

Main Contract Salary

There are a few methods to find your current placement:

Contract

Your contract was emailed to you from “noreply@olatheschools.org” with the subject line “Annual Employment Documents” in November of 2023. This contract includes your salary schedule **column placement** as well as your **level** and **current contract salary**.

Oracle

You can also find your information in Oracle:

- 1) Log in to Oracle.
- 2) Click the “home plate” button  on the top row.



- 3) On the left side of the screen, click on
- 4) The “Grade” is your **column placement**.
- 5) The “Step” is your **level**.

Supplemental Contracts (EC/AS)

Note: Each row of our supplemental salary schedule, corresponding to a particular job title or group of job titles, is called a “Column” in Oracle.

Contract

Your contract was emailed to you from “noreply@olatheschools.org” with the subject line “Annual Employment Documents” in November of 2023. This contract includes any supplemental contracts you have, including the **Column** and **Level** where you are currently placed.

Oracle

Follow steps 1-3 from above, then change the dropdown under “Business Title” to select each supplemental contract.

- 4) The number at the end of “Grade” is the **column** corresponding to your position.
- 5) The number in “Step” is your **level**.