flex Days:
4-	Pay Grade:					
is	Salary Schedule Row:					Salary Schedule Column:
	Daily Rate:					Hourly Rate:
n	Effective Pay:					
	Calendar Name:					Employment Status:
	Pay Amount Incorrec	et				
	Stipends and Other Increm					
	Flat Rate	Effective Begin	Effective End	Per Check Amount		
					Incorrect Amount	Should no longer be receiving
						this stipend.
	Total Projected Salary					
	,					
	Effective Pay					
	Flat Rate Stipend					
	Total Projected Salary					