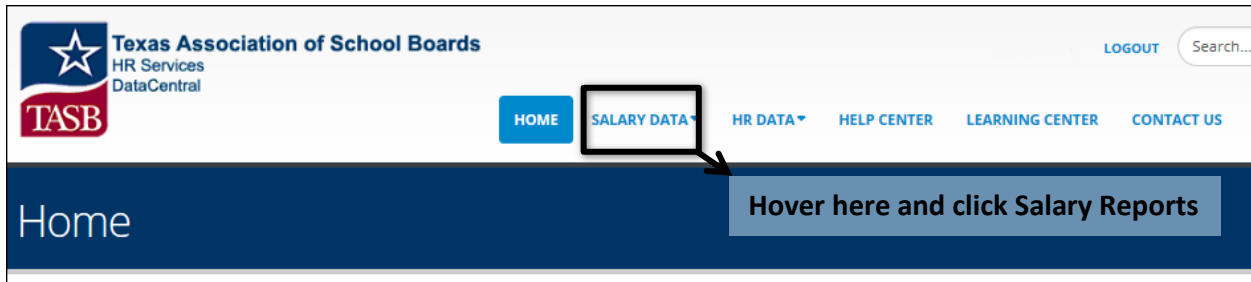


# DataCentral How-To Screen Shots

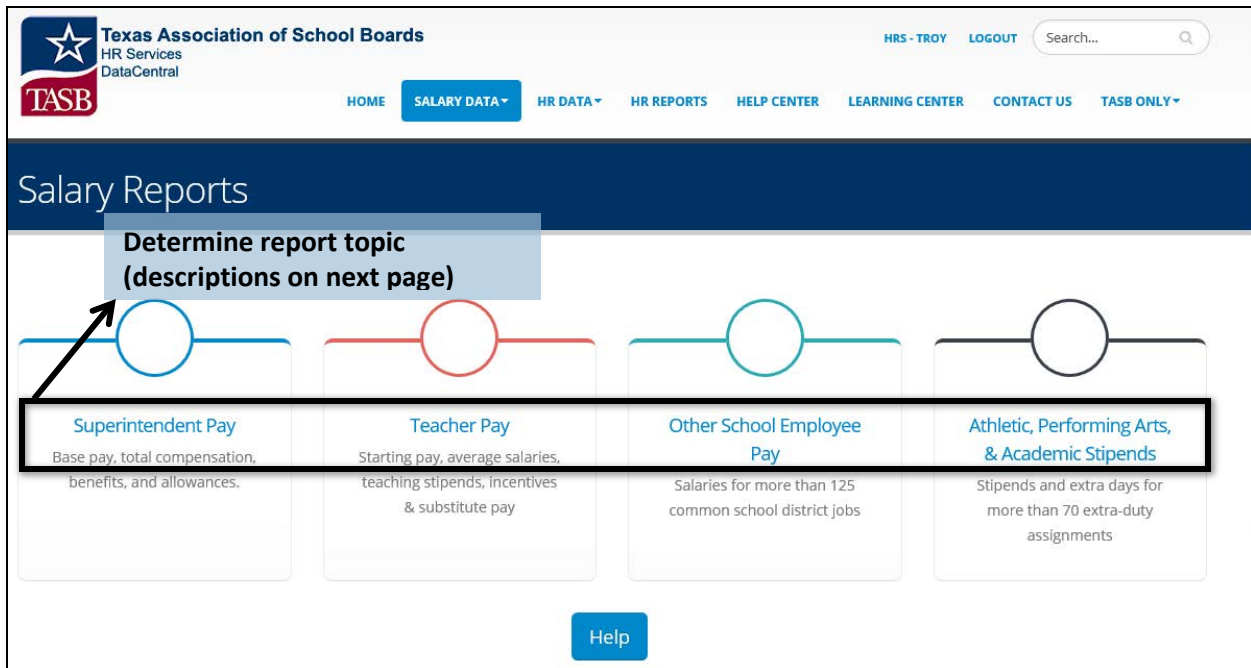
## Creating Custom Salary Reports



**Figure 1.** Accessing salary reports from the Home page for the superintendent, teacher, district personnel, and stipend surveys.



**Figure 2.** Creating your custom salary report.

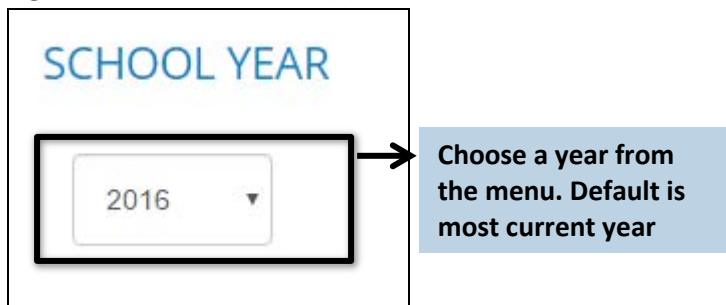




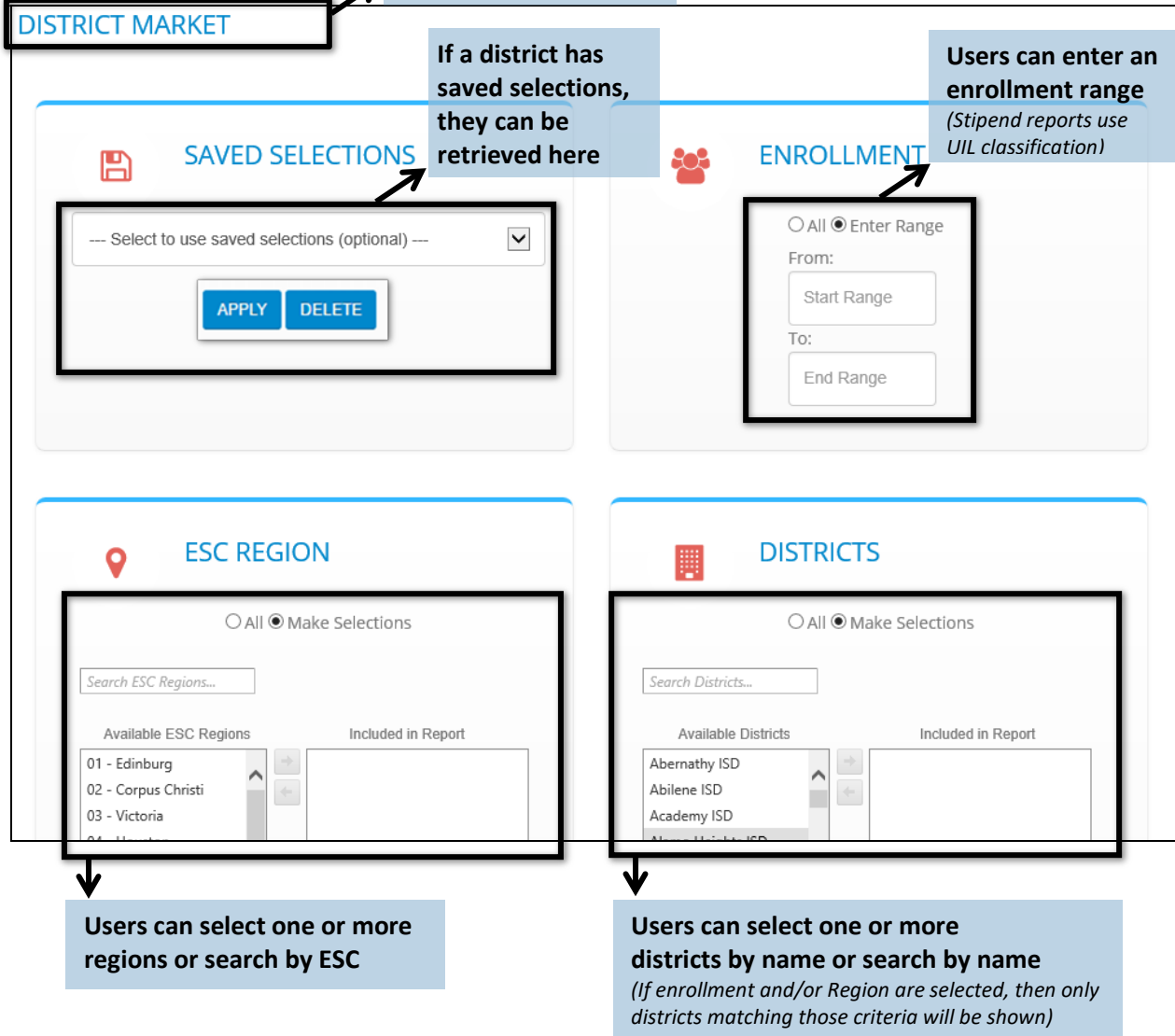
**Figure 3.** Types of salary reports, and characteristics of each.

<b>Athletic, Performing Arts, &amp; Academic Stipends</b>	<i>Summary</i>	Provides one row <u>per stipend</u> . Compares your district to the summary of stipends and number of extra days across comparison districts. Also lists all districts used in comparisons.
	<i>Comparison (Athletic, Academic, Performing Arts)</i>	Provides one row <u>per district</u> . Compares your district's enrollment, UIL class, stipend, and extra days to those of each comparison district. Each stipend is on a separate page (PDF) or tab (Excel).
<b>Other School Employee Pay</b>	<i>Comparison</i>	Provides one row <u>per district</u> . Compares your district's staff count, days, range, and average to those of each comparison district. Each job is on a separate page (PDF) or tab (Excel).
<b>Superintendent</b>	<i>Salary</i>	Compares your superintendent's experience, salary, and retired or interim status to those of each comparison district.
	<i>Total Compensation</i>	Compares the total value of your superintendent's allowances, insurance, retirement, and salary to those of each comparison district.
	<i>Benefits</i>	Compares your superintendent's allowances, insurance, and supplemental retirement to those of each comparison district.
<b>Teacher</b>	<i>Comparison</i>	Compares your district's enrollment, teacher count, benchmark salaries, and average salaries to those of each comparison district.
	<i>Stipend and Incentives</i>	Compares your district's stipends for degree, teaching field, or other incentives to those of each comparison district.
	<i>Substitute Daily Rates</i>	Compares your district's short-term and long-term substitute rates to those of each comparison district.

**Figure 4.** District selection (1).

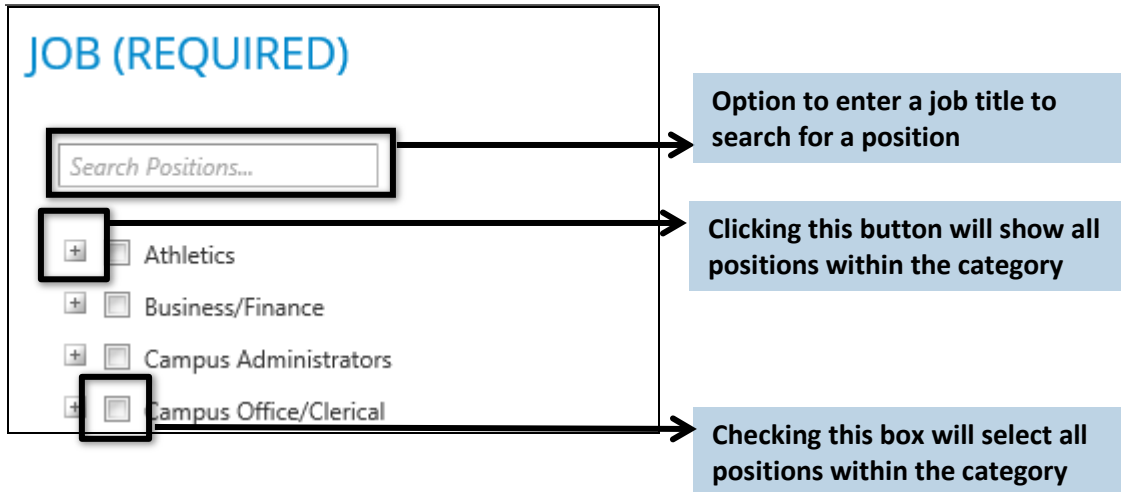


**Figure 5.** District selection (2).



**Figure 6.** Position selection (1).

*Only the Other School Employee Report and the Stipend Report have a section for Position Selection.*



The screenshot shows a section titled "JOB (REQUIRED)" with a search bar labeled "Search Positions...". Below the search bar is a list of categories, each with a plus sign in a square box and a checkbox. The categories are: Athletics, Business/Finance, Campus Administrators, and Campus Office/Clerical. Three callout boxes with arrows point to these elements: the search bar, the plus sign for Athletics, and the checkbox for Campus Office/Clerical.

- Option to enter a job title to search for a position
- Clicking this button will show all positions within the category
- Checking this box will select all positions within the category

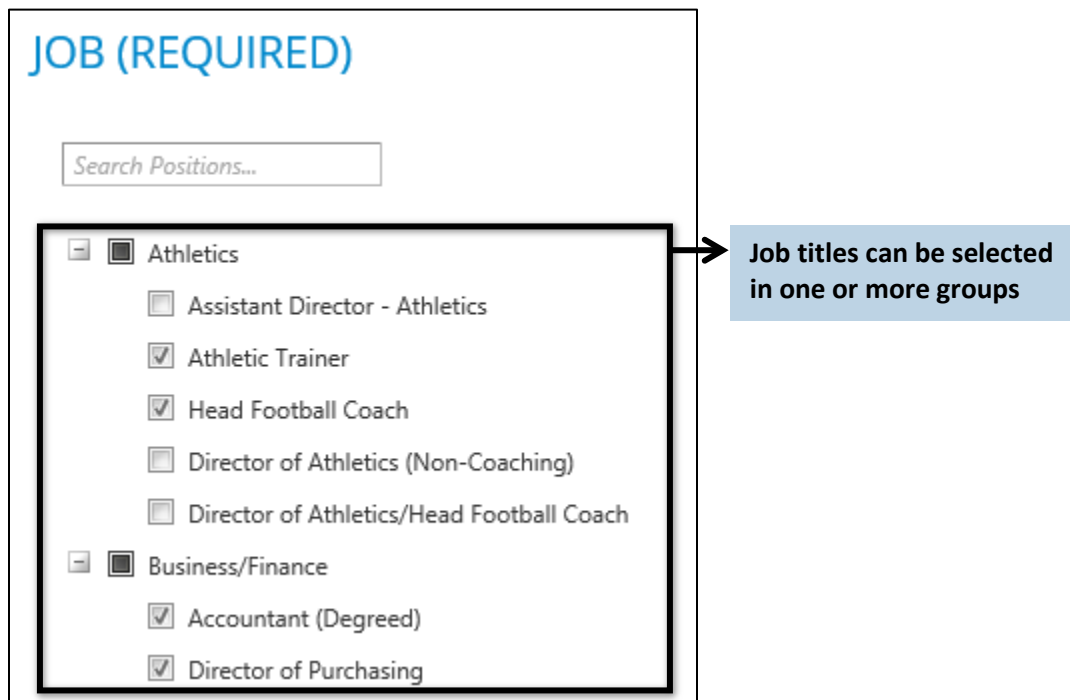
**Figure 7.** Position Selection (2).



The screenshot shows the "JOB (REQUIRED)" section with the search bar and the "Athletics" category expanded. The expanded list includes: Assistant Director - Athletics, Athletic Trainer, Head Football Coach, Director of Athletics (Non-Coaching), and Director of Athletics/Head Football Coach. A callout box with an arrow points to the checkbox next to "Athletic Trainer".

- Click the box next to a job title to select it

Figure 8. Position Selection (3).



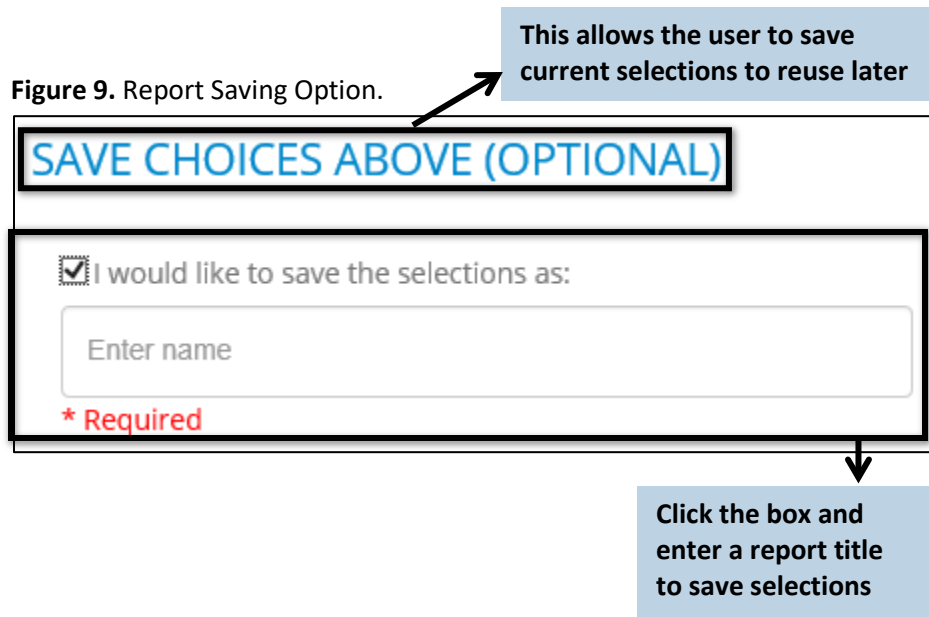
**JOB (REQUIRED)**

Search Positions...

- Athletics
  - Assistant Director - Athletics
  - Athletic Trainer
  - Head Football Coach
  - Director of Athletics (Non-Coaching)
  - Director of Athletics/Head Football Coach
- Business/Finance
  - Accountant (Degreed)
  - Director of Purchasing

Job titles can be selected in one or more groups

Figure 9. Report Saving Option.



**SAVE CHOICES ABOVE (OPTIONAL)**

I would like to save the selections as:

Enter name

\* Required

This allows the user to save current selections to reuse later

Click the box and enter a report title to save selections

# DataCentral How-To Screen Shots

## Creating Custom Salary Reports



**Figure 10.** Create a report from selections.

