Illinois State Board of Education

Employment Information System

Guidelines for Entering Salary 2016

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Welcome and Introductions

ISBE Key Team Members

* Brent Engelman: *Division Administrator, Information Technology*

Attendees and Presenters

* Mark Hobneck: *Data Analysis*

* Brenda Umek: *Data Analysis*

* Keith Goeckner: *Data Analysis*

* Kara Mernaugh: *Data Analysis*

* Emma Wilson: *Data Analysis*

Agenda

Guidelines for Entering Salary 2016

* When to Enter Salaries?

* Who Submits Salary Data?

* Where is Salary Data Used?

* Calculating Base Salary

* Administrator and Teacher Salary Benefits (ATSB)

* 2016 Salary Online Updates

* Wrapping Up 2015-2016 Data Entry

* 2016 Key Dates

* Contact Us

* Resources

* Question and Answers

When to Enter Salaries?

Salary Closing Date:

* **Thursday, September 1, 2016**

Due by Closing Date (September 1, 2016):

* SY 2016 Employment and Position Records

* SY 2016 Position End Dates

* SY 2016 Base Salaries

* SY 2016 Benefits (if applicable)

* SY 2016 Employment Ends Dates (if applicable)

  * SY 2016 Employment End Reason

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)
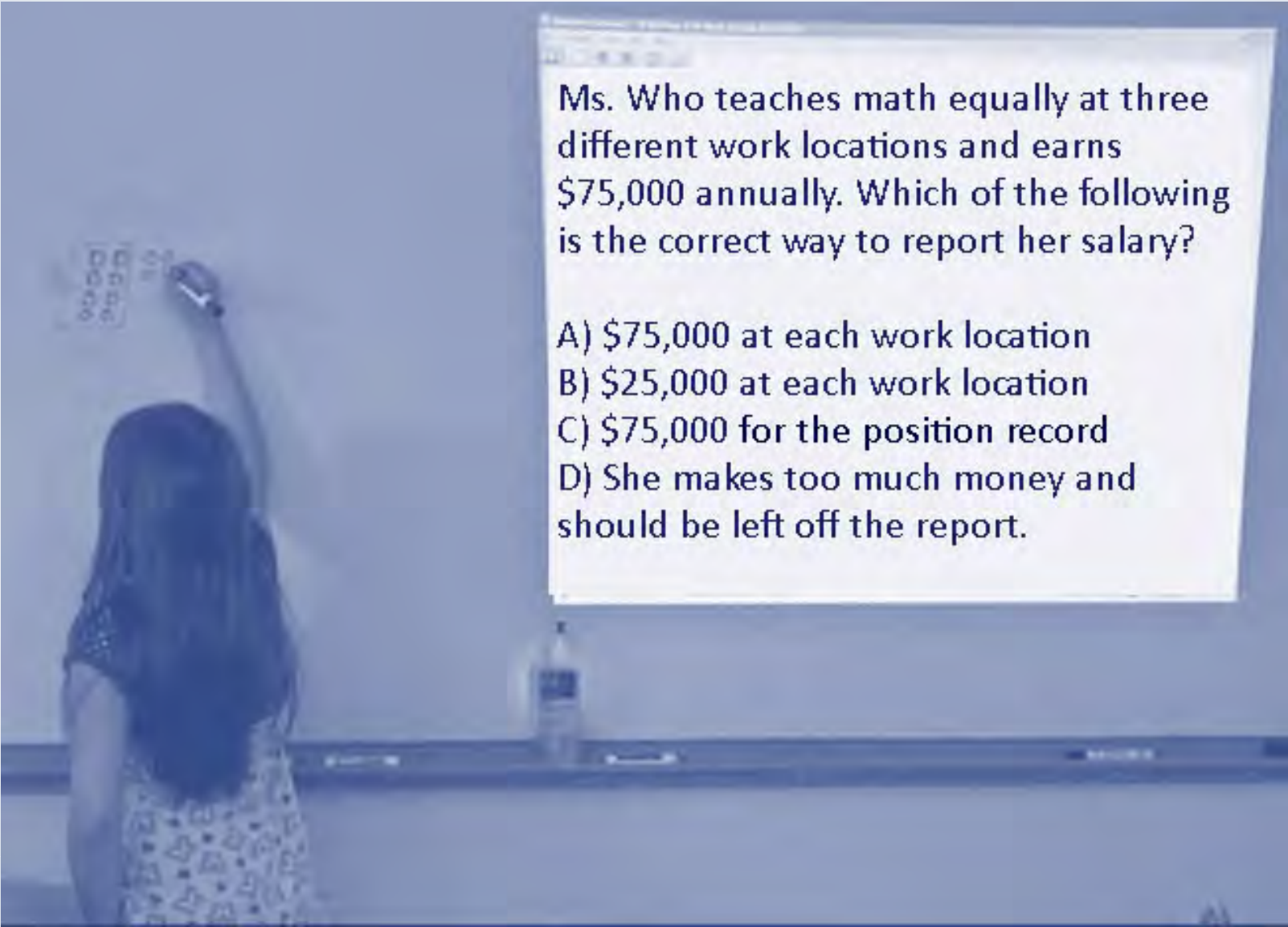
Where is Salary Data Used?

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 (ATSB) Report

* Unions

* Taxpayers

* External Media

Calculating Base Salary

Ms. Who teaches math equally at three different work locations and earns $75,000 annually. Which of the following is the correct way to report her salary?

A) $75,000 at each work location
B) $25,000 at each work location
C) $75,000 for the position record
D) She makes too much money and should be left off the report.

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 x 1.0 = **$48,500**

     48500 x .50 = **$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:

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

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 paid (not worked)**

* FTE represents time paid

Missing Salary Reports

Check your work with our Missing Salary reports:

Reports → Salary Reports

FTE Adjusted Base Salary Examples

FTE Adjusted Base Salary Maximum Validation:

* Teachers: Varies by position (reference <u>Data Elements</u>)

* Administrators: Varies by position (reference <u>Data Elements</u>)

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:

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

(too high)

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FTE Adjusted Base Salary Examples

Example of Administrator Low FTE Adjusted Base Salary:

* Example Administrator Base Salary = $1,000

* Base FTE = 0.2

* Calculating FTE Adjusted Base Salary =

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

Example of Teacher Low FTE Adjusted Base Salary:

* Example Base Salary = $800

* Example FTE = 0.1 (lowest possible)

* Calculating FTE Adjusted Base Salary =

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

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FTE Adjusted Base Salary Examples

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 = $\frac{Base\ Salary}{FTE}$ = $\frac{15000}{0.25}$ = $\mathbf{\$60,000}$

   (within validation check)

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

* Example FTE = 0.5

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

   (within validation check)

FTE Adjusted Base Salary Examples

Minimum criteria based on 180 day SY for a teacher:

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

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

(within validation check)

Minimum criteria based on 220 day SY for an administrator:

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

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

(within validation check)

Administrator and Teacher Salary and Benefits (ATSB)

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, September 1, 2016

ATSB Data

What Timeframe Is Reported?

* Provide base salaries for the entire 2016 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

2016 Salary Online Updates

					Salary Summary							

IEIN: 0000		Last Name: Sample Last Name			First Name: Sample First Name		Middle Name: Sample Middle Name		
Date of Birth: 11/04/1990		Gender: Female			Race/Ethnicity: White		Retired Employee: No		
Employer: Sample School District		Employment Start Date: 07/26/2011			Employment End Date:		Employment End Reason:		

Salaries for School Year 2016

	Position	Position Timeframe	Funding Source	FTE	Salary ($)	Vacation Days	Sick Days	Bonuses ($)	Annuities ($)	Retirement Benefits ($)	Other Benefits ($)
Edit	Teacher	Regular School Year		1.00							

BACK

SUBMIT and Return to Search

SUBMIT and View Position

You MUST click the SUBMIT button after inserting or editing salary data on the popup screen in order to save to the database. Or, you may click the BACK link to return to the previous screen without making changes.

Previous Years Salaries

Position	Position Timeframe	Funding Source	FTE	Salary	Vacation Days	Sick Days	Bonuses	Annuities	Retirement Benefits	Other Benefits	School Year
Teacher	Regular School Year	Title I	1.00	75174.37	5	0	0.00	0.00	13759.58	17905.96	2015
Teacher	Regular School Year	Title I	1.00	74606.28	5	10	0.00	0.00	13018.30	17189.45	2014
Teacher	Regular School Year	Title I	1.00	66448.47	8	0	0.00	0.00	11881.22	16705.19	2013

Wrapping Up 2015-2016

Evaluations Closing Date:

* **Monday, August 1, 2016**

Due by Closing Date (August 1, 2016):

* SY 2016 Evaluations (only required school districts)

Due by End of Year (September 1, 2016):

* SY 2016 Employment and Position Records
* SY 2016 Position End Dates
* SY 2016 Base Salaries
* SY 2016 Benefits (if applicable)
* SY 2016 Employment Ends Dates (if applicable)
  * SY 2016 Employment End Reason
* *Preparing for SY 2017:*

Introduction to SY 2017 Enhancements

2016 Key Dates

Activity	Date
Webinar on Wrapping Up 2015-2016 EIS	Monday, June 20, 2016
Teacher and Principal Evaluations (if required School District)	Monday, August 1, 2016
Final Deadline for SY 2016 Employment/Position and Salary data (including Benefits data, if applicable).	Thursday, September 1, 2016

Contact Us

* **EIS Help Team**
  * (217) 782-3950
  * datahelp@isbe.net

* **IWAS Help Desk for technical issues**
  * (217) 558-3600

Resources

* **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
* **EIS Basics Course:**
  * http://www.isbe.net/eis/html/training.htm

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