

SALARY CREDIT SUMMARY

- Summary of Salary Credit located in your Employee Handbook.
- Specific Guidelines: GCBA-R (Administrator's Office).
- Very Brief Summary of Guidelines:
 - ✓ If enrolling in Masters, Education Specialist, or Doctoral degree program, YOU **MUST FILE** a proposed course of study, signed by the university advisor and unit administrator, to HR **PRIOR** to starting the program.
 - ✓ Requests for salary credit must be submitted on a PARF **PRIOR** to taking the course.
 - ✓ Maximum of 9 credit hours per semester.
 - ✓ Course work must be completed by September 1 and official transcripts must be in HR by December 1.