

Recent Updates to the Staff Salary Subsystem

The FSP System Staff Salary subsystem will be used to collect data from entities eligible for the Staff Salary Allotment. This allotment is used as part of the calculations determining each district's Foundation payment.

Recent updates to the Staff Salary subsystem include the following:

1. The subsystem has a new main page. The page contains a "To Do" list with a link to the Staff Salary data entry form, a link to online training and resources, a contact information section, and notices of important upcoming events and announcements. The name and county-district number (CDN) of the entity for which you are entering data also appear at the top of the page. In addition, this page is where you indicate the school year for which you are entering, viewing, or editing data. You can view data for any year available from the drop-down list, but you can only enter, edit, or submit data for the current school year and the school year immediately prior. For example, during the 2010–2011 school year, you can enter, edit, and submit data for 2010–2011 **and** the immediately prior school year, 2009–2010; data for **all** other school years is READ-ONLY. Remember, you must click the **Update** button for the program to update with the selected school year.
2. Entry of contact information is required.
3. The data required to be entered are limited to data for eligible employees **not** subject to the minimum salary schedule (i.e., enter data only for eligible employees who are **not** full-time classroom teachers, full-time librarians, full-time counselors, full-time registered nurses).
4. Entry of data for administrators is not required.
5. Entry of data for the employees that participate in health insurance is not required.
6. Only full-time and part-time counts are to be entered.
7. The subsystem automatically calculates the totals (counts and allotment).
8. To enter data, click on the **Edit** button at the end of the row. If you are updating 2009–2010 data, you will need to follow instructions in #8, below.
9. After data are submitted for twelve months (September–August), a button will be enabled at the bottom right corner of the screen. If you are not the superintendent, the button will be labeled "Submit to Superintendent." Click the button; then the superintendent will submit the data to the TEA.
10. **Full-Time Staff** – A full-time employee is an active contributing member of the Teacher Retirement System of Texas (TRS), works 30 or more hours each week, and **cannot** be defined as a full-time classroom teacher, a full-time librarian, a full-time registered nurse, a full-time counselor, or an administrator.
11. **Part-Time Staff** – A part-time employee is an active contributing member of the TRS, works fewer than 30 hours each week, and **cannot** be defined as a part-time classroom teacher, a part-time librarian, a part-time registered nurse, a part-time counselor, or an administrator.

If you have questions please contact Al Johnson by phone at (512) 463-9260 or by email at al.johnson@tea.state.tx.us.