



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
 COMPENSATION & EMPLOYEE INFORMATION SERVICES

Advanced Degree Pay Request for Non-Instructional Employees

This form is for Non-Instructional (Non-Bargaining Unit) employees. If you are an AESOP employee or a FPSU (Unit D) employee, submit your request for the Incentive Award via PeopleSoft using Self Service.

Employee/Applicant #	Employee/Applicant First Name	M.I.	Last Name	Maiden Name (if applicable for transcript)
School/Dept. #	School/Department Name			Position/Title
Email Address				Phone #

Mark the appropriate section below and include the required documentation as noted.

DEGREE/CERTIFICATE	MAJOR
CPS/CAP*	
Associate*	
Bachelor's*	
Master's	
Double Master's	
Specialist	
Doctorate	

- Transcript submitted with application
- Transcript to be sent to Compensation & Employee Information Services

If the transcript was not submitted as part of the application process, you may attach the original transcript showing the degree conferred/awarded date to this form (transcript must be in sealed university envelope) or you may have the transcript sent directly to the Compensation & Employee Information Services Department, see address below. Diplomas or copies of diplomas will not be accepted.

* Confidential Employees who may qualify or have qualified for the AESOP Educational Incentive Levels I - III (non-degree) should submit their request via PeopleSoft using Self Service.

Send pay request and accompanying documentation to (choose one):

District Pony Mailing Address:
 Compensation & Employee Information Services
 Attention: Advanced Degrees
 FHESC, A-152

US Postal Service Mailing Address:
 Compensation & Employee Information Services
 Attention: Advanced Degrees
 3300 Forest Hill Blvd., A-152
 West Palm Beach, FL 33406

Advanced Degree Pay Processing Information

- All documentation will be reviewed by the Advanced Degree team. Once the Compensation & Employee Information Services has completed your request, the information will be scanned into your personnel file and a letter will be sent to you.
- If approved, Advanced Degree Pay will go into effect beginning with the first paycheck following the process date. Supplement amounts appear in the REGULAR EARNINGS DETAIL portion of the paycheck. (Advanced Degree Pay is prorated among the employee's paychecks within a fiscal year.) The Payroll Department processes all retroactive payments.
- Direct questions regarding Advanced Degree Pay to AskHR@palmbeachschools.org.

 Signature of Employee

 Date