



JOY HOFMEISTER

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

December 28, 2018

Dear Superintendent:

**Certified and Support Personnel reports, along with the Online Directory, will be opened for mid-year personnel reporting on Wednesday, January 2, 2019. It is important that you forward this letter and information to the staff member working with these reports.**

Please make any needed changes to the Online Directory and the Certified and Support Personnel Reports and have the reports CERTIFIED no later than **Friday, February 1, 2019**. **You must certify the reports by the above due date, even if there are no changes.** It is imperative for the reports to be as accurate as possible and **CERTIFIED** by the due date, as the state legislature uses this data to fund education.

**UNDERPAID TEACHERS: All underpaid teachers must be addressed before submission of midyear reports. Underpaid teachers are identified via the Underpaid Personnel Report, found under the Print Reports tab. A conference call can be scheduled if assistance is needed. If an error in FY18 SPR has been discovered, a data change request form (attached), along with supporting documentation, must be submitted to correct inaccurate reporting.**

SUPERINTENDENT CONTRACTS: If there have been any revisions/amendments to the *current year* Superintendent contract, please upload the most current contract, with any applicable addendums, along with the original contract. All items need to be scanned/ uploaded as ONE document, named as follows: County Number County Code District Name (551052 Mid-Del). As you approve contracts for upcoming year(s), you are welcome to also upload those as a 2<sup>nd</sup> contract on the Welcome Screen.

*Remember: You no longer have to submit a paper copy. This is the only form of submission.*

ONLINE DIRECTORY: The District Directory will be updated periodically by the Oklahoma State Department of Education. Please check all current data listed on the Online Directory tab and update as needed. The Online Directory must be "Certified" prior to "Certifying" the Certified and Support Personnel Reports.

The following updates and actions should also be made during this reporting period:

1. Add certified or support personnel hired since last reporting period.
2. For all certified and support personnel who departed during the school year, adjust salary and benefit amounts, number of days the employee worked and give each a "Reason for Leaving" (RFL) code.
3. Adjust all salaries/fringe records as needed.
4. Report the Flexible Benefit Allowance/In-Lieu as a fringe benefit, using the correct Oklahoma Cost Accounting System project code.
5. BEFORE certifying the reports, **run all edit checks** and correct all errors. Edit checks and other district-level reports are found on the "Print Reports" tab.
  - ***Please also make special note of all teachers with expiring certificates and remind them that these will need to be renewed before June 30.***
6. Review the Important Information for Personnel Reporting (attached).

Thank you for your timely attention to these personnel reports. We sincerely appreciate the efforts made to report them as accurately as possible. ***Please also be advised, in an effort to increase data transparency, all salary/fringe information, provided via personnel reports, will be published on the Oklahoma State Department of Education website.*** If you have any questions, please contact the School Personnel Records section at (405) 521-3369.

Sincerely,



Heather Butler  
Director  
School Personnel Records

Attachments

**JOY HOFMEISTER**  
**State Superintendent of Public Instruction**  
**Oklahoma State Department of Education**

**Important Information for Personnel Reporting**

**Editing personnel information** - When editing information for an employee:

- To save changed information, “tab” out of the box in which the information was changed and then select “save all edits”; or select “save all edits” twice. (If one of the methods above is not used when editing, the information will not be saved.)
- Information for each area (demographic, salary, and fringe) must be saved separately.
- Complete the changes for each section and “save all edits” for that section before moving to the next section. (If changes to both the salary and fringe information are made, but only “save all edits” in the fringe section is clicked, all salary changes will be lost.)

**Reports that are available online** - For access to available district-level reports, go to “Print Reports.” Use the following edit check reports to identify discrepancies; ***errors must be corrected before certifying the reports.***

Certified FTE Checklist - Use this report to check the Full-time Equivalency (FTE) reported for employees. Only persons with a Full-time Equivalency greater than 1.000 are listed. Check the fraction of a day on all jobs listed as part of the base salary, as these added together should not exceed 1.000.

Part-time FTE Checklist - This shows all certified employees reported as less than full time (via fraction-of-a-day or days per year). Review these and make corrections if needed.

Underpaid Teacher Report - Verify fraction-of-a-day, days employed, and salary information. For calculating purposes, this report uses the base salary (code 110) plus district-paid teachers’ retirement (code 251) and TRS offset (code 116). No extra duty, stipend, or other benefit values are used to calculate underpaid teachers.

Certified Expiring Report - This is a list of certified personnel who have a certificate expiring at the end of the current fiscal year and will need to renew before upcoming school year.

Certified Expired Report - This is a list of certified personnel with a certificate that expired before the current fiscal year. ***You should never have anyone on this list!***

Certified – No Salary - This is the list of certified personnel reported with no salary information. Salary/fringe should be added before proceeding.

Support – No Salary - This is the list of support personnel reported with no salary information. Salary/fringe should be added before proceeding.

Certified with no FBA - This is a list of certified personnel with no Flexible Benefit Allowance (FBA) or In-Lieu fringe records (334/331). This should only include employees who do not qualify or those paid by district funds.

**Support with no FBA** - This is a list of support personnel with no Flexible Benefit Allowance (FBA) or In-Lieu fringe records (335/332). This should only include employees who do not qualify or those paid by district funds.

**Certified Federally Funded** - This is a list of certified personnel currently reported as being paid with federal funds.

**Support Federally Funded** - This is a list of support personnel currently reported as being paid with federal funds.

**Administrator Salary and Fringe Benefit Report** - This list reflects the salary and fringe benefits of the superintendent, assistant superintendents, principals and assistant principals in your district.

**Certified Personnel Report** - This is a summary of all data reported for certified personnel.

**Support Personnel Report** - This is a summary of all data reported for support personnel.

**Superintendent salary** - At least 60 percent of the superintendent's salary must be coded to job code 115 (Superintendent). Up to 40 percent of the salary can be coded to job code 112 (Principal), job code 203 (Counselor), job code 206 (Librarian) and/or job code 210 (Teacher). Superintendents **cannot** be given any other job codes regardless of whether or not they work the position. **(Title 70 O.S. § 18-124)**

**Contract days for Superintendents and Ag Teachers** - Superintendents and ag teachers should be reported under a 365 day contract. Any proration should be done using fiscal calendar days rather than school days.

**Principal/Asst. Principal codes** - The job code for school principal is 112. The code to use for vice/assistant principals is 105. Do not use the site code of 050 for any principal.

**Employees that departed during this school year** - For any employee that is terminating their employment contract, adjust the number of days employed, the salary and fringe to reflect the actual amount received, and give a "Reason for Leaving" (RFL) code that most appropriately reflects the reason for leaving. Save all edits.

**Newly hired employees** - Add all new employees hired since the Initial Personnel Reports were filed in October. Select "New" and enter the appropriate demographic information for the employee and "Save All Edits." When adding salary records, enter the actual number of days the employee will work and the actual salary to be paid and click "Add Salary Record." Click "Add Fringe" on the salary record to add the fringe types/amounts to be paid during current fiscal year.

**Federally paid employees** - The Grants Management System validates personnel data for federally paid employees with codes/salaries reported in SPR. Failure to report accurate codes and/or amounts in either system will delay application approval and/or payment of federal claims.

**File Upload information** - We highly recommend making midyear and end-of-year adjustments using the Web-based reporting system.

**Full-Time Equivalency** - When adding the fraction-of-a-day a teacher works in different jobs, the full-time equivalency for all base salary jobs added together should **NOT** exceed 100 percent (1.000), although it may be less than 1.0 if the employee works less than a full day.

**Flexible Benefit Allowance codes** - When reporting the Flexible Benefit Allowance, use the annual amount rather than the monthly amount. Please also use the following fringe codes for reporting *state-paid* Flexible Benefit Allowance (FBA).

Code 331: Use this code if the employee (Certified) takes the FBA as an in lieu of allowance instead of the district's health insurance.

Code 334: Use this code for certified staff who takes the school district's sponsored medical benefits.

Code 332: Use this code if the employee (Support) takes the FBA as an in lieu of allowance instead of the district's health insurance.

Code 335: Use this code for support staff who takes the school district's sponsored medical benefits.

Code 213: Use this code for staff who receive *district-paid* benefits (not included in FBA count).

**Fraction-of-a-day (FOD), days employed (EMP), and contract days (CON) for Certified Staff** - Please check the FOD employed, the number of days employed, and the number of days in the school's contract year carefully. The FOD worked will be based on the number of hours worked in a day (i.e., 1.000 for a full-day employee; .500 for a half-time employee). The number of days in the contract year should reflect the total days per year for the position contracted to work (i.e., 180 days for teachers, 220 days for principals, and 365 for superintendents). The number of days employed is the actual number of days the employee was contracted to work during reporting year (i.e., for a teacher who works the entire year, this figure will be the same as the days in the contract school year; for a teacher who starts working at the beginning of the second semester, it will be approximately 90 days of a 180-day contract).

**Fraction-of-a-day employed** - Because of the use of incorrect fractions-of-a-day employed, some full-time employees show less than 1.000. If you have employees who should be full-time but show less, make the necessary adjustment to the fractions-of-a-day so the total equals 1.000.

**Pay for Special Education, Alternative Education, Career Technology teachers** - The additional pay these teachers receive, per statute, should be included in the base salary, not as a stipend or extra-duty pay. *See the Calculating Salaries document on our webpage for additional guidance.*

**Resource teachers** - All resource teachers should have a job code of 213 (Resource Teacher).

**Retired Teacher** - If a teacher is drawing retirement pay from the Oklahoma Teachers' Retirement System, please select the "Retired" box in the Employee Information Screen. Save all edits.

**State Minimum Salary** - Only the base salary (pay type 110) plus the district-paid teacher's retirement (fringe code 251) and TRS offset (pay type 116) can be used to meet the State Minimum Salary Schedule.

**Teacher number** - All personnel on the Certified Personnel Report must have a six-digit teacher number entered. This six-digit number is assigned by the State Department of Education and is listed on the teacher's certificate. For Adjunct and Charter School teachers, this is an alphanumeric number that is assigned by the Teacher Certification or School Personnel Records sections.

# Personnel Data Correction Request



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:



\_\_\_\_\_ 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)



\_\_\_\_\_ 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)



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).**