

## Salary Placement Worksheet

NAME \_\_\_\_\_

*It is the employee's responsibility to ensure all documentation is provided to the HR Representative to ensure appropriate salary placement; including experience verifications, DD-214, and official transcripts, if applicable.*

List teaching experience, if applicable, in chronological order. Multiple years at one location may be listed on a single line. Ten months of teaching is considered a full year. Partial years should be recorded as months. Experience for salary purposes will be determined by the total of all experience. Experience must be verified before salary credit is granted.

### TEACHING EXPERIENCE

School Year(s) of Service	Length of		School District	State	Type of Educational			HR USE ONLY	
	Years	Months			Public	Private	Other	Received	Granted
<i>EX: 2010-2014</i>	<i>4</i>	<i>0</i>	<i>Clarksville-Montgomery County</i>	<i>TN</i>	<i>X</i>				

TOTAL YEARS OF

TEACHING EXPERIENCE \_\_\_\_\_

GRANTED \_\_\_\_\_

### MILITARY EXPERIENCE

List active duty military experience, if applicable, with your branch of service. A maximum of 5 years active military service may be used toward experience. A DD-214 must be provided before salary credit is granted.

Military Branch	Length of		DD-214 Provided	HR USE ONLY	
	Years	Months		Received	Granted

GRANTED \_\_\_\_\_

### EDUCATION LEVEL

Please indicate highest education level earned, applicable for salary credit. Official transcripts must be received or posted on your TN Compass account before the salary grade is granted.

☐ Bachelor's
 ☐ Master's
 ☐ Master's +30
 ☐ Advanced
 ☐ Other: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

### Salary Placement Determined

Sal Grade \_\_\_\_\_

Sal Step \_\_\_\_\_

Salary Placement \_\_\_\_\_

Email Sent \_\_\_\_\_