



SPR Reports and Edit Checks

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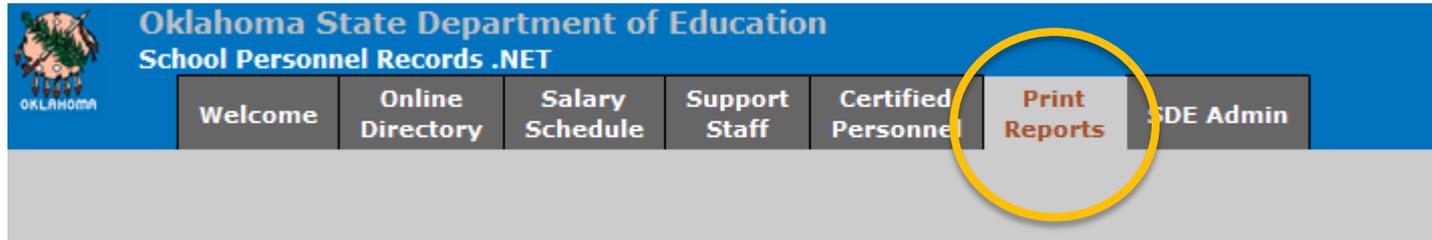
(405) 521-3360

Resources at Your Fingertips!

- ❖ Many useful reports and edit checks can be found on the “Print Reports” tab inside the Personnel Report application.
- ❖ Reports provide a summary of district-level personnel data such as Certified/Support Personnel Reports, National Board Teachers, Substitutes, etc.
- ❖ Edit Checks should be used during each reporting period to verify and clean data before reports are submitted.

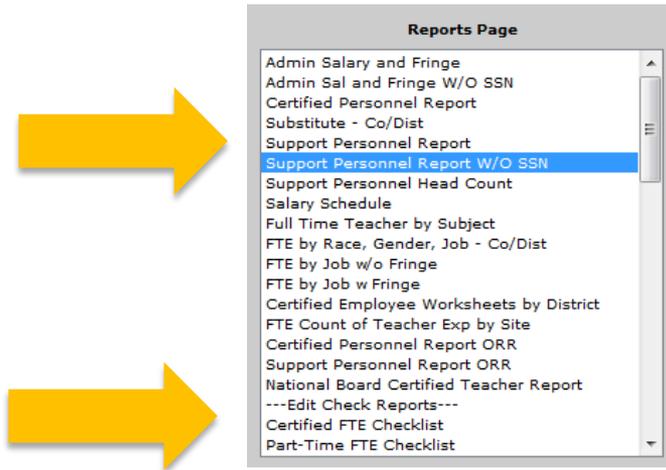
How to Get Started...?!

- ❖ Once inside the School Personnel Reports Application, go to the “Print Reports” tab.



How to Get Started...?!

- ❖ You will then see a menu of all the available Reports/Edit Checks.



How to Get Started...?!

- ❖ Select the report you would like to run, select the desired output format (PDF, Excel, etc) and click “Request Report.”

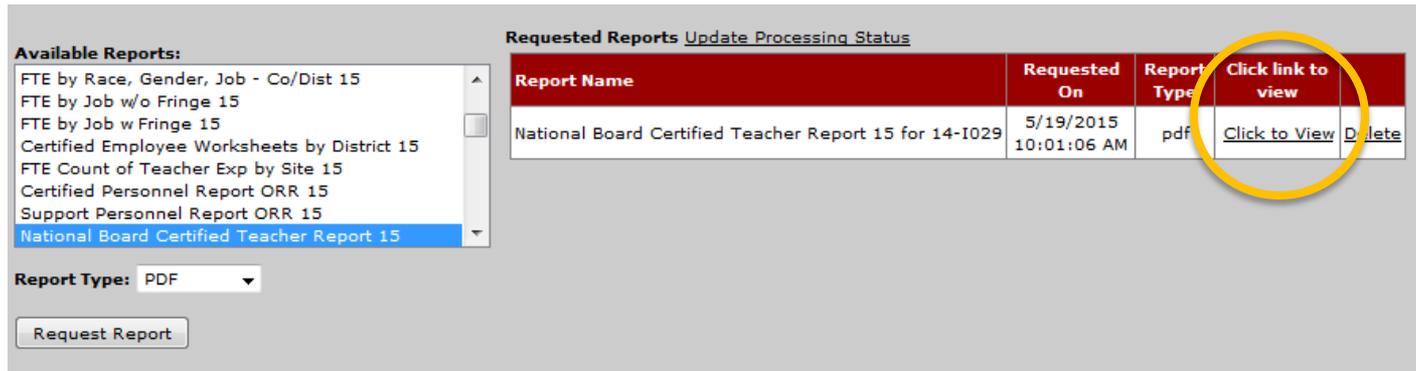
The screenshot shows a web interface for selecting reports. It features a list of reports under the heading "Available Reports:". The reports listed are:

- FTE by Race, Gender, Job - Co/Dist 15
- FTE by Job w/o Fringe 15
- FTE by Job w Fringe 15
- Certified Employee Worksheets by District 15
- FTE Count of Teacher Exp by Site 15
- Certified Personnel Report ORR 15
- Support Personnel Report ORR 15
- National Board Certified Teacher Report 15

The "National Board Certified Teacher Report 15" is highlighted in blue. Below the list is a "Report Type:" dropdown menu currently set to "PDF". At the bottom is a "Request Report" button. Three yellow arrows point to the report list, the dropdown menu, and the button respectively.

How to Get Started...?!

- ❖ As the report processes, a box will appear to the right of the Reports Menu.
- ❖ Once the report is ready, a “Click to View” link will appear.
- ❖ Click this link to open/view your report.



Available Reports:

- FTE by Race, Gender, Job - Co/Dist 15
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- Certified Personnel Report ORR 15
- Support Personnel Report ORR 15
- National Board Certified Teacher Report 15**

Report Type: PDF

Requested Reports [Update Processing Status](#)

Report Name	Requested On	Report Type	Click link to view
National Board Certified Teacher Report 15 for 14-1029	5/19/2015 10:01:06 AM	pdf	Click to View Delete

Available Reports

❖ Admin Salary and Fringe

- ❖ 2 reports available – 1 with SS# and 1 without SS#
- ❖ This report will pull all salary and fringe records for anyone reported with a job code of Superintendent, Assistant Superintendent, Principal, or Assistant Principal.

Administrators' Name	Teacher Number	Total Salary	Fringe Benefits		
			Amount	Code	Description
[REDACTED]		\$75,000	\$5,935		<i>Total Fringe Benefits</i>
<i>Job Code and Title:</i>	112 PRINCIPAL				
<i>Job Code and Title:</i>	115 SUPERINTENDENT		\$5,935	213	Hlth & Acc Ins-CP

Available Reports

❖ Certified Personnel Report

❖ This report will summarize all data reported for each certified employee.

Teacher #	Last Name	First Name	MI	Sex	Degree Held	Year Cert. Exp.	Experience: This Dist.	Oth Dist.	Out of State	Mil. Serv.	Total Exper.	RFL	
				F		4	2016	2	1	0	0	3	
Site Code	Fract of Day Empl	No. of Days	Contract Days	Job Code	Job Description	Subject Code	Base Salary	Retirement (Dist Paid)	Total Fringe	Total Other Salary	Total Extra Duty	Salary Paid by Fed Funds	Fringe Paid by Fed Funds
705	0.710	174	174	210	TEACHER	5000	23,235	0	5935			0	0
105	0.290	174	174	210	TEACHER	2250	9,490	0	0			0	0
050	0.000	0	0	346	RECREATION WORKER			0	0		45	0	0
					TOTAL OTHER SALARY			0	0	0		0	0
							32,725	0	5,935	0	45	0	0

Available Reports

❖ Support Personnel Report

- ❖ 2 reports available – 1 with SS# and 1 without SS#
- ❖ This report will summarize all data reported for each support employee.

Last Name			First Name			M I		Sex		Reason For Leaving	
[REDACTED]											
Site	Job Code	Job Description	Base Salary	Federally Paid Salary	Total Fringe	Total Other Salary	Fringe Other Salary	Days Per Year	Hours Empl Per Day	Days Contracted	
705	410	LIBRARY AIDE	\$6,147	\$0	\$0			174	3.7	174	
105	410	LIBRARY AIDE	\$6,147	\$0	\$5,935			174	3.7	174	
TOTAL OTHER SALARY						\$9,008	\$0				
			<u>\$12,294</u>	<u>\$0</u>	<u>\$5,935</u>						

Available Reports

❖ Substitute Report

❖ This report will provide a compensation summary for all certified subs.

Tch No.	Name	Days Employed	FOD	Job Description	Pay Type	Amount
		62	1.00	SUBSTITUTE TEACHER	131	Cert. Sub Salaries for Cert. Staff
						Total Compensation \$3,500

Available Reports

❖ Support Head Count

❖ This report will total support staff by job class.

<u>Job</u>	<u>FTE</u>	<u>Head Count</u>	<u>Average Salary</u>
ACCOUNTANT (301)	1.000	1	\$18,900
LIBRARY AIDE (410)	1.234	2	\$9,963
TEACHING/CLASS AIDE (413)	1.000	1	\$14,400
TEACHING ASSISTANT (414)	1.333	2	\$1,974
SECRETARY (615)	1.667	2	\$17,373
SUPERINTENDENTS SEC (690)	0.667	1	\$21,831
BUS DRIVER (801)	0.333	1	\$25,526
OTHER VEHICLE DRVR (802)	0.666	2	\$9,580
COOK/FOOD PREPARER (953)	4.000	4	\$12,691
CUSTODIAN (954)	2.000	2	\$18,200
Totals	13.900	18.00	\$13,942

Available Reports

❖ Salary Schedule

- ❖ Printable version of local salary schedules submitted under the “Salary Schedule” tab.

Years of Experience	Bachelor's Degree	*Bachelor's + 16 Hours	*Bachelor's + 0 Hours	*NBCT Bachelor's Degree	*NBCT Bachelor's + 16 Hours	*NBCT Bachelor's + 0 Hours	Master's Degree	*Masters's + 16 Hours	*Master's + 30 Hours	*NBCT Master's Degree	*NBCT Masters's + 16 Hours	*NBCT Master's + 30 Hours	Doctor's Degree	*NBCT Doctor's Degree
0	34,416	34,716		35,416	35,716		35,453	35,753	36,085	36,453	36,753	37,085	36,802	37,802
1	34,816	35,116		35,816	36,116		35,853	36,153	36,485	36,853	37,153	37,485	37,202	38,202
2	35,903	36,203		36,903	37,203		36,921	37,221	37,553	37,921	38,221	38,553	38,270	39,270
3	36,432	36,743		37,432	37,743		37,488	37,797	38,129	38,488	38,797	39,129	38,870	39,870
4	36,709	37,022		37,709	38,022		37,764	38,073	38,405	38,764	39,073	39,405	39,149	40,149

Available Reports

❖ FTE by Race, Gender, Job

❖ This report will provide FTE breakdown by job, race and gender.

Position	Hispanic/Latino		American Indian or Alaskan Native		Asian		Black or African American		Hawaiian Native or Other Pacific Islander		White		Two or More Races	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Superintendent	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	1.000	0.000	0.000	0.00
Principal	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	2.000	1.200	0.000	0.00
Asst/Vice Principal	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	1.000	0.000	0.000	0.00
Noninst Prog Director	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.282	0.000	0.00
Elementary Teacher (210)	0.000	0.000	0.000	1.000	0.000	0.000	0.000	1.000	0.000	0.000	0.000	27.597	0.000	0.00
Middle School Teacher (210)	0.000	0.000	0.000	0.000	1.000	0.000	0.285	0.000	0.000	0.000	5.429	10.714	0.000	0.00
SR. High Teacher (210)	0.000	0.000	0.000	0.000	0.000	0.000	0.715	0.000	0.000	0.000	9.143	14.000	0.000	0.00
Counselor	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	2.343	0.000	0.00
Executive Assistant	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.571	0.000	0.000	0.00
Manager	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.288	0.000	0.00
Totals	0.000	0.000	0.000	1.000	1.000	0.000	1.000	1.000	0.000	0.000	19.143	56.422	0.000	0.00

Total FTE 79.565

Available Reports

❖ FTE by Job

- ❖ 2 reports available – 1 with Fringe and 1 without Fringe
- ❖ This report will provide FTE, total salary and average salary by job class.

<u>Job</u>	<u>Full Time Equivalency</u>	<u>Total Salaries</u>	<u>Average Salary</u>
SUPERINTENDENT (115)	.670	\$50,000	\$50,000
PRINCIPAL (112)	1.330	\$77,000	\$57,895
ELEMENTARY TEACHER (210)	9.488	\$367,045	\$38,685

Available Reports

❖ FTE Count of Teacher Experience by Site

- ❖ This report will provide FTE for certified staff with *less than* and *greater than* 3 years experience by site.

School Site	Total FTE with Zero to 3 Years of Experience	Total FTE with 3+ Years of Experience
105 [REDACTED]	1.985	8.287
705 [REDACTED]	1.929	4.079

Available Reports

❖ National Board Certified Teachers

- ❖ This report includes all classroom National Board Certified Teachers.
- ❖ It will not include Speech Paths and Psychs.

County	District	Name	Application Date	Issue Date	Expiration Date
				12/01/2004	12/01/2014
				12/01/2008	12/01/2018
				11/15/2001	11/15/2021
				12/01/2008	12/01/2018
				12/01/2002	12/01/2012
				11/17/2012	11/17/2022
				12/01/2008	12/01/2018

Edit Checks

❖ Certified FTE Checklist

- ❖ This report will show anyone reported with an FTE higher than 1.0.

<u>Teacher Number</u>	<u>Teacher Name</u>
[REDACTED]	

FTE
1.002

Edit Checks

❖ Underpaid Personnel Report

- ❖ This report will show anyone who has a salary record that does not meet state minimum salary requirements.
 - ❖ Reminder: Each salary line is calculated individually by FOD.

Teacher Number	Teacher Name			Actual Salary	Minimum Salary	Salary Difference	FTE	Degree	Total Yrs	
	Last	First	MI						of EXP	NBCT
County:		District:								
				15,000.00	31,368.75	-16,368.00	0.750	5	20	No
777777	HARRIS	ERICA	J	15,501.00	16,351.34	-850.00	0.429	5	9	No
				20,000.00	25,095.45	-5,095.00	0.571	5	25	No
				35,950.00	36,375.00	-425.00	1.000	4	11	No

Edit Checks

Open/Close CERTIFIED SALARY Top of Page

	Site/Job/Subject	Pay Type / Salary	FOD / Days Employed / Days Contract
<input type="button" value="Delete"/>	HARRIS, ERICA J - (SRN) 1636433 Site: 105 105 - My School Job: 210 210 - TEACHER Subject: 1023 1023 - KINDERGARTEN (HALF DAY)	Program Code: 100 100 - Regular Programs Pay Type: 110 110 - Base Salary Salary: \$20,799	Fed FTE: 0.800 FOD: 0.573 Emp: 180 Con: 180
<input type="button" value="Add Fringe"/>	Project Code Project Code: <input type="text"/> Amount: <input type="text"/> <input type="button" value="Add Project Code"/>		Fed Salary
<input type="button" value="Delete"/>	HARRIS, ERICA J - (SRN) 1636428 Site: 105 105 - My School Job: 213 213 - RESOURCE TEACHER Subject: 1050 1050 - ELEM ED (SELF CONT)	Program Code: 239 239 - All Special Education Prog Pay Type: 110 110 - Base Salary Salary: \$15,501	Fed FTE: 0.415 FOD: 0.429 Emp: 180 Con: 180
<input type="button" value="Add Fringe"/>	Project Code <input type="button" value="Delete"/> Project Code: 621 - IDEA Part B - Flow Through Amount: \$15,000 Project Code: <input type="text"/> Amount: <input type="text"/> <input type="button" value="Add Project Code"/>		Fed Salary

Edit Checks

❖ Certified/Support with No Salary

- ❖ These reports will show any certified or support staff that have either no salary attached or a salary or fringe record with zero amount reported.

Certified Personnel with at least one salary or fringe amount that is zero AND no RFNR code

County	District	Teacher#	SSN	Last Name	First Name	MI
[REDACTED]						

Edit Checks

❖ Certified/Support with No FBA

- ❖ These reports will show any certified or support staff without a 331/332/334/335 fringe record.

Certified Personnel with no FBA

<u>County</u>	<u>District</u>	<u>Teacher#</u>	<u>SSN</u>	<u>Last Name</u>	<u>First Name</u>	<u>MI</u>
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[Redacted]						
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Support Personnel with no FBA

<u>County</u>	<u>District</u>	<u>SSN</u>	<u>Last Name</u>	<u>First Name</u>	<u>MI</u>
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[Redacted]					
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Edit Checks

❖ Certified Expired Report

- ❖ This report will list any certified employee who does not have a current certificate.
- ❖ If a teacher appears on this list, they are out of compliance and will need to contact the Certification Department immediately to begin the renewal process.
- ❖ There should never be anyone listed on this report!

<u>County</u>	<u>District</u>	<u>Tch #</u>	<u>Last Name</u>	<u>First Name</u>	<u>Mli</u>	<u>Year Cert Expires</u>
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Edit Checks

❖ Certified/Support Federally Funded

- ❖ All staff with federal project codes attached to salary or fringe records will be shown on these reports.

Last Name	First Name	Tch#	Federal Code	Salary	Fringe
[REDACTED]	[REDACTED]	[REDACTED]	511 Title I, Part A, Basic Program	\$1,500	\$0
[REDACTED]	[REDACTED]	[REDACTED]	511 Title I, Part A, Basic Program	\$15,000	\$0
[REDACTED]	[REDACTED]	[REDACTED]	621 Flow Through, P.L. 105-17, IDEA - Part B	\$15,000	\$0

Last Name	First Name	SSN	Federal Code	Salary	Fringe
[REDACTED]	[REDACTED]	[REDACTED]	511 Title I, Part A, Basic Program	\$40,000	\$0
[REDACTED]	[REDACTED]	[REDACTED]	563 J-O'MALLEY PROGRAM	\$10,000	\$0
[REDACTED]	[REDACTED]	[REDACTED]	597 ARRA, Title X Part C Homeless	\$5,000	\$0

New Reports for FY16

- ❖ **Teacher Certificates Expiring**

- ❖ This report will include all certified staff who will have a certificate expiring on June 30 of current fiscal year.

- ❖ **Certified Degree/Experience**

- ❖ This report will provide degree level and teaching experience for all certified staff.

SPR Tutorials and Other Info!

- ❖ **Training tutorial on Edit Checks available online!**
- ❖ Please visit our webpage (<http://ok.gov/sde/school-personnel-records>) for tutorials and other up-to-date information on School Personnel.
 - ❖ SPR Calendar
 - ❖ Reporting Guide
 - ❖ State Minimum Salary Schedule
 - ❖ Personnel Law References
 - ❖ Proof of Teaching Form
 - ❖ Single Sign-on Link
 - ❖ Shared Superintendent Application

School Personnel Records Staff

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