

How do I find my pay grade and job title?

Places to find Pay Grade and Job Title

1) Employee Self Service Paycheck Simulator

The direct link is:

<https://selfservice.lisd.net/MSS/employees/EmployeeInfo/NetPaySimulator/PaycheckSimulator.aspx>

Log In using LISD username and password

Under "Pay Details" **Job Title** and **(Job Code)**

Digit 1 = JOB FAMILY

1=TC Teacher/Nurse/Librarian

2=AS Administrative Support (clerical)

3=IS Instructional Support (classroom aides)

4=TN Technology

5=AX Auxiliary (Child Nutrition and Facility Services)

6=AP Administrative Professional

Digit 2 = Pay Grade within the Job Family

*TC Teacher/Nurse/Librarian do not use the second digit (there is only one pay grade in this job family)

EXAMPLE 1: Teacher/Nurse/Librarian (the first digit "1")

Paycheck Simulator

Pay cycle: Switching deduction cycles will reset the entire page.

Pay Details

Job	Pay	Hours	Rate	Percentage	Amount
SEC FOREIGN LANG (1490)	SALARY (105)	<input type="text" value="XX"/>	<input type="text" value="XXXX"/>	<input type="text" value="XX"/>	

First Digit Job Family Code
"1" - TC - Teacher/Nurse Librarian

Only one pay grade in this job family
(Digit 2 not relevant)

EXAMPLE 2: Job Families 2(AS) – 6(AP)

Paycheck Simulator

Pay cycle: Switching deduction cycles will reset the entire page.

Pay Details

Job	Pay	Hours	Rate	Percentage	Amount
Clerk Office 187 (2240)	SALARY (105)	<input type="text" value="XX"/>	<input type="text" value="XXXX"/>	<input type="text" value="XX"/>	

First Digit Job Family Code
"2" - AS - Administrative Support
Second Digit Pay Grade
"2"

AS22

2) Employment Verification Letters

By the end of October, you will receive an employment verification letter to your LISD email. This will have your job title, pay grade, salary and other employment information.

SAMPLE LETTER

Employee Verification Letter 2019-20

Please review the 2018-19 personnel data, checking for errors **carefully**. Failure to complete your Employee Verification Receipt form within 15 business days of receiving this notice will serve as evidence of your agreement and will affect any future rights to dispute pay.

NOTES:

1. To request a name change, please take your new social security card to the Payroll Dept, LISD Admin Center.
2. Enter address and phone number changes through Employee Self-Service (www.lisd.net)
3. **New employees hired after July 1, 2019**
4. Extra Duty/UIL/mentor stipends and other lump sum payments are not included below.
5. If your position is not correct indicate this on the Verification Letter Receipt form and contact your campus administrator to submit a transfer recommendation. *(All Job Titles are listed as the official job title of record.*
(Departments may be using a more specific title for certain positions.)

Name:	ID:
Address:	Date of Birth:
Phone Number:	Hire Date:
	Degree

CAMPUS/DEPARTMENT - ###	Actual Days Worked: XXX
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18-19	Salary	Clerk Office 187	SALARY \$XXXX	Pay Grade: AS22
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Employee Verification Letter 2019-20

Job Title
Pay Grade



Name:	ID:
Address:	Date of Birth:
Phone Number:	Hire Date:
	Degree

CAMPUS/DEPARTMENT - ###	Actual Days Worked: XXX
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18-19	Salary	SEC FOREIGN LANG	SALARY \$XXXX	Pay Grade: TC01
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Job Title
Pay Grade



3) "COMPENSATION OR EMPLOYMENT ACTION" Form

When you have a change in position or salary a "Compensation or Employment Action" form is sent to your LISD email. This form includes the new Job Title and Pay Grade



Compensation or Employment Change Notification

Employee Information

Employee ID	First Name*	Last Name*
<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>ID number without Leading Zeros</small>	<small>Legal First Name</small>	<small>Legal Last Name</small>

Type of Action/Change* Transfer/Reassignment

Type of Transfer/Reassignment* Employee Initiated (Professional Employee subject to 3 year rule)

Previous Position Information

Previous Organization/Campus

Campus/Organization Description	Org Number	
<input type="text"/>	<input type="text"/>	
Position Description*	Position Control Number	Percentage (?)
Bilingual Aide JC 3320, Cal 310	<input type="text"/>	<input type="text"/>
<small>Title of Position</small>		

New Position Information

Start Date	Campus/Organization Description	OrgNumber
<input type="text"/>	<input type="text"/>	<input type="text"/>

Accepted Date (?)	Position Description* (?)	Position Control Number	Job Class (?)	Percentage (?)
<input type="text"/>	Office Clerk Cal 310	<input type="text"/>	2240	<input type="text"/>

Pay Grade Information

Previous Pay Grade	IS32
Pay Grade*	AS22

NEW POSITION:
Office Clerk
Job Class 2240
Pay Grade AS22