

Instructions for completing FIN-115

(all columns must be completed unless otherwise indicated)

1. **School Year** Corresponds to the scholastic school year (e.g., 1997-98, etc.) employment is claimed. No more than one year of experience can be shown on one line.
2. **State or Country** Enter state or territory of USA. Enter name of foreign nation if applicable.
3. **County or Equivalent** Enter county or parish in USA. Enter APO of Department of Defense (DOD) schools and names of subterritories of foreign nations.
4. **School District or Institution** Enter name of public school district and name of private school or institution. Give sufficient information in this column to identify the school for accreditation purposes.
5. **Position Held** Enter position held (e.g., teacher, substitute, bus driver, etc.)
6. **Pay Step** Enter the step on the state minimum salary schedule. Only required for Texas public school teachers and full-time librarians.
7. **Years of Experience** Enter the number of year(s) of actual experience. (Do not include the additional year(s) for career ladder or career and technology education work experience.)
8. **% of Day Employed** Enter percentage of the school day employee was employed. Full day is reported as 100%, one-half day is reported as 50%, three-quarters of the day is reported as 75%, etc.
9. **Number of Days Employed** Enter the number of days employed during the contractual year (July 1 through June 30). The days entered must not include the number of days a person was docked a full day's pay for each day of unauthorized absence.
10. **Dates of Service** Enter the actual beginning and ending dates of employment during the contractual year (July 1 through June 30).
11. **State Leave Programs**
 - a - **State Sick Leave Program** Enter the state sick leave information in this row—not required for private schools, colleges, and out-of-state schools.
 - b - **State Personal Leave Program** Enter state personal leave information in this row—not required for private schools, colleges, and out-of-state schools. (Note: This program was initiated in the 1995-96 school year.)
12. **Authorized Signature and Title** The record must be verified by either signing each line of the record separately (in ink) or by drawing a diagonal line and placing the signature diagonally across from the years of experience. An authorized official of the school system involved must sign the record. Such official, if not the superintendent of the school, must have been authorized to sign personnel records of the institution by the governing board of that institution. In the case of public schools, the board of trustees is the governing body.

Note: All services claimed for salary increment purposes must be documented on this form or other similar document containing similar information.