



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

May 1, 2015

Dear Superintendent:

The web-based reporting system is now open to make any needed changes to the 2014/2015 End-of-Year Certified and Support Personnel Reports, and the Online School Directory. The following updates must be made:

1. Add Certified or Support personnel who were hired, but not previously reported.
2. Adjust any salary and/or benefit information as needed.
3. For all Certified and Support personnel who departed before the end of the school year, first adjust their salary and days employed; then give a "Reason for Leaving" (RFL) code.
4. If not previously done, report the Flexible Benefit Allowances (FBA/IL) as a fringe benefit.
5. Add any federal project money that has not been previously reported.
6. Add all CERTIFIED substitute teachers to the Certified Personnel Report by completing the following:
 - a. Add all employee information; put zeros in years of experience.
 - b. Use the Site Code of "050" for multisite substitute teachers.
 - c. Use the Job Code for substitute teachers of "214."
 - d. Use the Pay Type for Temporary Salary of "131."
 - e. Enter the total dollar amount paid to the substitute teacher.
 - f. Enter the Fraction-of-Day and total Days Employed for all substitute teachers.
7. Add any individual person's Contracted Services that is being reported with the following object codes:
 - a. 310 – Official/Administrative Services.
 - b. 320 – Professional-Education Services.
 - c. 331 – Accounting Services.
 - d. 336 – Medical Services.
 - e. 420 – Cleaning and Laundry Services.
 - f. 430 – Repairs and Maintenance Services.
8. Run ALL edit checks and make necessary corrections.
9. Verify all contact information is up-to-date in the Online Directory.

Certify the reports as correct by selecting the "Certify" button located on the "Welcome" tab of the School Personnel Record's Web reporting page. **The End-of-Year Certified and Support Personnel Reports, and the Online School Directory MUST be "Certified" no later than Monday, June 15, 2015.** If you have any questions, please call School Personnel Records Section at (405) 521-3369.

Sincerely,

Heather Butler
Coordinator
School Personnel Records