Frequently Asked Questions About the Staff Salary Subsystem

Q. Who is eligible to be included in the employee count used to determine the staff salary allotment?

A. To be counted as a full-time staff member for the staff salary allotment, an employee must be an active contributing member of the Teacher Retirement System of Texas (TRS), work 30 or more hours each week, and **not** be defined as a full-time classroom teacher, full-time librarian, full-time registered nurse, full-time counselor, or administrator. To be counted as a part-time staff member, an employee must be an active contributing member of the TRS, work **fewer** than 30 hours each week, and **not** be defined as a part-time classroom teacher, part-time librarian, part-time registered nurse, part-time counselor, or administrator.

Q. Who is **not** eligible to be included in the employee count used to determine the staff salary allotment?

A. Employees subject to the minimum salary schedule and administrators are not eligible to be included.

The employees subject to the minimum salary schedule are classroom teachers, librarians, counselors, and registered nurses. Full-time teachers are those who teach in an academic setting for four or more hours per day. Full-time librarians and counselors are those certified by the State Board for Educator Certification (SBEC) for full-time library or counseling services. Full-time registered nurses are those licensed to practice in the state of Texas. Individuals who are employed in one of these capacities for **less than** 100 percent of their time should be reported as either part-time or full-time staff, as appropriate.

Administrators are those employees who are active contributing members of the TRS and are reported to the Public Education Information Management System (PEIMS) as administrators.

The rules regarding eligible and ineligible employees are in 19 Texas Administrative Code §61.1018, Payment of Health Care Supplementation, at the following link:

http://ritter.tea.state.tx.us/rules/tac/chapter061/ch61aa.html.

If you are unsure whether an employee is eligible to be counted, contact the Texas Education Agency (TEA) Staff Salary subsystem program specialist, Al Johnson, at the email or phone listed in the Contact Information section on the **Staff Salary Subsystem** web page.

Q. Are charter schools eligible to receive the staff salary allotment?

A. A charter school is eligible if the charter holder participated in the TRS ActiveCare program in the 2005–2006 school year and the charter holder had a charter school in operation on January 1, 2006.

Q. Our charter school is contracted to run a school district campus. Which entity should report the eligible staff members that are employed by our charter school, the school district or our charter school?

A. Your charter school should report the eligible staff members that it employs. Staff employed by a fiscal agent or a charter school that is contracted to run a school district campus should be reported by the fiscal agent or the charter school.

Q. Where can I find training information on the web about the Staff Salary subsystem?

A. See the Staff Salary subsystem training modules on the **Staff Salary Subsystem** web page or on the **Foundation School Program (FSP) System Online Training** web page at http://www.tea.state.tx.us/index2.aspx?id=2147483706.

Q. Where do I log on to enter my Staff Salary data?

A. You can access the FSP System Staff Salary subsystem by logging on to the TEA Secure Environment (TEASE) at https://seguin.tea.state.tx.us/apps/logon.asp, selecting **Foundation School Program Application** from the list of applications and clicking **Launch**, and then choosing **Staff Salary** from the list of FSP programs.

Q. Why are the Staff Salary subsystem employee counts lower than last year?

A. **The counts are lower because the Staff Salary subsystem no longer requires the entry of data on the number of full-time classroom teachers, full-time counselors, full-time librarians, and full-time registered nurses.** (Previously, funding for these categories of staff was delivered in a separate allotment as authorized under the Texas Education Code, §42.2514, which was repealed by House Bill 3646, 81st Legislature, 2009. This funding is now included in the funding component named "revenue at the compressed tax rate" [RACR].)

Q. How do we get notified about staff salary updates?

A. Beginning with the 2010–2011 school year, you will be required to provide the contact information of the approving superintendent and the program contact person in the subsystem. Providing this information will enable the district to receive automated update notifications.

Q. How do I edit the data already entered in the subsystem?

A. Once you are in the Staff Salary subsystem, click the **Edit** link in the far right column of the month for which you want to edit data. If you do not see the **Edit** link, use the scroll bar at the bottom of the screen to scroll over to the right to find it. You must click **Edit** to activate the data entry fields for that month.

Q. Where can I see the staff salary allotment breakdown?

A. The Monthly Allotment column shows the estimated total staff salary allotment for the month. Click the amount to see a breakdown of the estimated payment.