JOY HOFMEISTER

STATE SUPERINTENDENT *of* PUBLIC INSTRUCTION

OKLAHOMA STATE DEPARTMENT *of* EDUCATION

September 1, 2015

Superintendents and Personnel Officers,

The 2015-2016 Online School Directory, Certified and Support Personnel Reports and Salary Schedule will open **Tuesday, September 1, 2015**. **The due date, for these reports, is Thursday, October 15, 2015.** To update your information, access the Single Sign On Site at <https://sdeweb01.sde.ok.gov/SSO2/Signin.aspx>.

The following is a list of changes and helpful information for the 2015-2016 School Personnel Reports:

- **<u>Prior to completing any part of the Certified or Support Personnel Report,</u>** you must provide all information requested on the School Personnel "Welcome" screen, and click "Save."

- **NEW – <u>You will now provide SPR contact information on the Welcome screen.</u>**

- Superintendent contracts are now submitted through the Personnel Report. Please indicate whether your district does/does not currently have a Superintendent on contract and, if so, upload a PDF file of **signed** current year contract. *(Please name as follows: County Number District Code District Name - 55I052 Mid-Del)* <u>*NOTE: This is the only copy we need. Please do not also email/fax/mail a copy.*</u>

- **The Online Directory must be updated and certified before any other reports can be certified. Please keep all contact information up-to-date throughout the year, as this is the main resource for collecting contacts by all SDE departments.**

- School e-mail addresses are required on all Certified staff and optional for some Support Personnel Staff (custodial, maintenance, bus drivers, cafeteria workers etc.).

- When entering a new Certified Employee, enter the employee's information, **except the name, degree and experience**, and then click "Save All Edits" at the bottom of the employee information box. The system will validate the teacher number and social security number against the Oklahoma Educator Credentialing System (OECS). An error will occur if the combinations of the two numbers do not match. The teacher's name and degree will populate from OECS.

- **NEW – <u>Teacher experience will now also pull from SDE records. These fields will now reflect calculated totals from teacher service records stored in OECS.</u>** <u>*There is also a new report available (located in the reports menu) that will pull all certified staff by site/degree/experience.*</u>

- Enter a Reason For Not Returning (RFNR) for any employee that did not return from the previous year.

- Update all salary/fringe amounts for all current employees and remove any/all unused salary/fringe records from prior year. (Example: Teacher received an extra duty last year, but will not receive increment for FY16.)

- File Submission Upload Instructions can be found on the Single Sign On Systems Menu "Secure Upload Application", "Instructions" tab.

- File Submission Upload questions **MUST** be submitted through the Office of Management and Enterprise Services (OMES) by e-mail at <Helpdesk@omes.ok.gov> or by telephone at (866) 521-2444. Please copy Heather Butler at <Heather.Butler@sde.ok.gov> on any Helpdesk email.

- NEW – <u>Any teacher with an expired certificate was not rolled into the new report. If your district uploads, you will receive an error message for any teacher with an expired certificate and their records will not upload.</u>

- NEW – <u>A report has been added to assist with certificate renewals. This new report (located in the reports menu) will pull all certified staff whose certificates will expire at the end of the fiscal year.</u>

- NEW – <u>Superintendents will now have access through Single Sign On to open district Personnel Reports between reporting periods! Districts will no longer need to request access through School Personnel. From Nov 1 - Dec 15 and Feb 15 - May 15, access will be granted through Superintendent rights.</u>

- A copy of this letter can be found on Single Sign On, "Links and Docs."

You will not be able to change the degree level, certificate expiration date, or years of experience on existing staff members. Contact our office to resolve any discrepancies. To obtain this information on new employees, refer to the HQT Application. Please make all necessary changes and additions, then "certify" your reports as early as possible.

<u>Tutorials and an instruction guide for completing the Certified and Support Personnel Report</u> can be found on the School Personnel Records homepage at < http://ok.gov/sde/school-personnel-records>.

Thank you for your continued support. If you have any questions, please contact Heather Butler by e-mail at <Heather.Butler@sde.ok.gov> or by telephone at (405) 521-3369.

Sincerely,

Heather Butler

Heather Butler
Coordinator
School Personnel Records