

Illinois State Board of Education

Employment Information System

Guidelines for Entering Salary 2015



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Welcome and Introductions

ISBE Key Team Members

- * David Smalley: *Division Administrator, Data Analysis*
- * Don Evans: *Chief Operating Officer and Director of Human Resources*
- * Brent Engelman: *Division Administrator, Information Technology*

Attendees and Presenters

- * David Smalley: *Data Analysis*
- * Mark Hobneck: *Data Analysis*
- * Brenda Umek: *Data Analysis*
- * Keith Goeckner: *Data Analysis*
- * Sherry Thompson: *Data Analysis*
- * Emma Wilson: *Data Analysis*

Agenda

Guidelines for Entering Salary 2015

- * When to Enter Salaries?
- * Who Submits Salary Data?
- * Where is Salary Data Used?
- * Calculating Base Salary
- * Administrator and Teacher Salary Benefits
- * Salary Data Fields
- * 2015 Salary Template Updates
- * Other EIS Updates
- * NEW: EIS Basics Course
- * When to Enter Salaries? (Key Dates)
- * Question and Answer

When to Enter Salaries?

Salary Opening Date:

* Monday May 18, 2015

Salary Closing Date:

* Tuesday, September 1, 2015

Due by Closing Date (September 1, 2015):

* SY 2015 Base Salaries

* SY 2015 Employment and Position Records

* SY 2015 Position End Dates

* SY 2015 Benefits (if applicable)

* SY 2015 Employment Ends Dates (if applicable)

* SY 2015 Employment End Reason (if applicable)

Who Submits Salary Data?

Salary Data is submitted by the entity responsible for paying employees.

This includes:

- * Public School Districts
- * Special Education Districts/Cooperatives
- * Regional Offices of Education
- * Vocational Districts
- * Other State Funded Districts
- * Nonpublic Districts (Grantees only)
- * Miscellaneous Payees (Grantees only)

Where is Salary Data Used?

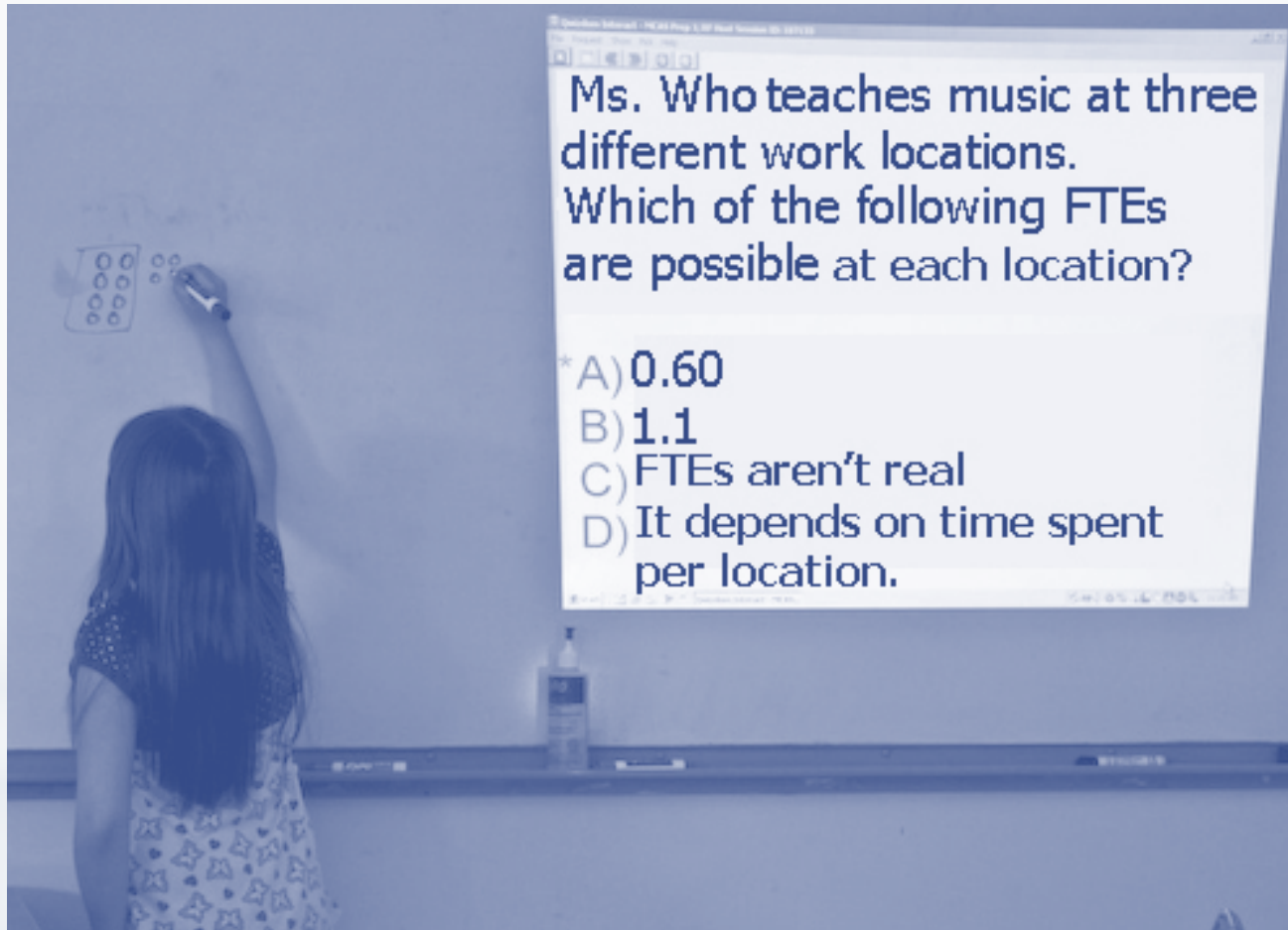
Why Collect Salary Data?

* Required by School Code [105 ILCS 5/10-20.47 and 5/34-18.38]

Where is Salary Data Used?

- * Illinois State Report Card
- * ISBE Annual Report
- * State Comptrollers Public Accountability Report
- * Administrator and Teacher Salary and Benefits Report
- * Unions
- * Taxpayers
- * Newspapers & Websites

Calculating Base Salary



Ms. Who teaches music at three different work locations. Which of the following FTEs are possible at each location?

- * A) 0.60
- B) 1.1
- C) FTEs aren't real
- D) It depends on time spent per location.

Base Salary Explanation

Defining Base Salary

Base Salary is the contracted dollar amount the employee is paid for the school year.

Calculating Base Salary

Calculating Base Salary is the employee's contracted salary multiplied by the employee's FTE.

Example of Calculating Base Salary

Contracted Salary x FTE = Base Salary

$$48500 \times 1.0 = \text{\$48,500}$$

$$48500 \times .50 = \text{\$24,250}$$

Note: An employee's FTE may need to be adjusted when salaries are entered. Hourly employees won't have contracted base salaries.

FTE Adjusted Base Salary

What is an FTE Adjusted Base Salary?

* FTE Adjusted Base Salary is a calculated field ISBE uses to annualize salary.

Why do we calculate FTE Adjusted Base Salary?

- * Detecting FTE errors
- * Detecting salary errors
- * Annualizing salaries

FTE Adjusted Base Salary Equation:

*
$$\text{FTE Adjusted Base Salary} = \frac{\text{Base Salary}}{\text{FTE}}$$

FTE Adjusted Base Salary

What FTE Adjusted Base Salary Checks:

- * Average Salary
- * Median Salary
- * Maximum FTE Salary
- * Minimum FTE Salary
- * Missing Salary
- * Average Salary Comparison between Teachers and Administrators

Guidelines on FTE Adjusted Base Salary:

- ~~* Base Salary represents time worked (not paid)~~
- ~~* FTE represents time worked~~
- * **Due to the May 11 amendment, Base Salary now represents time paid (not worked). FTE represents time paid as well.**

Missing Salary Reports

Check your work with our Missing Salary reports:

Reports → Salary Reports



The screenshot displays a web application interface with a navigation bar at the top containing the following tabs: Dashboard, Employment/Position, Salary, Courses, Reports, and Noncertified Staff. The 'Reports' tab is highlighted with a red border. Below the navigation bar, the page title is 'District Reports' with a small icon to the left. The main content area is organized into three sections: 'Employment Reports' containing 'EIS Employee Roster Report', 'EIS Individual Employee Report', and 'EIS Missing Positions Report'; 'Position Reports' containing 'EIS Position Detail Roster Report'; and 'Salary Reports' containing 'EIS Position Detail (with Salary) Roster Report', 'EIS Administrator and Teacher Salary and Benefits Report', 'EIS Missing Salaries Detail Report', and 'EIS Missing Salaries Summary Report'. The last two items in the 'Salary Reports' section are enclosed in a red rectangular box.

Maximum FTE Adjusted Base Salary

FTE Adjusted Base Salary Maximum Validation:

- * Teachers: Varies by position (reference [Data Elements](#))
- * Administrators: Varies by position (reference [Data Elements](#))

Additional Reminders on FTE Adjusted Base Salary:

- ~~* FTE represents time worked~~
- ~~* Base Salary represents time worked (not paid)~~
- * **Due to the May 11 amendment, Base Salary now represents time paid (not worked). FTE represents time paid as well.**

Maximum FTE Adjusted Base Salary

Example of a Maximum FTE Adjusted Base Salary Error:

* Example Principal (103) Base Salary = \$153,000

* Example FTE = 0.1

* Calculating FTE Adjusted Base Salary:

$$\frac{\text{Base Salary}}{\text{FTE}} = \frac{153000}{0.1} = \mathbf{\$1,530,000}$$

(too high)

Minimum FTE Adjusted Base Salary

FTE Adjusted Base Salary Minimum Validation:

*Teachers: \$15,000

*Administrators: \$25,000

Minimum FTE Adjusted Base Salary

Example of Administrator Low FTE Adjusted Base Salary:

* Example Administrator Base Salary = \$1,000

* Base FTE = 0.2

* Calculating FTE Adjusted Base Salary =

$$\frac{\text{Base Salary}}{\text{FTE}} = \frac{1000}{0.2} = \text{\$5,000 (too low)}$$

Example of Teacher Low FTE Adjusted Base Salary:

* Example Base Salary = \$800

* Example FTE = 0.1 (lowest possible)

* Calculating FTE Adjusted Base Salary =

$$\frac{\text{Base Salary}}{\text{FTE}} = \frac{800}{0.1} = \text{\$8,000 (too low)}$$

Minimum FTE Adjusted Base Salary

A Few Examples of a Correct FTE Adjusted Base Salary Calculation:

* Example Teacher (200) Base Salary = \$15,000

* Example FTE = 0.25

* Calculating FTE Adjusted Base Salary = $\frac{\text{Base Salary}}{\text{FTE}} = \frac{15000}{0.25} = \mathbf{\$60,000}$

(within validation check)

* Example Assistant Principal (104) Base Salary = \$40,000

* Example FTE = 0.5

* Calculating FTE Adjusted Base Salary = $\frac{\text{Base Salary}}{\text{FTE}} = \frac{40000}{0.5} = \mathbf{\$80,000}$

(within validation check)

Minimum FTE Adjusted Base Salary

Minimum criteria based on 180 day SY for a teacher:

- * 18 days ($180/0.1 = 18$) minimum number of days worked
- * \$1,500 minimum base salary
- * Minimum FTE Adjusted Base Salary =

$$\frac{\text{Base Salary}}{\text{FTE}} = \frac{1500}{0.1} = \mathbf{\$15,000}$$

(within validation check)

Minimum criteria based on 220 day SY for an administrator:

- * 22 days ($220/0.1 = 22$) minimum number of days worked
- * \$2,500 minimum Base Salary
- * Minimum FTE Adjusted Base Salary =

$$\frac{\text{Base Salary}}{\text{FTE}} = \frac{2500}{0.1} = \mathbf{\$25,000}$$

(within validation check)

Administrator and Teacher Salary and Benefits (ATSB)



Administrator and Teacher Salary and Benefits (ATSB)

Why Collect ATSB Data?

- * Sections 10-20.47 and 34-18.38 of the School Code [105 ILCS 5/10-20.47 and 5/34-18.38] require school districts to report administrator and teacher salary and benefits to the Illinois State Board of Education (ISBE):
- * “Each school board shall report to the State Board of Education, on or before **October 1** of each year, the base salary and benefits of the district superintendent [or the general superintendent of schools or chief executive officer] and all **administrators** and **teachers** employed by the school district. For the purposes of this Section, “benefits” includes without limitation **vacation days, sick days, bonuses, annuities, and retirement enhancements.**
- * Prior to this annual reporting to the State Board of Education, the information must be presented at a regular school board meeting, subject to applicable notice requirements, and then posted on the Internet website of the school district, if any.”

Who Submits ATSB Data?

Who is required to submit ATSB data?

- * Public School Districts

Who does not submit ATSB data?

- * Special Education Districts/Cooperatives
- * Regional Offices of Education
- * Vocational Districts
- * Other State Funded Districts
- * Nonpublic Districts (Grantees only)
- * Miscellaneous Payees (Grantees only)

ATSB Closing Date:

- * Thursday, October 1, 2015

ATSB Data

What ATSB Includes:

- * Base Salary (due for all school districts)
- * Other Benefits
- * Retirement Benefits
- * Annuities
- * Bonuses
- * Vacation Days contracted during 2015
- * Sick Days contracted during 2015

ATSB Data

What Timeframe Is Reported?

- * Provide base salaries for the entire 2015 school year
- * Base Salary data should be submitted regardless of when the employees are actually paid
- * Base Salary should be the same as the contracted amount, unless the employee did not complete the contract

ATSB Data

For what positions must Benefits Data be submitted?

Administrators:

- * 100-121 Regular Education Administrative
- * 151-155 Special Education Administrative

Teachers:

- * 200-207 Regular Education Instructional
- * 250-251 Special Education Instructional
- * 601-611 Resource Teacher series

Salary Data Fields



Base Salary

Defining base salary:

- * Base salary is the contracted dollar amount the employee is paid for the time worked for the school year for this position. This includes gross salary for personal services rendered while on the payroll of the LEA. An accompanying salary record must be submitted for each reported position.

Base Salary

What Base Salary Includes:

- * Contracted Salary for SY 2015.
- * Amount of contracted salary earned while working. (It does not matter if the contracted salary has been paid out yet.)
- * 6% bump for retiring teachers and administrators

Note that Base Salary will typically be the same as Contracted Salary, unless the employee did not complete their contract. In those cases, submit the amount of salary paid while the employee was actually working.

Base Salary

What Base Salary Does Not Include:

- * Salary paid for time not actually working
- * Bonus, Annuities, Retirement Benefits and Other Benefits
- * Licensed or non-licensed extra duty pay or stipends, coaching, clubs, administrative duties such as department chair, etc.
- * TRS Retirement & creditable earnings
- * TRS Factor
- * IMRF Retirement
- * Salary earned while on leave of absence
- * Longevity Payments
- * Severance Payments
- * Tuition Reimbursements

For a complete list, please see our “Salary Benefits Grid” located [here](#).

Summer School/Night School Base Salary

What Summer/Night School Data Salary includes:

- * Use Summer School contracted amount for Base Salary
- * Only include benefits associated with this Base Salary
- * Include Summer School in SY 2015 if the Position Start Date is on or before June 30, 2015
- * Include maximum FTE Salary validations

What Summer/Night School Data Salary does not include:

- * Minimum FTE Salary validations

Note: If there are no benefits to be reported for Summer/Night School, put “0” in benefit fields.

Other Benefits

Defining Other Benefits:

* Dollar amount of other employer-provided Benefits paid by the employer and received during the school year for the employee.

Other Benefits

What Other Benefits Include:

- * Health Insurance - Employer Paid
- * Dental Insurance - Employer Paid
- * Life Insurance - Employer Paid
- * Vision Insurance - Employer Paid
- * THIS - Employer Paid
- * Cash options for opting out of the above

Other Benefits

What Other Benefits Do Not Include:

- * Licensed or non-licensed extra duty pay or stipends such as summer school, substitute teaching, coaching, clubs, administrative duties such as department chair, etc.
- * Travel and phone stipends
- * Benefits earned from stipends and extra duty pay
- * Tuition reimbursement
- * Flex Benefits
- * Workman's Compensation
- * Unemployment Insurance
- * FICA
- * Medicare
- * Housing
- * Federal TRS

For a complete list, please see our "Salary Benefits Grid" located [here](#).

Retirement Benefits

Defining Retirements Benefits:

- * Dollar value of Retirement Benefits provided by the employer to employee the current school year.

Retirement Benefits

What Retirement Benefits Include:

- * TRS
- * IMRF
- * SERS

What Retirement Benefits Do Not Include:

- * Licensed or non-licensed extra duty pay or stipends such as summer school, substitute teaching, coaching, clubs, administrative duties such as department chair, etc.
- * 6% retirement bump
- * Early Retirement/Early Separation

For a complete list, please see our “Salary Benefits Grid” located [here](#).

Bonuses and Annuities

Defining Annuities:

- * Dollar value of qualified and nonqualified Annuities provided by the employer to the employee this school year. Only required for positions in public school districts.

Defining Bonuses:

- * Dollar value of Bonuses awarded to the employee this school year. Only required for positions in public school districts.

Bonuses and Annuities

What Bonuses and Annuities Do Not Include:

- * Licensed or non-licensed extra duty pay or stipends such as summer school, substitute teaching, coaching, clubs, administrative duties such as department chair, etc.
- * 6% retirement bump

For a complete list, please see our “Salary Benefits Grid” [here](#).

Vacation and Sick Days

What Vacation and Sick Days Include:

- * Days contracted for the current school year.

What Vacation and Sick Days Do Not Include:

- * Personal Days
- * Accumulated Sick or Vacation Days from prior years
- * Time Converted to Sick or Vacation Days

2015 Salary Template Updates

Field Name Update

*The field previously called “Paid in Part or in Full by Title I Funds,” is now renamed “Funding Source.”

Besides this minor change, there are no changes to the salary template from SY 2014.

Funding Source

Why the change?

* *Consolidated State Performance Report (CSPR)*

What to expect:

- * **Title I-** Federal Education Funds
- * **Title III-** Federal Education Funds
- * **Both-** Combination of Title I and Title III Funding
- * **Other-** Any funding that is neither Title I or III

See below:

	Title I	Title III	Both	Other
Regular School Year	X			X
Summer or Night School	X	X	X	X

Other EIS Updates



Years of Experience

Why the addition?

- * *Illinois State Report Card requirements*

What to expect:

ISBE will populate both Illinois Years of Experience and Out-of-State Experience.

- * Illinois Years of Experience will come from 2015 TRS
- * Out-of-State Experience will come from 2012 TRS
- * School Districts will have the opportunity to edit Out-of-State Experience

NEW: EIS Basics Course

For step-by-step information on entering salary using both IWAS and batch templates, please check out our brand-new [EIS Basics Course](#).

Key Dates

Salary Opening Date:

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Questions and Answers



ISBE Contact Information

- * **EIS Help Team**

- * (217) 782-3950

- * datahelp@isbe.net

- * **EIS Help Desk for technical issues**

- * (217) 558-3600

ISBE Resource Information

* **EIS webpage:**

* <http://www.isbe.net/EIS/default.htm>

* **Data Elements:**

* <http://www.isbe.net/EIS/data-elements/default.htm>

* **FAQs:**

* <http://www.isbe.net/EIS/html/faqs.htm>

* **Templates and Instructions:**

* <http://www.isbe.net/EIS/templates/default.htm>

* **Data Validations:**

* <http://www.isbe.net/EIS/html/validations.htm>

* **Key Dates:**

* <http://www.isbe.net/EIS/html/key-dates.htm>