PAYMENT ADVICE INSTRUCTIONS
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Step 1: Logging into Panda

A. Open your web browser and navigate to http://www.decal.ga.gov/panda.

   Note: PANDA is designed to work best with a modern web browser, such as Chrome, Firefox, Edge, or Safari. Internet Explorer is being phased out and is no longer recommended.

B. Enter your Panda Login ID

C. Enter your Panda Password.

D. Click Log In.

The PANDA welcome screen displays.
Step 2: Viewing Payment Advice

A. In the left-side navigation menu, click (1) Pre-K, (2) Payments, and then (3) View/Print Pmt Advices.

Important

You must have either the Provider Management or Provider Finance role assigned to your
PANDA user ID for the View/Print Pmt Advices menu option to be available. Contact your
Pre-K Project Director if you need access to this menu item.

B. On the Payment Advices screen, select the appropriate school year from the drop-down box
and enter a date range in the From Date and To Date fields. If you wish to view all
payment advices for the school year, leave the date fields blank.

C. Click Search. A list of payment advices for the school year and/or date range displays.
D. Use one of the following options to view the payment advice:

Option 1: Click the hyperlinked date under **Processed Date**.

Option 2: Check the Select to Print checkbox and then click **Print Payment Advice**.

After choosing one of the above options, the payment advice opens in a new browser tab.

Your payment will be broken down into several columns. If you have more than one class, each class will be itemized in a separate row below the total row.

**Important**

Make sure you have pop-up blocking turned off. If you see a message stating that your web browser blocked a pop-up, click **Options for this site** and select **Always Allow**.

You may need to repeat Steps B and C after granting permission to display the payment advice for the first time.
Step 3: Printing or Saving Your Payment Advice

A. To print your payment advice, click the **Print File** button on the floating PDF menu near the bottom of the screen or press **Ctrl+P** on your keyboard.

B. To save a copy of the document, click the disk icon or go to **File > Save As**.
### Program Payment Summary Section

**Example Child Care Center, Inc.**
10 Park Place
Atlanta, GA 30303-2934

<table>
<thead>
<tr>
<th>Payment Summary</th>
<th>LT Base Salary</th>
<th>CYE Salary</th>
<th>LT Benefits</th>
<th>AT Salary</th>
<th>AT Benefits</th>
<th>Special Adjustments</th>
<th>Startup Payment</th>
<th>Trans. Retro</th>
<th>Operating</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>$3,582.07</td>
<td>$913.34</td>
<td>$1,068.11</td>
<td>$1,587.29</td>
<td>$377.14</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$1,578.93</td>
</tr>
</tbody>
</table>

**Total Sites Paid:** 1

**Total Classes Paid:** 1

**Program Total Payment:** $9,206.88

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**Payment Summary:** the amounts under each item reflect the total paid to the program by DECAL.

- **Lead Teacher (LT) Base Salary:** the total lead teacher base salary paid to the program.
- **LT Base Sal. Retro:** retroactive lead teacher salary. The retro total is based on overpayment or underpayment in a previous pay period.
- **CYE Salary** (Supplemental Compensation): the total supplemental compensation paid to the program.
- **CYE Sal. Retro:** retroactive lead teacher supplemental compensation. The retro total is based on overpayment or underpayment in a previous pay period.
- **LT Benefits:** the total paid to the program for lead teacher benefits.
- **Assistant Teacher (AT) Salary:** the total assistant teacher salary paid to the program.
- **AT Salary Retro:** retroactive assistant teacher salary. The retro total is based on overpayment or underpayment in a previous pay period.
- **AT Benefits:** the total paid to the program for assistant teacher benefits.
- **Transport:** the total paid to the program for transportation services for Category One children. Transportation is paid based on submitted roster data at a rate of $16.50 for each eligible child.
- **Trans. Retro:** the total retroactive amount for transportation. The retro total is based on overpayment or underpayment in a previous pay period.
- **Operating:** the total operating costs paid to the program. Refer to Section 17.2 in the Pre-K Providers’ Operating Guidelines for additional information about operating costs.
• **Startup Payment**: start-up grants are given for newly awarded classrooms in the amount of $8,000 per class. The total amount paid to the program for start-up classrooms is reflected here (if applicable).

• **Special Adjustments**: additional payment(s) made to the provider. Details regarding special adjustment payments are located on the last page of the payment advice.

**Program Total Payment**: reflects the total payment from DECAL to the program. Funding is based on program type and service area (Private Metro, Private Non-Metro, and Public School), the number of children served, and the lead teacher credential verified through the Georgia Professional Development System (GaPDS). The total payment amount also includes transportation and start-up costs (if applicable). The reimbursement amount may vary from pay period to pay period based on changes in class size, changes in lead teacher credential, and number of days offering service. Refer to section 19.1 in the Pre-K Providers’ Operating Guidelines for the Pre-K Annual Rates Chart.

**Total Sites Paid**: the number to the far right reflects the total number of sites that generated the payment advice.

**Total Classes Paid**: the number to the far right reflects the total number of classes that generated the payment advice.

**Class Payment Details Section**

<table>
<thead>
<tr>
<th>Total Sites Paid</th>
<th>Total Classes Paid</th>
<th>Program Total Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>$9,206.00</td>
</tr>
</tbody>
</table>

**Class Payment Details for Example Child Care Center**

<table>
<thead>
<tr>
<th>Class ID</th>
<th>Students</th>
<th>LT Salary</th>
<th>* LT Salary Retro</th>
<th>CYE Salary</th>
<th>* CYE Salary Retro</th>
<th>LT Benefits</th>
<th>AT Salary</th>
<th>* AT Salary Retro</th>
<th>AT Benefits</th>
<th>Transport</th>
<th>Class Total</th>
<th>Operating</th>
</tr>
</thead>
<tbody>
<tr>
<td>800084</td>
<td>21.0</td>
<td>$3,582.67</td>
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<td>$913.34</td>
<td>$0.00</td>
<td>$1,068.11</td>
<td>$1,587.29</td>
<td>$0.00</td>
<td>$377.14</td>
<td>$0.00</td>
<td>$9,206.00</td>
<td>$9,206.00</td>
</tr>
</tbody>
</table>

Jane Austen  GaPSC Certification, T4  17.0  Startup Payment  $0.00

**Note**: the amounts under each item in the Class Payment Details section reflect the total paid for the class.

**Students**: the number reflects the total number of students reported for the class.

**Class ID**: each class is itemized to reflect the amount paid by DECAL for the class.

• **LT Base Salary**: base salary paid for the class. Lead teacher salary is based on the credential verified through the Georgia Professional Development System. Refer to Section 12.3 in the Pre-K Providers’ Operating Guidelines for a list of approved credentials for lead teachers. Pre-K providers are required to pay lead teachers a minimum of 90% of the total salary funded by DECAL.

• **LT Base Sal. Retro**: retroactive lead teacher salary. The retro total is based on overpayment or underpayment in a previous pay period and goes back to the effective date of lead teacher changes.

• **CYE Salary** (Supplemental Compensation): supplemental compensation includes a 3% increase in base salary for each two years of creditable years of experience up to 20 years. Providers are required to pay teachers 100% of supplemental compensation. This supplement should be part of the lead teacher’s salary and should be paid in a manner consistent with the base salary (weekly, monthly,
etc.). The supplement may not be used a salary bonus. It is not acceptable to hold the salary supplement and pay mid-year or at the completion of the school year.

- **CYE Salary Retro:** retroactive lead teacher supplemental compensation. The retro total is based on overpayment or underpayment in a previous pay period.

- **LT Benefits:** lead teacher benefits paid for the class. Examples of benefits include: health insurance, life insurance, flexible benefits such as dental and vision, dependent child care, and the provider’s portion of federal and state taxes. Offering benefits is at the discretion of the Pre-K provider. If an employer decides not to offer benefits, the benefit amount can be utilized to pay additional salary over the minimum salary requirements or the funds can be expended for Operating expenses.

- **Assistant Teacher (AT) Salary:** assistant teacher salary paid for the class. Pre-K providers are required to pay assistant teachers 100% of the total salary funded by DECAL.

- **AT Salary Retro:** the retro total is based on overpayment or underpayment in a previous pay period and goes back to the effective date of assistant teacher changes.

- **AT Benefits:** assistant teacher benefits paid for the class. Examples of benefits include: health insurance, life insurance, flexible benefits such as dental and vision, dependent child care, and the provider’s portion of federal and state taxes. Offering benefits is at the discretion of the Pre-K provider. If an employer decides not to offer benefits, the benefit amount can be utilized to pay additional salary over the minimum salary requirements or the funds can be expended for Operating expenses.

- **Transport:** the total paid at the class level for transportation services for Category One children.

- **Trans. Retro:** the total retroactive amount for transportation. The retro total is based on overpayment or underpayment in a previous pay period.

- **Operating:** the total operating costs paid for the class. Refer to Section 17.2 in the Pre-K Providers’ Operating Guidelines for information about operating costs.

- **Startup Payment:** the startup payment paid to the program for the class (if applicable).

- **Class Total Payment:** the total amount paid from DECAL for the class. The total payment for the class may vary from pay period to pay period based on changes in class size, changes in lead teacher credential, and number of days offering service.
Site Payment Details Section

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<th>$913.34</th>
<th>$0.00</th>
<th>$1,068.11</th>
<th>$1,587.29</th>
<th>$0.00</th>
<th>$377.14</th>
<th>$0.00</th>
<th>$0.00</th>
<th>$1,678.93</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total for Example Child Care Center</td>
<td>$3,582.07</td>
<td>$0.00</td>
<td>$913.34</td>
<td>$0.00</td>
<td>$1,068.11</td>
<td>$1,587.29</td>
<td>$0.00</td>
<td>$377.14</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$1,678.93</td>
<td></td>
</tr>
<tr>
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<tr>
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<td>Total Startup Payments</td>
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</tr>
<tr>
<td></td>
<td>Total Program Payment</td>
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<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Grand Total: $3,582.07 $0.00 $913.34 $0.00 $1,068.11 $1,587.29 $0.00 $377.14 $0.00 $0.00 $1,678.93

Retro Payment Details: The retro total is based on overpayment or underpayment in a previous pay period. Retro Payment is for: reflects the month in which the underpayment or overpayment was made.

If you need assistance with these instructions or have questions about your payment advice, send an e-mail to panda.finance@decal.ga.gov. All e-mails to PANDA Finance will be answered during normal business hours.