

CareerTech Information Management System (CTIMS)

Technology Center Info Submitter Guidebook



OKLAHOMA
CareerTech

IMD Information Management Division

May 2023

Staff at ODCTE utilizing personnel data will consider the information to be current as of the date accessed. The information put in the personnel data system (CTIMS) is used for reporting and publishing reports to the public and other entities. It is extremely important that the records for your technology center staff be maintained on a regular basis.

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IMPORTANT THINGS TO REMEMBER WHEN USING CTIMS

IT IS IMPOSSIBLE (ALMOST!) TO STRESS THE IMPORTANT ROLE, YOU ARE PLAYING IN THE COLLECTION AND MAINTENANCE OF THIS INFORMATION.

- YOU ARE ACCESSING THE ODCTE PERSONNEL SYSTEM.
- AS THE PERSON DESIGNATED TO MAINTAIN YOUR TECHNOLOGY CENTER'S RECORDS, YOU ARE RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION PROVIDED.
- ANY CHANGES YOU MAKE TO A RECORD ON THE DATABASE OCCUR THE INSTANT THE SUBMIT BUTTON IS CLICKED.
- THE INFORMATION CONTAINED IN CTIMS IS USED FOR A VARIETY OF PURPOSES, INCLUDING BUT NOT LIMITED TO:
 - ❖ TECHNOLOGY CENTER FUNDING CALCULATION
 - ❖ ACCREDITATION
 - ❖ STATE EQUIPMENT INVENTORY
 - ❖ STUDENT ENROLLMENT/FOLLOW-UP INFORMATION
 - ❖ ON-LINE AND SCANTRON TESTING
 - ❖ MAILINGS AND E-MAIL LISTS

CTIMS Support

If you have questions about submitting information in CTIMS, please contact CTIMS Support at CTIMSSupport@careertech.ok.gov, or contact:

Mika Hickman

Administrative Assistant

Office: (405) 743-5124

Email: Mika.Hickman@careertech.ok.gov

Elizabeth Richardson

Technical Support Specialist

Office: (405) 743-5134

Email: Elizabeth.Richardson@careertech.ok.gov

Dennis Griffith

Performance Data/Analysis Coordinator

Office: (405) 743-6882

Email: Dennis.Griffith@careertech.ok.gov

Brandy Elliott

Data Quality Coordinator

Office: (405) 743-5403

Email: Brandy.Elliott@careertech.ok.gov

Carol Hall

Manager, Information Management Division

Office: (405) 743-5125

Email: Carol.Hall@careertech.ok.gov

Finance Contact

IMPORTANT: For questions about specific finance requirements (salary, TRS, FBA, etc.), contact Joanne Dewald.

Joanne Dewald

Financial Services-Financial Operations Administrator

Office: (405) 743-6824

Email: Joanne.Dewald@careertech.ok.gov

Staff at ODCTE utilizing personnel data will consider the information to be current as of the date accessed. The information put in the personnel data system (CTIMS) is used for reporting and publishing reports to the public and other entities. It is extremely important that the records for your technology center staff be maintained on a regular basis.

Help and Troubleshooting

If you do not have a CTIMS account set up or are having trouble with the navigation or software, contact CTIMSSupport@careertech.ok.gov. Send a message describing your problem. Include your school's name and your telephone number and we will contact you. Someone is always monitoring that inbox and will return your email swiftly.

If you have forgotten your password, click the **Forgot your password?** link to reset.

For helpful tips, see the [CTIMS Helpful Hints](#) section of this document.

CTIMS Customer Support Contact

Elizabeth Richardson

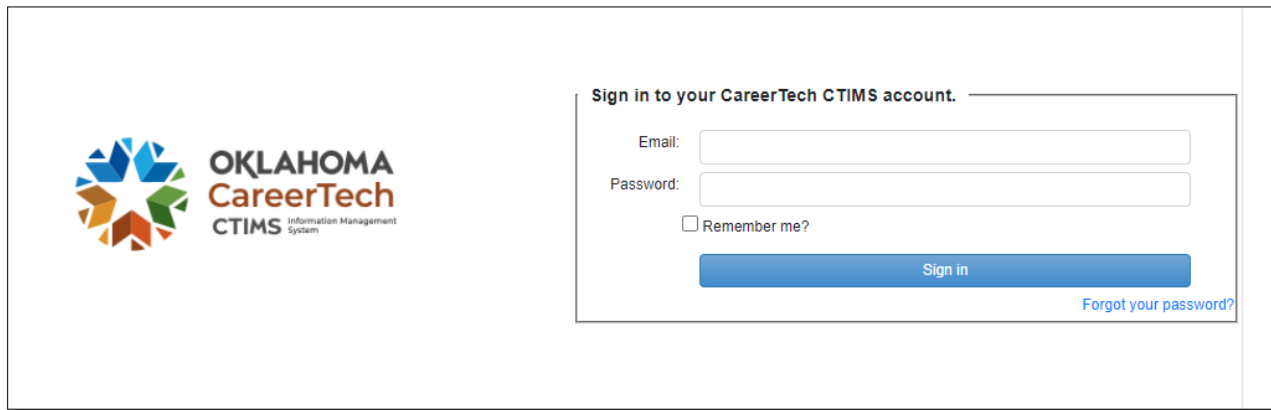
Office: (405) 743-5134

Email: CTIMSSupport@careertech.ok.gov

Objective: This guidebook will take you through the steps to add/update Technology Center personnel information in CTIMS.

[Logging into CTIMS](#)

Sign in using your school email and CTIMS password at <https://ctims.okcareertech.org/CTBDSWeb>



Sign in to your CareerTech CTIMS account.

Email:

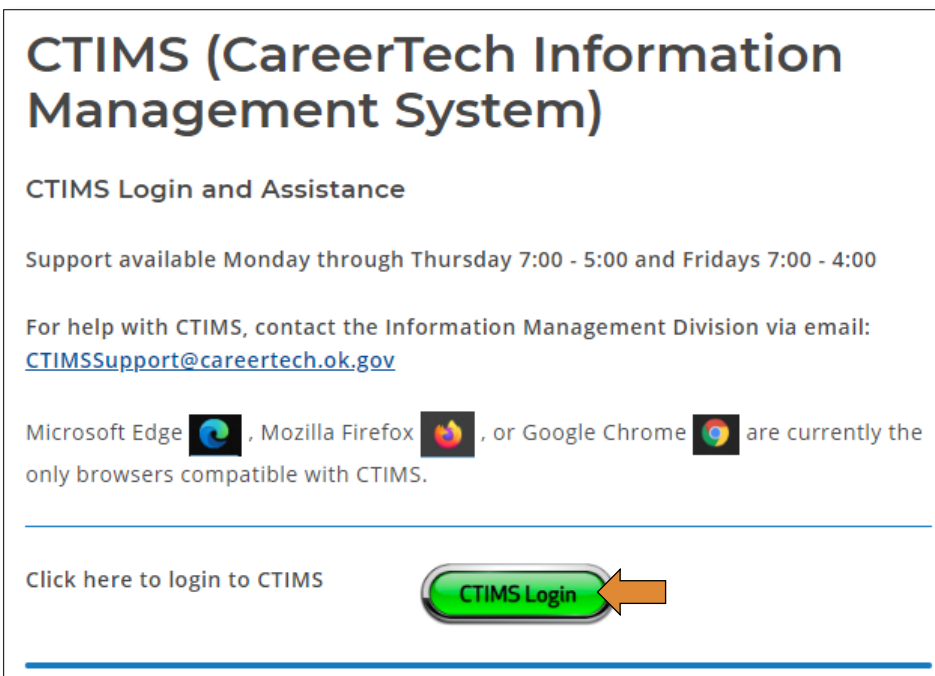
Password:

Remember me?

[Sign in](#)

[Forgot your password?](#)

Or go to [CTIMS \(CareerTech Information Management System\) \(oklahoma.gov\)](#) and select the green CTIMS Login button.






CTIMS (CareerTech Information Management System)

CTIMS Login and Assistance

Support available Monday through Thursday 7:00 - 5:00 and Fridays 7:00 - 4:00

For help with CTIMS, contact the Information Management Division via email: CTIMSSupport@careertech.ok.gov

Microsoft Edge , Mozilla Firefox , or Google Chrome  are currently the only browsers compatible with CTIMS.

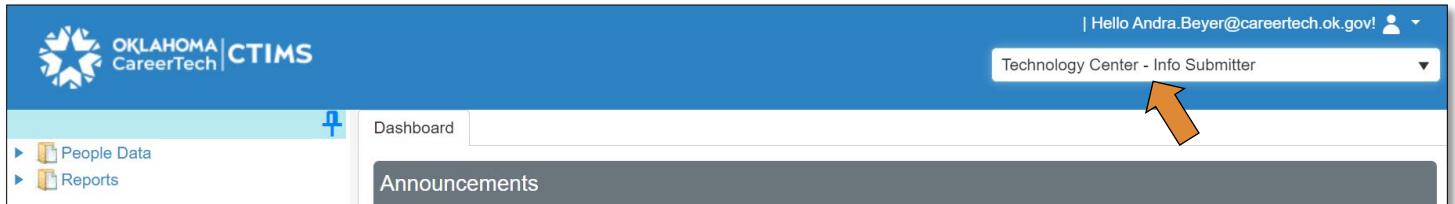
[Click here to login to CTIMS](#)

[CTIMS Login](#)

Accessing People Data

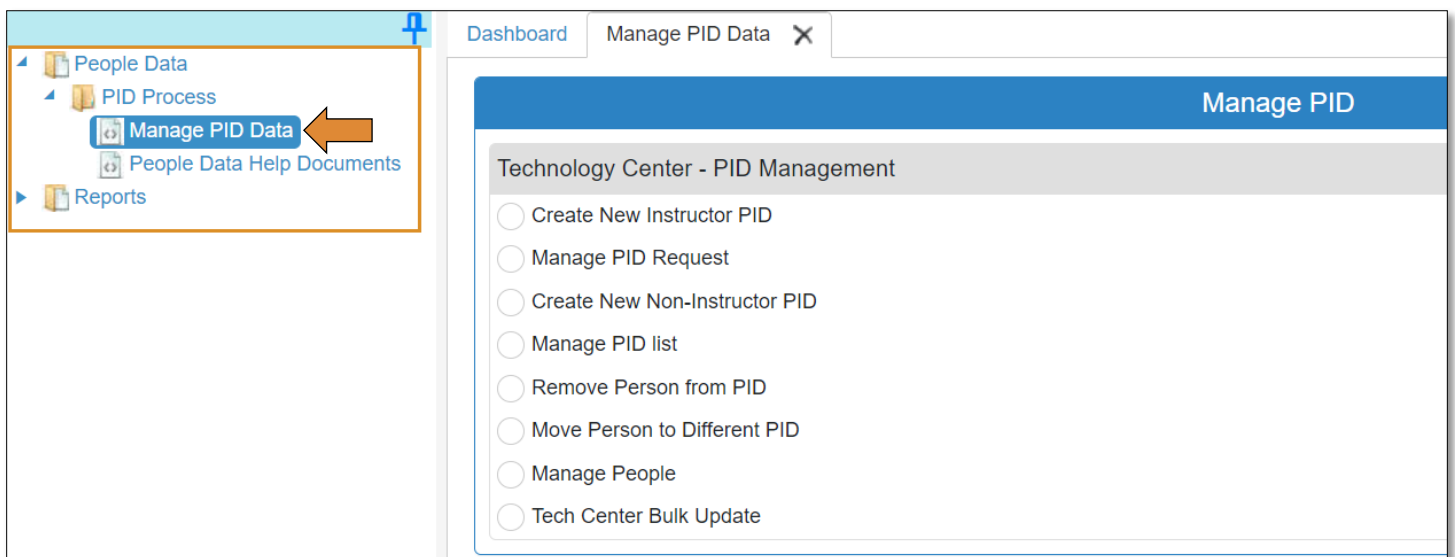
If you have more than one role in CTIMS make sure you have the correct role selected. Verify that you are signed in with the role of **Technology Center – Info Submitter** in the top right-hand corner. Use the drop-down arrow to select your role, if necessary.

If you do not see **Technology Center – Info Submitter**, contact CTIMSSupport@careertech.ok.gov



- Click the arrows next to **People Data & PID Process**.
- Click on the **Manage PID Data** link.

On the **Manage PID Data** screen, choose what you want to do: *Create New Instructor PID, Manage PID Requests, Create New Non-Instructor PID, Manage PID List, Remove Person from PID, Move Person to Different PID, Manage People or Tech Center Bulk Update.*

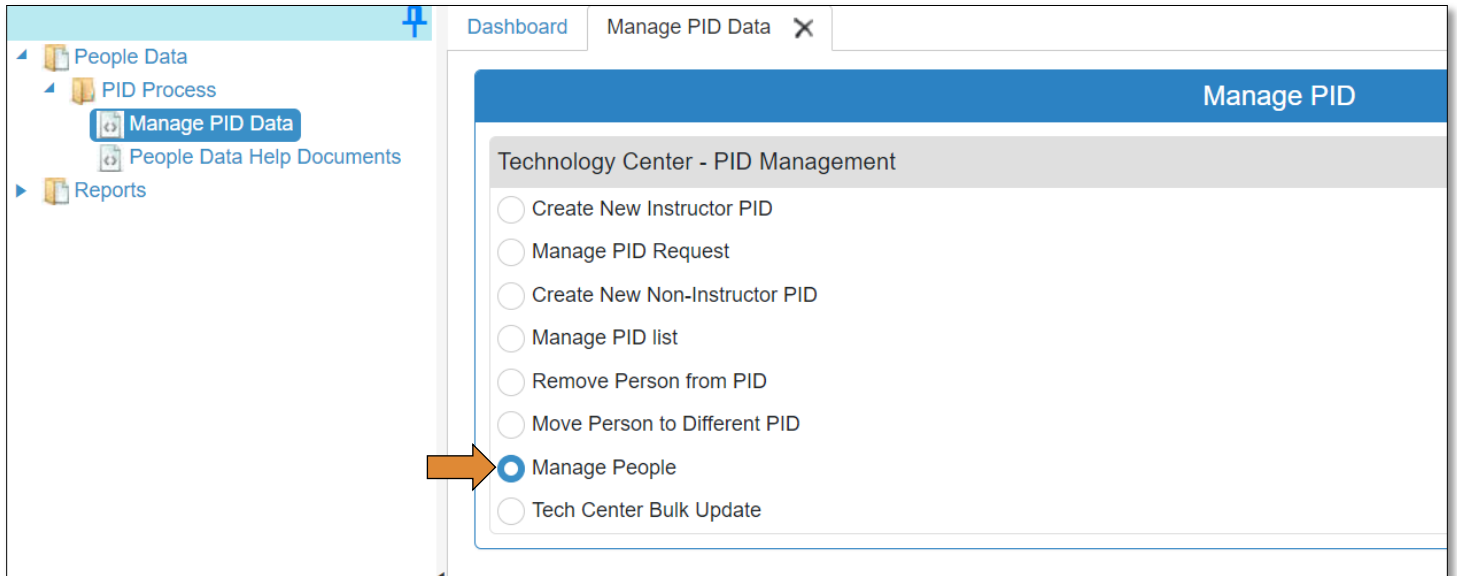


Staff at ODCTE utilizing personnel data will consider the information to be current as of the date accessed. The information put in the personnel data system (CTIMS) is used for reporting and publishing reports to the public and other entities. It is extremely important that the records for your technology center staff be maintained on a regular basis.

Manage People

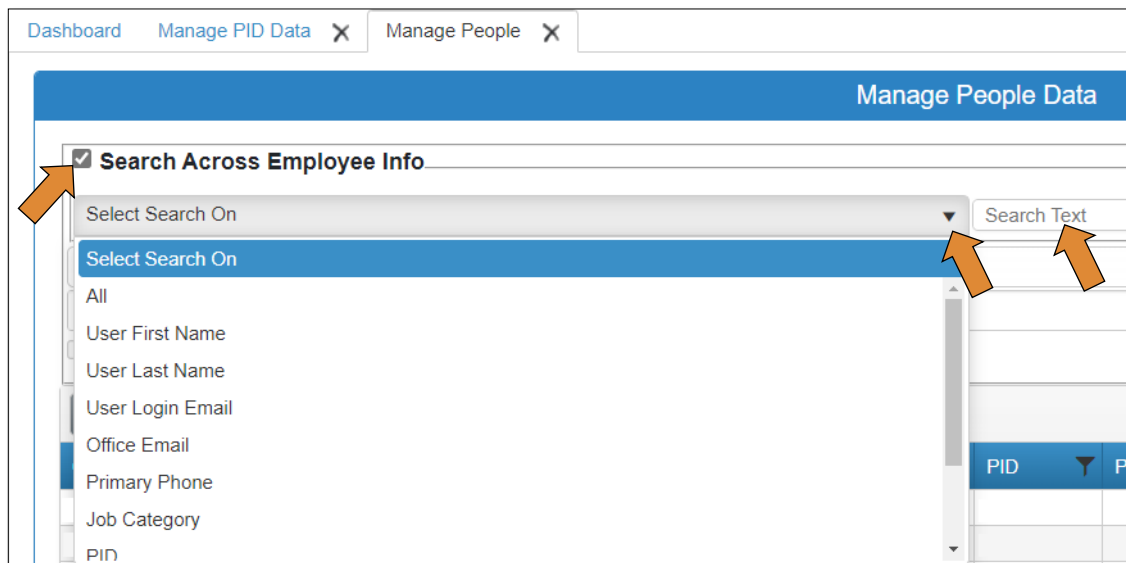
View/Update Individual Personal Information:

- Click the radio button next to **Manage People**.



Search by INDIVIDUAL

- Check the box next to **Search Across Employee Info**
- **Select Search On** field, choose how you would like to search.
 - (HINT: use the most unique part of the person's name, if searching by name.)
- **Search Text** field, type in the text you wish to search. For example, if your search option is last name, type in the last name, or a partial last name.



- Click **Load**. A list of records or just 1 record (depending on how you narrowed down your search) will appear in the grid below.

Dashboard Manage PID Data X Manage People X

Manage People Data

Search Across Employee Info

User First Name ▼ Andra

Select Organization Type

Enter the first three characters of any word that is included in your organization name.

All Organizations **Load**

Export to Excel Search...

Organization	CTIMS-EID	Employee Status	First Name	Last Name	PID	PID Job Category
Technolog...	2387844	Active			02331	Child Care Staff

Search by **SITE**

- Uncheck the box next to **All organizations**.
- Make sure Tech Sites is selected from the drop-down menu.
- Type the first 3 letters of the organization, in the search box, for it to start populating.
- Click **Load**.

Dashboard Manage PID Data X Manage People X

Manage People Data

Search Across Employee Info

Select Search On ▼ Search Text

Technology Sites

Tulsa Technology Center - Administration X

All Organizations **Load**

Search by **DISTRICT/All Campuses**

- Make sure *Technology Sites* is selected from the drop-down menu.
- Uncheck the box next to **All organizations**.
- Type the first 3 letters of your organization for it to populate.
 - *Hint: At the same time, push Ctrl+A on your keyboard to select all campuses.*
 - Hit Enter on your keyboard.
 - All campuses should be listed.
- Click **Load**.

Dashboard Manage PID Data X Manage People X

Manage People Data

Search Across Employee Info

Select Search On Search Text

Technology Sites

Tulsa Technology Center - Administration X Tulsa Technology Center - Lemley X Tulsa Technology Center - Peoria X Tulsa Technology Center - Broken Arrow X

Tulsa Technology Center - Riverside X Tulsa Technology Center - Owasso X Tulsa Technology Center - Sand Springs X

All Organizations

Find People/Update Personnel Information

CTIMS-EID is the ONE unique record number for each person in CTIMS. It will follow that person anywhere they go within the CT system. It is extremely important that 1 person only has 1 EID.

- Click on the **CTIMS-EID** hyperlink that is aligned with the record of the person you would like to view/update.
 - After you click on the **CTIMS-EID** hyperlink, the basic information for the selected person will open in a pane on the right side of the screen (*the screen will split*).

Dashboard Manage PID Data X Manage People X

Manage People Data

Search Across Employee Info

User First Name Andra

Select Organization Type

Enter the first three characters of any word that is included in your organization name.

All Organizations

Search...

Organization	CTIMS-EID	Employee Status	First Name	Last Name	PID	PID Job Category
Technolog...	2387844	Active				Child Care Staff

- As you click on each tab and update information, make sure you click **SAVE** before navigating to another tab or closing the screen.

Person Basic Information - (Full Name: , CTIMS-EID: , PID:)

Basic Information Phone Email Salary Detail Contact Details Teacher Certification Experience Education Person Work Assign

When you change the person status it is going to impact the following areas: Organization Person Role, User Account, User Role, Approval Process, User Organization Allocation and PID allocation.

Person Basic Information Technology Sites

Title Select

Last Name*

Middle Name

First Name*

Basic Information

- To know whose record, you are working on – it is listed at the top of the screen.
- Update/edit the information by clicking in the appropriate field and typing.
- Save Changes.
 - *Required fields.

Person Basic Information - (Full Name: , CTIMS-EID: , PID:)

Basic Information Phone Email Salary Detail Contact Details Teacher Certification Experience Education Person Work Assign

When you change the person status it is going to impact the following areas: Organization Person Role, User Account, User Role, Approval Process, User Organization Allocation and PID allocations

Person Basic Information Tech Sites

Title Select

Last Name*

Middle Name

First Name*

Date of Birth

Preferred Job Title*

SSN *****

Last 4 digits of SSN ****

Gender* Female

Person Status* Active

Role Tech Center Employee

Most Recent PID Status Assigned

Most Recent Assigned PID

Most Recent PID Assigned Organization Technology Center

Most Recent PID Out Date

Race*

American Indian Asian Black Hispanic Native Hawaiian Or Pacific Islander White Unknown

Note

(Maximum length is 500 characters)

Tech Sites

Teacher License Expiry Date

TRS CERT Number

Industry CERT Number

Save changes Cancel changes

Phone Information

- Update/edit the information by clicking in the appropriate field and typing.
 - Make sure the Primary Contact is always the school primary phone number.
 - Make sure the Status field is Active only for the field that has a number in it.
 - Any number you add; you can make the status active.
 - If there are any rows marked as active that do not have a number listed, make those inactive.
 - **To make Active/Inactive: click in the field and check the box for active and uncheck the box for inactive.
- Save Changes.

Manage People Data

Person Basic Information - Name: , CTIMS-EID: , PID:)

Basic Information Phone Email Salary Detail Contact Details Teacher Certification Experience Education Person Work Assign

Phone Details

Save changes Cancel changes

Phone Type	Phone Number	Extension	Primary Contact	Status
Mobile			No	Active
Home			No	Active
Other			No	Inactive
School Primary	4056435511	3290	No	Active
Business Primary			No	Active
Fax			No	Inactive
Office-1			No	Inactive
Office-2			No	Inactive

Email Information

- Update/edit the information by clicking in the appropriate field and typing.
 - Make sure the school email is always marked primary.
 - Make sure the Status field is Active only for the field that has a number in it.
 - Any email you add; you can make the status active.
 - If there are any rows marked as active that do not have an email listed, make those inactive.
 - ****To make Active/Inactive:** click in the field and check the box for active and uncheck the box for inactive.
- Save Changes.

Manage People Data

Person Basic Information - (Full Name: , CTIMS-EID: , PID:)

Basic Information Phone Email Salary Detail Contact Details Teacher Certification Experience Education Person Work Assign

Close Person Detail Panel

Email Details

Save changes Cancel changes

Email Type	Email Address	Primary Contact	Status
School	Andra.Beyer@careertech.ok.gov	Yes	Active
Other		No	Inactive
Home		No	Inactive

Salary Detail

- Update/edit the information by clicking in the appropriate field and typing.
 - **If a person has 2 PID's – you can toggle between both by clicking the drop-down arrow next to PID*.
- Save Changes.
 - See [Appendix A](#) for Salary and Benefits submission details
 - For information on what or how to enter data on this screen, contact [Joanne Dewald](#).

Manage People Data

Person Basic Information - (Full Name: , CTIMS-EID: , PID:)

Basic Information Phone Email **Salary Detail** Contact Details Teacher Certification Experience Education Person Work Assign

Contract and Salary Details Refresh

School Calendar Year * PID *
 Organization Type * Tech Sites Organization *
 Regular Instructor Adjunct Instructor Other

Contract Date From * Contract Date To *
 Contract Length Funding Percentage
 No. of Days Per week No. of Hours Per day

Tech Center - Flex Benefits Eligible

If eligible, does this person participate? * Is this person eligible for ODCTE Flexible Benefits Allowance? *

Retirement Information

Teacher retirement category * TRS Pickup contribution recipient? * Years of TRS creditable service as of June 30, 2021

Salary Component	Salary Amount	Comments
Base Salary (Yearly)*		
Health (Yearly)*		
Retire (Yearly)*		
Others (Yearly)*		

Save changes Cancel changes

Salary Details Log

Contact Details

- Update/edit the information by clicking in the appropriate field and typing.
- Save Changes.

Manage People Data

Person Basic Information - (Full Name: , CTIMS-EID: , PID:)

Basic Information Phone Email Salary Detail **Contact Details** Teacher Certification Experience Education Person Work Assign

NOTE: Update person information

Save changes Cancel changes

Address Type	Street Address *	Apartment Room Or Suite Number	City *	County	State	Zip Code
Home					Oklahoma	
Office Mail					Oklahoma	
Office Physical					Oklahoma	

Teacher Certification

- Update/edit the information by clicking in the appropriate field and typing.
 - If the employee has a TRS category that requires a Teacher Number or Cert Number, please enter here or on the Basic Information screen. (See the [TRS Codes page](#) for a list of all TRS Codes and requirements.)
- Save Changes.

If an employee obtains National Board Certification, they should send the information to Bunny Farley at the State Department of Education.

Bunny Farley

Division Support Coordinator

Office: (405) 521-4527

Fax: (405) 522-1520

Email: Bunny.Farley@sde.ok.gov

Manage People Data

Person Basic Information - (Full Name: , CTIMS-EID: , PID:)

Basic Information Phone Email Salary Detail Contact Details **Teacher Certification** Experience Education Person Work Assign

Technology Sites

Teacher License Expiry Date

Teacher Number

Industry CERT Number

Certification Type	Certification*	Certificate Number	Awarded Date	Name Of Institution	Certification Expiration Date
Type of Teaching Certificate					
Type of Administrative Certificate					
Class of Teaching Certificate					
National Board Certified?					

0 No items to display

- Teacher Certificate Example:
 - Teacher # - (NOT the Cert#)
 - Class of Certification
 - Description
 - Valid From/To Dates



OKLAHOMA STATE DEPARTMENT of EDUCATION

~~Cert#~~

TEACHING CERTIFICATE

The State Board of Education certifies and authorizes

3.

Description	Level	Valid From	Valid To
TRADE/INDUSTRIAL EDUCATION	5-12	6/1/2019	6/30/2024

*****NO ENTRIES BELOW THIS LINE*****

to serve in the accredited schools of Oklahoma as indicated below.

4.

1. Teacher #
Print Date:

2. Degree: Bachelor's
Class of Certification: Standard


State Superintendent of Public Instruction

OKLAHOMA

Experience

- Update/edit the information by clicking in the appropriate field and typing.
- Save Changes.

Manage People Data

Person Basic Information - (Full Name: , CTIMS-EID: , PID:)

Basic Information Phone Email Salary Detail Contact Details Teacher Certification Experience Education Person Work Assign

NOTE: Update personal information

Experience As On Calendar Year*

Save changes Cancel changes

Code	Experience Description	Total Years of Experience
01	Number Of Years of taught , in or outside of Oklahoma, regardless of occupational division	1
02	Number of Years taught in Oklahoma, regardless of occupational division	1
03	Number of Years taught in Oklahoma, in current occupational division	1
04	Number Of Years of taught , in or outside of Oklahoma, in current occupational division	0
08	Number of Years taught in current School District	0
09	Total Number of Years in the military	1
10	Years of Experience	2
11	District Years	1

Education

- Update/edit the information by clicking in the appropriate field and typing.
- Save Changes.

Manage People Data

Person Basic Information - (Full Name: , CTIMS-EID: , PID:)

Basic Information Phone Email Salary Detail Contact Details Teacher Certification Experience Education Person Work Assign

NOTE: Update Education Details.

Highest Degree Unknown

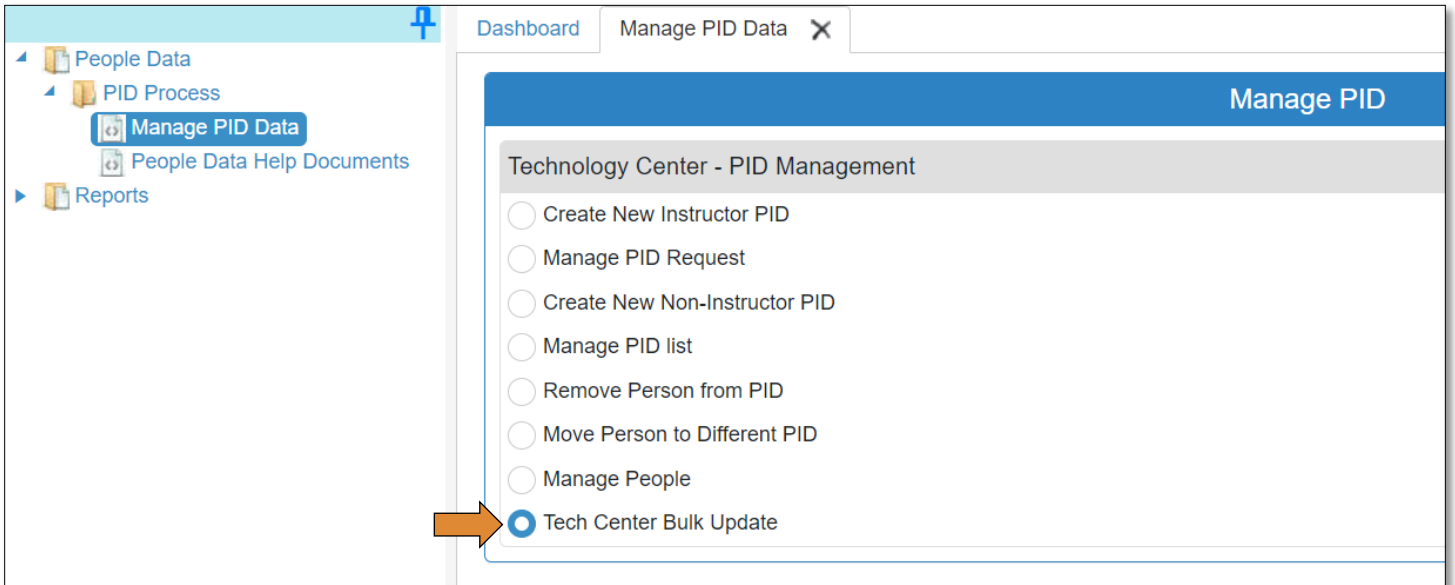
Total Hours Completed 0.00

Last College Attended --- Select ---

Tech Center People Data Bulk Update

Ability to update personnel in bulk (on one screen) – there is not an export/upload feature for this.

- Click the radio button next to **Tech Center Bulk Update**.



Search by **SITE**

- Type the first 3 letters of the organization, in the search box, for it to start populating.
- Click **Search**.



Search by DISTRICT/All Campuses

- Check the box next to **All Organizations**.
 - Click Search. Or,
 - Type the first 3 letters of your organization, in the Select Organization text box, for it to populate.
 - At the same time, push Ctrl+A on your keyboard to select all campuses.
 - Hit Enter on your keyboard.
 - All campuses should be listed.
- Click **Search**.

Dashboard Manage PID Data X Tech Center Bulk Update X

Teachers Information Spreadsheet

Calendar Year * 2022-2023

Organization Type * Technology Sites

All Organizations Select Organizatin

Search Criteria ALL Search By... Search

- Everyone in your district will populate in the grid below.
 - Click on who you want to update – the row will be highlighted in blue.
 - You will see the person’s information, that you clicked on, in the gray box at the of the grid – this will help you know where you are in the update process.
- Click in any cell that needs updated.
- You can tab to a new cell.
- Click **Save Changes** before you move to a new line – so you don’t lose what you updated.

Dashboard Manage PID Data X Tech Center Bulk Update X

Teachers Information Spreadsheet

Calendar Year * 2022-2023

Organization Type * Technology Sites

All Organizations Select Organizatin

Search Criteria ALL Search By... Search

Save changes Cancel changes Export to Excel

Selected Person - (Full Name: , CTIMS-EID:1269299, PID:)

Organization	PID	CTIMS-EID	First Name	Middle Name	Last Name	Position Type	Contract Date From	Contract Date To	Contr Leng
Technolo...		1269299				Other	07/01/2022	06/30/2023	12
Technolo...		1004411				Other	07/01/2022	06/30/2023	12

- Click on the blue **CTIMS-EID** hyperlink to open an individual's record.
- Click on any tab to update information.
- Instructions [here](#), if needed.
- Click on the X on the PID tab to close and return to the bulk grid.

[Manage PID List \(Assign/Update/Edit PID Assignment\)](#)

- Click the radio button next to **Manage PID List**.

Search by DISTRICT

- Check the box between **School & All***.
 - To narrow down your search you can choose a search option from the drop-down **Search Criteria** menu.
- Click **Search**.

Dashboard Manage PID Data Manage PID list

View, Edit and Delete Existing Master PID

School Type* Technology Sites

School All* Enter the first three characters of any word that is included in your organization name.

Search Criteria ALL Search Text Search

Export to Excel Search...

Assign Person Organization Name PID Job Category Assign Status Assigned To CTIMS-EID

User First Name
User Last Name
User Login Email
Office Email
Primary Phone
Job Category
PID

Assign Existing Person to a PID

- To narrow down your search - use the black funnel in the PID column to filter the PID you are needing.
- Click **Assign Person** to assign a new/existing person to this PID.

Dashboard Manage PID Data Manage PID list

View, Edit and Delete Existing Master PID

School Type* Technology Sites

School All* Enter the first three characters of any word that is included in your organization name.

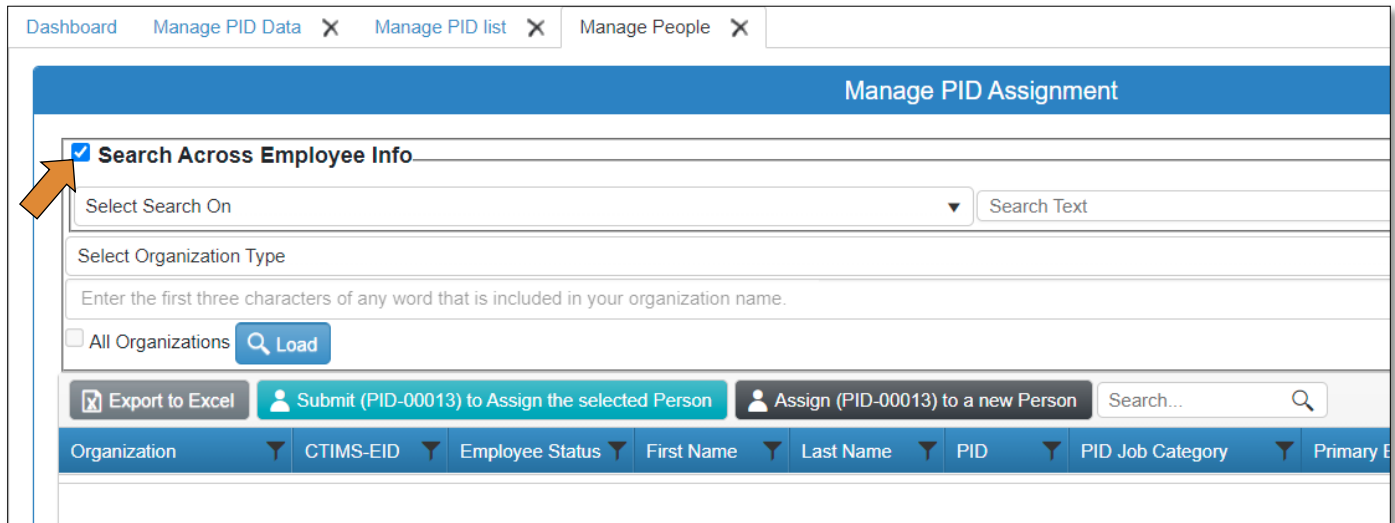
Search Criteria ALL Search Text Search

Export to Excel Back To Manage PID Data Search...

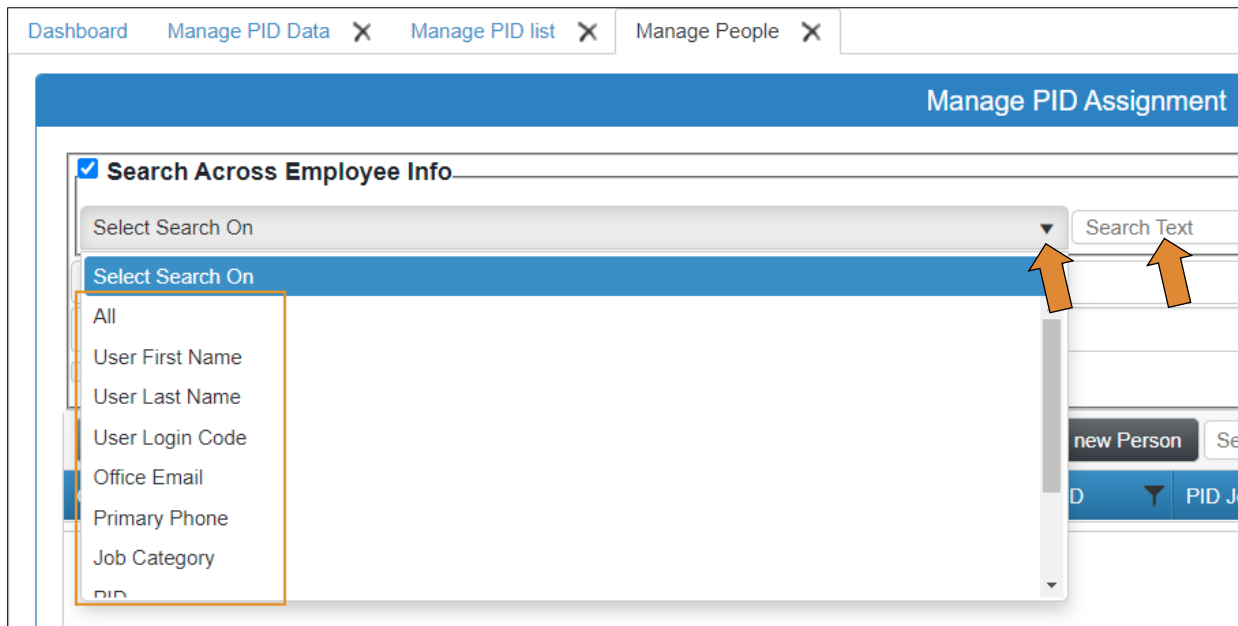
Assign Person	Organization Name	PID	Job Category	Assign Status
Assign Person	Technology Center - ...	00004	Support Staff	Assigned

- Check the box next to **Search Across Employee Info**.

NOTE: Before assigning a person to a PID, ALWAYS search to make sure that the person is not already in the system – this will prevent duplicate records from being made.



- In the **Select Search On** field, choose how you would like to search.
 - Search the most unique part of the person’s name.
- Type in the text you wish to search in the **Search Text** field.



- Click **Load**.
 - A list of records or just 1 record (depending on how you narrowed down your search) will appear in the grid below.

Dashboard Manage PID Data X Manage PID list X Manage People X

Manage PID Assignment

Search Across Employee Info

User Last Name ▼ Beyer

Select Organization Type

Enter the first three characters of any word that is included in your organization name.

All Organizations **Load**

- If a record pulls up for the person you are looking for – click on the row of that record to highlight the entire row blue.
 - ****Make sure you verify that it is the correct person – you can do this by clicking on the CTIMS-EID hyperlink to view that person’s record (DOB or SSN).**
- Click **Submit (PID-12345) to Assign the selected Person**.

Dashboard Manage PID Data X Manage PID list X Manage People X

Manage PID Assignment

Search Across Employee Info

User Last Name ▼ smith

Select Organization Type

Enter the first three characters of any word that is included in your organization name.

All Organizations **Load**

Export to Excel **Submit (PID-00013) to Assign the selected Person** Assign (PID-00013) to a new Person Search...

Organization	CTIMS-EID	Employee Status	First Name	Last Name	PID	PID Job Category
Technology Center...	1723269	Active		Smith	02422	Support Staff

- Make sure the row with the correct PID, Calendar Year and School (Short Name) is marked **Active** under Assign and **Yes** under Primary.
- Click **Submit**.

Manage PID Assignment

Person Basic Information - (Full Name: , CTIMS-EID: , PID:)

Submit PID (00013) to Assign the selected Person

Submit Cancel

PID	Assign	Primary PID	Calendar Year	CTIMS-EID	Person Name	School Type
00013	Active	Yes	2021-2022	1723269		Tech Sites
02422	Inactive	No	2021-2022	1723269		Tech Sites

- Close the Person Basic Information screen by clicking **Close Person Detail Panel**.

Manage PID Assignment

Person Basic Information - (Full Name: , CTIMS-EID: , PID:)

Submit PID (00013) to Assign the selected Person

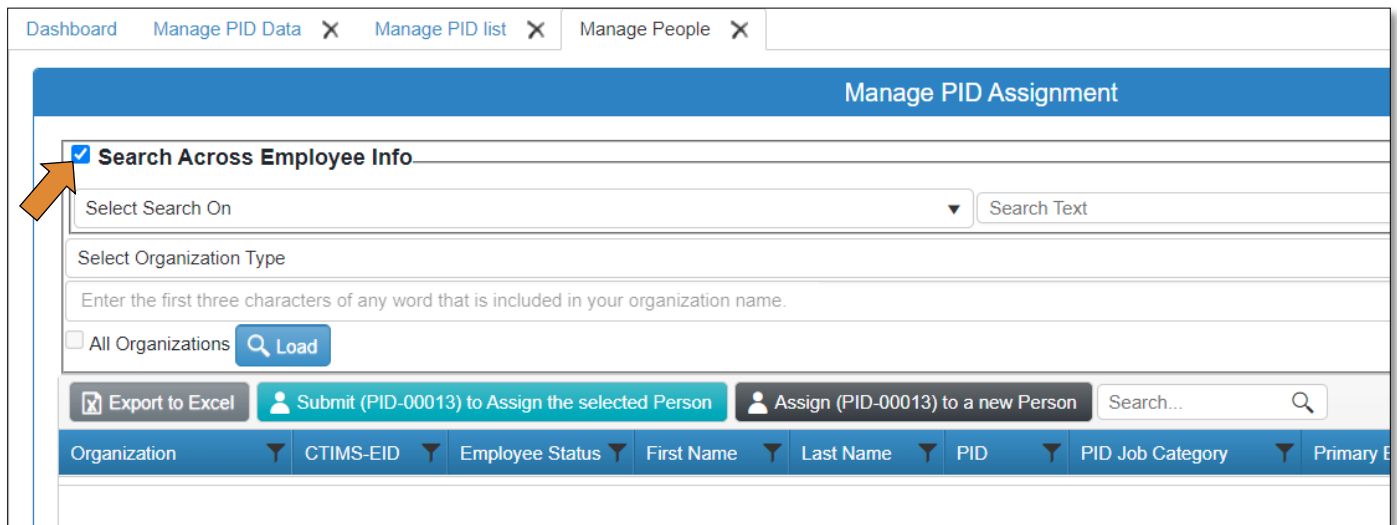
Submit Cancel

PID	Assign	Primary PID	Calendar Year	CTIMS-EID	Person Name	School Type
00013	Active	Yes	2021-2022	1723269		Tech Sites
02422	Inactive	No	2021-2022	1723269		Tech Sites

Assign **New** Person to a PID

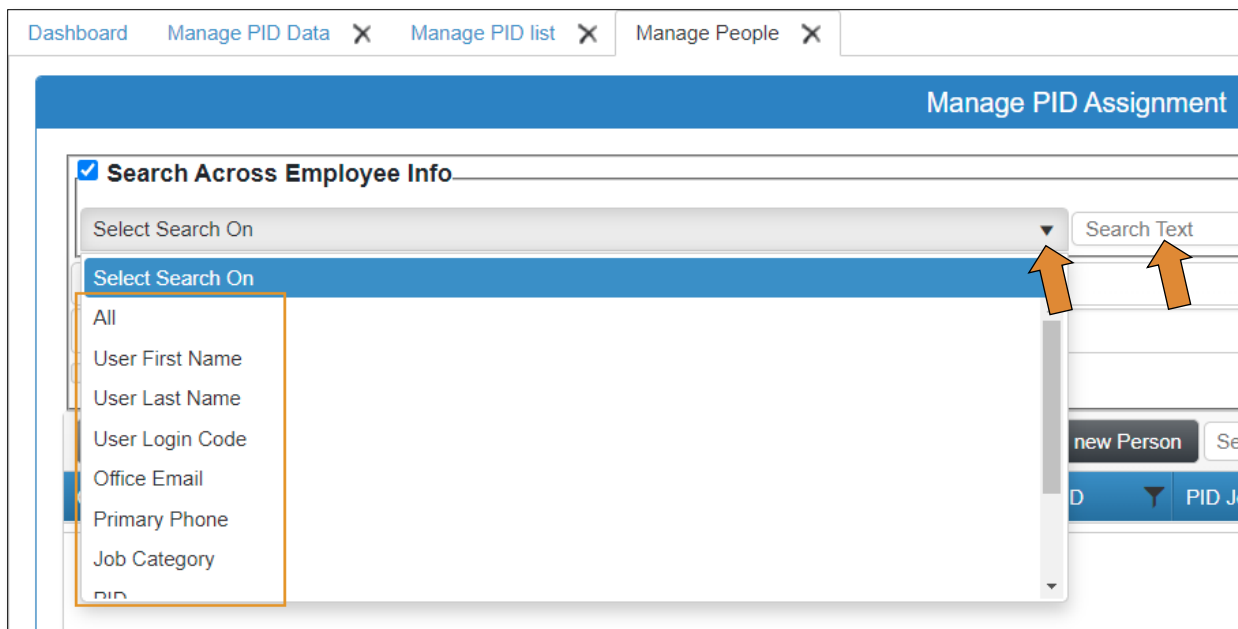
- Check the box next to **Search Across Employee Info**.

*NOTE: Before assigning a person to a PID, **ALWAYS** search to make sure that the person is not already in the system – this will prevent duplicate records from being made.*



The screenshot shows the 'Manage PID Assignment' interface. At the top, there are tabs for 'Dashboard', 'Manage PID Data', 'Manage PID list', and 'Manage People'. The main heading is 'Manage PID Assignment'. Below this, there is a section with a checked checkbox labeled 'Search Across Employee Info'. An orange arrow points to this checkbox. Below the checkbox, there is a 'Select Search On' dropdown menu and a 'Search Text' input field. Further down, there is a 'Select Organization Type' section with a text input field and a 'Load' button. At the bottom, there are buttons for 'Export to Excel', 'Submit (PID-00013) to Assign the selected Person', and 'Assign (PID-00013) to a new Person'. A table header is visible at the bottom with columns: Organization, CTIMS-EID, Employee Status, First Name, Last Name, PID, PID Job Category, and Primary E.

- In the **Select Search On** field, choose how you would like to search.
 - Search the most unique part of the person's name.
- Type in the text you wish to search in the **Search Text** field.



This screenshot shows the 'Manage PID Assignment' interface with the 'Select Search On' dropdown menu open. The dropdown menu lists several search criteria: All, User First Name, User Last Name, User Login Code, Office Email, Primary Phone, Job Category, and PID. An orange arrow points to the dropdown menu, and another orange arrow points to the 'Search Text' input field. The 'Search Across Employee Info' checkbox is also checked.

- Click Load.

The screenshot shows the 'Manage PID Assignment' interface. At the top, there are navigation tabs: 'Dashboard', 'Manage PID Data', 'Manage PID list', and 'Manage People'. The main header is 'Manage PID Assignment'. Below the header, there is a section titled 'Search Across Employee Info' with a checked checkbox. Under this section, there is a 'User Last Name' dropdown menu with 'Beyer' selected. Below that is a 'Select Organization Type' section with a text input field containing the instruction 'Enter the first three characters of any word that is included in your organization name.' At the bottom of this section, there is a checkbox for 'All Organizations' and a blue 'Load' button with a magnifying glass icon. An orange arrow points to the 'Load' button.

- If the system does not pull up a record matching your search, click **Assign (PID-12345) to a new Person**.
 - This is creating a new person record.

The screenshot shows the 'Manage PID Assignment' interface with search results. The 'User Last Name' dropdown now shows 'smith'. Below the search filters, there are three buttons: 'Export to Excel', 'Submit (PID-00013) to Assign the selected Person', and 'Assign (PID-00013) to a new Person'. An orange arrow points to the 'Assign (PID-00013) to a new Person' button. Below the buttons is a table header with columns: 'Organization', 'CTIMS-EID', 'Employee Status', 'First Name', 'Last Name', 'PID', and 'PID Job Category'. Each column has a dropdown arrow next to it.

**The screen will split.

- Enter required fields on the Person Information screen
 - Job Title, Title, Last Name, First Name, Gender, Work Email.
 - Note A: Organization and PID (Position ID) will auto-fill.
 - Note B: If a race is not selected, after saving, it will default to 'Unknown'. You can update this anytime in the manage people screen.
 - Note C: Preferred School Mailing Address information SHOULD auto-populate. Verify that the address and phone are correct.
- Click **Save Changes**.
- Click **Close Person Detail Panel** at the top left corner of the page.

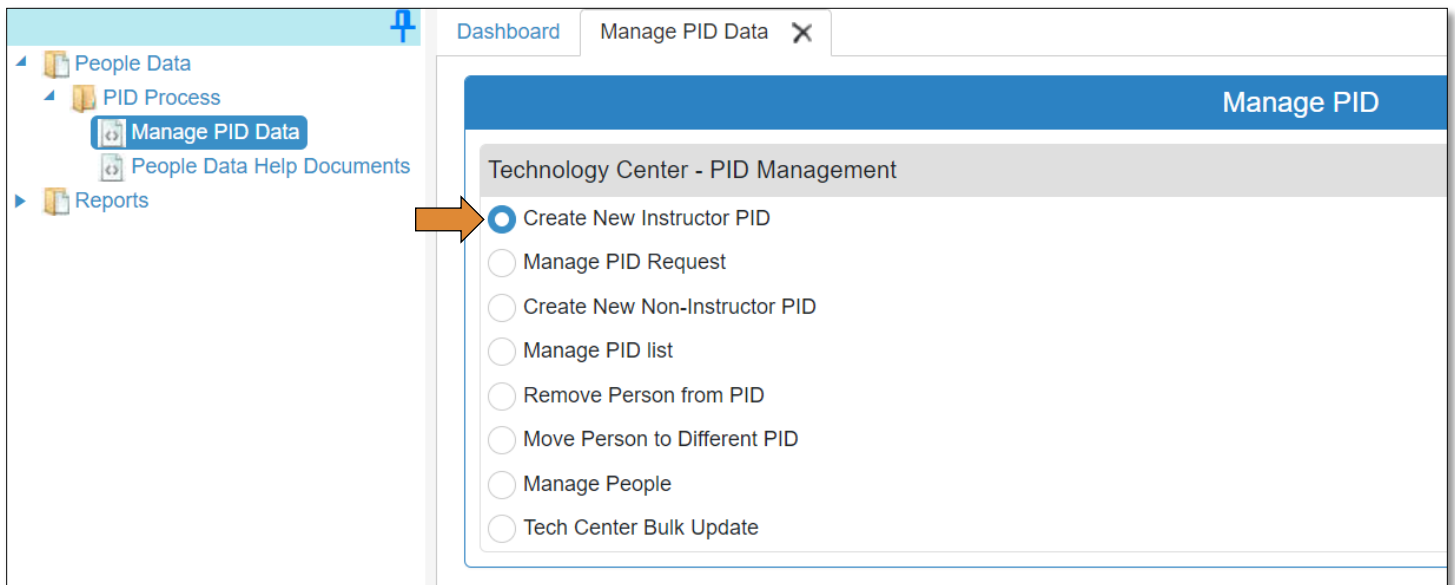
The screenshot shows a web form titled "Person Basic Information - ()". At the top, there is a tab "Assign PID to New Person". Below it is a vertical sidebar with a "Close Person Detail Panel" button. The main form area is divided into several sections:

- Person Information:** Contains dropdowns for "Organization Type" (Tech Sites), "Organization", and "PID (Position ID)" (00013). Below these are input fields for "Preferred Job Title", "Title" (dropdown), "Last Name", "Middle Name", "First Name", "Gender" (dropdown), "Date of Birth" (calendar icon), "SSN", and "Last 4 digits of SSN". Below these are dropdowns for "Role" (TCEMP-Tech Center Employee) and "Position Status" (Active).
- Race:** A row of radio buttons for "American Indian", "Asian", "Black", "Hispanic", "Native Hawaiian Or Pacific Islander", "White", and "Unknown".
- Address Details:** Two columns of address fields. The left column is "Home Address" and the right is "Preferred School Mailing Address". Both have fields for "Address 1", "Address 2", "City", "State", and "Zip Code". The "Preferred School Mailing Address" also has "Work Phone" and "Work Email" fields.

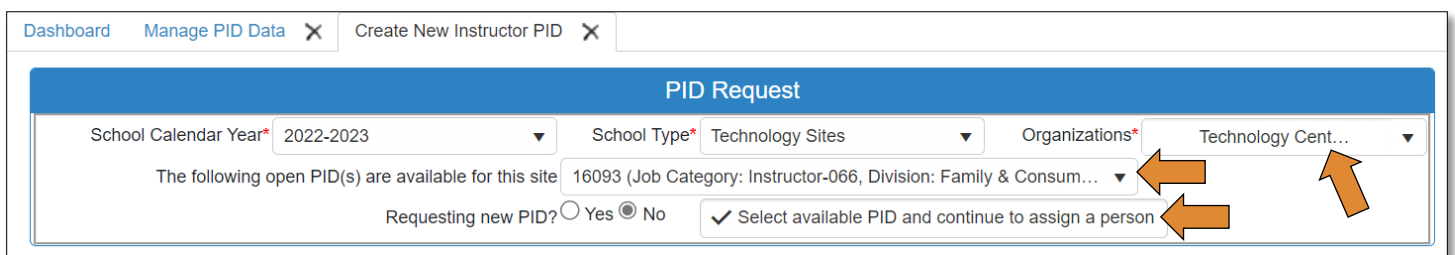
At the bottom of the form are two buttons: "Cancel changes" and "Save changes". An orange arrow points to the "Save changes" button.

Create New Instructor PID

- Click the radio button next to **Create New Instructor PID**.
 - This requires approval by IMD. Please feel free to email [Andra Beyer](#) after you have submitted a request.



- Type the first 3 letters of the organization in the box next to **Organizations*** and select it.
- To see if there are any available instructor PID's, in the correct division, at your organization, click the drop-down arrow, next to **The following open PID(s) are available for this site**.
 - If there is an available PID, keep **No** selected next to Requesting new PID? and click on **Select available PID and continue to assign a person**.
 - Click [here](#) to assign person to PID.



- If there is not an available PID, click the radio button for Yes next to Requesting new PID?
 - **The organization and Request Number will auto-fill.
- Click the drop-down arrow next to **Type of Professional/Certified Staff Position (Job Category)*** and select 066-Instructor.
 - You will only have an option of 066-Instructor, since you are requesting a new instructor PID.
 - **You will notice after you select this job code/job title another portion will appear on the screen.
- Type in the **Preferred Job Title**.
- If the PID will not be used until the next school year, change the **Start Year** to the correct school year.
- Fill in the **First Name** and **Last Name**, **last 4 of SSN** and **Date of Birth**, if you have that information.
 - Please enter as much data/information as you can on each individual record.

- Select **Yes** or **No**, if the **State Program** has been approved.
 - If Yes, use the drop-down to find the approved program – if you can't find the approved program, email [Andra Beyer](#).
 - If No, use the drop-downs to select the **division** and **state program** the PID will fall under.
- Select **Yes** or **No** if the instructor will teach off site.
 - If Yes, follow these [instructions](#) to fill in the K12 School information.
 - If No, fill out the **number of hours per day, week and year instruction will be provided**.
- Put a note, even if it's just the date, in the **Justification for additional PID*** text box.
- Click **Save as Draft**.
- Click **Submit for Approval**. (Screenshots below)

Dashboard Manage PID Data X Create New Instructor PID X

PID Request

School Calendar Year* 2021-2022 School Type* Tech Sites Organizations* Technology Center

The following open PID(s) are available for this site --Select--

Requesting new PID? Yes No

Request Number* PID-2122-X-24X057745-7730C09FC7F2

Regular Instructor Adjunct Instructor Other

Date Submitted 10/12/2021

Submitter Andra Beyer

Type of Professional/Certified Staff Position (Job Category)* 066 - Instructor

Preferred Job Title* Instructor

New Staff Information

Start Year 2021-2022

First Name MI Last Name

Last 4 digits of SSN Date of Birth

Has State Program been approved? (y/n) Yes No

Approved Program --Select--

If No, Provide the following information.

Division --Select--

State Program --Select--

Has State Program been approved? (y/n) Yes No

Approved Program --Select--

If No, Provide the following information.

Division --Select--

State Program --Select--

Number of hours per day instruction will be provided*

Number of days per week instruction will be provided*

Number of months per year instruction will be provided*

Justification for additional PID*

(Maximum length is 500 characters)

Tech Center Instructor teaching off site

- Click the **Yes** radio button next to *Will the instructor teach off site?*
- Click **+Add K12 School and Course(s)**
- Type the first 3 letters of the organization in the box, under the **Pick K12 Schools** column, and select the organization.
- Type the first 3 letters of the program, in the **What Courses at each Site are they teaching?** column, that will be taught at the K12 school site and select it.

Will instructor teach off site? Yes No

+ Add K12 School and Course(s) ✕ Remove K12 School and Course(s) ⌂ Cancel changes

Pick K12 Schools	What Courses at each Site are they teaching?
High School	Advanc Advanced Biological Animal Science Advanced Biological Plant Science Advanced Programming Advanced Design Techniques Advanced Entrepreneurship Advanced Digital Video Tools And Techniques Advanced Effects For Motion Graphics Advanced Digital Animation

Create New Non-Instructor PID:

- Click the radio button next to **Create New Non-Instructor PID**.

Dashboard Manage PID Data ✕

Manage PID

Technology Center - PID Management

- Create New Instructor PID
- Manage PID Request
- Create New Non-Instructor PID
- Manage PID list
- Remove Person from PID
- Move Person to Different PID
- Manage People
- Tech Center Bulk Update

- Type the first 3 letters of the organization in the box next to **Organizations*** and select it.
- Select the drop-down arrow for **Job Category** and start typing the job title you are needing for this particular PID.
 - Note: if you can't find what you need, email [Andra Beyer](#).
- Select the drop-down arrow next to **The following PID(s) are available for the selected Job Code**.
 - If there is an available PID, select it.
- Click **Save Changes**.
- Click on **Assign person to this PID**.
- Click here for instructions on assigning someone to a PID.

Dashboard Manage PID Data X Create New Non-Instructor PID X

PID Generation

OrganizationType* Tech Sites Organizations* Technology Center

Job Category* 015 - IT Support The following PID(s) are available for the selected Job Code: 50467 (Job Category: IT Support-015, Division:)

Note: Unassigned PID(s) exist for this job code. Please select one and click "Assign person to this PID". Assign person to this PID

Go to Manage PID Data Go to PID Request Summary Save Changes Cancel Changes

- If there is not an available PID:
 - You can enter the effective date of this PID (it is not required).
- Leave **No** selected if the instructor will teach off site (this is not an instructor PID – we will get this reworded or removed).
- Write down the PID Number that is auto generated.
- Click **Save Changes**.
- To fill the PID, go [here](#).

Dashboard Manage PID Data X Create New Non-Instructor PID X

PID Generation

OrganizationType* Tech Sites Organizations* Technology Center

Job Category* 004 - Deputy Superintendent The following PID(s) are available for the selected Job Code:

Note: Unassigned PID(s) exist for this job code. Please select one and click "Assign person to this PID". Assign person to this PID

Start Year* 2021-2022 Effective Date month/day/year Job Category* Deputy Superintendent PID Status* Active PID Assign Status* Unassigned

Will instructor teach off site? Yes No

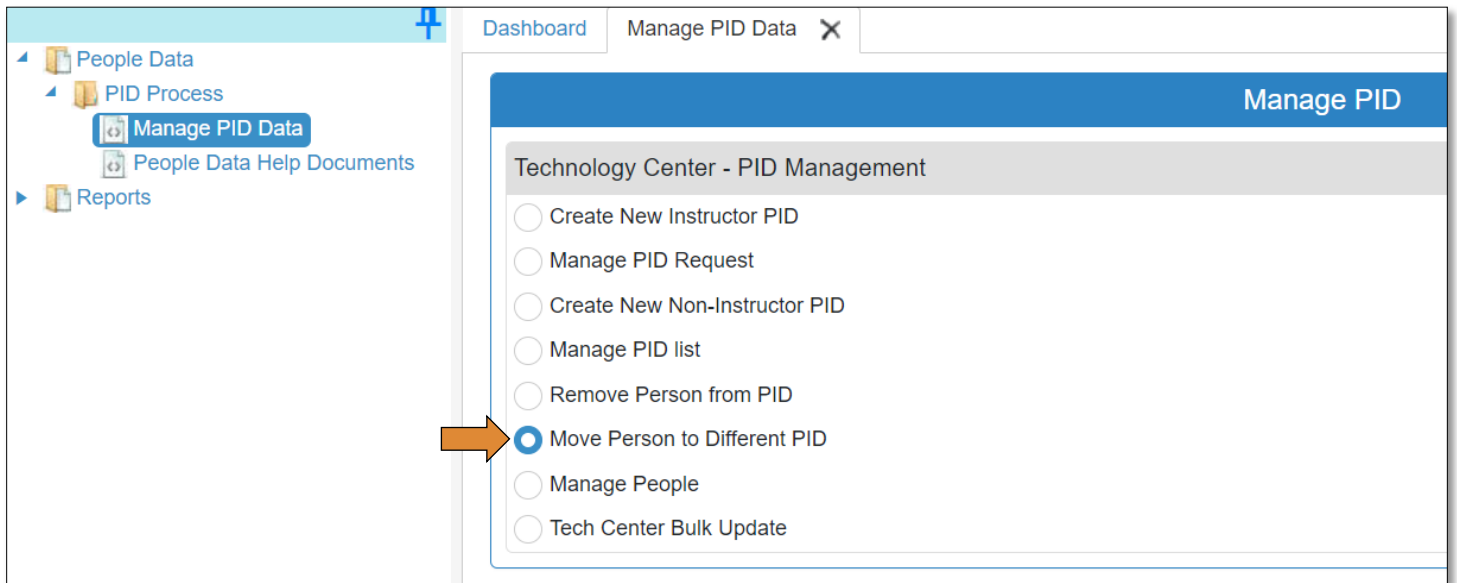
Note:

(Maximum length is 500 characters)

Go to Manage PID Data Go to PID Request Summary Save Changes Cancel Changes

Move Person to Different PID:

- Click the radio button next to **Move Person to Different PID**.

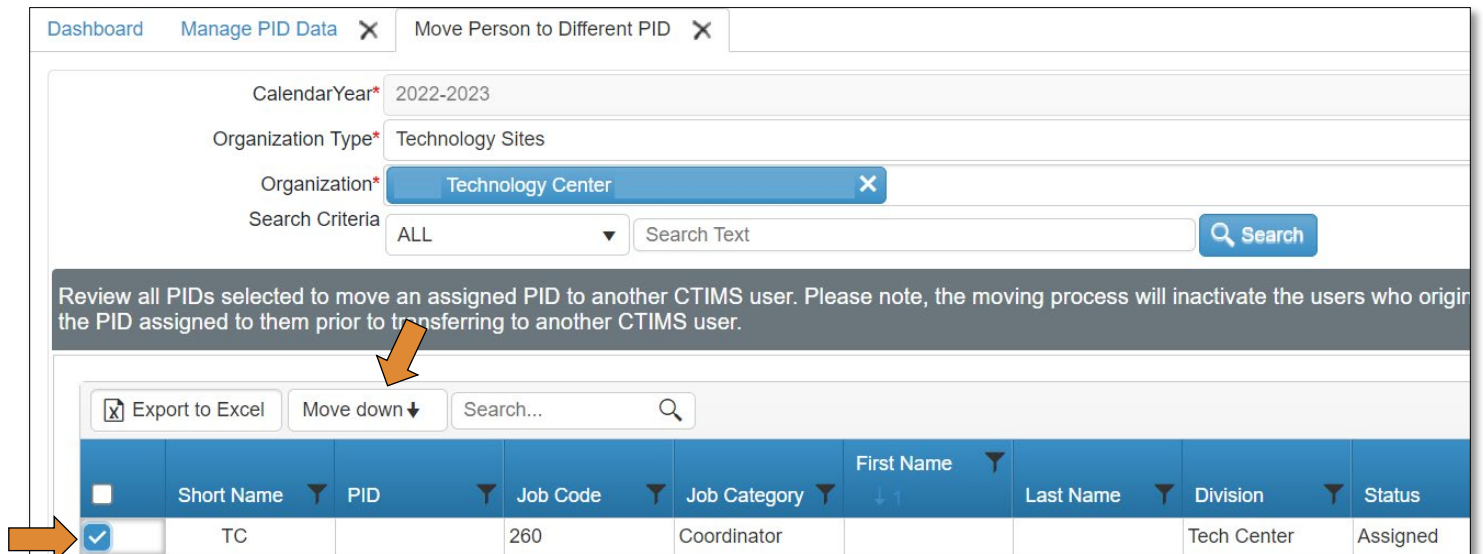


The screenshot shows the 'Manage PID' interface. On the left is a navigation menu with 'People Data', 'PID Process', 'Manage PID Data', 'People Data Help Documents', and 'Reports'. The main area is titled 'Manage PID' and contains a list of options under 'Technology Center - PID Management':

- Create New Instructor PID
- Manage PID Request
- Create New Non-Instructor PID
- Manage PID list
- Remove Person from PID
- Move Person to Different PID
- Manage People
- Tech Center Bulk Update

An orange arrow points to the 'Move Person to Different PID' radio button.

- Type the first 3 letters of the organization in the box next to **Organization***.
- Click **Search**.
- Select the person you are wanting to move to a different PID.
- Click **Move Down**.
 - Scroll down to the bottom of the page.



The screenshot shows the 'Move Person to Different PID' search results page. At the top, there are filters: 'CalendarYear*' (2022-2023), 'Organization Type*' (Technology Sites), 'Organization*' (Technology Center), and 'Search Criteria' (ALL). A 'Search' button is present. Below the filters is a warning message: 'Review all PIDs selected to move an assigned PID to another CTIMS user. Please note, the moving process will inactivate the users who originate the PID assigned to them prior to transferring to another CTIMS user.'

Below the warning is a table with columns: 'Short Name', 'PID', 'Job Code', 'Job Category', 'First Name', 'Last Name', 'Division', and 'Status'. The first row is selected, indicated by a checkmark in the first column. An orange arrow points to the 'Move down' button above the table, and another orange arrow points to the checkmark in the first column of the first row.

	Short Name	PID	Job Code	Job Category	First Name	Last Name	Division	Status
<input checked="" type="checkbox"/>	TC		260	Coordinator			Tech Center	Assigned

- Click **Continue to Move Person to Different PID** (at the bottom of the page).
- Click **OK**.

Move up ↑ | Export to Excel | Clear All | Search...

<input checked="" type="checkbox"/>	Short Name	PID	Job Code	Job Category	First Name	Last Name	Division	Status
<input checked="" type="checkbox"/>	TC		260	Coordinator			Tech Center	Assigned

◀ | 1 | ▶ | 100 items per page | 1 - 1 of 1 items

◀ Back to Manage PID Data | Refresh | **Continue to Move Person to Different PID** ←

- Make sure the selected record is the correct record.
- Use the drop-down under *Move to Organization*, choose **Technology Sites**.
- Type the first 3 letters of the organization (site) in the box under *Select Move to School*.
- Choose what PID you are moving the person to, under *Move to PID*.
- Add a note so you can remember, later on, why you moved this person to a different PID.
 - The **Current Person Assign to this PID** & **Current Person Status to this Assign** columns will auto-fill.
- Click **Submit to Move Person to Different PID**.
- Click **OK**.

Dashboard Manage PID Data X Move Person to Different PID X

CalendarYear* 2022-2023

Organization Type* Technology Sites

Organization* Technology Center X

Cancel Changes Export to Excel

Name	Division	Current Roles	Person PID Status	Move to Organization Type	Select Move to School	Move to PID	Note	Current Person Assign to this PID	Current Person Status to this Assign
gus	Trade & Industr...	Tech Center E...	Active	Technology Sites	Sample Technology Center	26715	26715	Sample Person	Sample Person

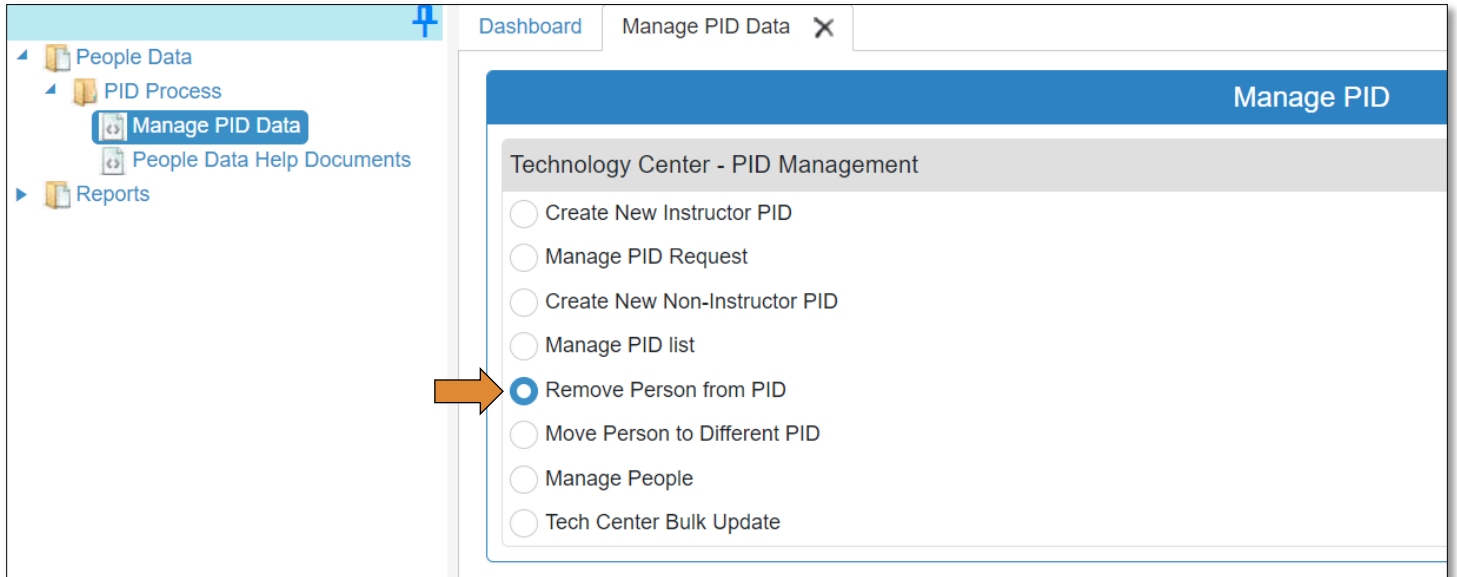
100 items per page 1 - 1 of 1 items

One Step Back Submit to Move Person to Different PID

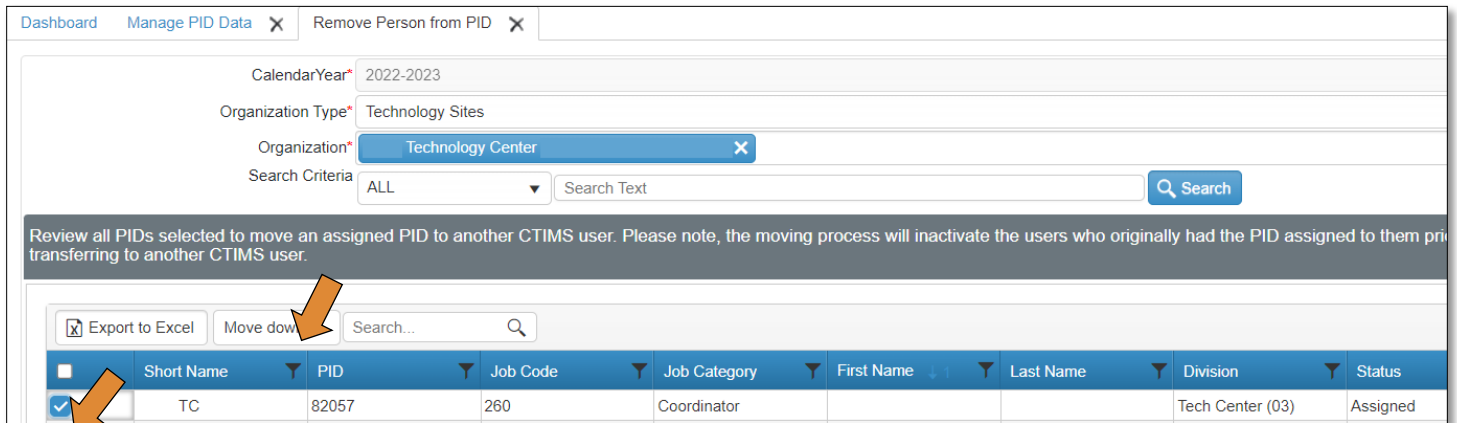
Remove Person from PID:

ONLY USE THIS SCREEN IF YOU ARE NOT FILLING THE PID RIGHT AWAY

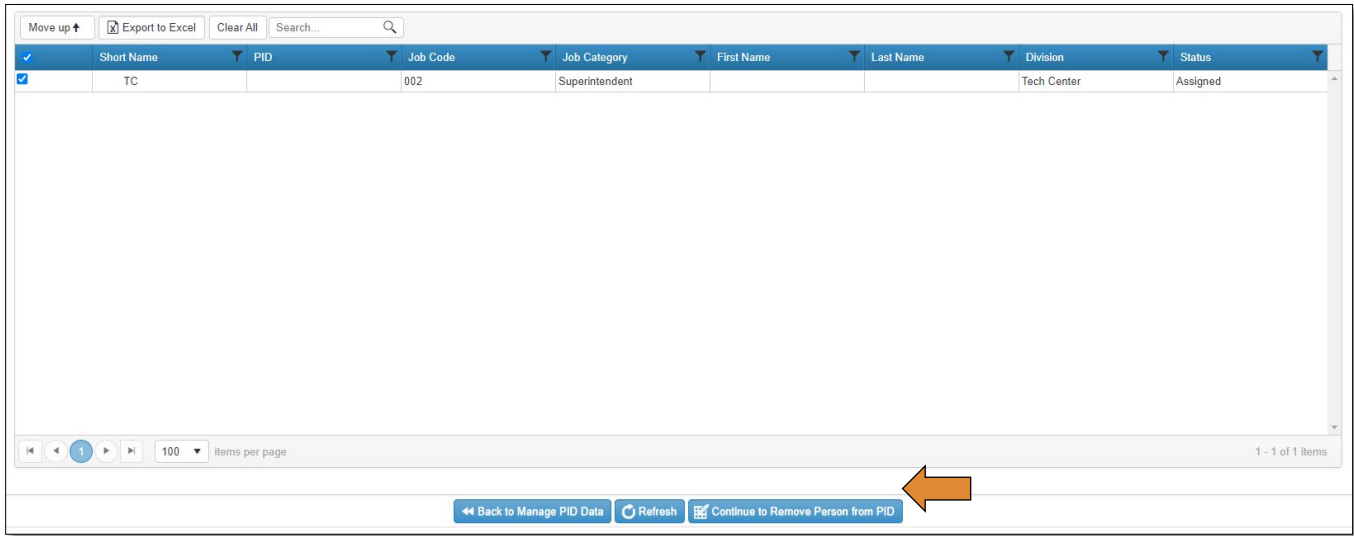
- Click the radio button next to **Remove Person from PID**.



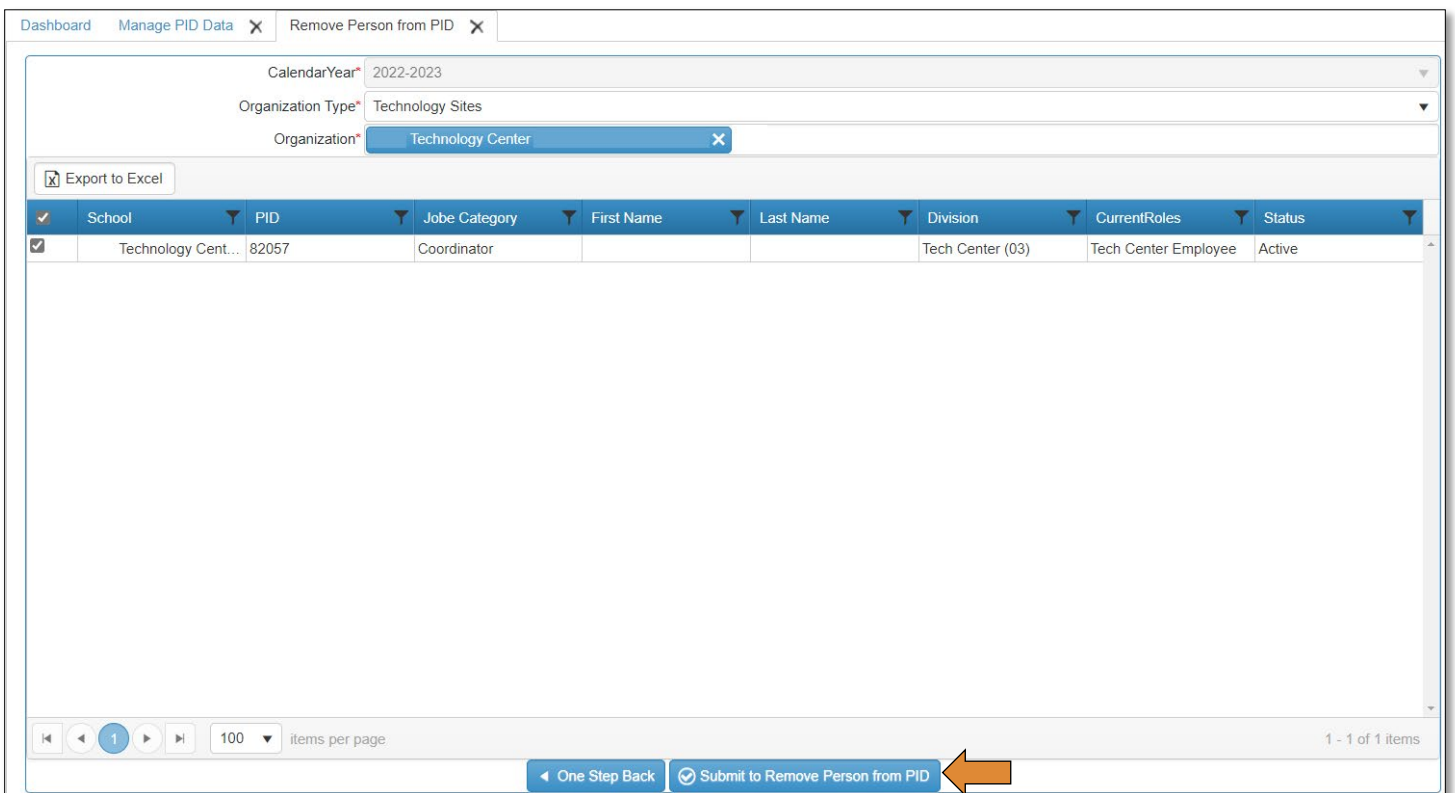
- Type the first 3 letters of the organization in the box next to **Organization***.
- Click **Search**.
- Select the person you are wanting to move to a different PID.
- Click **Move Down**.
 - Scroll down to the bottom of the page.



- Click **Continue to Remove Person from PID** (at the bottom of the page).
- Click **Ok**.

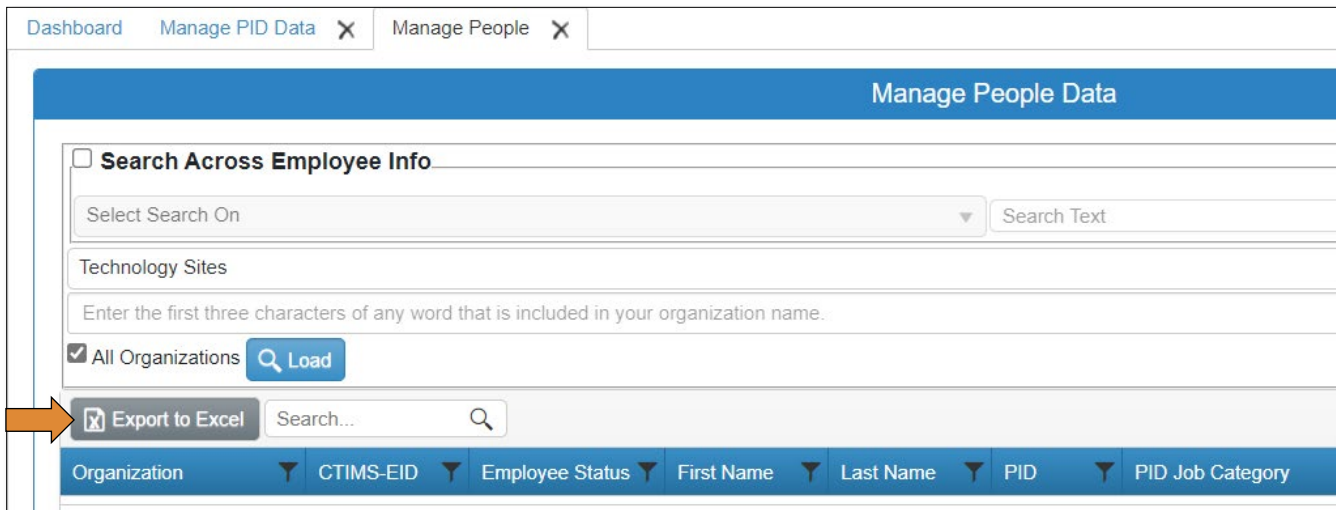


- Make sure the correct record is selected.
- Click **Submit to Remove Person from PID**.
- Click **OK**.



Exporting Information from People Management

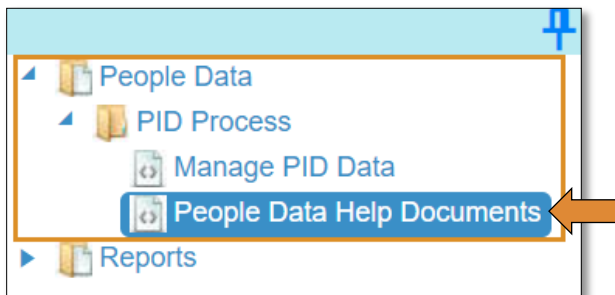
- To access all people in a specific organization, follow instructions [here](#).
- To access all people under an entire district, follow instructions [here](#).
 - Click the **Export to Excel** button.



The screenshot shows the 'Manage People Data' interface. At the top, there are tabs for 'Dashboard', 'Manage PID Data', and 'Manage People'. Below the tabs is a search section with a dropdown for 'Select Search On', a 'Search Text' input field, and a 'Load' button. There is also a section for 'Technology Sites' with a search input. At the bottom, there is a table with columns: Organization, CTIMS-EID, Employee Status, First Name, Last Name, PID, and PID Job Category. An orange arrow points to the 'Export to Excel' button.

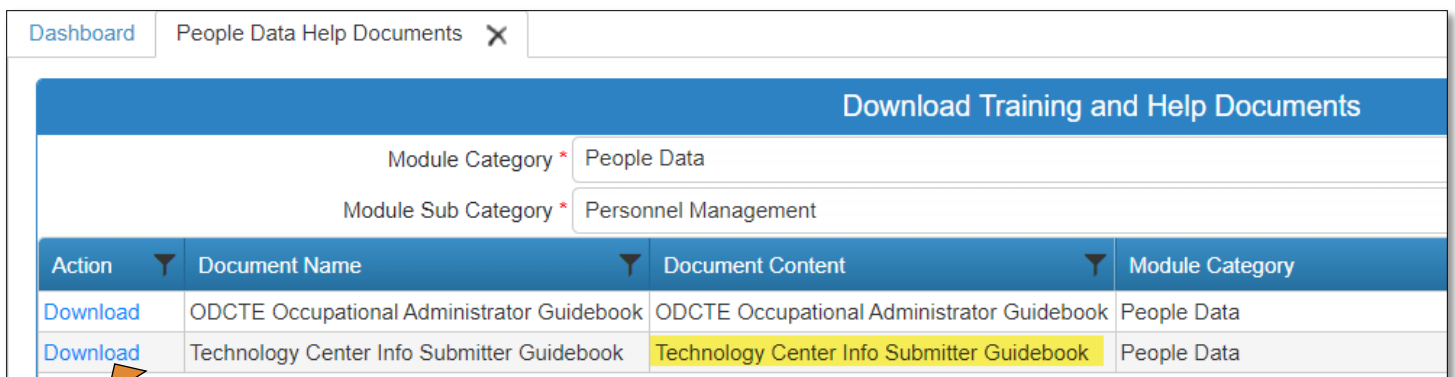
Access Help Documents (Guidebook)

- Click the arrows next to **People Data & PID Process**.
- Click on the **People Data Help Documents** link.



The screenshot shows a navigation menu with the following items: People Data, PID Process, Manage PID Data, People Data Help Documents, and Reports. An orange arrow points to the 'People Data Help Documents' link.

- Click the [Download](#) link to download a PDF version of the guidebook.



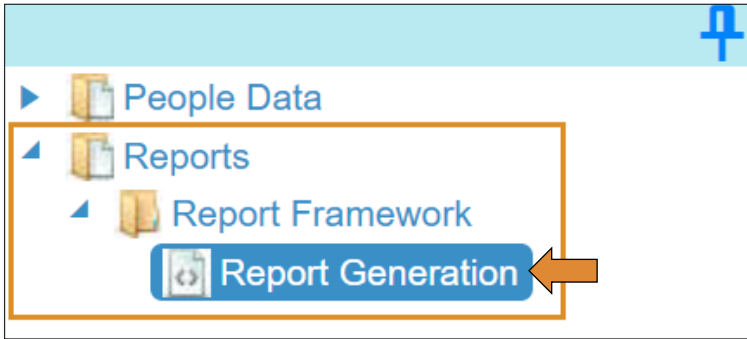
The screenshot shows the 'Download Training and Help Documents' interface. It has a 'Module Category' dropdown set to 'People Data' and a 'Module Sub Category' dropdown set to 'Personnel Management'. Below this is a table with the following data:

Action	Document Name	Document Content	Module Category
Download	ODCTE Occupational Administrator Guidebook	ODCTE Occupational Administrator Guidebook	People Data
Download	Technology Center Info Submitter Guidebook	Technology Center Info Submitter Guidebook	People Data

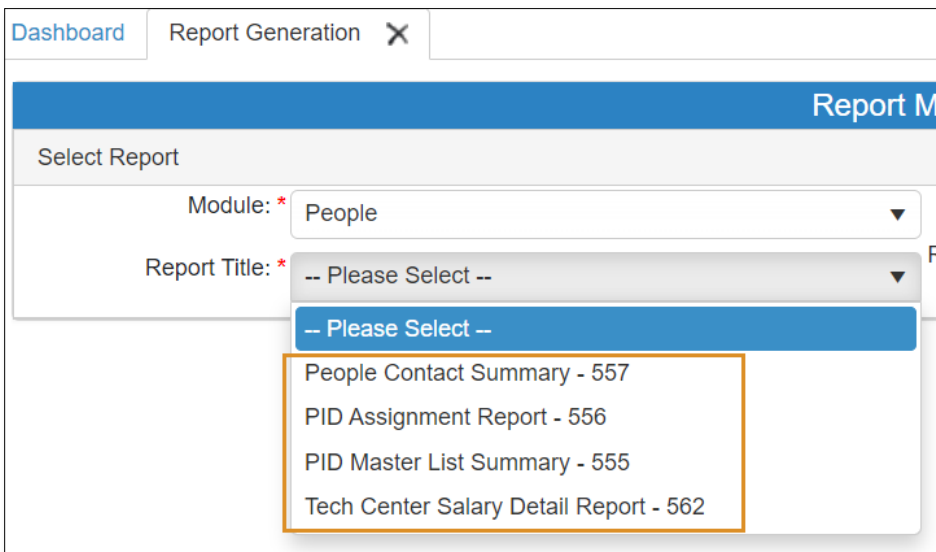
An orange arrow points to the 'Download' link in the second row of the table.

Reports

- Click the arrows next to **Reports & Report Framework**.
 - Click on the **Report Generation** link under Report Framework.



- There are 4 reports that can be run:
 - People Contact Summary - 557
 - PID Assignment Report - 556
 - PID Master List Summary - 555
 - Tech Center Salary Detail Report - 562



- **Module:*** People
- **Sub Module:*** - People Data Reports
- **Report Title:*** - Choose the report you want to run.
- **Report Type/School Type:*** - Site or District
- **Calendar Code*** - Choose the calendar year you are wanting to run.
- **Organization Type*** - Technology Sites or Technology Center Districts.
- **Organization***: Choose your school/s by typing in the first 3 letters and selecting the school.

Dashboard Report Generation X

Report Manager

Select Report ▲

Module: * People ▼ Sub Module: * People Data Reports ▼

Report Title: * Tech Center Salary Detail Report - 562 ▼ Report Type/School Type: * Site ▼

Calendar Code* 2022-2023 ▼

Organization Type* Technology Sites ▼

Organization* Technology Center X

Generate Report

- Every report can be exported to XML, CSV, PDF, MHTML, Excel, TIFF &/or Word

1 of 2 ? Find | Next

Tech Center Salary Detail Report

Report Generation Date:

Calendar Year	District Name	SCHOOLNAME	ASTNM
2223	Technology Center	Technology Center	
2223	Technology Center	Technology Center	

XML file with report data

CSV (comma delimited)

PDF

MHTML (web archive)

Excel

TIFF file

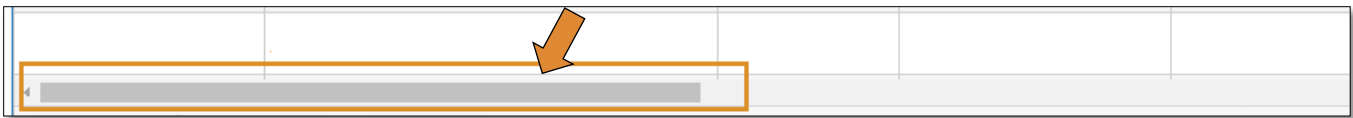
Word

CTIMS Helpful Hints

- By clicking once on any of the column headers, it will filter that column in ascending order. If you click on it twice, it will filter in descending order. If you click on it a third time it will go back to the order that was populated after clicking load.
- Filter further down by clicking on the black funnel, on any column, and typing in something to narrow down your search.



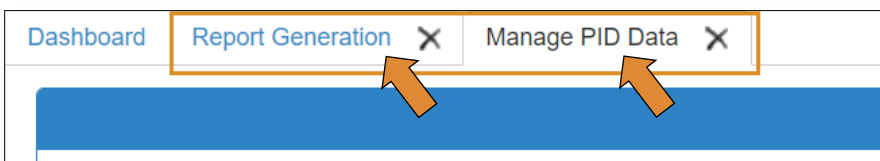
- There are scroll bars located at the bottom of some of the screens in CTIMS.
 - If you cannot see all of the information on a screen, go to the right or bottom of the screen and use the scroll bar to see navigate over.



- You can click on the pint in the top left panel. It will collapse the left panel when not using it.



- There are tabs within screens in CTIMS. Look for these tabs to view a different screen or more information.



[Appendix A](#)

CAREERTECH INFORMATION SYSTEM UPDATES & DATA DEFINITIONS

The information contained in the personnel file is used for several different purposes, including fulfilling requests from the state legislature and the State Board of Career and Technology Education. It is crucial that these records be accurate and up to date.

Salary updates

- Updated each fiscal year, **no later than October 15**.

Salary information should be reported in the following manner: (Conditions Table)

Base Salary

- Include the contracted annual salary of employee.
- Salary for hourly employees must be converted to an annual salary amount. Calculate based on (estimated number of hours per week) X (estimated number of weeks per annual contract period.) ODCTE recognizes annual salary amounts for hourly employees are estimated figures.
- Cash in lieu of health benefits should be reported in the “Other” field IF it is not included in contracted “Base Salary”.

Health Insurance

- Enter the amount the tech center pays for the individual employee health coverage.
- This could include family health coverage IF paid by the tech center.
 - Do not include dental, life, vision or other health related benefits. Definitions for flex benefits are health insurance only, so any additional benefits should be included in “Other”.
- Amounts paid by the individual for family coverage should **Not** be included in the Health Insurance column if these amounts are already included as part of “Base Salary” or if the cash in lieu of health benefits reported in “Other” was used for that purpose.
- Field amount for non-participants should be zero.

Teacher Retirement –

- The amount sent to TRS by the tech center for the employee’s participation.
- This amount **DOES NOT** include the employer’s contribution.
- This amount **DOES** include the employee’s contribution IF the tech center pays the employee’s share.
 - It should NOT include the employee’s contribution IF that amount is part of “Base Salary”. Does not include TRS offset amount. If the tech center pays the equivalent of the employee’s TRS offset, this amount should be reported in the “Other” field if not already included as part of “Base Salary.”
- Field amount for non-participant should be zero.

Other

- Includes all other items, such as dental, life and vision insurance, annuities, cash in lieu of health benefits, TRS offset amount, and any other items not included as part of “Base Salary”.
- FY21 Flex Cash amounts (per month):
 - Certified non-participant: \$69.71
 - Support non-participant: \$189.69

Changes to personnel during the year

- Updates should be made **at least once each month** and should include removal of departing employees, addition of new employees, changes to employee information (name, address, e-mail address, etc.) and other similar types of updates and changes. Access to the CareerTech Information Management System (CTIMS) is available around the clock, allowing technology center staff to maintain accurate records at all times.
- Salary modifications occurring during a fiscal year for staff reported by the October 15 date do not need to be adjusted on the employee record.

The following staff should be included in the tech center records:

- Administrative and Instructional – All staff employed 50% or more.
- Adjunct Instructor – An instructor that is on a temporary contract, receives no benefits, is not on the regular payroll of the school, and is providing instruction for an approved career major.
- Support Staff – All staff employed 75% or more. Salary for staff receiving hourly wages must be converted to an annual amount. Support staff employed less than 75% can be added to the tech center file at the discretion of each tech center.
- Percentage of employment should be calculated based on a standard 40-hour work week (i.e. 20 hours per week = 50% employed). The contract length (number of months) should be entered for each employee in the file.

Should you have any questions concerning the Tech Center Information System, please contact Andra Beyer at 405-743-5403, or by e-mail at ctimssupport@careertech.ok.gov

TRS Job Codes

**Requires a Certification/Industry Certification Number*

TRS Code	Category	Definition	Job Categories	CTIMS Entry
1*	Superintendent (SDE certificate required <u>and</u> TC Admin Credential per ODCTE rules)	Not eligible - Specifically excluded. Schools may offer FBA but must be funded locally.	Superintendent	Valid 6-digit TRS Teacher Certificate number is required .
2*	Principal (SDE certificate required <u>and</u> TC Admin Credential per ODCTE rules. Category intended for Asst. and Deputy Supt's as well as Campus Principals)	Certified personnel: A certified person employed on a full-time basis to serve as a principal but shall not mean a Superintendent of a school district	Associate, Assistant, Deputy Superintendent Principal	Valid 6-digit TRS Teacher Certification number is required .
3*	Professional (Certified with relevant industry certification <u>and/or</u> SDE certification)	Certified personnel: A certified person employed on a full-time basis to serve as a supervisor or administrator but shall not mean a Superintendent of a school district	Director Assistant Director Coordinator Assistant Coordinator Manager Assistant Manger Specialist Assistant Principal Purchasing / Finance Staff Consultant (BID or MDG) Officer Internal Auditor Network Administrator Police Office Registrar Analyst	Valid 6-digit TRS Teacher Certificate number <u>or</u> valid Industry Teacher number/CareerTech Teacher Certificate number is required .
4	Professional (Non-Certified)	Professional non-certified: Individuals not required to be certified by SDE or industry and is employed on full-time basis to serve as coordinators, adult education instructors and not included in the support personnel definition	Director Assistant Director Coordinator Assistant Coordinator Manager Assistant Manager Specialist Purchasing / Finance Staff Consultant (BID or MDG) Officer Internal Auditor Network Administrator Police Officer Registrar Analyst	No certification number is required.

TRS Code	Category	Definition	Job Categories	CTIMS Entry
5*	Counseling (SDE Certificate required)	Certified personnel: A certified person employed on a full-time basis to serve as a counselor but shall not mean a Superintendent of a school district	Counselor	Valid 6-digit TRS Teacher Certificate number is required .
6*	Teaching (SDE Certificate required)	Certified personnel: A certified person employed on a full-time basis to serve as a teacher but shall not mean a Superintendent of a school district	Instructor Integrated Academic Instructor	Valid 6-digit TRS Teacher Certificate number is required .
7*	Teaching (Industry certified in field of instruction required)	Industry certified personnel: A certified person employed on a full-time basis to serve as a teacher to non-secondary students but shall not mean a Superintendent of a school district	Instructor Integrated Academic Instructor	Valid CareerTech Teacher Certification <u>or</u> Industry Certification number is required .
8*	School Nurse (RN license <u>and</u> SDE certificate required)	Certified personnel: A certified person employed on a full-time basis to serve as a certified or registered nurse but shall not mean a Superintendent of a school district	School Nurse	Valid license number is required .
9	Support Staff	Support personnel: A full-time employee of a school district as determined by the standard period of labor which is customarily understood to constitute full-time employment for the type of services performed by the employees who are employed a minimum of six (6) hours per day for a minimum of one hundred seventy-two (172) days or a minimum of six (6) hours per day for a minimum of one thousand thirty-two (1,032) hours per year and who provide services not performed by certified personnel, which is necessary for the efficient and satisfactory functioning of a school district, and shall include cooks, janitors, maintenance personnel, bus drivers, noncertified or nonregistered nurses, noncertified librarians, and clerical employees of a school district but shall not include adult education instructors or adult coordinators employed by technology center school districts.	Support Staff Custodian / Maintenance Staff Transportation Services Child Care Staff School Nurse (if noncertified/nonregistered) Warehouse Worker IT Support Instructor (if not certified by Industry or SDE)	No certification number is required.

Examples from CTIMS Conditions Table

TRS Category 0 (RETIREE) - Condition 2:	IT Support Brown's base salary is \$25,000. His Health Benefits is \$2,000. Retirement is \$0. Salary other is \$500. IT Support Brown is eligible for Flex Benefits and participates in Flex. His contract length is 10 months. IT Support Brown is not a TRS pickup recipient. He is funded 75%.
TRS Category 1 (SUPERINTENDENT) - Condition 1:	Superintendent Miller's base salary is \$100,000. His Health Benefits is \$6,000. Retirement is \$13,500. Salary other is \$4,500. Superintendent Miller is not eligible for Flex Benefits and does not participant in Flex. His contract length is 12 months. Superintendent Miller is a TRS pickup recipient. He is funded 100%.
TRS Category 2 (PRINCIPAL) - Condition 1:	Principal Smith's base salary is \$50,000. His Health Benefits is \$5,000. Retirement is \$3,000. Salary other is \$1,500. Principal Smith is eligible for Flex Benefits and participates in Flex. His contract length is 12 months. Principal Smith is a TRS pickup recipient. He is funded 100%.
TRS Category 3 (SPECIALIST) - Condition 2:	Assessment Specialist Austin's base salary is \$45,000. Her Health Benefits is \$0. Retirement is \$2,000. Salary other is \$1,000. Specialist Austin is eligible for Flex Benefits. However, she does not participate in Flex. Her contract length is 12 months. Specialist Austin is a TRS pickup recipient. She is funded 100%.
TRS Category 4 (FINANCE DIRECTOR) - Condition 3:	Finance Director Johnson's base salary is \$90,000. Her Health Benefits is \$6,000. Retirement is \$4,500. Salary other is \$2,750. Finance Director Johnson is eligible for Flex Benefits and participates in Flex. Her contract length is 12 months. Finance Director Johnson is not a TRS pickup recipient. She is 100% funded.
TRS Category 5 (COUNSELOR) - Condition 2:	Counselor Garcia's base salary is \$75,000. His Health Benefits is \$0. Retirement is \$5,200. Salary other is \$4,550. Counselor Garcia is eligible for Flex Benefits. However, he does not participate in Flex. His contract length is 11 months. Counselor Garcia is a TRS pickup recipient. He is 100% funded.
TRS Category 6 (INSTRUCTOR) - Condition 1:	Instructor Jones base salary is \$65,900. His Health Benefits is \$7,300. Retirement is \$5,200. Salary other is \$3,170. Instructor Jones is eligible for Flex Benefits and participates in Flex. His contract length is 10 months. Instructor Jones is a TRS pickup recipient. He is 100% funded.
TRS Category 7 (INSTRUCTOR) - Condition 2:	Instructor Williams base salary is \$55,600. His Health Benefits is \$0. Retirement is \$3,005. Salary other is \$1,120. Instructor Williams is eligible for Flex Benefits. However, he does not participate in Flex. His contract length is 10 months. Instructor Williams is a TRS pickup recipient. He is 100% funded.
TRS Category 8 (SCHOOL NURSE) - Condition 2:	School Nurse Robinson's base salary is \$88,000. Her Health Benefits is \$0. Retirement is \$7,250. Salary other is \$2,520. School Nurse Robinson is eligible for Flex Benefits. However, she does not participate in Flex. Her contract length is 12 months. School Nurse Robinson is a TRS pickup recipient. She is 100% funded.
TRS Category 9 (SUPPORT STAFF) - Condition 1:	Support Staff Davis base salary is \$40,000. Her Health Benefits is \$6,000. Retirement is \$4,500. Salary other is \$2,750. Support Staff Davis is eligible for Flex Benefits and participates in Flex. Her contract length is 12

	months. Support Staff Davis is not a TRS pickup recipient. She is 100% funded.
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IF TRS CATEGORY 8 - SCHOOL NURSE (RN LICENSE & SDE CERTIFICATE REQUIRED)									
CONDITION	SALARY_BASE	SALARY_HEALTH	SALARY_RETIRE	SALARY_OTHER	FLEX_ELIG	FLEX_PART	TRS PICKUP	CONT_LNTH	PERCENT_FUNDED
1	and SALARY_BASE is populated and greater than \$0	and SALARY_HEALTH is populated and greater than \$0	and SALARY_RETIRE is populated and greater than \$0	and SALARY_OTHER is populated and greater than \$0	Then Condition #1 for FLEX_ELIG is Y	And Condition #1 for FLEX_PART is Y	And TRS_PICKUP for Condition #1 is Y	Contract length is greater than or equal to 10, 11 or 12 months	The percent funded is greater than or equal to 50%
2	and SALARY_BASE is populated and greater than \$0	and SALARY_HEALTH is populated and = to \$0	and SALARY_RETIRE is populated and greater than \$0	and SALARY_OTHER is populated and greater than \$0	Then Condition #2 for FLEX_ELIG is Y	And Condition #2 for FLEX_PART is N	And TRS_PICKUP for Condition #2 is Y	Contract length is greater than or equal to 10, 11 or 12 months	The percent funded is greater than or equal to 50%
3	and SALARY_BASE is populated and greater than \$0	and SALARY_HEALTH is populated and greater than \$0	and SALARY_RETIRE is populated and = to \$0	and SALARY_OTHER is populated and greater than \$0	Then condition #3 for FLEX_ELIG is Y	And Condition #3 for FLEX_PART is Y	And TRS_PICKUP for Condition #3 is N	Contract length is greater than or equal to 10, 11 or 12 months	The percent funded is greater than or equal to 50%

IF TRS CATEGORY 9 - SUPPORT STAFF									
CONDITION	SALARY_BASE	SALARY_HEALTH	SALARY_RETIRE	SALARY_OTHER	FLEX_ELIG	FLEX_PART	TRS PICKUP	CONT_LNTH	PERCENT_FUNDED
1	and SALARY_BASE is populated and greater than \$0	and SALARY_HEALTH is populated and greater than \$0	and SALARY_RETIRE is populated and greater than \$0	and SALARY_OTHER is populated and greater than \$0	Then Condition #1 for FLEX_ELIG is Y	And Condition #1 for FLEX_PART is Y	And TRS_PICKUP for Condition #1 is N	Contract length is greater than or equal to 10, 11 or 12 months	The percent funded is greater than or equal to 50%
2	and SALARY_BASE is populated and greater than \$0	and SALARY_HEALTH is populated and = to \$0	and SALARY_RETIRE is populated and greater than \$0	and SALARY_OTHER is populated and greater than \$0	Then Condition #2 for FLEX_ELIG is Y	And Condition #2 for FLEX_PART is N	And TRS_PICKUP for Condition #2 is N	Contract length is greater than or equal to 10, 11 or 12 months	The percent funded is greater than or equal to 50%
3	and SALARY_BASE is populated and greater than \$0	and SALARY_HEALTH is populated and greater than \$0	and SALARY_RETIRE is populated and = to \$0	and SALARY_OTHER is populated and greater than \$0	Then condition #3 for FLEX_ELIG is Y	And Condition #3 for FLEX_PART is Y	And TRS_PICKUP for Condition #3 is N	Contract length is greater than or equal to 10, 11 or 12 months	The percent funded is greater than or equal to 50%

IF ADJUNCT INSTRUCTOR IS SELECTED									
CONDITION	SALARY_BASE	SALARY_HEALTH	SALARY_RETIRE	SALARY_OTHER	FLEX_ELIG	FLEX_PART	TRS PICKUP	CONT_LNTH	PERCENT_FUNDED
1	and SALARY_BASE is populated and = to \$0	and SALARY_HEALTH is populated and = to \$0	and SALARY_RETIRE is populated and = to \$0	and SALARY_OTHER is populated and = to \$0	Then Condition #1 for FLEX_ELIG is N	And Condition #1 for FLEX_PART is N	And TRS_PICKUP for Condition #1 is N	Contract length is 0 months	The percent funded is 0%

*Adjuncts are allowed to enter years of service.