

Welcome to the FSP Staff Salary training module. In this part, you will learn...What the Staff Salary subsystem is for,... Staff Salary Position Definitions and Eligibility,... How to use the Staff Salary main page and how to enter data,... How the approval process works,... and What the different form statuses mean.



Slide 3

The Staff Salary subsystem is one of many data collection components of the Foundation School Program (or FSP) online system.



Slide 5

Once you have securely logged on to the FSP Staff Salary program, you will see the Staff Salary main page. (For more information about logging onto the FSP system, click the training link to go back to the FSP training table of contents and watch the FSP Overview and TEASE Access training videos.)



Slide 2



Slide 4

It collects data from entities eligible for Staff Salary allotments and uses that data in the calculations determining each district's Foundation payments.

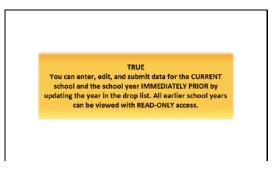


Slide 6

The Staff Salary main page contains the *To Do* list linked to the Staff Salary data entry form, and a link to online training and resources, as well as contact information, and important upcoming events and announcements. The name and county district number (or CDN) of the district or charter for which you're entering data also appear at the top of this page. You can enter a different CDN or click the magnifying glass to search for a different district, if needed.



Slide 7: Additionally, this is where you indicate the school year for which you are entering or viewing data. You can view data for any year from the drop 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 2010-11 school year, you can enter, edit, and submit data for 2010-11 AND the immediately prior, 2009-10 school year; data for ALL other school years is READ-ONLY. Remember, you must click the Update button to officially select a different school year.



Slide 9

TRUE

You can enter, edit, and submit data for the CURRENT school and the school year IMMEDIATELY PRIOR by updating the year in the drop list. All earlier school years can be viewed with READ-ONLY access.



Slide 11: The Staff Salary subsystem allows you to enter values for the number of employees in your district that meet the criteria required to receive the Staff Salary allotment. If you've submitted Staff Salary data in previous years, you may recall providing counts for classroom teachers, librarians, counselors, registered nurses, and administrators. Beginning in the 2010-11 school year, you are NO LONGER required to enter data for these positions in the Staff Salary subsystem because they are now included in the funding component of the Foundation funding formula called "Revenue at the Compressed Tax Rate," or RACR.

TRUE/FALSE: You can edit and submit data and the school year immediately prior, by the top of the main page.	
 A) True 	Correct - Click
 B) False 	incorrect - Click anywhere or press 'y' to continue
Euroises Area (412 × 405) (5127) 71340	

Slide 8

TRUE or FALSE: You can edit and resubmit data for the current school year and the school year immediately prior by changing the school year at the top of the main page.



Slide 10



Slide 12

As of the two-thousand ten-eleven school year, you only need to provide the number of employees working in positions that qualify as Full-Time Staff and Part-Time Staff.



In order 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 (TRS), work 30 or more hours each week, and CANNOT be defined as a full-time classroom teacher, librarian, registered nurse, counselor, or administrator. (Definitions for these positions are provided later in this training.

		3	Full-time teachers
	•	8	Part-time teachers
Staff Salary Allotment	×	1	Full-time librarians
Position Definitions	•	1	Full-time counselors
	×	8	Full-time RNs
	•	1	Administrators
		2	Full-time staff
		8	Part-time staff

Slide 15

The Staff Salary allotment definitions for classroom teachers, librarians, counselors, registered nurses, and administrators are as follows...



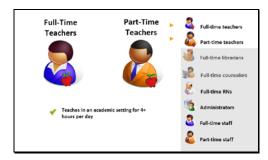
Slide 17

Full-time librarians and counselors must be S B E C certified for fulltime library or counseling services. Full-time RNs must be licensed to practice in the state of Texas. Individuals who are employed in one of these capacities for LESS THAN 100% of their time should be reported as either part-time or full-time staff, as appropriate.



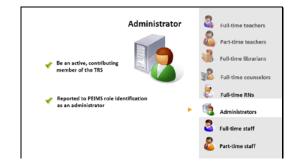
Slide 14

In order to be counted as a PART-time staff member, an employee must be an active contributing member of the TRS, work LESS than 30 hours each week, and CANNOT be defined as a part-time classroom teacher, full-time librarian, full-time registered nurse, full-time counselor, or administrator.



Slide 16

Full-time and Part-time teachers teach in an academic setting for 4 or more hours per day.

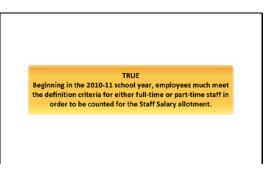


Slide 18

Administrators must be active contributing members of TRS and be reported to PEIMS as an administrator.



If you're unsure whether an employee is eligible to be counted, contact the Program Director at TEA at the email or phone listed in the Contact Information section on the Staff Salary main page.



Slide 21

TRUE. Beginning in the 2010-11 school year, employees much meet the definition criteria for either full-time or part-time staff in order to be counted for the Staff Salary allotment.



Slide 23

Once you have successfully logged on to the Staff Salary subsystem, you should check to see that your CDN appears correctly at the top of the page, and be sure that the School Year in the box is the school year for which you plan to enter or view data. Remember, you can only enter or edit data for the current school year or the school year immediately prior. All previous school years will be READ-ONLY.

Correct - Click
Incorrect - Click anywhere or press
'Y' to continue
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Slide 20

TRUE/FALSE: In order to be eligible for the Staff Salary allotment, employees must meet the definition criteria for full-time or part-time staff.



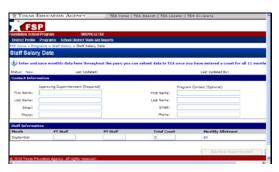
Slide 22



Slide 24

To access the Staff Salary data entry form, click the *Enter Staff Salary Data* link in the *To Do* list.





Slide 27

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Slide 29



Slide 26: Once you're on the Staff Salary Data page, the first thing you should do is complete the Contact Information Section. In the Approving Superintendent field, enter the name, email address, and phone number of the main approver for the district; most likely the superintendent. Note that this is the person who will receive this form when you click "Submit to Superintendent" upon completion. He or she will be responsible for reviewing and submitting the form to TEA, and all correspondence related to this form will go to the email address you enter here.

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Next, enter the Program Contact as the secondary approver. Although entering a secondary contact is optional, it is highly recommended, as this is the person who will act as the approver if the primary contact, the approving superintendent, is unavailable.

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Lect Name:	Maria Gray		Last Name:	Robert Smith	
Last Name: Email: Phone:	Marie Gray maria.gray@email.com [(123) 456-7831		Lad Name: Email:	Robert Smith	
Last Name: Email:	Marie Gray maria.gray@email.com [(123) 456-7831	PT Staff	Lad Name: Email:	kobert Smith robert.smith@email.com	

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Slide 32

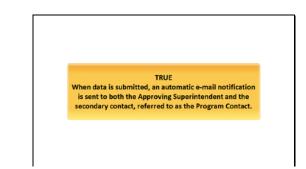
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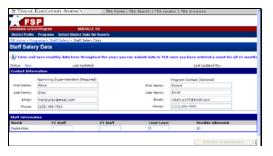
Slide 35

TRUE/FALSE: When data is submitted, an automatic email notification is sent to both the Approving Superintendent and the secondary contact, referred to as the Program Contact.



Slide 36

TRUE. When data is submitted, an automatic email notification is sent to both the Approving Superintendent and the secondary contact, referred to as the Program Contact.



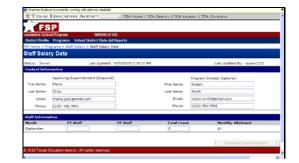
Continue to the *Staff Information* section. If you've submitted Staff Salary data in the past, the system will automatically populate the fields with employee counts you submitted the previous year. It is recommended that you enter counts each month throughout the year. Do not wait until the end of the year to enter data for all months.

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Slide 40

Click the *Edit* link in the far right column of the month for which you want to enter data. If you don't 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.

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Phones	(123) 456-7091	Phone:	(123) 456-7890
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Month	FT Staff	PT Staff Total Coun	
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Slide 42

The first box for that month becomes available for you to enter data. Type a whole number value for the total employee count for that position for the month.



After entering a count, you can click the *Tab* key to easily move to the next available field.



Slide 45

The counts you entered are added automatically in the Total Count column.



Slide 47



Slide 44

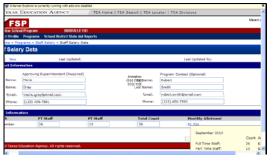
Continue until you have entered a count for every position for the month. If no employees met the criteria for a position that month, enter a zero. Do NOT leave any fields empty for the month. Refer to the position definitions previously listed to help you determine the correct number of employees for every position for the month.

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Slide 46

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.

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Slide 51

Click Done to close the allotment breakdown.

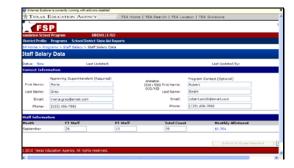


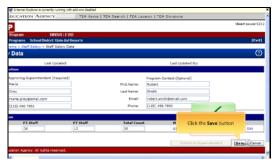
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Slide 52



Slide 53





Once you've entered counts for all positions for the month, be sure to click Save in the bottom right corner of the page.

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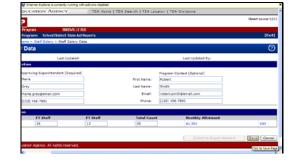
Slide 57

The saved successfully note appears at the top of the page. This is also where you will see error messages, should you need to correct your entries.

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First Name: Last Name:	Approving Superintendent (Re Maria Gray	equired)	Last Name:	Robert Şimith	
First Namer Last Namer Droaits Phone:	Approving Superintendent (Re Maria Grav maria.gray@email.com (123) 456-7891	iquired)	Last Name: Emoili	Robert Smith robert-snith@email.com	
Finit Name: Last Name: Email: Phone: Staff Informs	Approving Superintendent (Rz Maria Grav maria.gray@email.com (123) 456-7891 2555		Last Name: Evoli Phone:	Robert Smbh robert-anith@email.com [123] 455-7850	
First Namer Last Namer Droaits Phone:	Approving Superintendent (Re Maria Grav maria.gray@email.com (123) 456-7891	PT Statt	Last Name: Emoili	Robert Smbh robert-anith@email.com [123] 455-7850	

Slide 59

You can view, enter, or edit your data each month or anytime throughout the year, but you MUST WAIT until you have entered data for ALL 12 months before you can submit the data form to the superintendent or to TEA.



Slide 56



Slide 58

You can also click *Cancel* to clear any changes made since your last save. Notice that the Submit to Superintendent button is not available. This button is not active until the end of the year when you have entered data for all twelve months.



Slide 60

At the end of the year, if all of your data is correct and complete, you can send it to the district approver to submit to TEA. If you *are* the district approver, you can submit the information directly to TEA.

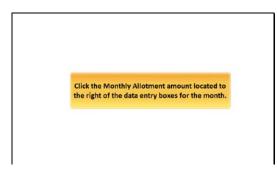


An automatic email notification is sent to both the contacts--at the email addresses you entered--when you send the form to the superintendent and when it's approved or returned by TEA.

Click the Edit link in the far right column for the month to activate the data entry boxes for that month.	

Slide 63

Click the Edit link in the far right column for the month to activate the data entry boxes for that month.



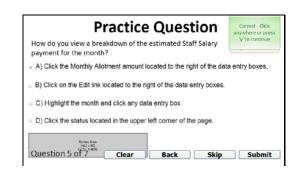
Slide 65

Click the Monthly Allotment amount located to the right of the data entry boxes for the month.

Practice Question How do you enter employee counts in the Staff Salary data form?
A) Click the Edit link in the far right column for the month to activate the data entry boxes for that $^{\odot}$ month.
 B) Highlight and double-click each data entry box for the month.
$^{\odot}$ C) Click on the name of the month to activate the data entry boxes for that month.
$_{\odot}$ D) Click on the name of the position to activate the data entry boxes for that month.
Raman Jana 0 0.120 (7.947)
Question 4 of 7 Clear Back Skip Submit

Slide 62

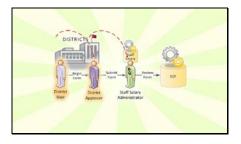
How do you enter employee counts in the Staff Salary data form?



Slide 64

How do you view a breakdown of the estimated Staff Salary payment for the month?



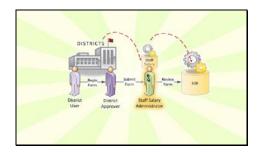


Slide 70: In order to ensure accuracy, all data goes through a multipart approval process. A district user enters Staff Salary data for the school year, and then submits to the superintendent for review. The data form is reviewed and submitted to TEA by the Approving Superintendent at the end of the school year after data has been entered for all 12 months. Both district users and approvers may enter the data, but only the district approver can submit it to TEA.

Practice Question Who submits the final Staff Salary data to TEA?
A) The district approver, referred to as the "Approving Support of the second sec
 C) The Staff Salary Administrator. D) All of these.
Normal A Bin (412, 63) (412, 537)
Question 6 of 7 Clear Back Skip Submit

Slide 72

Who submits the final Staff Salary data to TEA?



Slide 71

Once data has been entered for all 12 months, and the superintendent submits it to TEA, the Staff Salary administrator at TEA reviews all the information and approves it or returns it for correction. Once approved, the admin sends the data to Summary of Finances to be used in calculating Foundation payments.

District users and approvers can both enter	
Salary data, but only the district approver a submit it to TEA.	car

Slide 73

District users and approvers can both enter Staff Salary data, but only the district approver can submit it to TEA.



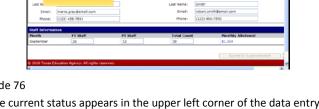
Slide 74: At various stages of the review and submission process, the system will create and send automatic email notifications to alert the superintendent that data has been submitted for their review, or that TEA has reviewed and returned data for corrections. The emails are sent to the addresses you enter in the contact information section of the Staff Salary program. It is therefore very important to enter current and correct names, emails, and phone numbers in this section.



Slide 75

At each stage of the approval process, your form is assigned a different status. The status may be... saved... submitted... returned... or approved.

ESP



Slide 76

The current status appears in the upper left corner of the data entry form. You can click on the status to view a history of the form's status changes.

Saved

Slide 78 *Saved* status means that a district user or approver has begun and saved a form, but the approver has not yet submitted it to TEA. Note that when a district user submits the form to their superintendent, the status remains *Saved.* The status will only change to

Submitted after the superintendent submits the form to TEA.

Returned

nitter

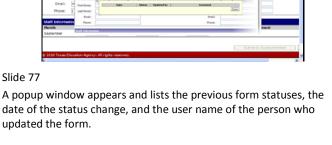
Slide 81

Staff Salar

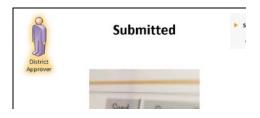
STRIC

Returned means that TEA is returning the form for corrections or for further information. Before TEA can consider the form, it must be corrected and resubmitted promptly.

Staff Salary



Monday, August 29, 2011



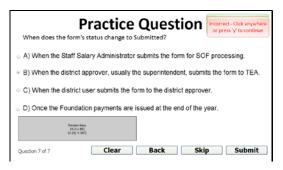
Slide 79

In *Submitted* status, a district approver has submitted the form to TEA for review. District users and approvers can still make changes and resubmit the form as long as the submission deadline has not passed.



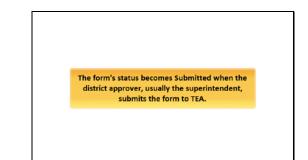
Slide 82

And finally, *Approved* means that TEA has approved the form and forwarded the data to SOF. Note that it *is* possible to edit and resubmit a form that has been approved as long as the submission deadline has not passed.



Slide 83

When does the form's status change to Submitted?



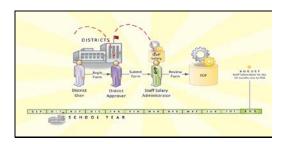
Slide 84

The form's status becomes Submitted when the district approver, usually the superintendent, submits the form to TEA.



Slide 85

It is important to stay current by entering your Staff Salary data after each month. The TEA Staff Salary admin monitors the page throughout the year to check for delinquent months. You cannot submit your data until all 12 months are filled in, but you can access your data form and check your estimated Staff Salary payments at any time.



Slide 86: The deadline to submit data for the school year is August 31, so be sure to enter all data and then allow some time to submit to the Superintendent so that he or she can review it, (correct if necessary), and then submit it to TEA no later than August 31.



Slide 87: Congratulations! You have completed the FSP Staff Salary training module. You learned... What the Staff Salary subsystem is for,... Staff Salary Position Definitions and Eligibility,... How to use the Staff Salary main page and how to enter data,... How the approval process works,... and What the different form statuses mean. To take the comprehensive Quiz and receive your certificate of completion, return to the FSP training table of contents and select the next part.