## HORIZONTAL LANE ADVANCEMENT (HLA) INSTRUCTIONS:

Before you begin your application, **please make sure you have access to digital copies of your complete transcripts from an accredited college/university** (to include school name and information page). You will need them in order to submit your request.

**Please review the DCSD Licensed Salary Schedules to see where you are currently and where advancement will place you.** If you currently earn more than the Step and Lane "cell" you will move to, you will NOT receive additional salary based on this move. You may still submit your application, however, to update your placement on the schedule for a more accurate employment record.

**This request process should be used for licensed employees requesting horizontal lane advancement for the following reason(s):**

**Highest Degree Change -** Use this option if you have recently completed a degree that will increase your highest degree level (i.e BA to MA or MA to PHD/EDS). *Please ensure your transcripts show the degree earned and conferral date, along with the "key" showing university accreditation (may be on the back of page).*

**Additional Credits Beyond Highest Degree -** Use this option if you have completed sufficient credits beyond your most recent degree conferred. (i.e. BA+15, BA+30, MA+15, MA+30, MA+45, MA+60). Please *do NOT submit for advancement if you have not earned enough credits to move you to a new lane. Please ensure your transcripts show the courses taken, date and credits earned. Please include all pages and the "key" showing accreditation (may be on the back of page).*

**Highest Degree Change and Additional Credits Beyond Highest Degree -** Use this option if you have BOTH completed a degree that will increase your highest degree level (i.e BA to MA or MA to PHD/EDS) - AND - You have completed sufficient additional credits beyond your newly conferred degree (i.e. BA+15, BA+30, MA+15, MA+30, MA+45, MA+60). *Please ensure your transcripts show the degree earned and conferral date; and for additional credits, the courses taken, date and credits earned. Please include all pages and the "key" showing accreditation (may be on the back of page).*

**Please Note:**
- You must upload all transcripts related to your request. Failure to do so will result in your request being denied and you will have to submit a new request.
- Credits earned as quarter hours will be converted to semester credits by a 3:2 ratio.
    - # of quarter credits ÷ 1.5 = # of semester credits earned (ex. 180 ÷ 1.5 = 120)

- You will be notified by email when your request has been accepted for further processing or denied.
    - If denied, you will need to resubmit your request addressing the issues provided in the response.
    - If accepted, you will receive a new salary statement for acknowledgment once your request has been approved & processed.

**Processing Time:**

Applications will be processed as soon as possible, based on the order received. Approved salary changes will have an effective date based on the date your application is submitted.

**Complete applications received with or following the start of the new year, will be effective as follows:**

| Submission Date | Payroll Effective Date |
| --- | --- |
| April 16 - June 15 | July  (start of new school year) |
| June 16 - July 15 | August |
| July 16 - August 15 | September |
| August 16 - September 15 | October |
| September 16 - October 15 | November |
| October 16 - November 15 | December |
| November 16 - December 15 | January |
| December 16 - January 15 | February |
| January 16 - February 15 | March |
| February 16 - March 15 | April |
| March 16 - April 15 | May |

Note: Incomplete or denied applications will not be processed. A new or revised application will be  processed according to the date it is received, without regard to the initial submission.

**The following are field-by-field instructions for completing your HLA application in WORKDAY:**

**[ Sample Workday Application:** [Licensed Horizontal Salary Request Doc](#) **]**

A. **Personal Information**
   Submit Licensed Horizontal Salary Advancement Request
B. **Edit worker Effective-Dated Custom Object**
   Please type your last name in the Worker prompt and hit enter on your keyboard. Once your name is populated click OK on the bottom of the page. On the next page you will need to enter an Effective Date for this change.
C. **Effective Date:**
   The current date of your application should auto-populate. If not, please use **today's date**.
D. **Complete Questionnaire**
   Licensed Horizontal Salary Advancement Request
E. **What type of Horizontal Advancement are you requesting?** (Required)
   - Highest Degree Change
     - Please Select Your New Highest Degree (Required)
   - Additional Credits Beyond Current Highest Degree
     - How Many New Credits Earned <u>After</u> Your Most Recent Degree Was Conferred are you Submitting? (Required)
   - New Highest Degree and Additional Credits Earned <u>AFTER</u> the New Highest Degree
     - Please Select Your New Highest Degree (Required)
F. **Review Documents**
   Upload Transcripts (Required)
   - Please upload all transcripts related to your request, including all pages and "key". Failure to do so will result in your request being canceled and you having to submit a new request.
   - **You are required to upload at least one transcript here.** If you have additional transcripts please upload each one in the additional sections below. If you have more transcripts than can be added, please email them to the HR Customer Care Team.
G. **You can now <u>SUBMIT</u> your application. Congratulations!**

   **If you have any questions or are having trouble with your application, please contact Human Resources Customer Care at (720) 433-0140 or by email at [info.human_resources@dcsdk12.org](mailto:info.human_resources@dcsdk12.org) .**