



JANET BARRESI
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION
STATE OF OKLAHOMA

December 19, 2013

Dear Superintendent:

Certified and Support Personnel reports, along with the Online Directory, will be opened for the "Final" personnel reporting on Thursday, January 2, 2014. It is important that you forward this letter and information to the staff member who works with these reports.

Please make any needed changes to the Online Directory and the Final Certified and Support Personnel Reports, then have the reports **CERTIFIED no later than Monday, February 3, 2014. You must certify the reports by the above due date, even if there are no changes.** It is imperative for the reports to be as accurate as possible and be **CERTIFIED** by the due date, as the state legislature uses this data to fund education.

REMINDER: Title 70 O.S. § 6-101.6 provides for the inclusion in all contracts and related employee information worksheets for teachers and administrators, clear and concise specific salary and benefit payroll information. It also requires school districts to report all salary and benefit information to the State Department of Education (SDE) on its Annual Personnel Reports. All superintendents' salary and benefit information will be compared for accuracy to the contract on file in School Personnel Records (SPR).

NEW ONLINE DIRECTORY: The Online Directory will be updated quarterly by the Oklahoma State Department of Education. Please check all current data listed on the Online Directory tab. Attached are instructions for collecting and updating the directory. The Online Directory must be "Certified" prior to "Certifying" the Certified and Support Personnel Reports.

The following updates and actions must be made:

1. Add certified or support personnel that were hired, but not previously reported.
2. For all certified and support personnel who departed before the end of the school year, first adjust their salary and benefit amounts, and then adjust the number of days the employee worked. Give each employee who departed a "Reason for Leaving" (RFL) code.
3. Adjust all salaries as needed.
4. Report the Flexible Benefit Allowance as a fringe benefit, using the correct Oklahoma Cost Accounting System code.
5. BEFORE certifying the reports, run all edit checks to check for errors, and correct any errors. Edit checks and other reports are found on the "Print Reports" tab.
6. Review the Important Information (attached).

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Thank you for your timely attention to these personnel reports. We sincerely appreciate the efforts made to report them as accurately as possible. If you have any questions, please contact the School Personnel Records section at (405) 521-3369.

Sincerely,

A handwritten signature in black ink that reads "Lynn Jones". The signature is written in a cursive, flowing style.

Lynn Jones
Executive Director
Accreditation Standards
and School Personnel Records

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Attachments

JANET BARRESI
State Superintendent of Public Instruction
Oklahoma State Department of Education

Important Information for the Final 2013-2014 Personnel Reports

Editing personnel information. When editing information for an employee:

- To save changed information, “tab” out of the box in which the information was changed and then select “save all edits”; or, select “save all edits” twice. (If one of the methods above is not used when editing, the information will not be saved.)
- Information for each area (personal, salary, and benefits) must be saved separately.
- Complete the changes for each section and “save all edits” for that section before moving to the next section. (If changes to both the salary and benefit information are made and only “save all edits” for the benefit information is clicked, all salary information will be lost.)

Reports that are available online. For access to available reports, go to “Print Reports.” Use these reports to identify discrepancies; errors must be corrected before certifying the reports.

Certified FTE Checklist. Use this report to check the Full-time Equivalency (FTE) which is reported for employees. Only persons with a Full-time Equivalency greater than 1.000 are listed. Check the fraction of a day on all jobs listed as part of the base salary, as these added together should not exceed 1.000.

Underpaid Teacher Report. Verify fraction of a day, days employed, and salary information. For calculating purposes, this report uses the base salary code 110 plus district-paid teachers’ retirement code 251. No extra duty, stipend, or other benefit values are used to calculate underpaid teachers. If a person’s salary is split, the district-paid teacher’s retirement must also be split.

Certified Part-time FTE that reflect less than full time. This report shows all employees who have been listed as less than full time. Review these.

Certified – No Salary. This is the list of certified personnel reported with no salary information.

Support – No Salary. This is the list of support personnel reported with no salary information.

Certified with no FBA. This is a list of certified personnel with no Flexible Benefit Allowance (FBA).

Support with no FBA. This is a list of support personnel with no Flexible Benefit Allowance (FBA).

Certified Expired Report. This is a list of certified personnel with a certificate that expires June 30, 2013, or before.

Certified Federally Funded. This is a list of certified personnel who are being paid with federal funds.

Support Federally Funded. This is a list of support personnel who are being paid with federal funds.

Administrator Salary and Fringe Benefit Report. This is a list of the superintendent and principals in your district and reflects their salary and benefits.

Certified Personnel Report. This is the list of certified personnel.

Support Personnel Report. This is the list of support personnel.

Support Personnel Report without Social Security Number. This is a list of support personnel with their social security numbers omitted.

Superintendent job codes. At least 60 percent of the superintendent's salary must be coded to job code 115 (Superintendent.) Up to 40 percent of the salary can be coded to job code 112 (Principal), job code 203 (Counselor), job code 206 (Librarian) and job code 210 (Teacher.) Superintendents **cannot** be given any other job codes regardless of whether or not they work the position.

Superintendent days employed versus contract days. The days employed and contract days for all superintendents should be 365 days. This information is automatically changed on the initial personnel report.

Principal/Vice Principal codes. The code for the school principal is 112. The code to use for vice/assistant principals is 105. Do not use the site code of 050 for any principal.

Employees that departed during this school year. For any employee that is terminating the employment contract, adjust the number of days employed, the salary and benefits to reflect the actual amount paid, and give a "Reason for Leaving" (RFL) code that most appropriately reflects the reason for leaving. Save the changes.

Newly hired employees. Add all new employees who have joined the staff since the Initial Personnel Reports were filed in October 2011. Select "new" and enter the appropriate information for the employee. Enter the actual number of days the employee will work and the actual salary and fringe benefit information paid.

Federally paid employees. The personnel roster identifies the federally paid employees by entering the dollar amount of the salary and benefits paid from federal funds. Failure to do so will delay payment of federal claims.

File Upload information. We highly recommend making midyear and end-of-year adjustments using the Web-based reporting system.

Full-Time Equivalency. When adding the percentage of a day a teacher works in different jobs, the full-time equivalency for all base salary jobs added together should **NOT** exceed 100 percent (1.000), although it may be less than 100 percent if the employee works less than a full day.

Flexible Benefit Allowance codes. When reporting the Flexible Benefit Allowance, use the annual amount instead of the monthly amount. Please use the following codes for reporting the Flexible Benefit Allowance (FBA).

Code 331: Use this code if the employee (Certified) takes the FBA as an in lieu of allowance instead of the district's health insurance.

Code 334: Use this code for certified staff who takes the school district's sponsored medical benefits.

Code 332: Use this code if the employee (Support) takes the FBA as an in lieu of allowance instead of the district's health insurance.

Code 335: Use this code for support staff who takes the school district's sponsored medical benefits.

Fraction-of-a-day, days employed, and days in contract for Certified Staff. Please check the fraction-of-a-day employed, the number of days employed, and the number of days in the school's contract year carefully. The fraction-of-a-day worked will be based on the number of hours worked in a day (i.e., 1.000 for a full-day employee; .500 for a half-time employee). The number of days in the school's contract year should be the number of days the employee is expected to work if they work from the first day until the last day of the school year (i.e., 180 days for teachers, 220 days for principals, and 365 for superintendents). The number of days employed is the actual number of days the employee was contracted to work (i.e., for a teacher who works the entire year, this figure will be the same as the days in the contract school year; for a teacher who starts working at the beginning of the second semester, it will be approximately 90 days of a 180-day contract).

Fraction-of-a-day employed. Because of the use of incorrect fractions-of-a-day employed, some full-time employees show less than 1.000. If you have employees who should be full-time, but show less, make the necessary adjustment to the fractions-of-a-day so the total equals 1.000.

Pay for Special Education, Alternative Education, Career Technology teachers. The additional pay these teachers receive, per statute, should be included in the base salary, not as a stipend or extra-duty pay.

Resource teachers. All resource teachers should have a job code of 213 (Resource Teacher).

Retired Teacher. If a teacher is drawing retirement pay from the Oklahoma Teachers' Retirement System, please select the box for "Employee Drawing Retirement" in the Employee Information Screen. Save this information for the system to accept it.

Salary Above the State Minimum Salary Schedule. Any salary paid above the State Minimum Salary Schedule must be included in the total salary, not listed as extra-duty or stipend pay. For employees such as principals and counselors, their entire salary (excluding true benefits, extra duty, and stipends) should be included as base pay.

State Minimum Salary. Only the base salary (pay type 110) plus the district-paid teacher's retirement (fringe code 251) can be used to meet the State Minimum Salary Schedule.

Teacher number. All personnel on the Certified Personnel Report must have a six-digit teacher number entered. This six-digit number is assigned by the State Department of Education and is listed on the teacher's certificate. For Adjunct and Charter School teachers, this is an alphanumeric number that is assigned by the School Personnel Records section.

Online School Directory Instructions

The process for collecting the district/site directory information for the State Department of Education has changed. Directory information for district/site addresses, phone numbers, email addresses and contacts will now be collected and updated through the Single Sign On (SSO), School Personnel Records application.

To update the Online Directory

1. The tab for the Online Directory is located on the School Personnel Records FY2013-2014 application (this is where the Certified and Support Personnel Reports are located).
2. The district superintendent or district administrator for the School Personnel Records application must provide users with an account complete with the "District User" role. This role allows the user account to add, edit and delete information in the online directory for the district and all sites.
3. The superintendent MUST "Certify" the Online Directory before the district will be able "Certify" the Certified and Support Personnel Reports. The Online Directory tab has been pre-populated using some of the data from the previous directory. Be sure to review and update the information. All required data must be completed before the Online Directory can be "Certified".
4. To complete the Online Directory click the "Online Directory" tab.

District Information

- a. Review and/or correct any district address information.
- b. Enter name, phone number and email addresses for all "Required" positions. Required positions are marked with a gray check mark in the "Required" column.
- c. The position of the Board President will require name, phone number, email address and home address.
- d. Any other district contact positions may be added by entering the position title, name, phone number and email address then clicking the "Add" button.

Site Information

- a. Each site has a contact button to the left of the site name. Each site will be required to enter at least one principal's name, phone number, and email address.
- b. Each site's address and phone number needs to be reviewed and/or updated for correct data.
- c. A site may add more than one principal, if needed, and multiple assistant principals.

REMEMBER: The superintendent MUST "Certify" the Online Directory before the district will be able to "Certify" the Certified and Support Personnel Reports. The Online Directory can be opened at any time during the year for updates by contacting the School Personnel Records office by phone at (405)521-3360 or by email to Tammie Hall at <Tammie.Hall@sde.ok.gov>. The Online Directory will be updated on the State Department of Education's website quarterly.

NOTE: The process for adding a new school site or for removing a closed school site from the Online Directory will begin with the Accreditation office. The district superintendent will contact the head of the SDE Accreditation Division by writing a letter outlining any school openings or closings along with any grade span changes. All changes approved by Accreditation will be updated in the online directory when the approved changes are provided to the Office of Management and Enterprise Services.