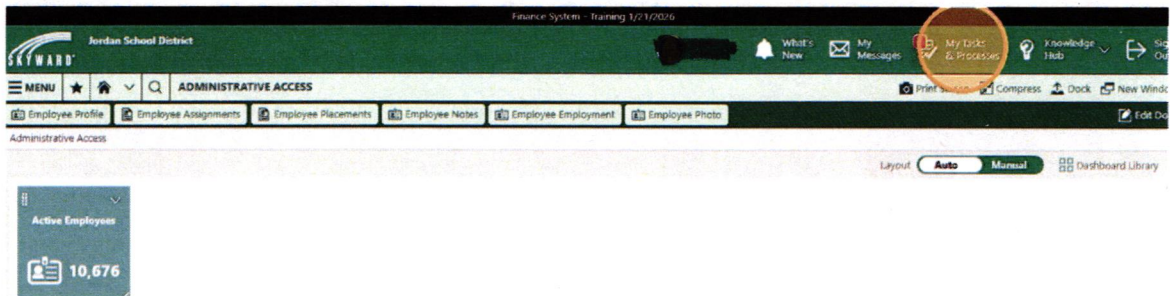


Employee Salary Change Application Tutorial in Qmlativ

Salary Change Application for Licensed Contract Employees

1 Click on "My Tasks & Processes" in Qmlativ



2 Click "Start a Process"

My Tasks & Processes

MY INCOMPLETE TASKS

View: Skyward Default (Modified) Quick Filter

	↑ 1	↓ 2			
	Step Status	Assigned Date	Due Date	Overdue	Steps Complete
	On Hold	04/06/2026	05/18/2026	<input type="checkbox"/>	2 of 8

My Tasks

- Incomplete
- Completed

My Processes

- Start a Process

3 Click "Start" for the Salary Change Application

MY PROCESSES

View: Skyward Default (Modified) Quick Filter

	↑			
	Process Name	Subject of Process	Description	
Start	FMLA Leave Notice	Employee	FMLA Leave Notice	
Start	Notice Of Resignation	Employee	Notice Of Resignation	
Start	Salary Change Application	Employee		

Navigation: |< < > >| 500 Total Records

PROCESS INSTANCES

View: Skyward Default

	↑				
	Process Status	Date Started	Subject of Process	Name of Subject	Initiator of Instance

4 Click "Salary Change Application" to open

STEP INSTRUCTIONS

Please complete all necessary tasks before marking this step as complete.

TASKS

Please complete the online form.

 Salary Change Application

*Done

NOTES

Entry Date	Note	Entered By
<i>No records to display</i>		

5 Read Information Box

king this step as complete.

Information

Alert: The link you just clicked will be opening a new web browser tab.

Important: After completing Tasks, make sure to navigate back to this web browser tab to mark them as Done.

Do not show me this message again.

✓ Ok

Entered By	Entry Step	Shared Note	Note
------------	------------	-------------	------

6 After Reading Information Box Click OK to proceed

marking this step as complete.

Information

Alert: The link you just clicked will be opening a new web browser tab.

Important: After completing Tasks, make sure to navigate back to this web browser tab to mark them as Done.

Do not show me this message again.

Ok

Note	Entered By	Entry Step	Shared Note	Note Shared With
------	------------	------------	-------------	------------------

7 Enter "Level Requested" with drop down

cordance with DP309 NEG - Salary Guidelines, this Application for Salary Change must be completed and submitted with proof of eligibility for a salary change. Examples of proof of eligibility include an In-Service Record, a CACTUS Midas printout from USBE or UEN, and/or an official transcript showing the number of credits. If your application and proof of eligibility are submitted prior to the 15th of the month, the salary change will be reflected on the paycheck issued in the following month. If submitted after the last worked contract day, the salary change will be effective on the first paycheck of the new contract year. Confirmation of this application will be emailed to your jordandistrict.org email confirming it was received and processed by the Human Resource Department.

Subject/Grade	<input type="text"/>
Building Location	045 - HUMAN RESOURCES
*Level Requested	Bachelor +20 Sem Credit (30 Qtr) ▼
*Current Licensure Type:	▼

will attach the following as proof of eligibility for a salary change (Select all that apply):

- *In-Service Record Yes
 No
- *CACTUS/Midas Printout Yes
 No

8 Enter "Current Licensure Type" with dropdown

Examples of proof of eligibility include an In-Service Record, a CACTUS Midas printout from USBE or UEN, and/or an official transcript showing the number of credit hours earned. If all required documents of proof of eligibility are submitted prior to the 15th of the month, the salary change will be reflected on the paycheck issued in the following month. If submitted after the last worked contract day, the salary change will be effective on the first paycheck of the new contract year.

A confirmation of this application will be emailed to your jordan@jdsd.org email confirming it was received and processed by the Human Resource Department.

Subject/Grade	<input type="text"/>
Building Location	045 - HUMAN RESOURCES
*Level Requested	Bachelor+20 Sem Credit (30 Qtr) ▼
*Current Licensure Type:	Professional Educator License ▼

I will attach the following as proof of eligibility for a salary change (Select all that apply):

*In-Service Record Yes
 No

*CACTUS/Midas Printout Yes
 No

I have mailed or emailed my OFFICIAL transcripts to the Human Resource Department:

9 Click "In-Service Record" (Yes if attaching record)

Building Location	045 - HUMAN RESOURCES
*Level Requested	Bachelor+20 Sem Credit (30 Qtr) ▼
*Current Licensure Type:	Professional Educator License ▼

I will attach the following as proof of eligibility for a salary change (Select all that apply):

*In-Service Record Yes
 No

*CACTUS/Midas Printout Yes
 No

I have mailed or emailed my OFFICIAL transcripts to the Human Resource Department:

Mail Official Transcripts to:
Jordan School District
Human Resources
7387 S. Campus View Dr.
West Jordan, UT 84084

Email Official eTranscripts to:
transcripts@jordan@jdsd.org

10 Click "CACTUS/Midas Printout" (Yes if attaching Midas Transcript)

Building Location: U43 - HUMAN RESOURCES

***Level Requested:** Bachelor+20 Sem Credit (30 Qtr)

***Current Licensure Type:** Professional Educator License


I will attach the following as proof of eligibility for a salary change (Select all that apply):

***In-Service Record:** Yes
 No

***CACTUS/Midas Printout:** Yes
 No

UPLOAD FILES

Upload transcripts

 Select File(s) or Drag and Drop File(s) here

Maximum size: 5MB

Description

11 Select "File(s) or Drag and Drop" if Uploading transcripts for your Salary Change

***Level Requested:** Bachelor+20 Sem Credit (30 Qtr)

***Current Licensure Type:** Professional Educator License


I will attach the following as proof of eligibility for a salary change (Select all that apply):

***In-Service Record:** Yes
 No

***CACTUS/Midas Printout:** Yes
 No

UPLOAD FILES

Upload transcripts

 Select File(s) or Drag and Drop File(s) here

Maximum size: 5MB

Description

I have mailed or emailed my OFFICIAL transcripts to the Human Resource Department:

12 Add a Description of uploaded documents

No

*CACTUS/Midas Printout Yes
 No

UPLOAD FILES

Upload transcripts or Drag and Drop File(s) here

Maximum size: 5MB

Description

I have mailed or emailed my OFFICIAL transcripts to the Human Resource Department:

Mail Official Transcripts to:
Jordan School District
Human Resources
7387 S. Campus View Dr.
West Jordan, UT 84084

Email Official eTranscripts to:
transcripts@jordandistrict.org

*Sent Transcripts by:

13 Select "Sent Transcripts by" with dropdown

*CACTUS/Midas Printout Yes
 No

UPLOAD FILES

Upload transcripts or Drag and Drop File(s) here

Maximum size: 5MB

Description

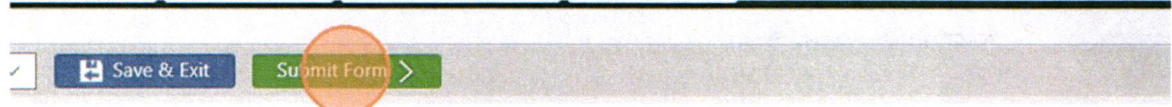
I have mailed or emailed my OFFICIAL transcripts to the Human Resource Department:

Mail Official Transcripts to:
Jordan School District
Human Resources
7387 S. Campus View Dr.
West Jordan, UT 84084

Email Official eTranscripts to:
transcripts@jordandistrict.org

*Sent Transcripts by:

14 Click "Submit Form" (You ARE NOT DONE submitting your application). When you click on "Submit Form" the form will close, BUT then you have to go back to previous TAB and Check the Done box.



E ANN

9 NEG - Salary Guidelines, this Application for Salary Change must be completed and submitted with proof of eligibility for a salary change. Eligibility include an In-Service Record, a CACTUS Midas printout from USBE or UEN, and/or an official transcript showing the number of credits required and final eligibility are submitted prior to the 15th of the month, the salary change will be reflected on the paycheck issued in the following month. If the application is not submitted by the first contract day, the salary change will be effective on the first paycheck of the new contract year. Your application will be emailed to your jordandistrict.org email confirming it was received and processed by the Human Resource Department.

Subject/Grade

Building Location

*Level Requested ▼

Current Licensure Type: ▼

15 Previous Tab you will need to check the DONE box.

STEP INSTRUCTIONS

Please complete all necessary tasks before marking this step as complete.

TASKS

Please complete the online form.

*Done

NOTES

Entry Date	Note	Entered By	Entry Step
<i>No records to display</i>			

16 Click "Done" Box

STEP INSTRUCTIONS

Please complete all necessary tasks before marking this step as complete.

TASKS

Please complete the online form.

 Salary Change Application

*Done

NOTES

Entry Date	Note	Entered By	Entry Step	Shared Note
No records to display				

17 Click "Mark Step As Complete"

You have successfully submitted your Salary Change Application. HR will get an email with your Salary Change Application and then process. We will process once we get all transcripts showing continued education advancement for Salary Change.

Salary Change Application

Employee Application

Save & Resume Later



Mark Step As Complete



Cancel

Step Name

Employee Application

Subject of Process

Employee

Name of Subject

Due Date

STEP INSTRUCTIONS

Please complete all necessary tasks before marking this step as complete.

TASKS

Please complete the online form.

 Salary Change Application

*Done 

NOTES