



engageok

ADMINISTRATORS  
CONFERENCE

# School Personnel Reporting

Heather Butler, Director

engageok

# WHAT DOES SCHOOL PERSONNEL RECORDS MEAN TO YOU?!

- Personnel Reports
  - All certified and non-certified staff, salary and benefits, are reported to our office three times per year.
  - All certified substitute days and all compensation are due on the end-of-year report.
- Teacher Service Records
  - Our department maintains historical data on all certified teachers statewide.
  - SPR also verifies all out-of-state/college/private school/military experience

# WHAT DOES SCHOOL PERSONNEL RECORDS MEAN TO YOU?!

- Salary Schedules
  - All district salary schedules are submitted to our office each November.
  - You can also find the state Minimum Salary Schedule on our homepage.
- Superintendent Contracts
  - All Superintendent contracts are collected by SPR.
  - Shared Superintendent applications are also submitted to our office. (June 30 deadline)
- On-Line Directory
  - Now found within SPR Application.
  - Needs to always be up-to-date.

# Personnel Reporting Dates

- Initial Certified and Support Reports – Due Oct 15
- Local Salary Schedules – Due Nov 15
- Mid-Year Certified and Support Reports – Due Feb 1
- End-of-Year Certified and Support Reports and Certified Substitute Reporting – Due July 15

# Reporting Checklist

- Add employees hired since last reporting.
- Give anyone not returning for a new school year a RFNR (Reason for No Return).
  - **October reporting only.**
- For anyone who departed during the school year, adjust their salary/benefits, adjust the number of days worked, and give them a “Reason for Leaving” (RFL).
  - You can also report RFL on someone leaving at end of contract/school year.
- Make any/all changes since last reporting.
- Update FBA annual amounts to include change in monthly/annual allowance.
- Verify all federal salary/fringe coding.
- Remove all unused salary/fringe records.
- Run ALL edit checks and correct errors.
- Add substitutes and temporary employees. **(End-of-year)**
- **Verify that reported Superintendent salary matches exactly with OCAS data.**

# Common Errors

- SPED/Alternative Education 5% must be coded as base.
- Any teacher currently receiving TRS benefits and working for your district is not subject to the minimum salary schedule. Please make sure they are marked as “Retired” (below experience on header) to keep them from showing as underpaid.
- A retired teacher working enough hours to qualify for FBA, must be extended the benefit. If preference is to keep insurance via TRS, IL should be paid.
- Additional salary requirements for Ag/Career Tech teachers must also be coded as base.
- Make sure to reflect actual days worked for anyone hired late or resigning mid-year. Days EMPLOYed will be reduced while Days CONtracted will stay the full number of contracted days for position held.
- Superintendent salaries

# Edit checks! Edit checks! Edit checks!

- All edit checks should be run/corrected before reports are certified/submitted.

- ✓ **Certified FTE\*  
Checklist**

\*Full Time Equivalency

- ✓ **Part-Time FTE  
Checklist**

- ✓ **Underpaid Teacher  
Report**

- ✓ **Certified – No Salary**

- ✓ **Support – No Salary**

- ✓ **Certified with no FBA  
(Flexible Benefit Allowance)**

- ✓ **Support with no FBA**

- ✓ **Certified Expired/  
Expiring Reports**

- ✓ **Certified Federally  
Funded**

- ✓ **Support Federally  
Funded**

- Confused on what it means? Don't know what to do to "fix" it?  
***View our tutorial on Edit Checks for a quick walkthrough!***

# Updating SPR

- You can make changes to SPR year-round!
- Superintendent accounts have rights to “unlock” SPR during the dates noted below:
  - **Sept 1 – Initial Reports Open**
  - **Oct 1 – Initial Reports Uploaded**
  - **Oct15 – Initial Reports Due**
  - Oct 16-Oct 31 – Reports Locked
  - **Nov 1-Dec 15 – Reports available for district access**
  - Dec 16-Dec 31 – Reports Locked
  - **Jan 1 – Mid-Year Reports Open**
  - **Feb 1 – Mid-Year Reports Due**
  - Feb 2-Feb 14 – Reports Locked
  - **Feb 15-May 15 – District Access**
  - May 16-May 31 – Reports Locked
  - **June 1 – End-of-Year Reports Open**
  - **July 15 – End-of-Year Report Due**

# Superintendent Coding

- Up to 40% of Superintendent's salary can be coded to:
  - Principal (Job Class Code 112)
  - Counselor (Job Class Code 203)
  - Library/Media (Job Class Code 206)
  - Teacher (Job Class Code 210)
    - Only the fraction of day reported as the **teacher of record** can be coded under teacher job code.
- ALL other Superintendent's salary must be coded to:
  - Superintendent (Job Class Code 115)
    - **This includes any duties as Bus Driver, Coach, Director, etc.**

(Title 70 O.S. § 18-124E)

# Correction to Prior Year Data

- Found on SDE Webpage
  - Services
  - School Personnel Records
  - Additional Forms and Information
- Requires supporting documentation and Supt signature.

Personnel Data Correction Request

 OKLAHOMA STATE DEPARTMENT OF  
**EDUCATION**  
CHAMPION EXCELLENCE

County: \_\_\_\_\_ District: \_\_\_\_\_

Correction(s) to be made to the following fiscal year personnel report: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Certified Support  
(circle one)

Please select the category that best describes the reporting error and provide the required documentation:

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\_\_\_\_\_ Earnings were coded/reported incorrectly.

Please attach the following:  
1) Contract(s), timesheet, board minutes, etc. to document pay type.  
2) Earnings report from local payroll system.  
(ADPC-Employee Encumbrance/Expenditure Report MAS-Job Salary/Benefit Summary)

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\_\_\_\_\_ Earnings were coded/paid correctly, but reported incorrectly.

Please attach the following:  
2) Earnings report from local payroll system.  
(ADPC-Employee Encumbrance/Expenditure Report MAS-Job Salary/Benefit Summary)

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Requestor Name: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
Superintendent Signature Date

\_\_\_\_\_  
Printed Superintendent Name

Submit completed form and supporting documentation to Heather Butler at [heather.butler@sde.ok.gov](mailto:heather.butler@sde.ok.gov).

# Job Salary & Benefit Summary Report - Wengage

- The Job Salary and Benefit Summary report allows you to print and validate an employee's Job Salary and Benefits by the specified criteria. This report can be helpful when validating information needed in your Personnel Report for the State.
- *Click the Options Menu, Reports, Job Salary and Benefit Summary to access the Job Salary and Benefit Summary Form.*

Name	Fraction	Fed		
Unit-Job-Sbj-Prg-Obj	of Day	Amount	Prj 1	Fed Amt 1
<b>CAREY HUMPHREY</b>	<b>852-88-8888</b>			
<b>Salary</b>		<b>88,861.99</b>		
105-201-3300-100-110	0.154	12,999.98		
105-201-3300-100-116		193.06		
705-112-0000-000-110	0.462	39,000.00		
705-112-0000-000-116		386.21		
705-201-3300-100-110	0.384	32,500.02		
705-201-3300-100-116		482.72		
705-208-0000-900-192		3,300.00		
<b>Benefits</b>		<b>11,194.46</b>		
105-201-214		17.01		
105-201-251		786.73		
705-112-334		5,795.68		
705-112-214		34.00		
705-112-251		2,551.83		
705-201-214		42.49		
705-201-251		1,966.72		
<b>Total Employee:</b>		<b>100,056.45</b>		
<b>Chad Humphrey</b>	<b>222-22-2222</b>			
<b>Salary</b>		<b>82,512.71</b>		
050-115-0000-000-110	1.000	82,450.00	511	1,000.00
050-115-0000-000-116		62.71		
<b>Benefits</b>		<b>6,799.52</b>		
050-115-213		516.88		
050-115-214		93.50		

# Payroll Employee Encumbrance/Expenditure Report - ADPC

- Listed under payroll reports.
- Allows you to select individual employee or all.
- ADPC recommends running a **summary**. This will pick up all salary and benefit totals by code.

Payee	Enc	Encumbered	Expended	Balance	T-Paid	Classification
REG SALARIES-CP	70001	166.64	166.64	.00	12/12	61100010001101001023210105
EXTRA DUTY CERT.	70001	333.28	333.28	.00	12/12	61100010001921001050210105
EXTRA DUTY CERT.	70001	999.96	999.96	.00	12/12	61100010001921001050210705
REG SALARIES-CP	70001	62,000.04	62,000.04	.00	12/12	61100023211100000000115050
REG SALARIES-CP	70001	7,999.92	7,999.92	.00	12/12	61100024101100000000112105
REG SALARIES-CP	70001	4,000.32	4,000.32	.00	12/12	61100024101100000000112705
PO Totals	70001	75,500.16	75,500.16	.00		
EXTRA DUTY CERT.	70032	183.36	183.36	.00		61100010001921001050210105
PO Totals	70032	183.36	183.36	.00		
EXTRA DUTY CERT.	70045	50.00	50.00	.00		61100310001921002735210705
PO Totals	70045	50.00	50.00	.00		
EXTRA DUTY CERT.	70050	4,000.00	4,000.00	.00		61100024101920000000112105
PO Totals	70050	4,000.00	4,000.00	.00		
Employee Totals		79,733.52	79,733.52	.00		

# I ❤️ OCAS

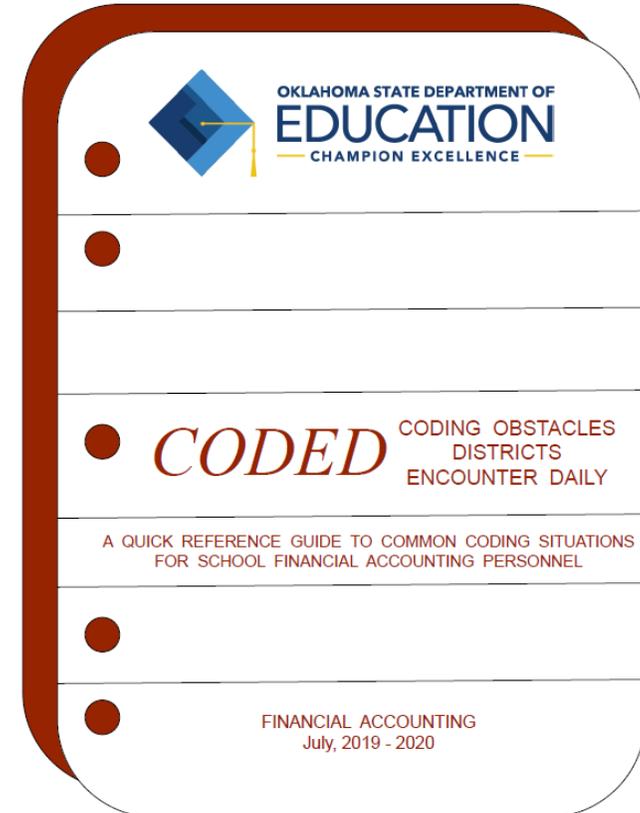
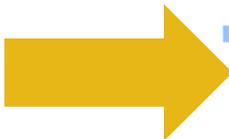
- If you have not yet made friends with your OCAS manual, now is the time!
  - All SPR salary/fringe records are built using OCAS codes.
  - SPR only collects BOLD codes so don't panic!
  - Make sure to be mindful of the subject codes you are using. There are separate codes for elementary vs secondary.
  - Accurate coding will provide accurate funding!

# OCAS

- Correct use of OCAS is the key!
- OCAS has a great resource to assist.

## Oklahoma Cost Accounting System (OCAS)

- Oklahoma Cost Accounting System (OCAS) Manual:
  - [2020 OCAS Manual \(PDF\)](#) [2020 OCAS Manual - small version \(PDF\)](#)
  - [OCAS Helpful Hints Before Closing FY19 Data \(PDF\)](#)
  - [OCAS Coding Changes for FY20](#)
  - [Oklahoma Cost Accounting System \(OCAS\) Transparency Website - Public Site](#)
  - [Oklahoma Cost Accounting System \(OCAS\) FY18 Approved Vendors \(PDF\)](#)
  - Informational Handbook:
    - [Coding Obstacles Districts Encounter Daily August 2019 \(PDF\)](#)
    - [Activity Funds - Pathways to Improving Accountability \(PDF\)](#)



# Reporting Coaches

- Time during the scope of the school day (giving grade?):
  - Job class code “210” (Teacher)
  - Subject code “1360” (Elementary) or “3300” (Secondary) Physical Education
  - Object code (pay type) “110” (Base salary)
- Time before/after school day:
  - Job class code “201” Coach
  - Object code (pay type) “192” (Extra duty)
- Non-Certified Coaches:
  - Report on Support Personnel Report
  - Job class code “201” Coach
  - Object code (pay type) “149” (Temp Salary)
  - This will also be the process for reporting a certified teacher who is **only** coaching (no base salary).

# Federal Project Reporting

- The Personnel Reports and the Grants Management System (GMS) must match exactly.
- Make sure the names are in the correct column on the GMS and that the names are spelled exactly as they appear on the Personnel Report and the Teacher Certification file.

# How it all fits together...

- SPR

Open/Close CERTIFIED SALARY Top of Page

	Site/Job/Subject	Pay Type / Salary	FOD / Days Employed / Days Contract
<input type="button" value="Delete"/>	<input type="text" value="██████████"/> Site: <input type="text" value="██████████"/>	Program Code: 494 494 - School Reform Pay Type: 110 110 - Base Salary Salary: \$47,606	Fed FTE: 1.000 FOD: 1.000 Emp: 181 Con: 181
<input type="button" value="Add Fringe"/>	Subject: <input type="text"/>		
		<b>Project Code</b>	<b>Fed Salary</b>
<input type="button" value="Delete"/>	Project Code: 511 - Title I, Part A	Amount: \$47,606	
	Project Code: <input type="text"/>	Amount: <input type="text"/>	<input type="button" value="Add Project Code"/>



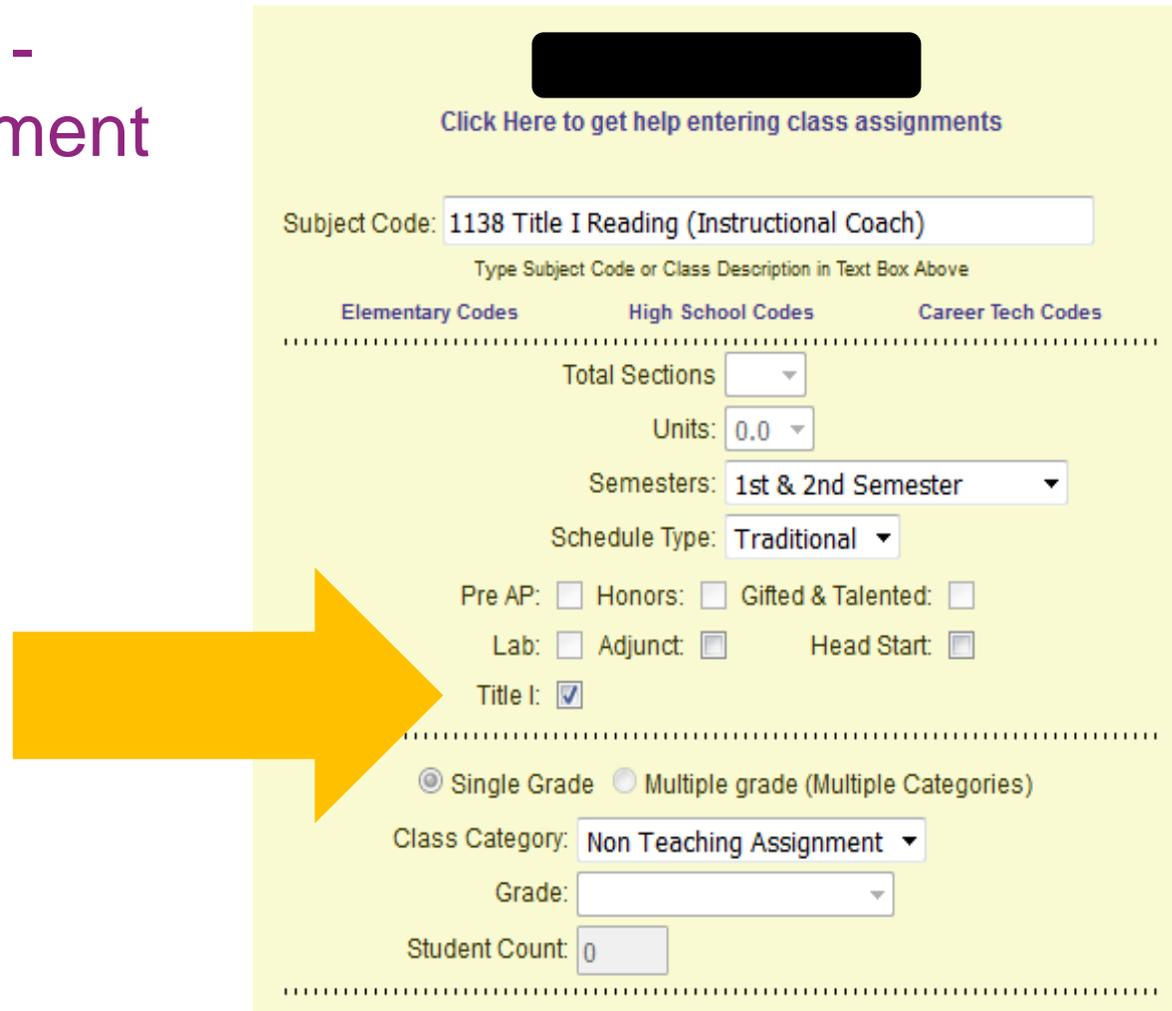
# How it all fits together...

- GMS

First Name	Last Name	Teacher Number OR Last 4 SSN	Job Code in SPR	Subject Code in HQT	Site Code	OCAS Function	OCAS Object	TitleIA Salary in SPR
			211	1139	050	2210	100	59065.50
			211	4000	050	2210	100	64673.91
			211		050	2210	100	57462.51
			354		050	2210	100	31609.04
			322		050	2194	100	51580.00
			354		050	2210	100	23584.66
			211	1139	050	2210	100	63872.42
			322		050	2194	100	2884.00
			211	1139	105	2210	100	29266.89
			414		110	1000	100	2520.00
			211	1139	110	2210	100	39883.67
			211	1139	115	2210	100	47605.93

# How it all fits together...

- Accreditation -  
Class Assignment



Click Here to get help entering class assignments

Subject Code: 1138 Title I Reading (Instructional Coach)

Type Subject Code or Class Description in Text Box Above

Elementary Codes      High School Codes      Career Tech Codes

.....

Total Sections:

Units: 0.0

Semesters: 1st & 2nd Semester

Schedule Type: Traditional

Pre AP:  Honors:  Gifted & Talented:

Lab:  Adjunct:  Head Start:

Title I:

.....

Single Grade     Multiple grade (Multiple Categories)

Class Category: Non Teaching Assignment

Grade:

Student Count: 0

.....

# FY20 State Minimum Salary Schedule

STATE MINIMUM TEACHER SALARY SCHEDULE  
2019-2020  
70 O.S. § 18-114.14

Year of Experience	Bachelor's Degree	*Bachelor's + National Board Certification	Master's Degree	*Master's + National Board Certification	Doctor's Degree
0	\$36,601	\$37,759	\$37,991	\$39,149	\$39,381
1	37,035	38,193	38,425	39,583	39,815
2	37,469	38,628	38,859	40,018	40,249
3	37,904	39,062	39,294	40,452	40,684
4	38,338	39,496	39,728	40,886	41,118
5	38,810	39,968	40,200	41,358	41,590
6	39,273	40,432	40,663	41,822	42,054
7	39,737	40,895	41,127	42,285	42,517
8	40,200	41,358	41,590	42,749	42,980
9	40,663	41,822	42,054	43,212	43,444
10	41,684	42,844	43,568	44,728	45,945
11	42,177	43,336	44,061	45,221	46,438
12	42,670	43,829	44,554	45,713	46,931
13	43,162	44,322	45,047	46,206	47,424
14	43,655	44,815	45,539	46,699	47,916
15	44,167	45,327	46,052	47,212	48,430
16	44,660	45,820	46,545	47,705	48,923
17	45,153	46,313	47,038	48,198	49,416
18	45,646	46,806	47,531	48,691	49,909
19	46,139	47,299	48,024	49,184	50,402
20	46,652	47,813	48,538	49,698	50,917
21	47,145	48,306	49,031	50,192	51,410
22	47,639	48,799	49,524	50,685	51,903
23	48,132	49,292	50,018	51,178	52,397
24	48,625	49,785	50,511	51,671	52,890
25	50,049	51,232	51,971	53,153	54,395

\*National Board Certification columns are for teacher's who received National Board Certification after June 30, 2013.

\*\*Teachers eligible to receive the National Board Certification bonus shall not be eligible to receive the additional salary increment set forth in this salary schedule."

New Career Tech Salary Increment Requirements:

Career Tech - \$2200/yr  
10 mo contract

Ag –  
\$2600/yr  
12 mo contract



# New Personnel Law

- HB2765/SB 1048 – Salary Increase for Certified Staff
  - \$58,858,503 added to budget and earmarked for certified raise.
  - \$1220 average increase across certified staff expected.
  - OSDE is required to provide earnings, above and beyond the traditional step increase, for each employee, to legislators and have available online for public viewing.
- HB1050 – Increased Non-Certified Sub Days
  - 135 days without a degree
  - 145 days with a bachelor’s degree or lapsed certificate
  - Becomes effective November 1, 2019

# New Personnel Law

- SB193 – Class Size Limitations
  - Moratorium being lifted – Be on alert!
- SB441 – School Calendar
  - 1080 hours with a minimum of 165 days of instruction
  - Beginning 21-22 school year
- HB1781 – Paid Student Teacher Internships
  - Be sure to receive approval from university.
- SB576 – Reporting Suspected Neglect/Abuse
  - Requires **every** school employee who suspects neglect or abuse of a student to report the matter immediately to local law enforcement (all) and DHS hotline (student under 18).

# What Else Is New?!

- Employee Worksheets
  - SPR now includes a worksheet for SUPPORT STAFF!
- Para Credentials
  - Moving forward, all Paraprofessionals will be required to obtain a state issued paraprofessional credential.
  - Applications will be submitted to Teacher Certification.
  - Traditional HQ criteria to obtain Tier 1.
  - Tier 2 is SPED trained designation.
  - If Tier 2 applicant is not available, district can hire Tier 1 with an allowed 120 calendar days to obtain Tier 2 credential.

# What's the big deal?

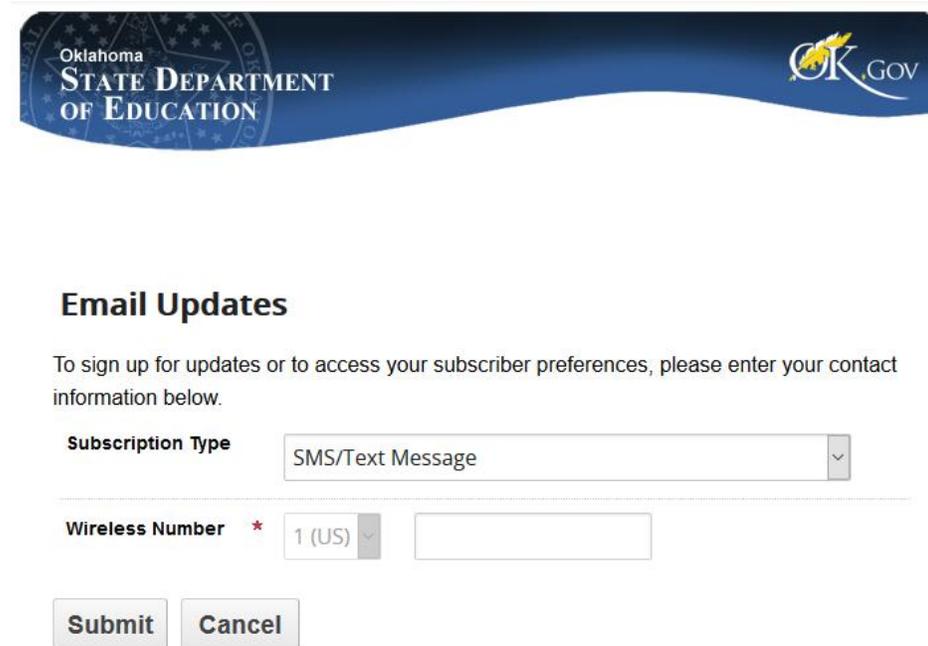
- These are just a few ways your SPR data is used by SDE:
  - Populates the **Accreditation** Application for all sites
  - **GMS** Personnel salaries/codes are validated with SPR before approval
  - **OCAS** data will not be accepted until Superintendent expenditures are EXACT in SPR
  - **State Aid** verifies FBA/IL data submitted against FBA reports
  - **Teacher service records** are built using SPR data
  - Legislative requests
  - Media requests
  - Open Records Requests
  - On-line reports
    - **ALL salary/fringe data will now be posted on SDE webpage!**

# SPR Tutorials and other info!

- **Training tutorials on Personnel Reports are available online!**
- Please visit our webpage (<http://ok.gov/sde/school-personnel-records>) for tutorials and other up-to-date information on School Personnel.
  - SPR Calendar
  - Reporting Guide
  - Calculating Salaries
  - State Minimum Salary Schedule
  - Personnel Law References
  - Proof of Teaching Form
  - Single Sign-On Link
  - Shared Superintendent Application
  - **Personnel Data NEW**

# Stay in the know!

- Receive up-to-date info from OSDE!
- Sign up for email or text alerts!
- Notifications sent every Tuesday afternoon.



The screenshot shows the top of a web page for the Oklahoma State Department of Education. The header features the OSDE logo on the left and the 'OK.GOV' logo on the right. Below the header is a section titled 'Email Updates'. The text reads: 'To sign up for updates or to access your subscriber preferences, please enter your contact information below.' The form includes a 'Subscription Type' dropdown menu set to 'SMS/Text Message'. Below that is a 'Wireless Number' field with a country dropdown set to '1 (US)' and an empty phone number input field. At the bottom of the form are 'Submit' and 'Cancel' buttons.

<https://public.govdelivery.com/accounts/OKSDE/subscribers/new>



# School Personnel Records Staff

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