



Intro to SPR

Heather Butler, Coordinator
School Personnel Records

Oklahoma State Department of Education

Heather.Butler@sde.ok.gov

(405) 521-3360

What *IS* the Personnel Report?

- ❖ The State Department of Education uses the Personnel Report in multiple ways to collect data from public school systems.
- ❖ Sections within the Personnel Report include:
 - ❖ Welcome Screen
 - ❖ Online Directory
 - ❖ Salary Schedule
 - ❖ Certified/Support Personnel
 - ❖ Reports
- ❖ The Personnel Report can be accessed through your State Department of Education Single Sign-On account.

Welcome Screen

Oklahoma State Department of Education
School Personnel Records .NET
heather.butler (SDE Administrator)
Session Timer: 44:48

Online Directory Salary Schedule Support Staff Certified Personnel Print Reports SDE Admin

Welcome

Welcome to the School Personnel Records Home Page
You are logged on as a "SDE Administrator"

In order to unlock the Certified and Support Personnel pages, please answer the questions below and then click the "SAVE" button.
HB 1864 relates to the length of the school year and provides for calculation of the school year by days or hours.
Enter the number of contracted days and the number of hours contracted per school day then click save. Contact Heather Butler, School Personnel Records at (405) 521-3369 with any questions.

Number of contracted days per school year:

Number of hours contracted per school day:

This district currently has a Superintendent on contract and contract is attached.
 This district does NOT currently have a Superintendent on contract.

Is this your first year as a superintendent in the State of Oklahoma?
 Yes No

If your school district had more than 100 employees in the 2013-2014 school year, you will be required by the U.S. Equal Employment Opportunity Commission (EEOC) to file a report called the EEO-5 report (EEOC FORM 168A, Elementary-Secondary Staff Information). This biennial report is made up of information that school districts have previously reported in their School Personnel Reports to the Oklahoma State Department of Education (SDE) so, as a service to the school districts, the SDE is offering to file this report on your behalf. If you are interested in utilizing this service, please select the appropriate choice below.

Yes, we would like the SDE to file our EEO-5 report on our behalf.
 No, we would like to file our own EEO-5 report.
 We had fewer than 100 employees in the 2013-2014 school year.

Title 70 § 6-101.6 was signed into law on May 27, 2003. It provides for the inclusion in all contracts and related employee information worksheets for teachers and administrators, clear and concise specific salary and benefit payroll information. The law now requires school districts to report all salary and benefit information to the State Department of Education (SDE) on its Annual Personnel Reports. All Superintendents' salary and fringe benefit information will be compared for accuracy to the contract on file in School Personnel Records (SPR).

The "CERTIFY" buttons shown below are to be used by your Superintendent to certify your reports as accurate and completed for the Oklahoma State Department of Education. To access and update specific reports (Certified Personnel, Support Personnel, etc.) select the appropriate TAB from above.

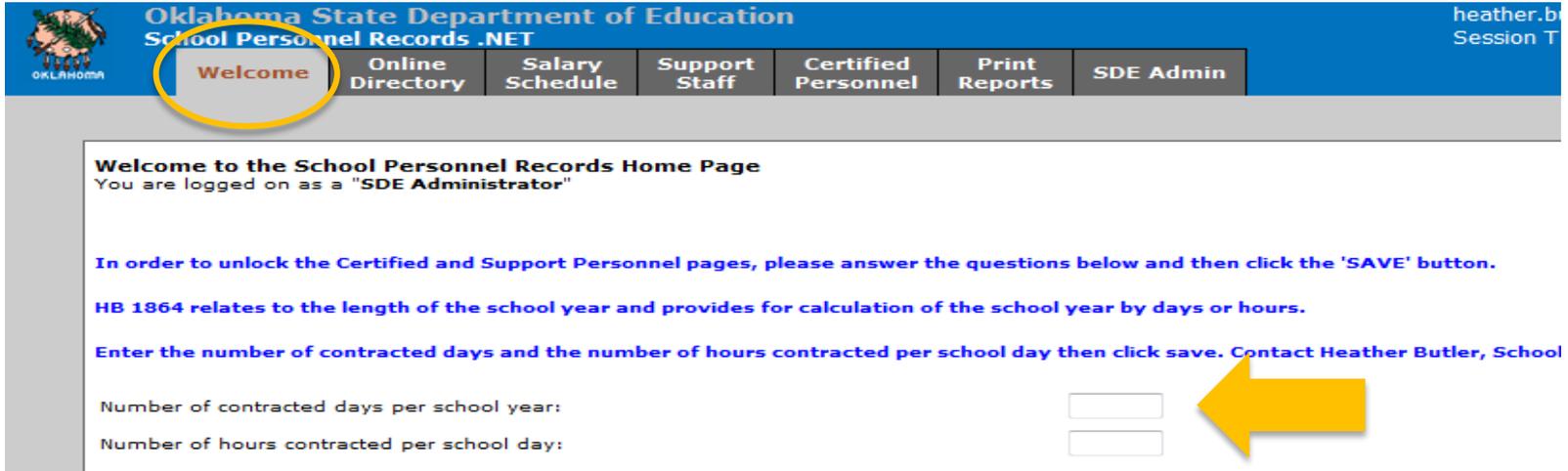
Certified Personnel Report **The Online Directory must be completed and certified before Certified Personnel report can be certified.**

Support Personnel Report **The Online Directory must be completed and certified before Support Staff report can be certified.**

Online Directory

Salary Schedule

Welcome Screen



Oklahoma State Department of Education
School Personnel Records .NET

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Session T

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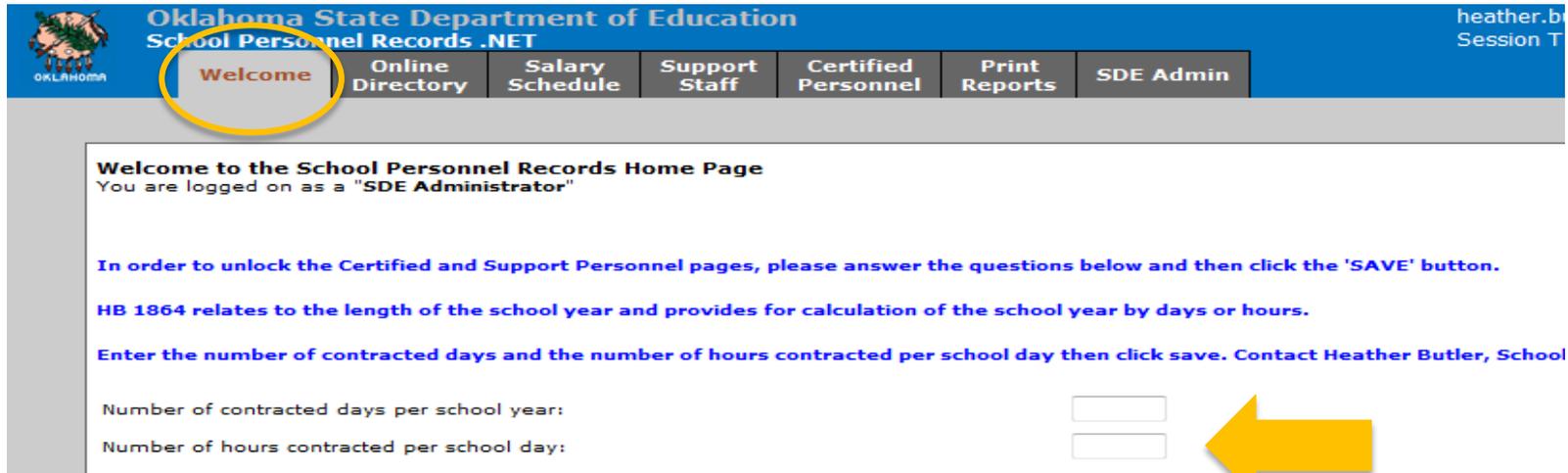
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Welcome Screen



Oklahoma State Department of Education
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Support Personnel Report		The Online Directory must be completed and certified before Support Staff report can be certified.
Online Directory		<input type="button" value="Certify"/>
Salary Schedule		<input type="button" value="Certify"/>

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Online Directory

Oklahoma State Department of Education
School Personnel Records - NET

heather.butler (SDE Administrator)
Session Timer: 29:33

Welcome **Online Directory** Salary Schedule Support Staff Certified Personnel Print Reports SDE Admin

ONLINE DIRECTORY
You have not entered all required district contacts

Physical Address
Do not enter P.O.Box address here.
Street Address: 2500 N. Lincoln Blvd. City: Oklahoma City State: OK Zip Code (e.g. 12345-1234): 73103-4599

Mailing Address
Same As Physical Address:
Mailing Address: 2500 N. Lincoln Blvd. City: Oklahoma City State: OK Zip Code (e.g. 12345-1234): 73103-4599

District Information
Phone Number: (405) 521-2369 Fax Number: 405-522-1519
Website URL (e.g. http://www.yourdistrict.com/): http://ok.gov/sde/school-personnel-records
DUNS #: DUNS Expiration Date: 1/1/1900

District Contacts

	Required	Title	First Name	Last Name	Phone	Email	Home Address	City	State	Zip
<input type="button" value="Edit"/>	<input checked="" type="checkbox"/>	Superintendent	John	Doe	(405) 123-4567	john.doe@mydistrict.com				
<input type="button" value="Edit"/>	<input type="checkbox"/>	County Acting Treasurer			0 -					
<input type="button" value="Edit"/>	<input checked="" type="checkbox"/>	County Clerk			0 -					
<input type="button" value="Edit"/>	<input checked="" type="checkbox"/>	Board President			0 -					
<input type="button" value="Edit"/>	<input checked="" type="checkbox"/>	Encumbrance Clerk			0 -					
<input type="button" value="Edit"/>	<input type="checkbox"/>	OCAS Contact			0 -					
<input type="button" value="Add"/>										

Site Info
Click on Contacts button and scroll down to view school contacts

Salary Schedule

Salary Schedule

- This district uses the state minimum salary schedule (if you select this item, you do not need to complete the following table).
- This district is still in negotiations.

Save Get Previous Year's Schedule Get State Minimum Schedule

Select the all that applies

- Bachelor's + Hours Master's + Hours National Board Certification Bachelor's + Hours National Board Certification Master's + Hours National Board Certification Doctor's + Degree
- Bachelor's + Hours Master's + Hours National Board Certification Bachelor's + Hours National Board Certification Master's + Hours

! Indicates an error with that field. **After reviewing each exception, if the decision is made that it is an allowable amount then this report can be certified.** The values must increase both as experience increases and as education increases. → that the amount for Bachelors Degree with 2 years experience must be more than the value for a Bachelors Degree with 1 year of experience. Likewise, The value for Masters Degree must be greater than the value for Bachelor's Degree.

Years of Experience	Bachelor's Degree	National Board Certification Bachelor's Degree	Master's Degree	National Board Certification Master's Degree	Doctor's Degree
0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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- This district uses the state minimum salary schedule (if you select this item, you do not need to complete the following table).
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Save Get Previous Year's Schedule Get State Minimum Schedule

Select the all that applies

- Bachelor's + Hours
- Master's + Hours
- National Board Certification Bachelor's + Hours
- National Board Certification Master's + Hours
- National Board Certification Doctor's + Degree
- Bachelor's + Hours
- Master's + Hours
- National Board Certification Bachelor's + Hours
- National Board Certification Master's + Hours

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Years of Experience	Bachelor's Degree	Bachelor's + 15 Hours	National Board Certification Bachelor's Degree	National Board Certification Bachelor's + 15 Hours	Master's Degree	Master's + 30 Hours	National Board Certification Master's Degree	National Board Certification Master's + 30 Hours	Doctor's Degree	National Board Certification Doctor's Degree
0	31600	32000	32600	33000	32800	33200	33800	34200	34000	34400
1	31975	32375	32975	33375	33175	33575	34175	34575	34375	34775
2	32350	32350 !	33350	32350 !	33550	37550	34550	34950	34750 !	35250

Support Staff

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heather.butler (SDE Administrator)
Session Timer: 44:25

Welcome Online Directory Salary Schedule **Support Staff** Certified Personnel Print Reports SDE Admin

Support Personnel List - [Help](#) << >>

[Open/Close](#) SUPPORT EMPLOYEE [Top of Page](#)

Last Name Search

First Name Search

SSN Search

Page 1 of 1

SSN	Name
888888888	BARKER, BRAD A
777777777	BROWN, MELINDA
999999999	HALL, TAMMIE
987654321	RULE, JULIE L

Certified Personnel

Oklahoma State Department of Education
School Personnel Records .NET

heather.butler (SDE Administrator)
Session Timer: 44:49

Welcome Online Directory Salary Schedule Support Staff **Certified Personnel** Print Reports SDE Admin

Certified Personnel List - [Help](#) << >> [Open/Close](#) CERTIFIED EMPLOYEE [Top of Page](#)

Last Name Search

First Name Search

Teacher # Search

Page 1 of 1

Teacher #	Name
666666	FERGUSON, KRISTI
777777	HARRIS, ERICA J
999999	HURST, RICK
888888	WALL, JODI

Print Reports

Oklahoma State Department of Education
School Personnel Records .NET

heather.butler (SDE Administrator)
Session Timer: 44:37

Welcome Online Directory Salary Schedule Support Staff Certified Personnel **Print Reports** SDE Admin

Reports Page

- Salary Schedule
- Full Time Teacher by Subject
- FTE by Race, Gender, Job - Co/Dist
- FTE by Job w/o Fringe
- FTE by Job w Fringe
- Certified Employee Worksheets by District
- FTE Count of Teacher Exp by Site
- Certified Personnel Report ORR
- Support Personnel Report ORR
- National Board Certified Teacher Report
- Edit Check Reports---
- Certified FTE Checklist
- Part-Time FTE Checklist
- Underpaid Personnel Report
- Certified Expired Reports CoDist
- Certified - No Salary
- Support - No Salary
- Certified with no FBA
- Support with no FBA
- Certified Federally Funded

Print PDF New Window

For The New Window option to work, the browser must be set to allow pop-ups.

Adding an Employee, Salary, Fringe Record



MARK YOUR CALENDARS!

Due Dates

Initial Personnel Report – October 15 (upload by October 1)

Salary Schedules – Nov 15

Mid-Year Personnel Report – Feb 1

End-of-Year Personnel Report – July 15

SPR Tutorials and Other Info!

- ❖ **Training tutorials on Personnel Reports 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

❖ Lynn Jones, Executive Director Accreditation Standards and School Personnel Records

❖ Heather Butler, Coordinator

❖ Phone: (405) 521-3360

❖ Brad Barker, Informational Representative

❖ Phone: (405) 521-3369

❖ E-mail: First.Last@sde.ok.gov

❖ Fax number: (405) 522-1519