



JOY HOFMEISTER

STATE SUPERINTENDENT *of* PUBLIC INSTRUCTION  
OKLAHOMA STATE DEPARTMENT *of* EDUCATION

December 29, 2015

Dear Superintendent:

**Certified and Support Personnel reports, along with the Online Directory, will be opened for mid-year personnel reporting on Monday, January 4, 2016. 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 Certified and Support Personnel Reports and have the reports **CERTIFIED** no later than **Monday, February 1, 2016**. **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 **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.*

**SUPERINTENDENT CONTRACTS:** If there have been any revisions/amendments to the *current year* Superintendent contract, please upload the most current contract, with any applicable addendums, along with the original contract. All items need to be scanned/uploaded as ONE document, named as follows: County Number County Code District Name (551052 Mid-Del). As you approve contracts for upcoming year(s), you are welcome to also upload those as a 2<sup>nd</sup> contract on the Welcome Screen.

*Remember: You no longer have to submit a paper copy. This is the only form of submission.*

**ONLINE DIRECTORY:** The District Directory will be updated periodically by the Oklahoma State Department of Education. Please check all current data listed on the Online Directory tab and update as needed. The Online Directory must be "Certified" prior to "Certifying" the Certified and Support Personnel Reports.

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The following updates and actions must be made:

1. Add certified or support personnel hired since last reporting period.
2. For all certified and support personnel who departed during the school year, adjust salary and benefit amounts, number of days the employee worked and give each a "Reason for Leaving" (RFL) code.
3. Adjust all salaries/fringe records as needed.
4. Report the Flexible Benefit Allowance as a fringe benefit, using the correct Oklahoma Cost Accounting System code. Update annual amounts to include change in 2016 allowance.
5. BEFORE certifying the reports, **run all edit checks** and correct all errors. Edit checks and other reports are found on the "Print Reports" tab.
6. Review the Important Information for Personnel Reporting (attached).

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,



Heather Butler  
Director  
School Personnel Records

Attachments

**JOY HOFMEISTER**  
**State Superintendent of Public Instruction**  
**Oklahoma State Department of Education**

**Important Information for Personnel Reporting**

**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.

Part-time FTE Checklist - This report shows all employees who have been listed as less than full time. Review these and make corrections if needed.

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) and TRS offset (code 116). 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 Expiring Report - This is a list of certified personnel who have a certificate expiring at the end of the current fiscal year and will need to renew before upcoming school year.

Certified Expired Report - This is a list of certified personnel with a certificate that expired before the current fiscal year. *You should never have anyone on this list!*

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) or In-Lieu fringe records (334/331).

Support with no FBA - This is a list of support personnel with no Flexible Benefit Allowance (FBA) or In-Lieu fringe records (335/332).

Certified Federally Funded - This is a list of certified personnel currently reported as being paid with federal funds.

Support Federally Funded - This is a list of support personnel currently reported as being paid with federal funds.

Administrator Salary and Fringe Benefit Report - This list reflects the salary and fringe benefits of the superintendent, assistant superintendents, principals and assistant principals in your district. *Please ensure accuracy as these records are posted on OSDE webpage.*

Certified Personnel Report - This is a summary of all data reported for certified personnel.

Support Personnel Report - This is a summary of all data reported for support personnel.

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/Asst. 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 their 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 all edits.

Newly hired employees - Add all new employees who have joined the staff since the Initial Personnel Reports were filed in October. 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 to be paid.

Federally paid employees - The Grants Management System validates personnel data for federally paid employees with codes/salaries reported in SPR. Failure to report accurate codes and/or amounts in either system will delay application approval and/or 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.

Code 213: Use this code for staff who receive *district-paid* benefits. (Not included in FBA count)

**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 "Retired" box in the Employee Information Screen. Save all edits.

**State Minimum Salary** - Only the base salary (pay type 110) plus the district-paid teacher's retirement (fringe code 251) and TRS offset (pay type 116) 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 Non-Core Adjunct and Charter School teachers, this is an alphanumeric number that is assigned by the School Personnel Records section.