



JOY HOFMEISTER

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

May 29, 2018

Dear Superintendent:

The School Personnel reporting system will open June 1, allowing you to make any needed changes to the 2017-2018 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, adjust their salary/fringe records as well as reducing the days employed (contracted days should continue to reflect full year), then add 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 demographic information.
 - 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. **Update Superintendent salary/fringe records to reflect exact fiscal year expenditure amounts (by job/object code). PLEASE NOTE! Confirmation of accuracy is now required.**
8. Run ALL edit checks and make necessary corrections.
9. Run Underpaid Personnel Report and correct salaries as needed. *State minimum must be met on all teachers before end of fiscal year.*
10. 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" screen within the School Personnel Report application. **The End-of-Year Certified and Support Personnel Reports, and the Online School Directory MUST be "Certified" no later than Monday, JULY 16, 2018.** If you have any questions, please call the School Personnel Records Section at (405) 521-3369.

Sincerely,

Heather Butler
Director
School Personnel Records