

ODCTE/TCINFO

PRESENTED BY:

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Things we will cover today

- Entering a new individual into the system
- Making changes to existing employees
- Deleting an employee
- Annual updates
- How to request a PID
- Troubleshooting issues

Entering A New Individual to the System

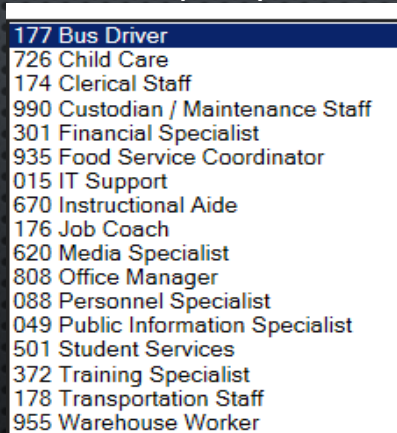
- Ensure you have a PID for the new employee. If not, one will need to be requested
 - Support Staff positions
 - Professional positions
 - Instructional positions
- Ensure you have all information readily available to enter the information for the employee
 - Personal Information
 - Degree
 - Certification information (if applicable)
 - Position Name – Preferred Job Title
 - Salary
 - Benefit amounts
 - Teachers Retirement System category
 - Years of TRS creditable Service
 - TRS picked up contribution recipient?

Requesting a new PID

The prior employee in the position should be removed and the new employee put into the PID.

If no PID is available because it is a new position, determine if the PID is for a Support Staff, Professional position or Instructor

Support Staff positions can easily be added in the system by clicking the drop down menu and choosing the job type. These positions are typically non-exempt and once you add the position, you can proceed with adding the employee to the position.



Professional positions and Instructor positions require a Request for New Professional/Certified Position form to be completed and can be found on the Career Tech website under CTIMS. Once you have the PID, you can proceed with adding the employee to the position.

The Importance of Information

Degree – This is something that is very important for funding or legislation that could come in the future. Having the correct degree information can ensure correct funding in these instances

Certification Information – Ensure all instructor positions have a teaching certificate or industry license number in the system. This field has to have something in it for Instructors

Position Information: ODCTE will determine the position classification based on the information provided in the request forms for new positions, or the modify form. Each Career Tech has the ability to put in the job title used by the District, however with reporting the position name will be what ODCTE has set up

Salary Information – Base salary is entered here. Use what is considered base pay at your Career Tech. You will also add the length of time in the position. This information as well as the next category needs to be updated no later than October 15th each year

Benefits Information

- Health Insurance – This is the single coverage rate (annual) of the medical plan the employee has enrolled in for the year. If the employee has no coverage, enter 0. This needs to be updated every year by January 31st with the new elections
- Teachers Retirement – This is the salary base plus the true fringe benefits times 0.075269. The true fringe is calculated as health, dental, vision, LTD and life insurance (provided by district if applicable).
- Other – This section captures the annual premiums for dental, life, vision, cash in lieu and TRS offset (if applicable)

State Flexible Benefit Allowance

- If the employee is eligible for the flexible benefit (they take insurance), check yes. The next question asks if they participate, click the appropriate answer

Teachers Retirement System Information

This section is used to categorize the type of position the employee in, such as support positions or professional positions. The options are below:

0	None
1	Superintendent (SDE Cert Required & TC Admin Credential per ODCTE rules)
2	Principal (SDE Cert Required & TC Admin Credential per ODCTE Rules)
3	Professional (Certified w/relevant industry cert and/or SDE cert)
4	Professional (Non-Certified)
5	Counseling (SDE Cert Required)
6	Teaching (SDE Certificate Required)
7	Teaching (Industry Cert in Field of Instruction Required)
8	School Nurse (RN License & SDE Cert Required)
9	Support Staff

This section can be very important for any legislative monies as we have seen in the past. It is important to categorize your employees as correctly as possible for funding purposes.

Years of TRS creditable service – This section shows the years of TRS service . If the employee does not have any TRS service, and you are adding a new hire, put in “0”. The system will automatically increase the number by 1 each year

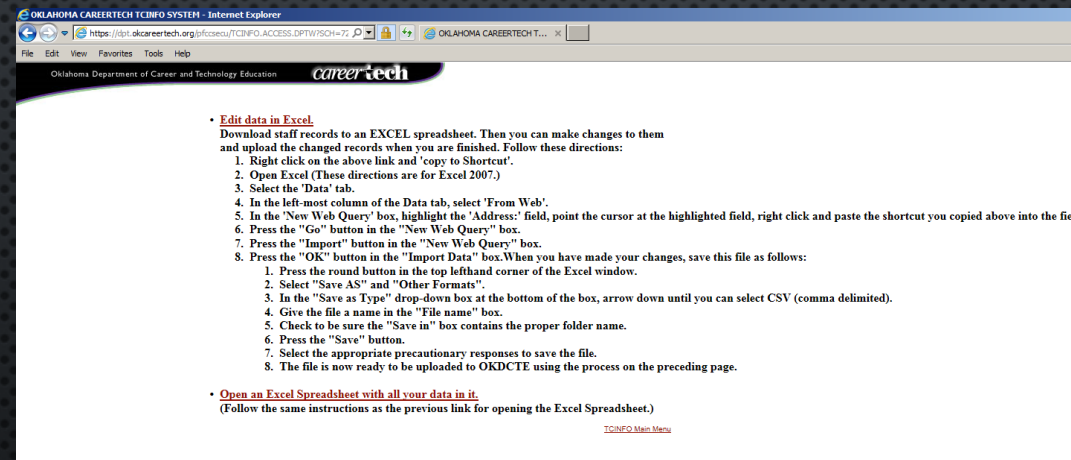
TRS Picked up contribution recipient – This section asks if the employee receives TRS offset.

Modifying PID numbers

- If a position changes during the year and you need the same PID number to be used, complete the Modify/Change form on the CTIMS section of the Career Tech website. This is mostly used if the employee is changing from one campus to another

Reports:

Accessing Data for Campus – This report is how you can download your information into excel. You are able to make changes to this information and upload. The instructions are on the screen



Reports, cont.

Vacant PID's for the campus – This pulls a report showing any PID's that are vacant. This is good to look at to clean up support staff PID's that are no longer being used

Troubleshooting issues

Status Report for the Campus – This report pulls a lot of information and you have to copy and paste into excel if you need to work with the information. This report has the most information available. This report is great to look at several times a year because it shows any missing field for a person so you know what to go in and fix in the system, such as a missing degree.

Correct or Incorrect?

Oklahoma Department of Career and Technology Education

careertech

PERSONAL INFORMATION

IMPORTANT: This screen should be used **ONLY** to correct information.
Use the **REMOVE** function on the previous page to remove Frankie and the **FILL** function to put someone new in the position.

Title: FIRST NAME: MIDDLE INITIAL: LAST NAME:
SSN: To Change SSN, enter correct SSN here: --
HOME ADDRESS:
HOME TOWN: HOME STATE: HOME ZIP: -
HOME PHONE: --
HOME EMAIL:
BIRTH DATE: -- SEX: ☐ Female ☐ Male RACE:
COLLEGE or UNIVERSITY: DEGREE: If no degree, enter total college hours:
Number of years service in CURRENT division in Oklahoma: Total Service in ALL Divisions in Oklahoma:
(The above years of service fields are incremented by 1 automatically during the summer. Do not change them without consulting ODCTE at [OKCareerTech State Staff](#).)

CERTIFICATION INFORMATION

Type of Vocational Teaching Certificate: Type of Administrator Certification:
Class of Vocational Teaching Certificate: Teaching Certificate Expiration Date: (2-digit year)
Teacher Number (as listed on teaching certificate):

POSITION INFORMATION

PID: Job Classification:
Preferred Job Title: (Leave blank if same as Job Classification.)
Location where this person can be reached at
WORK EMAIL:
WORK ADDRESS:
WORK TOWN: WORK STATE: WORK ZIP: -
WORK PHONE: -- WORK EXTENSION: FAX PHONE: --

SALARY INFORMATION

Base Salary: Teacher Contract Length: % FTE:

BENEFITS INFORMATION

Health Insurance: Teacher Retirement: Other:

State Flexible Benefits Allowance

Is this person eligible? ☒ Yes ☐ No

If eligible, does this person participate? ☒ Yes ☐ No

NOTE: Support or Professional designation is determined from TRS category below.

TEACHER RETIREMENT SYSTEM INFORMATION

Teacher Retirement Category: Years of TRS creditable service as of June 30, 2019

The years of TRS service are incremented by 1 automatically during the summer. Do not change it without consulting ODCTE at [OKCareerTech State Staff](#).

TRS picked up contribution recipient? ☐ Yes ☒ No

UPDATE AND RETURN TO MENU

Correct or Incorrect?

PERSONAL INFORMATION

IMPORTANT: This screen should be used **ONLY** to correct information.
Use the **REMOVE** function on the previous page to remove Frankie and the **FILL** function to put someone new in the position.

Title: FIRST NAME: MIDDLE INITIAL: LAST NAME:
SSN: To Change SSN, enter correct SSN here: --
HOME ADDRESS:
HOME TOWN: HOME STATE: HOME ZIP: -
HOME PHONE: --
HOME EMAIL:
BIRTH DATE: -- SEX: ☐ Female ☐ Male RACE:
COLLEGE or UNIVERSITY: DEGREE: If no degree, enter total college hours:
Number of years service in CURRENT division in Oklahoma: Total Service in ALL Divisions in Oklahoma:
(The above years of service fields are incremented by 1 automatically during the summer. Do not change them without consulting ODCTE at [OKCareerTech State Staff](#).)

CERTIFICATION INFORMATION

Type of Vocational Teaching Certificate: Type of Administrator Certification:
Class of Vocational Teaching Certificate: Teaching Certificate Expiration Date: (2-digit year)
Teacher Number (as listed on teaching certificate):

POSITION INFORMATION

PID: Job Classification:
Preferred Job Title: (Leave blank if same as Job Classification.)
Location where this person can be reached at
WORK EMAIL:
WORK ADDRESS:
WORK TOWN: WORK STATE: WORK ZIP: -
WORK PHONE: -- WORK EXTENSION: FAX PHONE: --

SALARY INFORMATION

Base Salary: Teacher Contract Length: % FTE:

BENEFITS INFORMATION

Health Insurance: Teacher Retirement: Other:

State Flexible Benefits Allowance

Is this person eligible? ☒ Yes ☐ No

If eligible, does this person participate? ☒ Yes ☐ No

NOTE: Support or Professional designation is determined from TRS category below.

TEACHER RETIREMENT SYSTEM INFORMATION

Teacher Retirement Category: Years of TRS creditable service as of June 30, 2019:

The years of TRS service are incremented by 1 automatically during the summer. Do not change it without consulting ODCTE at [OKCareerTech State Staff](#).

TRS picked up contribution recipient? ☐ Yes ☒ No

Correct or Incorrect?

PERSONAL INFORMATION

IMPORTANT: This screen should be used ONLY to correct information.
Use the REMOVE function on the previous page to remove Frankie and the FILL function to put someone new in the position.

Title: FIRST NAME: MIDDLE INITIAL: LAST NAME:
SSN: To Change SSN, enter correct SSN here:
HOME ADDRESS:
HOME TOWN: HOME STATE: HOME ZIP:
HOME PHONE:
HOME EMAIL:
BIRTH DATE: SEX: ☐ Female ☐ Male RACE:
COLLEGE or UNIVERSITY: DEGREE: If no degree, enter total college hours:
Number of years service in CURRENT division in Oklahoma: Total Service in ALL Divisions in Oklahoma:
(The above years of service fields are incremented by 1 automatically during the summer. Do not change them without consulting ODCTE at [OKCareerTech State Staff](#).)

CERTIFICATION INFORMATION

Type of Vocational Teaching Certificate: Type of Administrator Certification:
Class of Vocational Teaching Certificate: Teaching Certificate Expiration Date: (2-digit year)
Teacher Number (as listed on teaching certificate): 62121

POSITION INFORMATION

PID: Job Classification:
Preferred Job Title: (Leave blank if same as Job Classification.)
Location where this person can be reached at
WORK EMAIL:
WORK ADDRESS:
WORK TOWN: WORK STATE: WORK ZIP:
WORK PHONE: WORK EXTENSION: FAX PHONE:

SALARY INFORMATION

Base Salary: 0 Teacher Contract Length: 12 % FTE: 100

BENEFITS INFORMATION

Health Insurance: 0 Teacher Retirement: 0 Other: 0

State Flexible Benefits Allowance

Is this person eligible? ☒ Yes ☐ No
If eligible, does this person participate? ☒ Yes ☐ No

NOTE: Support or Professional designation is determined from TRS category below.

TEACHER RETIREMENT SYSTEM INFORMATION

Teacher Retirement Category: Years of TRS creditable service as of June 30, 2019 14

The years of TRS service are incremented by 1 automatically during the summer. Do not change it without consulting ODCTE at [OKCareerTech State Staff](#).

TRS picked up contribution recipient? ☐ Yes ☒ No

UPDATE AND RETURN TO MENU

Any questions?

Thank you!