



JOY HOFMEISTER

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

June 1, 2021

Dear Superintendent:

The personnel reporting system is now open, allowing you to make any needed changes to the 2020-2021 Online School Directory and/or End-of-Year Certified and Support Personnel Reports. The following updates must be made:

1. Add certified and support personnel who were hired but not previously reported.
2. Adjust salary and/or fringe benefit information as needed. **Ensure all earnings are coded/reported accurately.**
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) and 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 coding/expenditures that have not previously been reported.
6. Add all CERTIFIED substitute teachers to the Certified Personnel Report by completing the following:
 - a. Add all employee demographic information.
 - b. Use Site Code "050" for multisite substitute teachers.
 - c. Use Job Code "214" for substitutes teachers.
 - d. Use Pay Type "131" for substitute filling a **certified** position.
 - e. Enter the total dollar amount paid to the substitute teacher.
 - f. Enter the Fraction-of-Day and total Days Employed in certified substitute role.
7. **Update Superintendent salary/fringe records to reflect exact fiscal year expenditure amounts (by job/object code). PLEASE NOTE! Confirmation of accuracy is 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 accurate and complete by clicking the "Certify" button located on the "Welcome Screen" within the School Personnel Report application. The directory and both personnel reports MUST be "Certified" no later than Thursday, July 15, 2021.

If you have any questions or need assistance, please feel free to reach out via email (heather.young@sde.ok.gov).

Sincerely,

Heather Young, SHRM-CP
Director
School Personnel Records