

# Illinois State Board of Education (ISBE) Employment Information System (EIS) Guidelines for Entering Salary 2015 (Webinar Date: 05/06/2015) Introduction

The webinar's questions and answers are grouped into the following categories:

Base Salary Questions and Answers

Benefits Questions and Answers

Sick, Vacation, Personal Days Questions and Answers

Summer and Night School Questions and Answers

Years of Experience Questions and Answers

Miscellaneous Questions and Answers

**Note:** the EIS team has amended the method for calculating FTE since this webinar. Now, FTE is based on time paid, not time worked. For example, if an employee's annual base salary is \$66,000, and they take a paid leave of 30 days, their FTE would be 1.0, and their base salary entered in EIS would be \$66,000.

If an employee worked less than 10% of the year (less than 18 days for teachers, or less than 22 days for administrators), mark that employee for a Leave of Absence, calculate their FTE based on the days that they are paid for, and enter their salary as the amount they are paid.

If an employee worked more than 10% of the year, (18 or more days for teachers, or 22 or more days for administrators), calculate their FTE based on the days that they are paid for, and enter their salary as the amount they are paid.

## Base Salary Questions and Answers

No.	Questions	Answers
1	Our Alternative Program has a "Late Night Stipend." Would this not be included in base salary?	This would not be included in base salary.
2	Under Base Salary: "Salary paid for time not actually working." Does this mean we have to deduct every sick, personal, or vacation day that person takes? Same for leave of absences - if they use sick time for a leave.	No, refer to the Note on the Introduction page.
3	I have a teacher hired at .5 FTE at the beginning of the year. A few months into the year she was increased to .67 FTE. How do I figure her annual FTE. My mic not working	Divide the number of days worked by the number of days in your school year. For example, 60 days worked divided by 180 day school year equals .33 FTE.

## Benefit Questions and Answers

No.	Questions	Answers
1	<p>Are we to report the % amount the District pays for each TRS or IMRF participant under Retirement Benefits?</p> <p>If board paid TRS is included in salary, do I need to back out the TRS to get the base salary? And do I include the board paid TRS as a benefit?</p>	<p>The employee portion of TRS paid by the employer on behalf of the employee is reported in Retirement Benefits. The employer portion is not reported. Back out the TRS to get the base salary and include the board paid TRS in Retirement Benefits.</p>
2	<p>Did you say to enter Insurance Benefits, even if they do not take the insurance?</p>	<p>If they opted out of the insurance benefits and they received any kind of dollar amount, then include that amount in the benefits.</p>
3	<p>Our teachers pay their own TRS &amp; it's included in their salary. Is it correct that the TRS amount needs to be backed out of the salary amount reported?</p>	<p>The amount paid for TRS should be included in Retirement Benefits. Do not include in base salary. Back out the TRS to get the base salary and include the board paid TRS in Retirement Benefits.</p>
4	<p>The "Other Benefits" includes employer THIS. Does it also include employer .58 TRS?</p>	<p>The employee portion of TRS paid by the employer on behalf of the employee is reported in Retirement Benefits. The employer portion is not reported. Do not include the employer portion of TRS (.58).</p>
5	<p>Slide 25 says Benefits Data of Special Education Administrators and Teachers is to be submitted; however, is this only if they are paid by a Public School District? If paid by a Special Ed Coop., not required to report?</p>	<p>This only applies to public school districts.</p>
6	<p>THIS, only what the district pays on behalf of the employee, correct?</p>	<p>Correct.</p>

## Sick, Vacation, and Personal Days Questions and Answers

No.	Questions	Answers
1	A question concerning sick personal time. Personal time is part of sick time, in our district if the personal time isn't used it gets added back to the accumulated sick available. If they use all sick time and have available personal, and are sick, we use that personal time as well. Shouldn't sick time include the personal time?	The law referenced in the webinar does not require us to collect personal days, even if they are eventually converted into sick days. We're only asking for the annually awarded sick days. In that way, we have a comparable number of sick days since some districts may not convert personal days into sick days in the same way as your district.
2	Just to clarify. The vacation/sick days are the number of days they are promised on their contract, not necessarily the number of days they actually took during the school year?	Yes, that is correct.
3	What if personal days can be used for sick days. Should we report the personal days as sick days?	The law referenced in the webinar does not require us to collect personal days, even if they are eventually converted into sick days. We're only asking for the annually awarded sick days. In that way we have a comparable number of sick days since some districts may not convert personal days into sick days in the same way as your district.

## Summer/Night School Questions and Answers

No.	Questions	Answers
1	My second session of summer school starts 7/6. Does that get entered for 2016?	Yes.
2	On a previous webinar, I believe you said to only enter summer school teachers who were hired only to work summer school, and not put in summer school salaries for our regular teachers. Is that still correct?	Two positions are allowed: one with Timeframe of Summer or Night School (Code 01) and one with the Timeframe of Regular School Year (Code 02).
3	Summer School Question: Do we need to worry about the levels (i.e. elementary vs high school)? We did have to worry about the regular school year.	Timeframe of Summer or Night School (code 02) is for any position held outside the Regular School year. For example, if a teacher teaches an early morning or after school class, that is considered a Summer/Night School timeframe.
4	It looks like I have to wait until Summer School begins before I can enter those teachers working Summer School. Is that correct? Thanks.	Yes, that is correct.
5	<p>How do you calculate the FTE for summer school teachers?</p> <p>Another summer school question ... our summer school runs for twenty 1/2 days. Does that calculate out to 10 FTE days and therefore is below the 18 day threshold and should not be reported?</p> <p>How do you obtain the FTE for summer school? If the session lasts 10 days, would that teacher get an FTE of 1 if he worked all 10 days?</p> <p>Our summer school is 3 hours a day for 15 days. What would be the FTE for these teachers?</p>	<p>EIS realizes it is difficult to determine the proper FTE for a summer school position. Currently, the requirement is for the minimum FTE to be .1 and the maximum FTE to be .5.</p> <p>Summer school terms vary across districts, as you can see from the questions posted on the left, therefore, EIS doesn't have a method of calculation for summer school FTE. The FTE for summer school can't be calculated using the method for calculating regular school year FTE due to the length of time periods being so different.</p> <p>It is important for several reasons to record educators that taught during the summer (i.e. Years of Experience, for one reason). However, due to the great differences in length of summer classes across Illinois, we suggest each district base their summer school FTE on <b>what best reflects each teacher's time spent teaching summer school within the range of our requirement of FTE (between .10 and .50)</b>.</p> <p>EIS' suggestion is that, since summer school is such a small time period, most summer school teachers' FTE will only be a .10.</p>
6	Define what is night school? What if do both night school and summer school? What would be FTE?	Timeframe of Summer/Night School (code 02) is for any position held outside the Regular School year. For example, if a teacher teaches an early morning class before normal school hours or an after school class, that is considered a Summer/Night School Timeframe.
7	Is summer school only reported if the employee is not a teacher doing the school year?	No, summer school position is reported for both Timeframes.
8	Do we include salaries for teachers hired for summer or night school only? They are not regular school year teachers.	Yes, every position regardless of timeframe must have a salary.
9	Our Summer School is in two sessions - 1st session is before June 30th and the 2nd session is in July. I want to be sure that the only Salary I need to enter is for the 1st session.	You will report the salary for positions for the school year that the summer school started. If the first session starts in June of SY2015, then salary gets reported for that school year. If second session starts in SY2016, then positions and salaries will be reported in SY 2016.
10	Summer School - we were under the assumption that summer school did not have to be entered for current teachers only those who do not work the normal school year. Is this incorrect and we have to report any teacher who is assigned to summer school and enter a separate position?	That is correct. You will report any teacher who is assigned to summer school and enter a separate position with the timeframe of "Summer/Night School."
11	Does a Special Ed. Co-op report summer school salary?	Yes.
12	Do you include summer school aides to report for 2015 summer school?	Paraprofessionals are not required, but the system will allow you to put them in.

## Years of Experience Questions and Answers

No.	Questions	Answers
1	Currently experience listed in ELIS does not show the difference between a full time yr of exp vs. a part time yr of experience. Will this change in the future??	Yes. The years will include the fraction earned in TRS and out-of-state.
2	Will we be able to get notified if the out of state prior service is not listed for teachers or do we have to look at each person to see that it's there or not?	If the teacher had out-of-state experience in TSR 2012, then that will be included. Otherwise, we ask that you or the teacher review their records to see if it is correct.
3	Is there a place where teachers can see their years of experience attributed to them to be verified?	There will be this summer. Currently, ELIS is the only place to see the data.
4	For the years of service, you're taking this info from the 2013 TSR, will you be adding the additional two years?	The years of service will be from the Teacher's Retirement System (TRS) and will be the most current year. In addition if there was out of state experience we will use 2012 TRS information and ask that you update any further out-of-state experience your teacher has had in the interim.
5	When will the years of experience information be available in ISBE?	By this August, previous years information should be available. But the verification of this data will not occur until November.
6	Does out-of-state experience include years of experience teaching in a foreign country?	No, only US experience is included.
7	If Illinois service is only from TRS, what about people that worked in CPS before coming to our district?	We plan on collecting experience from CPS and will be included with the TRS in-state experience.
8	For new hires, will we now be entering out of state service again starting with 2015-16 sy?	Yes.

## Miscellaneous Questions and Answers

No.	Questions	Answers
1	Our retirees are given a \$20,000 annuity after retirement. It is received after July 1, 2015. Should this be included under since it is after June 30th?	No, benefit information is only required for current employees.
2	We have a teacher who works part-time (35%). To figure out what she is contracted, the sum she would make full time is multiplied times 35%. She would have an FTE of .35 - what amount would be her base salary - amount contracted or amount she would have earned as full time teacher.	The teacher's base salary will be the amount she was paid for working a .35 FTE.
3	We are a special education cooperative who employs teachers as well as school psychs, social workers, etc. I understand we don't have to enter the ATSB data for psychs and social workers, do we have to enter it for teachers?	Special education cooperatives only enter base salaries, they don't have to enter any benefits.
4	Do we report salaries for parapro's? These are hourly employees.	Yes, their salary is the total amount earned.
5	How are we going to report an employee where only a portion of their title I or III funds?	We do not collect the amount that comes from the Titles; we only need to know that <b>some</b> amount was collected from a Title program. See Salary definitions in Data Elements on our EIS webpage.
6	Did I understand correctly that special ed co-ops only have to enter teachers and admin, not psychs, sw, etc.	Special ed co-ops do have to enter all their licensed personnel. Co-ops don't have to enter <u>benefits</u> for those employees.
7	One of our teachers will begin a maternity leave at the beginning of FY16 (Aug - Oct) -How would we enter her FTE?	Calculate the FTE for the time paid.