

### What is a Compensation Notice?

A Compensation Notice is an individualized statement reflecting your current Base Pay (Daily or Hourly Rate) and Variable Pay (e.g. Stipends, if applicable). The Compensation Department sends out compensation notices every school year for the purpose of providing employees with their detailed compensation information.

### How many years of experience am I getting paid for?

The 'My Employment Records' section of the **Employee Service Center** within Frontline ERP includes the number of years' experience related to your current assignment used to determine your base pay according to the Compensation Policy at the time of hire. Experience for pay may be different from your Totals years' experience.

### I am a teacher with a Master's Degree, why don't I see a \$2,000 stipend for the Master's Degree?

The additional \$2,000 compensation for a Master's Degree is not paid as a stipend; instead, it is included in your base salary. Please refer to the Compensation Resource Manual [Teacher Master's Degree Pay Scale](#).

### Why is my stipend amount less than the full amount?

The amount you are seeing is a prorated amount. This can be the result of starting late in the school year or if a stipend was assigned to you after the start of your calendar.

### What if I don't see a stipend listed?

If you don't see a stipend that you are assigned, please notify your principal/department leader immediately. If the stipend is paid annually or semi-annually, you will not see it listed in the compensation notice. For example, the Bilingual stipend is paid as supplemental pay twice a year, in December and May; Master Teacher Stipends are also paid as supplemental pay in August, November, March and June. The SLP stipend is also paid twice a year. Since these are paid as a supplement, they will not be included in the Compensation Notice.

### What do I do if the campus listed is incorrect?

Please notify your principal/department leader.

### Do I need to acknowledge my Compensation Notice?

Yes, acknowledging the Compensation Notice is required. It will let Human Capital Management know that you have reviewed and verified that your information is correct. **If your compensation is not correct, you are required to notify the Compensation Department as indicated within Frontline ERP Compensation Notice Instructions no later than March 1, 2022.**

Once you acknowledge your Compensation Notice/Pay Details, the system will place a time and date stamp on your Pay Detail page within Frontline ERP.

**How do I print a copy of my Compensation Notice/Pay Detail statement?**

The **'My Pay Information'** page within Frontline ERP Employee Service Center can be printed at any time. While viewing the **My Pay Information** page, simply right click your mouse and select print.