



**DEPARTMENT OF PUBLIC SAFETY** Human Resources  
Instructions for Education and Work History Credit Worksheet

- 1. Name:** Enter full name as shown in BEACON or the state job application for new hires.
- 2. Position Location:** Enter Division/Section of position being filled, e.g. facility name.
- 3. Position Number :** Enter 8-digit position number from BEACON (example: 60099999)
- 4. Title/Classification:** Enter official state job title (Example = Personnel Analyst III)
- 5. Summary of Required Education and Experience:** Verify from OSHR website if posted correctly, and **enter for the position. Can be located at:**  
<http://www.oshr.nc.gov/Guide/CompWebSite/Classification/PSpecs.htm>
- 6. From/To (Education):** This column to include the employee's complete chronological education history. Dates are to be given in month/year format. For example, January of 1997 would be written 1/97 or 1-97. If date crosses decades then whole year will have to be entered (example – worked at job from 1/1997 to 2/2012).
- 7. Semester/Quarter Hrs:** Enter the total number of hours of directly related course work where non-degree credit is being given and indicate whether semester or quarter hours in the appropriate column. Note: Almost all states switched to semester hours for Community Colleges on or after 2000.
- 8. Months:** For High School, this number will be 0; for a two-year Associate degree, it will be 24; for a Bachelor degree, it will be 48; and for a Master's degree, it will be 12 or 24, depending upon whether it is a one-year or two-year program. For any hours entered in the semester/quarter hours block, determine the number of months credit given from the chart entitled "Converting Education to Experience" credit and enter that here.
- 9. % Credit:** In most cases, this entry will be 100%, with full credit being given for the related education. Employees do not always have the exact degree required by the education requirement, or they might have advanced degrees in slightly different fields. In these cases, a determination will have to be made on what percentage credit should be given for the particular degree(s) held. In an example where partial credit is given for education which is only partially related to the job duties, choose what type education (Tech, AAS, 4 year college, etc.) under the Course Work column, then enter in total months, and the % credit the education is the requirement listed in State of NC Classification Spec. Example of a spec listing a 4 year degree in Sociology, but the applicant has a related degree and has taken a lot of Sociology courses, the screener may choose to award on 75% credit which would be 36 months.
- 10. Credit Months:** Worksheet will calculate based on information entered in items 7-9.
- 11. Education Credit:** Worksheet will total all of the months of credit given in the Credit Months column.



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- 12. Minus Required Education:** Enter the number of months of education required in the specs. When there are more than one option for the education requirement for a class, enter the number months required for the one you select for comparison (HS = 0; Assoc. = 24, etc.), and check the corresponding box beneath the education credit table in the appropriate space for HS, Associate, Bachelor or Masters. Enter original license issue date if licensure is required.
- 13. Total Education Credit:** Worksheet will calculate the result based on total months of education credit (#10) minus the required education (#11).
- 14. From/To (Work History):** This column to include dates for the employee's complete chronological work history for every different job(s) he/she has worked. Dates are to be given in month/year format. For example, January of 1997 would be written 1/97 or 1-97. If data crosses centuries then whole year will have to be entered (example – worked at job from 1/1997 to 2/2012). Be careful not to enter overlapping dates as this will overstate the amount of experience credit. Use separate entries with the most logical start and end dates for part-time and full time employment that has been lumped into one job on the application. The dates calculate from the 1<sup>st</sup> day of the month of “From” date to the 1<sup>st</sup> day of the month of the “To” date; therefore, do not skip a month if there is no break in employment dates from one job to another. **Use BEACON to verify dates and job titles for state employment if necessary.**
- 15. Job Title:** List the official classification title, if available, for state employee. List title as per application for all other jobs.
- 16. a. Months worked:** Worksheet will calculate a **calendar month** subtotal of all employment history without regard to pro-rated part-time employment  
**b. Hours Per Week:** Enter hours per week for each job listed on the application. The Maximum number of hours to be entered is 40, even if applicant states they exceeded 40 hours per week. This will result in the **prorated total** for any part-time employment.  
**c. Total Months:** Worksheet will calculate a **total** of all employment history that factors in the prorated amount to be given for any part-time employment.
- 17. % Credit:** A percentage ranging from 0% to 100% should be listed in this column depending on how relevant the experience is to the requirements for the job for which applying. For example, if the comparison position is a Correctional Administrator I then each prior job/position has to be evaluated for relevancy to the size and complexity of the subordinate operation, the supervisory and administrative responsibilities, and the knowledge, skills and abilities required. Actual percentages will vary from job to job and a subject matter expert(s)(and/or hiring manager) may assist in determining the % of relatedness of past work history. Refer to the DPS Salary Administration Resource Guide for a limited number of job classes with guidelines to assist with determining % credit.
- 18. Credit Months:** This column is the mathematical result of calculating the Total Months figure times the Percentage Credit to determine the amount of directly related experience to award for each prior job towards the current (comparison) position.



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19. **Work Credit:** After all of the employee's work history has been listed and evaluated, worksheet will calculate the total months of credit given in the Credit Months column.
20. **Minus Required experience:** Enter the number of months of work experience required (as listed on OSHR job specification) that corresponds with option selected in #12 above.
21. **Total Experience Credit:** Worksheet will calculate the result based on total months of Work Credit (#19) minus the required experience (#20).
22. **Total Education above Minimum:** This is the same as Total Education Credit (#13), and the worksheet that value here.
23. **Total Qualification above Minimum:** Worksheet will calculate the result based on the figures entered in #20 and #21 above. If the total is:
  - a. **Negative #** (-20 months is example) – the applicant is not qualified for position; no salary analysis can be completed.
  - b. **Zero (0)** – the applicant is minimally qualified and the applicant can only make the minimum of pay grade in most circumstances.
  - c. **Positive #** (+120 months is example) – the applicant exceeds the minimum qualifications by 10 years and can be given up to **Maximum Qualified Salary**.

**Salary by Qualifications (for new hires and for state employees changing class series):**

24. **Grade** **(Leave blank for career banded classes)**
  - a. Enter the salary grade for the position being filled per the OSHR classification system. The worksheet will insert the salary grade minimum, midpoint, and maximum from a link to state salary schedule. It will also insert the number of months already calculated in item #23.
  - b. **SMR:** If there is an approved special minimum rate for the class, (from the OSHR pay plan book or the NCDPS 5% over minimum list), enter it here. This amount will override the salary grade minimum for purposes of calculating the maximum qualifying salary. If no SMR, this value defaults to 0.
25. **Max Qualifying Salary:** The worksheet will use the information from item #24 to calculate the maximum qualifying salary for the candidate. If this amount exceeds the salary grade maximum, the salary grade maximum will be used.
26. **Proposed Salary:** Hiring Location enters amount management proposes to pay employee. This amount must be within the posted range (#27) and for New Hires and those changing class series, cannot exceed the Max Qualifying salary (#25) for a graded class. Apply applicable pay factors for career banded classes.
27. **Posted Range:** Enter and verify from appropriate salary schedule whether range was posted correctly. Ensure approved salary is within the range.



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- 28. Budgeted Salary:** Salary Administrator enters the budgeted salary listed in BEACON
- 29. Salary Reserves:** Worksheet will calculate the amount the proposed salary would add to or deduct from salary reserves based on the current budgeted amount in the position.
- 30. Prepared by/Date:** Enter name of Salary Administrator preparing the worksheet and date completed.

**Salary By 5% Per Grade (if current state employees remaining in same class series):**

- 31. Current SG:** Enter State of NC pay grade of currently held position.
- 32. New SG:** Enter State of NC pay grade of the new position.
- 33. Current Salary:** For state employee – Look up in BEACON; for non-state employee – enter current salary listed on application if provided.
- 34. Amount of Increase:** Worksheet will calculate dollar amount of maximum allowed increase based on 5% per pay grade promotion.
- 35. 5% Per Grade Salary:** Worksheet will calculate the new salary amount based on 5% per pay grade promotion.

**% Calculation Guide:**

A convenient tool provided to quickly calculate the amount of increase at incremental percentages that are commonly considered when making a salary decision.

**Comments:**

Enter any pertinent information such as equity, budget, special instructions or circumstances, etc. that should be considered or emphasized as it pertains to the salary determination,

**Continuation Page:**

Occasionally an applicant will have more jobs than can fit on the one page worksheet. A continuation page is provided to ensure all work history is being entered and calculated. However, since it is very rare, the default print settings will print the first page only. In the event that the continuation page is needed, you will need to go “View” on your toolbar, select “Page Breaks” and change the print range to print the second page for that applicant only.