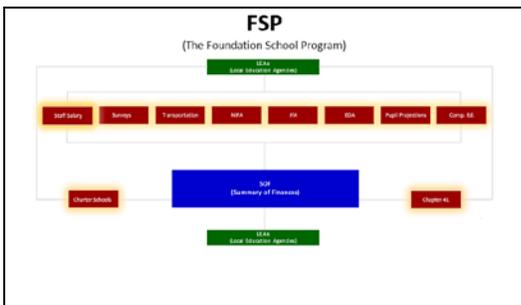


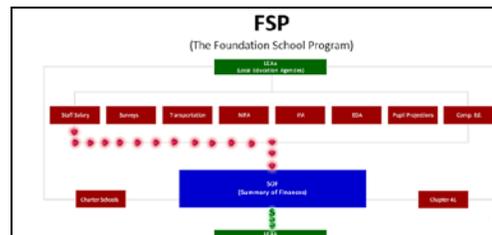
Slide 1
Welcome to the FSP Staff Salary training module. In this part, you will learn...What the Staff Salary subsystem is for,... Staff Salary Position Definitions and Eligibility,... How to use the Staff Salary main page and how to enter data,... How the approval process works,... and What the different form statuses mean.



Slide 2



Slide 3
The Staff Salary subsystem is one of many data collection components of the Foundation School Program (or FSP) online system.



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.



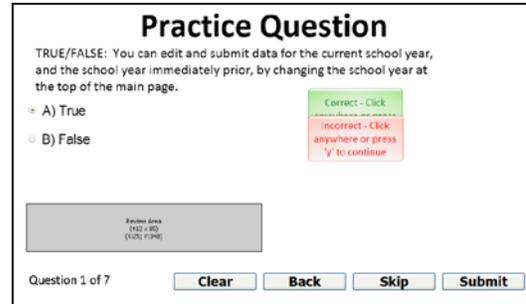
Slide 5
Once you have securely logged on to the FSP Staff Salary program, you will see the Staff Salary main page. (For more information about logging onto the FSP system, click the training link to go back to the FSP training table of contents and watch the FSP Overview and TEASE Access training videos.)



Slide 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.

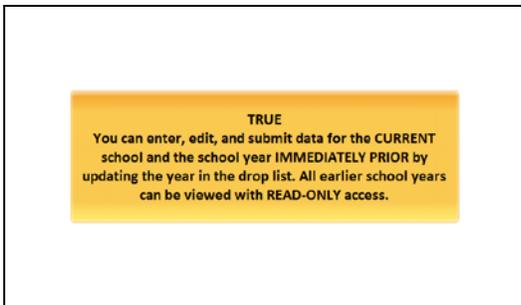


Slide 7: Additionally, this is where you indicate the school year for which you are entering or viewing data. You can view data for any year from the drop list, but you can only enter, edit, or submit data for the current school year and the school year immediately prior. For example, during the 2010-11 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.



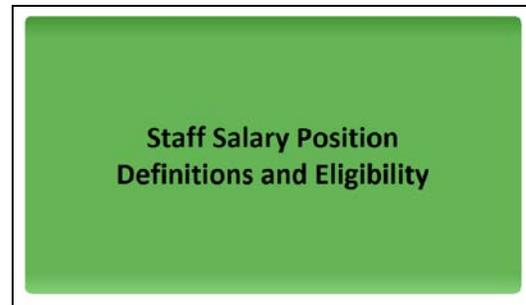
Slide 8

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.

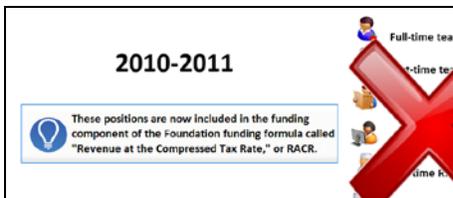


Slide 9

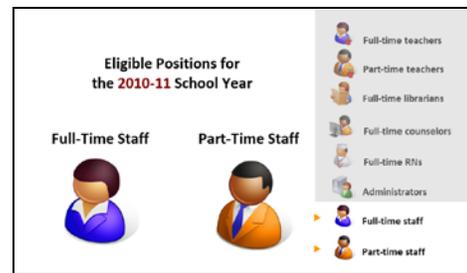
TRUE
You can enter, edit, and submit data for the CURRENT school and the school year IMMEDIATELY PRIOR by updating the year in the drop list. All earlier school years can be viewed with READ-ONLY access.



Slide 10



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.



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.

Full-Time Staff

- Be an active, contributing member of the TRS
- Work **MORE** than 30 hours each week
- CANNOT** be defined as a full-time classroom teacher, librarian, registered nurse, counselor, or administrator



- Full-time teachers
- Part-time teachers
- Full-time librarians
- Full-time counselors
- Full-time RNs
- Administrators
- Full-time staff
- Part-time staff

Slide 13

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.)

Part-Time Staff

- Be an active, contributing member of the TRS
- Work **LESS** than 30 hours each week
- CANNOT** be defined as a part-time classroom teacher, full-time librarian, full-time registered nurse, full-time counselor, or administrator



- Full-time teachers
- Part-time teachers
- Full-time librarians
- Full-time counselors
- Full-time RNs
- Administrators
- Full-time staff
- Part-time staff

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.

Staff Salary Allotment Position Definitions...

- Full-time teachers
- Part-time teachers
- Full-time librarians
- Full-time counselors
- Full-time RNs
- Administrators
- Full-time staff
- Part-time staff

Slide 15

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

Full-Time Teachers **Part-Time Teachers**

- Teaches in an academic setting for 4+ hours per day




- Full-time teachers
- Part-time teachers
- Full-time librarians
- Full-time counselors
- Full-time RNs
- Administrators
- Full-time staff
- Part-time staff

Slide 16

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

Full-Time Librarian **Full-Time Counselor** **Full-Time RN**

- SDEC-certified librarian who provides full-time library services
- SDEC-certified counselor who provides full-time counseling and guidance services
- A registered nurse licensed to practice in the state of Texas





- Full-time teachers
- Part-time teachers
- Full-time librarians
- Full-time counselors
- Full-time RNs
- Administrators
- Full-time staff
- Part-time staff

If employed as one of these for LESS THAN 100% of the time, should be reported as part-time or full-time staff

Slide 17

Full-time librarians and counselors must be S B E C certified for full-time 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.

Administrator

- Be an active, contributing member of the TRS
- Reported to PEIMS role identification as an administrator



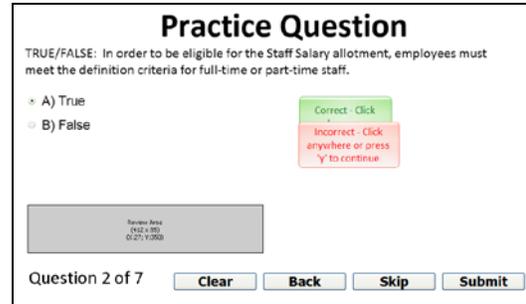
- Full-time teachers
- Part-time teachers
- Full-time librarians
- Full-time counselors
- Full-time RNs
- Administrators
- Full-time staff
- Part-time staff

Slide 18

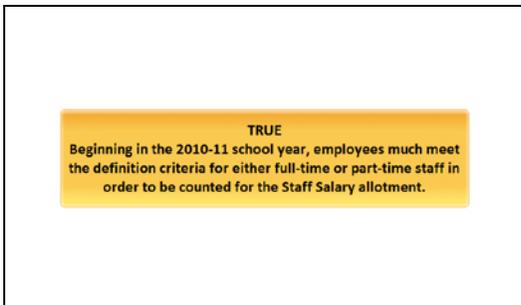
Administrators must be active contributing members of TRS and be reported to PEIMS as an administrator.



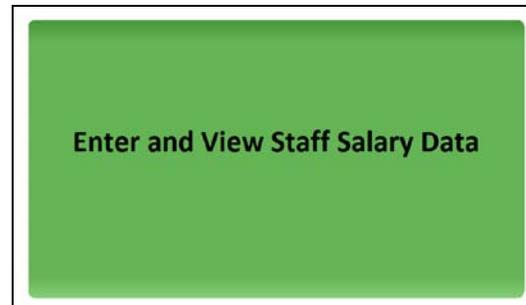
Slide 19
 If you're unsure whether an employee is eligible to be counted, contact the Program Director at TEA at the email or phone listed in the Contact Information section on the Staff Salary main page.



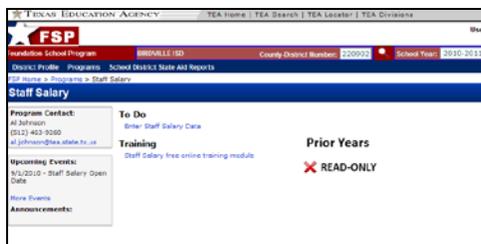
Slide 20
 TRUE/FALSE: In order to be eligible for the Staff Salary allotment, employees must meet the definition criteria for full-time or part-time staff.



Slide 21
 TRUE. Beginning in the 2010-11 school year, employees must meet the definition criteria for either full-time or part-time staff in order to be counted for the Staff Salary allotment.



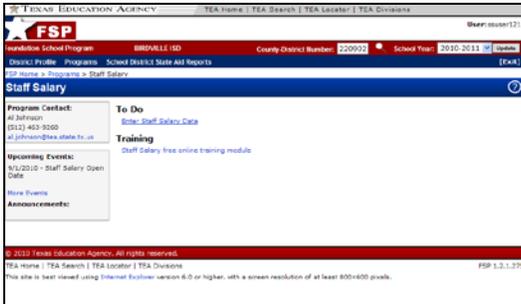
Slide 22



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.



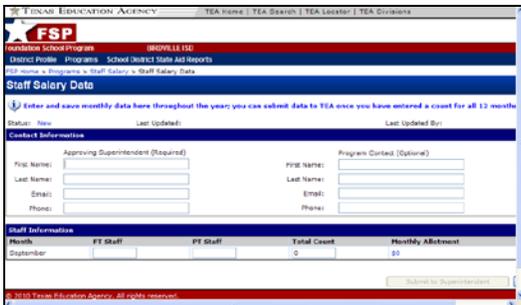
Slide 24
 To access the Staff Salary data entry form, click the *Enter Staff Salary Data* link in the *To Do* list.



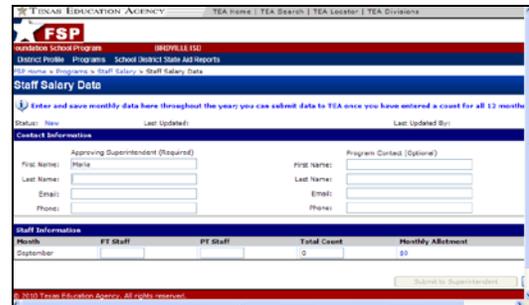
Slide 25



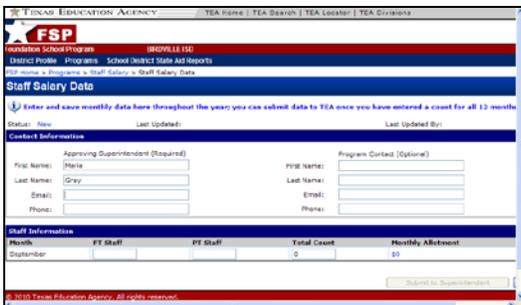
Slide 26: Once you're on the Staff Salary Data page, the first thing you should do is complete the Contact Information Section. In the Approving Superintendent field, enter the name, email address, and phone number of the main approver for the district; most likely the superintendent. Note that this 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.



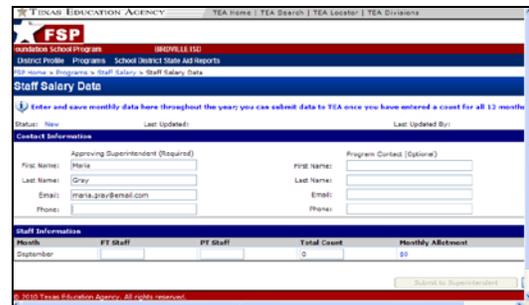
Slide 27



Slide 28



Slide 29



Slide 30

TEA Home | TEA Search | TEA Locator | TEA Divisions

FSP

Foundation School Programs | BROWLIE ISD

District Profile | Programs | School District State Aid Reports

Programs by Program | Staff Salary | Staff Salary Data

Staff Salary Data

Enter and save monthly data here throughout the year; you can submit data to TEA once you have entered a count for all 12 months.

Status: New | Last Updated: | Last Updated By:

Contact Information

Approving Superintendent (Required) | First Name: Marie | Last Name: Gray | Email: maria.gray@bnsd.com | Phone: (123) 456-7891

Program Contact (Optional) | First Name: Robert | Last Name: Smith | Email: robert.smith@gmail.com | Phone:

Staff Information

Month	FT Staff	PE Staff	Total Count	Monthly Allowment
September	0	0	0	0

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Slide 31

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.

TEA Home | TEA Search | TEA Locator | TEA Divisions

FSP

Foundation School Programs | BROWLIE ISD

District Profile | Programs | School District State Aid Reports

Programs by Program | Staff Salary | Staff Salary Data

Staff Salary Data

Enter and save monthly data here throughout the year; you can submit data to TEA once you have entered a count for all 12 months.

Status: New | Last Updated: | Last Updated By:

Contact Information

Approving Superintendent (Required) | First Name: Marie | Last Name: Gray | Email: maria.gray@bnsd.com | Phone: (123) 456-7891

Program Contact (Optional) | First Name: Robert | Last Name: Smith | Email: robert.smith@gmail.com | Phone:

Staff Information

Month	FT Staff	PE Staff	Total Count	Monthly Allowment
September	0	0	0	0

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Slide 32

TEA Home | TEA Search | TEA Locator | TEA Divisions

FSP

Foundation School Programs | BROWLIE ISD

District Profile | Programs | School District State Aid Reports

Programs by Program | Staff Salary | Staff Salary Data

Staff Salary Data

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Contact Information

Approving Superintendent (Required) | First Name: Marie | Last Name: Gray | Email: maria.gray@bnsd.com | Phone: (123) 456-7891

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Staff Information

Month	FT Staff	PE Staff	Total Count	Monthly Allowment
September	0	0	0	0

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Slide 33

TEA Home | TEA Search | TEA Locator | TEA Divisions

FSP

Foundation School Programs | BROWLIE ISD

District Profile | Programs | School District State Aid Reports

Programs by Program | Staff Salary | Staff Salary Data

Staff Salary Data

Enter and save monthly data here throughout the year; you can submit data to TEA once you have entered a count for all 12 months.

Status: New | Last Updated: | Last Updated By:

Contact Information

Approving Superintendent (Required) | First Name: Marie | Last Name: Gray | Email: maria.gray@bnsd.com | Phone: (123) 456-7891

Program Contact (Optional) | First Name: Robert | Last Name: Smith | Email: robert.smith@gmail.com | Phone: (123) 456-7890

Staff Information

Month	FT Staff	PE Staff	Total Count	Monthly Allowment
September	0	0	0	0

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Slide 34

Practice Question

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

A) True
 B) False

Correct - Click anywhere on screen
 Incorrect - Click anywhere or press 'Y' to continue

Question 3 of 7

Clear Back Skip Submit

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.

TRUE

When data is submitted, an automatic e-mail 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.

Slide 37

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.

Slide 38

Slide 39

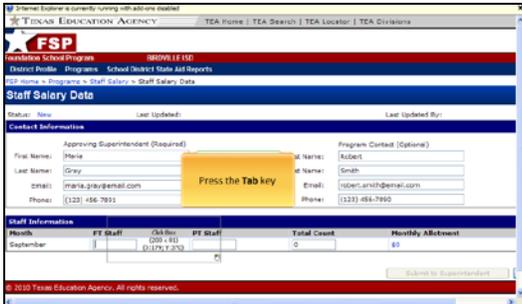
Slide 40

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.

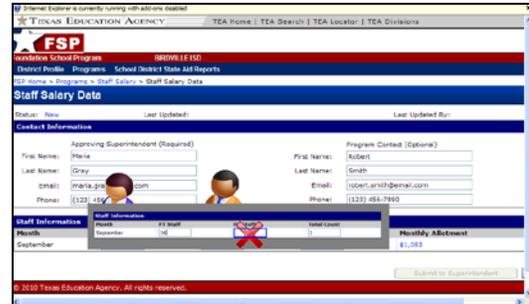
Slide 41

Slide 42

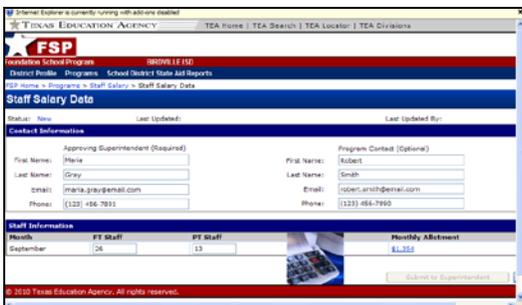
The first box for that month becomes available for you to enter data. Type a whole number value for the total employee count for that position for the month.



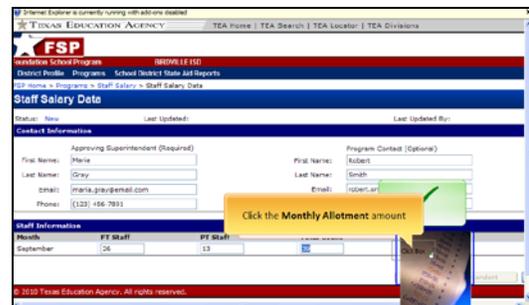
Slide 43
After entering a count, you can click the *Tab* key to easily move to the next available field.



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.



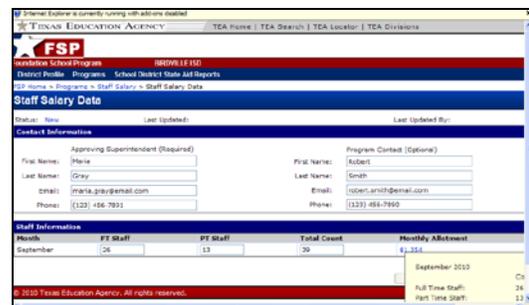
Slide 45
The counts you entered are added automatically in the Total Count column.



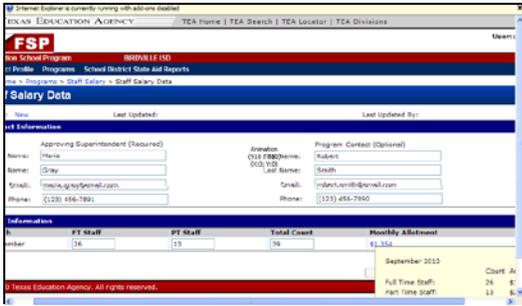
Slide 46
The Monthly Allotment column shows the estimated total Staff Salary allotment for the month. Click the amount to see a breakdown of the estimated payment.



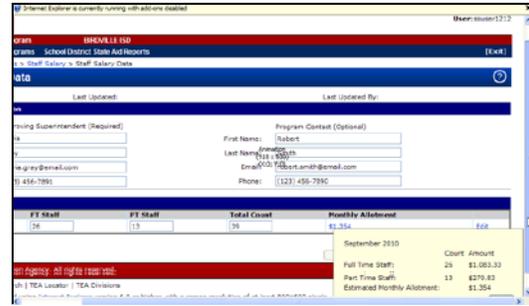
Slide 47



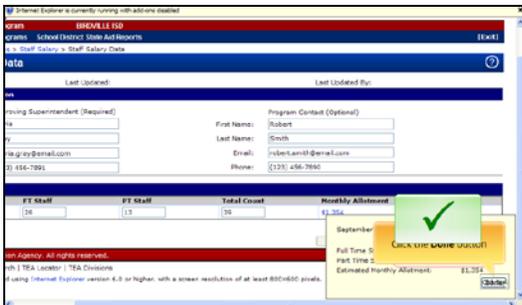
Slide 48



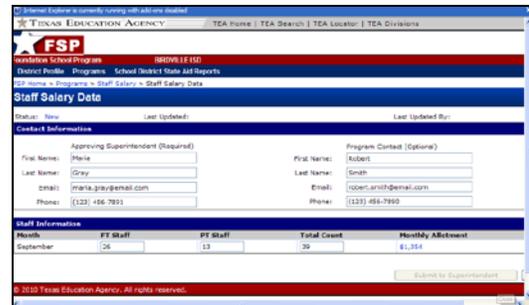
Slide 49



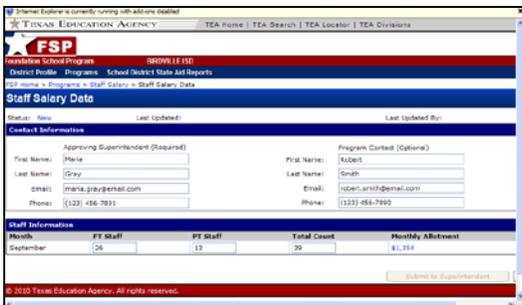
Slide 50



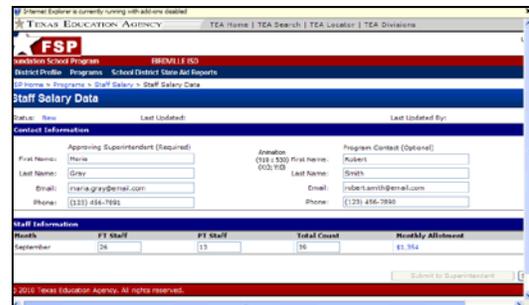
Slide 51
Click Done to close the allotment breakdown.



Slide 52



Slide 53



Slide 54

TEA Home | TEA Search | TEA Locator | TEA Divisions

Program: BREVILLE ISD
 Programs: School District State Ad Reports
 Home > Staff Salary > Staff Salary Data

Staff Salary Data

Status: Saved Last Updated: 8/23/2010 1:16:11 PM Last Updated By: esser1212

Contact Information

Approving Superintendent (Required)
 First Name: Maria First Name: Robert
 Last Name: Gray Last Name: Smith
 Email: maria.gray@gmail.com Email: robert.smith@gmail.com
 Phone: (123) 456-7891 Phone: (123) 456-7890

Staff Information

Month	FT Staff	PT Staff	Total Count	Monthly Allotment
September	26	13	39	\$1,354

Submit to Superintendent Save Cancel

Slide 55
 Once you've entered counts for all positions for the month, be sure to click Save in the bottom right corner of the page.

TEA Home | TEA Search | TEA Locator | TEA Divisions

Program: BREVILLE ISD
 Programs: School District State Ad Reports
 Home > Staff Salary > Staff Salary Data

Staff Salary Data

Status: Saved Last Updated: 8/23/2010 1:16:11 PM Last Updated By: esser1212

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Staff Information

Month	FT Staff	PT Staff	Total Count	Monthly Allotment
September	26	13	39	\$1,354

Submit to Superintendent Save Cancel

Slide 56

TEA Home | TEA Search | TEA Locator | TEA Divisions

Program: BREVILLE ISD
 Programs: School District State Ad Reports
 Home > Staff Salary > Staff Salary Data

Staff Salary Data

Status: Saved Last Updated: 8/23/2010 1:16:11 PM Last Updated By: esser1212

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 Phone: (123) 456-7891 Phone: (123) 456-7890

Staff Information

Month	FT Staff	PT Staff	Total Count	Monthly Allotment
September	26	13	39	\$1,354

Submit to Superintendent Save Cancel

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.

TEA Home | TEA Search | TEA Locator | TEA Divisions

Program: BREVILLE ISD
 Programs: School District State Ad Reports
 Home > Staff Salary > Staff Salary Data

Staff Salary Data

Status: Saved Last Updated: 8/23/2010 1:16:11 PM Last Updated By: esser1212

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 Phone: (123) 456-7891 Phone: (123) 456-7890

Staff Information

Month	FT Staff	PT Staff	Total Count	Monthly Allotment
September	26	13	39	\$1,354

Submit to Superintendent Save Cancel

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.

TEA Home | TEA Search | TEA Locator | TEA Divisions

Program: BREVILLE ISD
 Programs: School District State Ad Reports
 Home > Staff Salary > Staff Salary Data

Staff Salary Data

Status: Saved Last Updated: 8/23/2010 1:16:11 PM Last Updated By: esser1212

Contact Information

Approving Superintendent (Required)
 First Name: Maria First Name: Robert
 Last Name: Gray Last Name: Smith
 Email: maria.gray@gmail.com Email: robert.smith@gmail.com
 Phone: (123) 456-7891 Phone: (123) 456-7890

Staff Information

Month	FT Staff	PT Staff	Total Count	Monthly Allotment
September	26	13	39	\$1,354

Submit to Superintendent Save Cancel

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.

TEA Home | TEA Search | TEA Locator | TEA Divisions

Program: BREVILLE ISD
 Programs: School District State Ad Reports
 Home > Staff Salary > Staff Salary Data

Staff Salary Data

Status: Saved Last Updated: 8/23/2010 1:16:11 PM Last Updated By: esser1212

Contact Information

Approving Superintendent (Required)
 First Name: Maria First Name: Robert
 Last Name: Gray Last Name: Smith
 Email: maria.gray@gmail.com Email: robert.smith@gmail.com
 Phone: (123) 456-7891 Phone: (123) 456-7890

Staff Information

Month	FT Staff	PT Staff	Total Count	TSD Members	Monthly Allotment
03/2	41	48	1,275	700	\$200,000
03/3	41	48	1,229	801	\$107,000
04/5	41	48	1,235	800	\$107,000
04/6	41	48	1,234	803	\$107,000
04/7	41	48	1,234	805	\$104,000
04/8	41	48	1,229	803	\$107,000
04/9	41	48	1,231	807	\$107,000
04/10	41	48	1,236	810	\$108,700
04/11	41	48	1,239	808	\$107,000
04/12	41	48	1,239	808	\$108,025,643
04/13	41	48	1,239	808	\$108,025,643

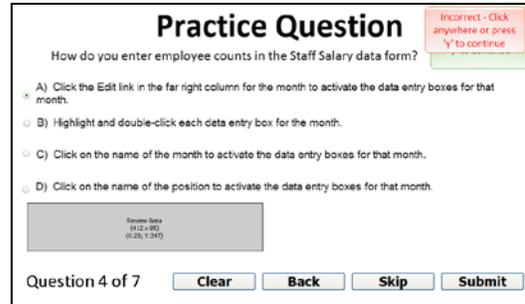
Submit to Superintendent Save Cancel

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.



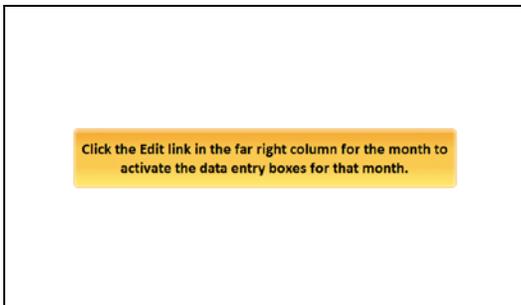
Slide 61

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.



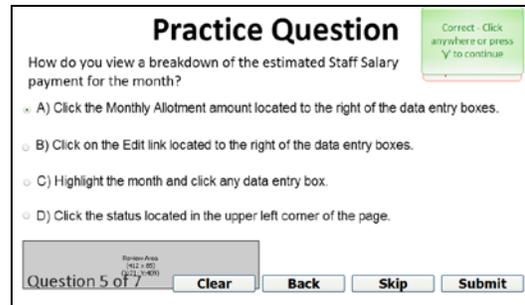
Slide 62

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



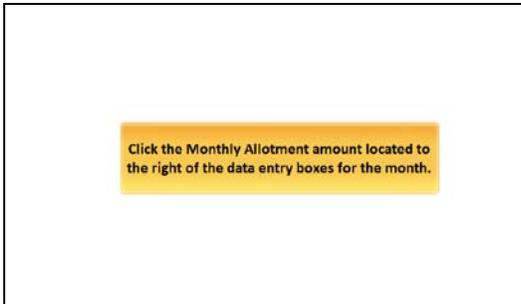
Slide 63

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



Slide 64

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

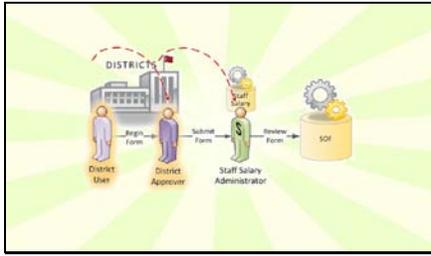


Slide 65

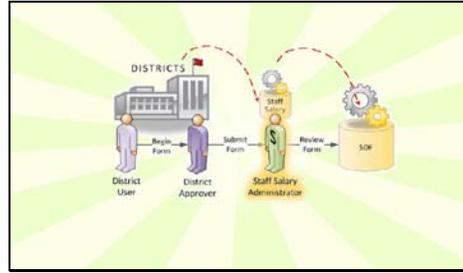
Click the Monthly Allotment amount located to the right of the data entry boxes for the month.



Slide 69



Slide 70: In order to ensure accuracy, all data goes through a multi-part 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.



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.

Practice Question

Who submits the final Staff Salary data to TEA?

- A) The district approver, referred to as the "Approving Superintendent"
- B) Any district user with Staff Salary data entry privileges.
- C) The Staff Salary Administrator.
- D) All of these.

Incorrect - Click anywhere or press Y to continue

Review Area
482.2.880
(1.12.1.1772)

Question 6 of 7 **Clear** **Back** **Skip** **Submit**

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

Slide 72

Who submits the final Staff Salary data to TEA?

Slide 73

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

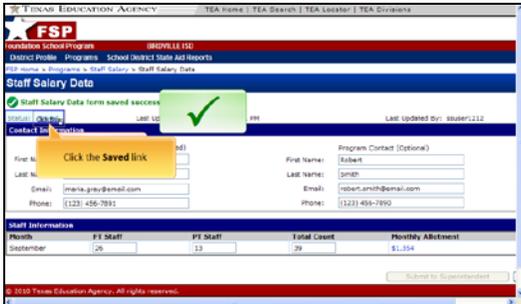
System Information

First Name: Fred	Last Name: Fred
Email: fred@meed.com	Phone: (123) 456-7891
First Name: Fred	Last Name: Fred
Email: fred@meed.com	Phone: (123) 456-7891

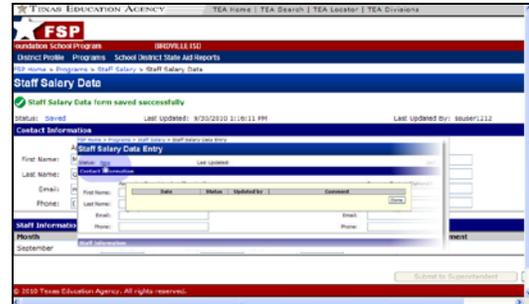
Slide 74: At various stages of the review and submission process, the system will create and send automatic email notifications to alert the superintendent that data has been submitted for their review, or that TEA has reviewed and returned data for corrections. The emails are sent to the addresses you 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

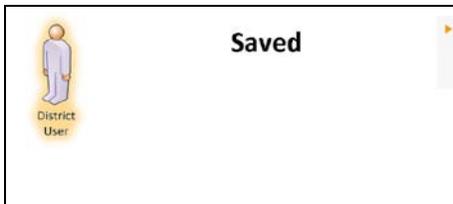
At each stage of the approval process, your form is assigned a different status. The status may be... saved... submitted... returned... or approved.



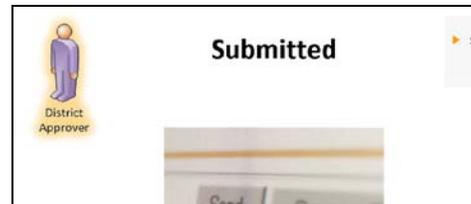
Slide 76
The current status appears in the upper left corner of the data entry form. You can click on the status to view a history of the form's status changes.



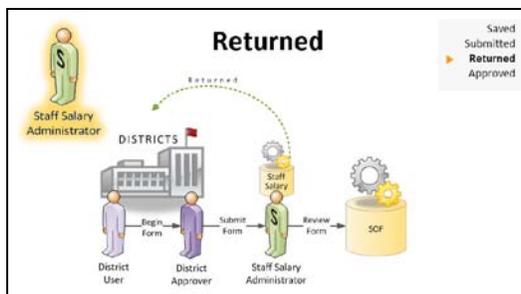
Slide 77
A popup window appears and lists the previous form statuses, the date of the status change, and the user name of the person who updated the form.



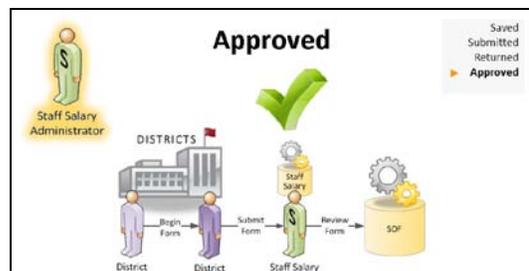
Slide 78
Saved status means that a district user or approver has begun and saved a form, but the approver has not yet submitted it to TEA. Note that when a district user submits the form to their superintendent, the status remains *Saved.* The status will only change to *Submitted* after the superintendent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



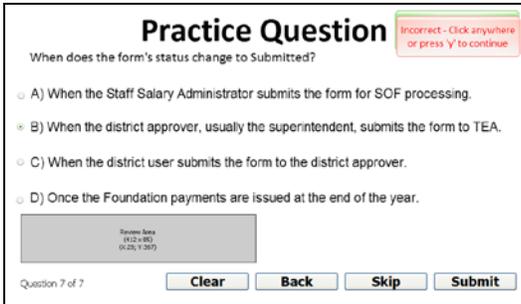
Slide 79
In *Submitted* status, a district approver has submitted the form to TEA for review. District users and approvers can still make changes and resubmit the form as long as the submission deadline has not passed.



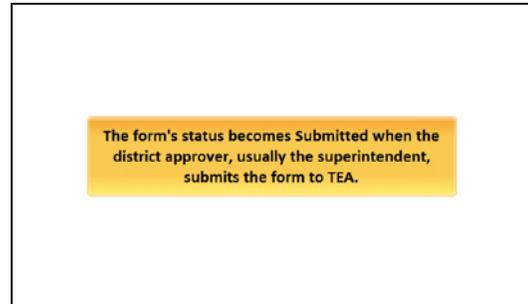
Slide 81
Returned means that TEA is returning the form for corrections or for further information. Before TEA can consider the form, it must be corrected and resubmitted promptly.



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.



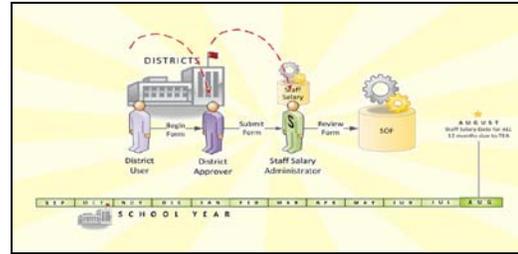
Slide 83
When does the form's status change to Submitted?



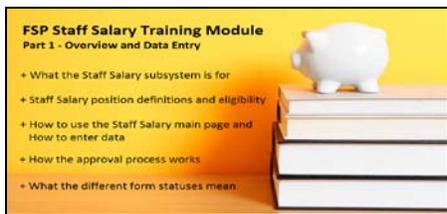
Slide 84
The form's status becomes Submitted when the district approver, usually the superintendent, submits the form to TEA.



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.