



## Graduate Salary Increments User Guide

This user guide will detail the steps involved in applying for a Graduate Salary Increment.

### Sections:

- [Requirements](#)
- [Process Overview](#)
- [DEEDS 3.0 Access](#)
- [Apply for Salary Increment](#)
- [Application Data](#)
- [Personal Information Review](#)
- [Education](#)
- [Coursework](#)
  - [Add Coursework](#)
- [Criminal Affirmation](#)
- [Application Submission](#)
- [Application Tracker](#)
- [View Salary Increments](#)
- [District of Charter Office Application Approval](#)
- [Licensure & Certifications Team Application Approval](#)
- [Deficiencies](#)
- [Application Complete](#)

### Requirements

An educator may apply for a salary increment based on college degree and credits. The educator must be employed by a Delaware District or Charter school and have **Employment History** entered in the DEEDS system. An educator must also have been issued a license or applied for a license in order to apply for a graduate salary increment.

The requirements for each of the graduate salary increment educational levels follows:

- **Two Years of College**
  - Educator must have completed two (2) years of college.
- **Associates Degree**
  - Educator must submit an Associate's Degree with a conferral date.
- **Less than Bachelor's Degree**
  - Educator must be in Skilled & Technical Sciences.
  - Educator must earn at least seventy-five (75) credits toward a Bachelor's Degree.
- **Bachelor's Degree**

- Educator must submit a Bachelor's Degree with a conferral date.
- **Bachelor's Degree +15**
  - Educator must earn at least fifteen (15) credits towards an eligible Master's Degree.
- **Bachelor's Degree +30**
  - Educator must earn at least thirty (30) credits towards an eligible Master's Degree.
- **Master's Degree**
  - Educator must submit a Master's Degree with a conferral date.
  - Degree must be directly related to an area or specialty in which the educator is employed, or as required by regulation.
- **Master's Degree +15**
  - Educator must earn at least fifteen (15) credits beyond the conferral date of the eligible Master's Degree.
  - Credits must be earned through a graduate level course of study clearly related to the educator's professional responsibilities.
  - Credits must be earned towards a second Master's Degree of matriculated graduate credits earned toward a Doctorate Degree.
- **Master's Degree +30**
  - Educator must earn at least thirty (30) credits beyond the conferral date of the eligible Master's Degree.
  - Credits must be earned through a graduate level course of study clearly related to the educator's professional responsibilities.
  - Credits must be earned towards a second Master's Degree of matriculated graduate credits earned toward a Doctorate Degree.
- **Master's Degree +45**
  - Educator must earn at least forty-five (45) credits beyond the conferral date of the eligible Master's Degree.
  - Credits must be earned through a graduate level course of study clearly related to the educator's professional responsibilities.
  - Credits must be earned towards a second Master's Degree of matriculated graduate credits earned toward a Doctorate Degree.
- **Doctorate Degree**
  - Educator must submit a Doctorate Degree with a conferral date.
  - Degree must be directly related to an area or specialty in which the educator is employed, or as required by regulation.

### **Process Overview**

For Graduate Salary Increments, the approval process is slightly different than other applications. When the salary increment application is submitted, it is directed to the District or Charter office for initial review and approval. After approval by the District or Charter office, the application is then directed to the Licensure & Certification team for final review and approval.

A visual overview of the Salary Increment Application Process follows:

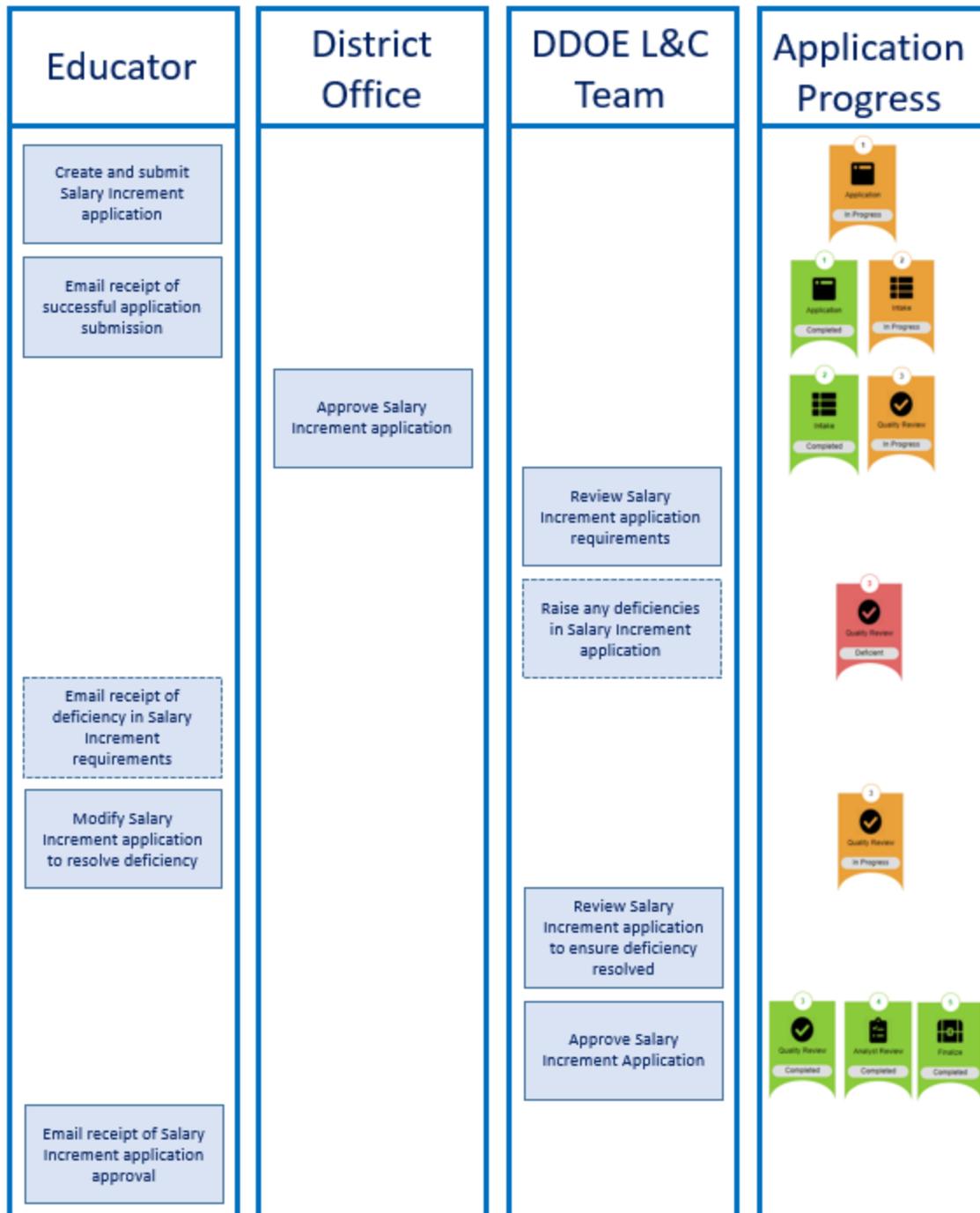


Figure GSI-PRO-01: Graduate Salary Increment Process Overview

### DEEDS 3.0 Access

To access DEEDS 3.0, you must have an EdAccess account.

If you are new to Early Learning, new to K-12 or non-state employee or unemployed K-12, then you will need to [Register an EdAccess Account](#).

If you already have an EdAccess Account, [Login to EdAccess Account](#)

Via the EdAccess dashboard, click the DEEDS 3.0 icon.

User is directed to **Educator Dashboard**.

### Apply for Salary Increment

Click the **Apply for K-12** menu icon in the upper right-hand portion of the dashboard. A list of options is displayed. As the mouse hovers over the menu option, help text is displayed to provide a quick overview of the purpose.

If the user has been issued a license or has applied for a license, then the **Graduate Salary Increment** menu option will be displayed. Conversely, if the user has not been issued a license or has not applied for a license, then there will be no **Graduate Salary Increment** option in the **Apply for K-12** dropdown menu.

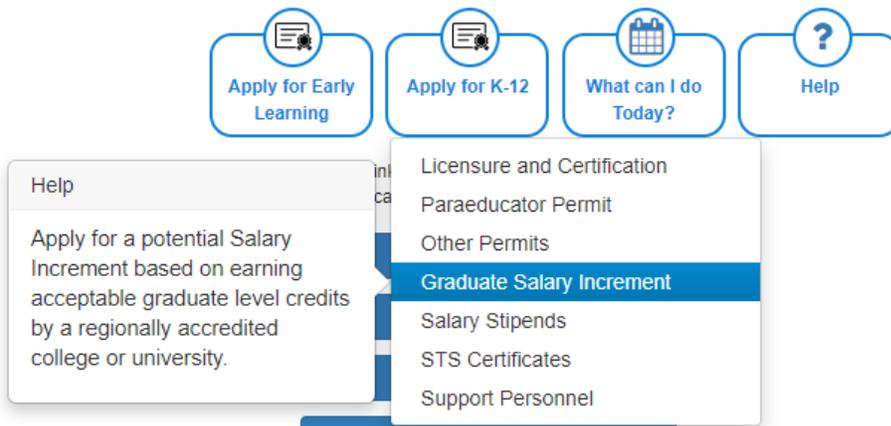


Figure GSI-MNU-01: Graduate Salary Increment Menu Option

Select **Graduate Salary Increment** from the dropdown menu options.

User is directed to **Salary Increment Application** start:



Figure GSI-ATS-01: Salary Increment Application Start

Applying for a **Salary Increment** is designed to guide the user through the series of steps that need to be completed in order to submit the application. Note the numbered arrows that are displayed across the top of the data entry area, as these are the pieces of information that are required to complete the application request. The **Salary Increment Application** arrow is highlighted blue to signify that the user is currently on this step in the process.

The numbered arrows are displayed to show progress throughout the application process; however, these are not clickable, meaning that they have no associated action if they are clicked.

Click the down arrow to the right of the **Apply for Salary Increment Using**: dropdown list to view the options:

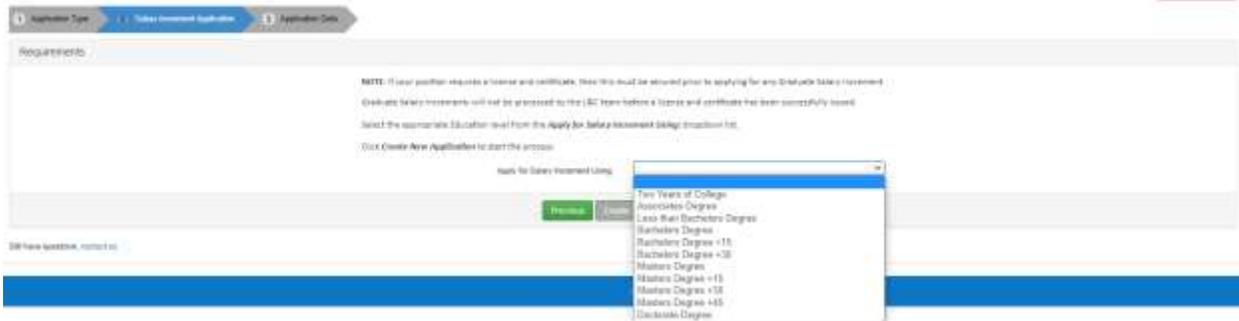


Figure GSI-ATS-02: Salary Increment Basis Menu Options

A list of credential options is presented. Select the appropriate degree type from the **Apply for Salary Increment Using**: dropdown list.



Figure GSI-ATS-03: Salary Increment Basis Menu Selection

When an option is selected from the **Apply for Salary Increment Using**: dropdown list, the **Create New Application** button is enabled. Click the **Create New Application** button.

## Application Data

User is directed to the **Application Data** page:



Figure GSI-AD-01: Salary Increment Application Data

Applying for a Salary Increment is designed to walk the user through the series of steps that need to be completed in order to submit the application. Note the six (6) bars on the left, as these are the pieces of information that are required to complete the application request. The **Application Data** bars include:

**Instructions, Personal Information Review, Education, Coursework, Criminal Affirmation and Application Submission.**

Once the step-by-step process has been started, the application process can be paused by clicking **Save Application For Later** button in the upper right hand side of the page. To resume editing of the application, click **View My Applications** button on the **Educator Dashboard**, find the **Salary Increment** Application and click **Continue Application** button. Likewise, the application can be withdrawn at any time by clicking the **Withdraw Application** button in the upper right-hand side of the page.

The **Instructions** bar is highlighted and designated with a red X to signify that the step has not yet been completed. Read the Instructions that appear for the **Instructions** bar.

Click the **Save & Next** button.

The **Instructions** bar is designated with a green v to signify that the step has been completed.

**Personal Information Review**

The **Personal Information Review** bar is highlighted and designated with a red X to signify that the step has not yet been completed.

The screenshot shows a web application interface for a salary increment review. On the left is a vertical sidebar with six buttons: 'Instructions' (green with a checkmark), 'Personal Information Review' (red with an X), 'Education' (red with an X), 'Coursework' (red with an X), 'Criminal Affirmation' (red with an X), and 'Application Submission' (red with an X). The main content area is titled 'Application For Salary Increment - Masters Degree' and 'Personal Information Review'. It contains instructions for reviewing personal information, followed by input fields for name, SSN, DOB, gender, age, professional title, and title. Below that is a 'Home/Mailing Address' section with fields for address, city, state, zip, county, phone, and email. A 'Save & Next' button is located at the bottom right of the form.

Figure GSI-PIR-01: Salary Increment Personal Information Review Bar

The **Personal Information** entered previously is displayed below. Check the information for accuracy and completeness. Ensure that the **Home/Mailing Address** section is completed with your current address. If you do not wish to receive text messages, uncheck the text message authorization checkbox. Update the information, as appropriate. If changes are made to the information, click the **Save/Update** button.

Click the **Save & Next** button.

The **Personal Information Review** bar is designated with a green v to signify that the step has been completed.

## Education

The **Education** bar is highlighted and designated with a red X to signify that the step has not yet been completed. If Education data has been added to the system for the Educator, it will appear here; otherwise, the table will be blank. Instructions related to **Education** data entry are displayed.

Figure GSI-EDU-01: Salary Increment Education Bar

If **Education** data has already been entered in DEEDS and is shown listed in the Education table, then adding additional information is optional. However, if the **Education** table is blank, then the user is required to add **Education** information. Any data that can be entered as proof of **Education** is encouraged and will support the subsequent review and approval process. If additional education information is not needed, click the **Save & Next** button to continue and [skip](#) to the next step. Otherwise, follow the instructions in this section to **Add Education** information.

Click the **Add Education** button.

Figure GSI-EDU-02: Salary Increment Add Education Form

**Education** form is presented directly below the instructions, for entering education related information specific to the Salary Increment application request.

Enter the **Institution** where the degree was obtained. Note that while typing, the information is auto-filling with appropriate choices. Select the correct Institution from the list. Enter the remainder of the education information in the entry fields. The required fields are designated with a red \* and include: **Institution, City, State, Degree** and **Start Date**.

Click the **Save** button to save new education information.

New education information entered is displayed at the bottom of the window.

Click the **Used toward Application** checkbox. A check will appear in the checkbox to indicate that the option is selected. The field acts as a toggle and will check and uncheck each time it is clicked.

Institution	School Id	City	State	Degree	Start Date	End Date	Major	Minor	Graduated	Documents	Used toward Application	Actions
UNIVERSITY OF DELAWARE	SE11	Newark	DE	Bachelor	2000	2004					<input type="checkbox"/>	
UNIVERSITY OF DELAWARE	SE11	Newark	DE	Master	2018	2020					<input type="checkbox"/>	

Figure GSI-EDU-03: Salary Increment Education Table

If the information is incorrect or incomplete, click the pencil icon in the **Actions** column to edit the information, as appropriate.

Click the **Save & Next** button.

The **Education** bar is designated with a green V to signify that the step has been completed.

### Coursework

The **Coursework** bar is highlighted and designated with a red X to signify that the step has not yet been completed.

Figure GSI-CWK-01: Salary Increment Coursework Bar

When applying for a Graduate Salary Increment (GSI), individual courses **must** be entered for all GSIs except when submitting a fully conferred degree. The coursework is required to support the subsequent review and approval process.

If a fully conferred degree is being submitted for the GSI application request, then no Coursework data is required and you may click the **Save & Next** button to continue and [skip](#) to the next step. Otherwise, follow the instructions in this section to **Add New Coursework** information.

### Add Coursework

Click the **Add New Coursework** button.

Figure GSI-CWK-02: Salary Increment Add Coursework Form

**Coursework** box is presented for entering coursework related information specific to the Salary Increment application request.

Enter the coursework information in the entry fields. The required fields are designated with a red \* and include: **Title**, **Course Number**, **Month/Year Completed**, **Credits**, **Grade** and **Institution**. The **Month/Year Completed** entry field requires **MM/YYYY** format. When the cursor is in the **Month/Year Completed** field, a monthly calendar is presented for selection of the Month/Year that the coursework was completed. Enter the **Institution** where the coursework was completed. Note that while typing, the information is auto-filling with appropriate choices. Select the correct **Institution** from the list.

Click **Save Coursework** button to save new coursework information.

New coursework information entered is displayed at the bottom of the window.

Course Number	Title	Credits	Grade	Institution	Month/Year Completed	Received	Used toward Application	Actions
MUS319	Music Composition	3	A	UNIVERSITY OF DELAWARE	03/2021		<input type="checkbox"/>	

Figure GSI-CWK-03: Salary Increment Coursework Table

Optionally, the **Used toward Application** checkbox can be checked. A check will appear in the checkbox to indicate that the option is selected. The field acts as a toggle and will check and uncheck each time it is clicked.

If the information is incorrect or incomplete, click the pencil icon in the **Actions** column to edit the information, as appropriate.

Continue to [add coursework](#) information, as appropriate to substantiate the graduate salary increment application.

Click the **Save & Next** button.

The **Coursework** bar is designated with a green ✓ to signify that the step has been completed.

### Criminal Affirmation

The **Criminal Affirmation** bar is highlighted and designated with a red X to signify that the step has not yet been completed.

The screenshot shows a web application interface for a salary increment application. On the left, a vertical navigation bar lists several steps: 'Introduction', 'Personal Information Review', 'Education', 'Comments', 'Criminal Affirmation', and 'Application Submission'. Each step has a progress indicator. The 'Criminal Affirmation' step is highlighted in red with a red 'X' icon, indicating it is not yet completed. The main content area is titled 'Application For Salary Increment - Masters Degree' and 'Criminal Affirmation'. It contains a section for 'Criminal Affirmation Instructions' with four bullet points: 1. Answer the Criminal Affirmation question by selecting either the Yes or No radio button. 2. Read the Affirmation Affidavit carefully to ensure that you are aware of what you are signing. The electronic signature, which is legally binding, signifies that the Educator acknowledges and affirms the affidavit, which is made under penalty of perjury. 3. Click the I consent to electronic signature checkbox. 4. Sign the affirmation by typing your name in the Signature field. This electronic signature is legally binding. Below the instructions is a question: 'Have you ever been convicted of or entered a plea of guilty or nolo contendere (no contest) to any felony, misdemeanor or any other criminal offense (including moving violations), including any offense for which you have received a pardon, in any jurisdiction?' with 'Yes' and 'No' radio buttons. Below the question is the 'Affirmation Affidavit' text: 'The undersigned, according to law, is the person who completed and signed this application, that the statements contained in this application are true, that the undersigned has not suppressed any information that might affect this application, that the undersigned understands that participating or cooperating in fraud or material deception in order to be credentialed could result in the denial or revocation of the application or credential and mandatory reporting of such actions to the Attorney General for further action, and that the undersigned has read and understands this affidavit.' Below the affidavit is a checkbox labeled 'I consent to electronic signature?'. At the bottom, there are fields for 'Signature' (with a 'Type your Signature' placeholder) and 'Date' (with 'MM/DD/YYYY' placeholder). A green 'Save & Next' button is located at the bottom right.

Figure GSI-CRI-01: Salary Increment Criminal Affirmation Bar

One question related to criminal background is displayed. Answer the question by selecting either the **Yes** or **No** radio button. The question is a mandatory field and must be answered to move forward.

The Affirmation Affidavit states: ***The undersigned, according to law, is the person who completed and signed this application, that the statements contained in this application are true, that the undersigned has not suppressed any information that might affect this application, that the undersigned understands that participating or cooperating in fraud or material deception in order to be credentialed could result in the denial or revocation of the application or credential and mandatory reporting of such actions to the Attorney General for further action, and that the undersigned has read and understands this affidavit.***

The electronic signature, which is legally binding, signifies that the Educator acknowledges and affirms the above statement which is made under penalty of perjury. The ***I consent to electronic signature*** checkbox is a mandatory field and must be checked to continue.

Sign the affirmation by typing your name in the **Signature** field. The **Date** field is auto-populated with the current date and is a read-only field.

Figure GSI-CRI-02: Salary Increment Criminal Affirmation Form Completed

Click the **Save & Next** button.

The **Criminal Affirmation** bar is designated with a green V to signify that the step has been completed.

### Application Submission

The **Application Submission** bar is highlighted and designated with a red X to signify that the step has not yet been completed.

Figure GSI-APS-01: Salary Increment Application Submission

The **Salary Increment Application** Process is complete, in that all the required information has been supplied and the application is ready for submission.

Optionally, you can review the information provided within the individual steps by clicking on the corresponding green bars.

You can monitor the status of your application by clicking **View My Applications** button on the **Educator Dashboard**. The **View My Applications** page will be used as the communication channel going forward.

Click the **Submit Application** button to complete the application process.

Confirmation of the application submission is presented along with additional information:



Figure GSI-APS-02: Salary Increment Application Submission Confirmation

In addition to the on-screen confirmation, an email is sent to the user. Go to your email provider mailbox and find the email sent from [deeds@doe.k12.de.us](mailto:deeds@doe.k12.de.us) containing information regarding the new **Graduate Salary Increment Application**.

Click **Back To Dashboard** button.

## Application Tracker

User is directed to the **View My Applications** page. The new **Salary Increment** application is shown:



Figure GSI-APT-01: Salary Increment Application Tracker

Note that the **Application** banner is green to signify that this step has been completed and the status appears as **Completed**. The **Intake** banner is yellow to signify that this step is in progress and the status appears as **In Progress**. From this point forward, status can be monitored via the **View My Applications** button on the **Educator Dashboard**. The Application Tracker is comprised of five banners: **Application**, **Intake**, **Quality Review**, **Analyst Review**, and **Finalize**. These banners are used to represent the various stages that an application may go through. Not all application types will be required to go through each of the stages, but all of the banners will always be present for completeness. It is important to note that the progression will always move from left to right and will never move backwards. The **Salary Increment** application progress can be monitored through this page.

The **View My Applications** page will show the last three (3) applications that have been submitted. In the event that there are more than three, click the **More** button to see more applications.

To the right of the Application Tracker are the details of the **Salary Increment** application submitted in the previous steps. **Salary Increment** is displayed in the **Application Type** column along with the **Submitted Date**. A **View Application** link is provided in the **View PDF** column, allowing the user to view and print a pdf version of the application details that were submitted. Although this is not necessary, it can be useful for reference. Additionally, a **Withdraw** button is provided so that the application can be withdrawn at any time.

Click the **Home** button to move back to the **Educator Dashboard** home page.

### View Salary Increments

From the **Educator Dashboard**, click the **View My Credentials** button on the right.

Click the **Graduate Salary Increments** tab in the top section of the page (red arrow below).



Figure GSI-VMF-01: Educator View My Salary Increments Tab

There is a new entry in the **Salary Increments** table. Note that the Education Level used for the Salary Increment request appears in the **Education** column and the **Status** is listed as **In Progress**.

Once the **Salary Increment** application has been submitted, the application is directed to the District or Charter Office for review and approval.

From this point forward, all communication is done through the **View My Applications** page. The Educator can monitor status and respond to deficiencies, if raised during review of the application.

### District or Charter Office Application Approval

At this point the application has been submitted and is transferred to the District or Charter Office for review and approval. Once the District or Charter Office has approved the salary increment application request, the information on the **View My Applications** page will change to:



Figure GSI-IQA-01: Salary Increments Application Tracker after District or Charter Office Approval

Note that the **Application** and **Intake** banners are green to signify that these steps have been completed and the status appears as **Completed**. The **Quality Review** banner is yellow to signify that this step is in progress and the status appears as **In Progress**.

### Licensure & Certification Team Application Review

At this point the application has been approved by the District or Charter Office and is transferred to the DDOE Licensure & Certification (L&C) team for review and approval. The L&C team will review the graduate salary increments application to confirm that the educator has met all the requirements and has provided complete supporting documentation.

## Deficiencies

When the **Salary Increment** application is reviewed by the DDOE L&C team, there may be deficiencies identified that need to be resolved. The important thing is to respond to these deficiencies as quickly and completely as possible. When a deficiency is raised, the Educator will be informed in three ways:

- An email will be sent to the Educator primary email address to notify that there is a deficiency in the application that needs to be resolved. Go to your email provider mailbox and find the email sent from [deeds@doe.k12.de.us](mailto:deeds@doe.k12.de.us) with the Subject **DDOE – Deficiencies in Application**.
- A **Respond to Deficiency** button appears on the **Educator Dashboard** home page.
- A Deficiency is listed on the **View My Applications** page of the **Educator Dashboard**.

On the **Educator Dashboard**, there is a new red **Respond to Deficiency** button that appears on the right side of the page under the menu options. This **Respond to Deficiency** button is an immediate indicator that a deficiency has been raised and action is required by the Educator in order to move forward with the application process.



Figure GSI-DEF-01: Salary Increment Dashboard Respond to Deficiency Button

Click **Respond to Deficiency** button or Click **View My Applications** button, as either choice will direct the user to the **View My Applications** page.



Figure GSI-DEF-02: Salary Increment Application Tracker with Deficiency Raised

Note that the color of the **Intake** banner has changed to red and the status has changed to **Deficient**. Additionally, there is an **Action Required** stamp below the Application Tracker as an alert that action is required. Refer to the **Deficiency Details** table below the Application Tracker for details regarding the

deficiency raised. A brief description of the deficiency is listed in the **Deficiency Name** column and a brief description of the required action is listed in the **Notes** column. The date that the deficiency was raised is shown in the **Date** column.

The educator will need to supply additional information specific to the issue raised within the deficiency. Read the **Notes** to ensure that the required action can be achieved at the current time.

Click **Respond to Deficiency** button directly above the **Deficiency Details** table. Attention will be focused on the **Deficiency** section at the bottom.

**Deficiency**

Read the information in the **Staff Notes** field, describing what deficiency needs to be resolved. In the **Educator Notes** field, enter information related to corrective measures that have been taken to address the deficiency raised.

Check the **Resolved** checkbox to indicate that the deficiency has been resolved. Note that when the **Resolved** checkbox is checked, a **Save Changes** button appears and the green bar icon changes to a green v to indicate that the required action is complete.

Click **Save Changes** button within the **Deficiency** box.

If more than one green bar is presented, then click **Save & Next** button to move to the next deficiency to be responded to.

Once all the green bars have been visited and all deficiencies have been responded to, click **ReSubmit** to resubmit the application for review and approval.

(GSI) No Major listed on transcript (Applicant)     Resolved

**Staff Notes**  
please provide official transcript with major listed

**Educator Notes**

**Save & Next**    **ReSubmit**

Figure GSI-DEF-03: Salary Increment Respond to Deficiency Action

Educator is directed to the section of the application where there is a deficiency (in this example, the Education tab). The green bar is designated with a red x to indicate that the issue is unresolved.

In the **Educator Notes** field, enter information related to how the deficiency described in the **Staff Notes** has been resolved. Check the **Resolved** checkbox to indicate that the deficiency has been resolved.

**Deficiency** **Save Changes**

Read the information in the **Staff Notes** field, describing what deficiency needs to be resolved. In the **Educator Notes** field, enter information related to corrective measures that have been taken to address the deficiency raised.

Check the **Resolved** checkbox to indicate that the deficiency has been resolved. Note that when the **Resolved** checkbox is checked, a **Save Changes** button appears and the green bar icon changes to a green v to indicate that the required action is complete.

Click **Save Changes** button within the **Deficiency** box.

If more than one green bar is presented, then click **Save & Next** button to move to the next deficiency to be responded to.

Once all the green bars have been visited and all deficiencies have been responded to, click **ReSubmit** to resubmit the application for review and approval.

(GSI) No Major listed on transcript (Applicant)     Resolved

**Staff Notes**  
please provide official transcript with major listed

**Educator Notes**  
official transcript with major listed has been provided to HR office

**Save & Next**    **ReSubmit**

Figure GSI-DEF-04: Salary Increment Respond to Deficiency Resolution

Click **Save Changes** button to save the application modifications. The bar is designated with a green ✓ to signify that the required action has been completed.

Click the **ReSubmit** button.

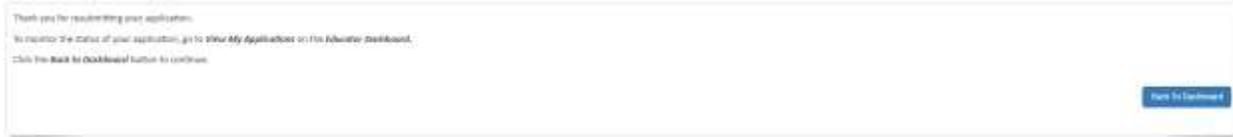


Figure GSI-DEF-05: Salary Increment Resubmit Application Confirmation

Confirmation message is displayed thanking Educator for resubmitting the application and providing information providing information regarding how to monitor the application going forward. Click the **Back to Dashboard** button.

The application has been re-submitted and is transferred back to the District Office for review of the resolved deficiency and subsequent approval. The information on the **View My Applications** page will change back to:



Figure GSI-DEF-06: Salary Increment Application Tracker after Deficiency Addressed

Note that the **Quality Review** banner has changed back to yellow with a status of **In Progress**; however, the **Deficiency** will remain listed to indicate that the deficiency still exists until it has been cleared and approved by DDOE L&C team.

### Application Complete

Once the application has been approved by L&C, the **View My Applications** page will change to:



Figure GSI-CMP-01: Salary Increment Application Tracker after Salary Increment Issued

An email is also sent to indicate that the Salary Increment application has been approved. Go to your email provider mailbox and find the email sent from [deeds@doe.k12.de.us](mailto:deeds@doe.k12.de.us) with information regarding the approval of the **Graduate Salary Increment Application**.

Click **View My Credentials** button on the **Educator Dashboard**. Click **Salary Increments** tab to review salary increment information.

Education	Effective Date	Verification Date	Application Date	Approval Date	Status	Reason	ID	Address
Master's Degree	8/25/2021	8/19/2021	8/25/2021	8/25/2021	Approved	Reason	ID	Address

Figure GSI-CMP-02: Educator View My Salary Increments Tab after Salary Increment Issued

The **Salary Increments** entry in the Salary Increments table has been updated and the Status has changed to **Approved**.

Congratulations! The Salary Increment request has been completed successfully.