Careertech
Information Management System (CTIMS)

Salary and Teaching Schedule Guidebook

February 2021
CTIMS Support

If you have questions about submitting information in CTIMS, please contact CTIMS Support at CTIMSSupport@careertech.ok.gov, or contact:

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Help and Troubleshooting

If you do not have a CTIMS account set up or are having trouble with the navigation or software, contact CTIMSSupport@careertech.ok.gov. Send a message describing your problem. Include your school name and your telephone number and we will contact you.

If you have forgotten your password, click the Forgot your password? link to reset.
For helpful tips, see the CTIMS Helpful Hints section of this document.

- IMPORTANT: Please log into CTIMS using Mozilla Firefox, Google Chrome, or Microsoft Edge.
- Internet Explorer is currently not compatible with CTIMS.

CTIMS Customer Support Contact
Rebecca Thacker
Phone: 405-743-5134
CTIMSSupport@careertech.ok.gov
Logging into CTIMS

Sign in using your school email and CTIMS password at
https://ctims.okcareertech.org/CTBDSWeb

Or,
Go to http://www.okcareertech.org/ and select CTIMS in the red bar at the top of the page. Do not select the ODCTE Staff Login selection in the red bar. This is not the CTIMS login.

On the CTIMS website, select the green CTIMS Login button.
Submitting Salary & Scheduling Information

- Verify that you are using the role of a Comprehensive School Teacher. If not, use the drop down arrow to select the appropriate role.

- Verify that all the information on the Dashboard is correct. If any information is not correct, please contact ctimssupport@careertech.ok.gov.
- Click the arrow next to Salary and Scheduling on the left navigation panel.
- Click the arrow next to Salary Process.
- Select Salary and Scheduling.

Position Summary -

- Verify that all the information on the Position Summary page is correct. If any information is not correct, please contact ctimssupport@careertech.ok.gov.
- After verifying, click the Continue Without Saving button at the bottom of the page. The Go to STS Report is used after you update your personal information and want to make changes to your teaching schedule. Do not use the Go to STS Report the first time through.
Teaching Experience -

- Verify the Experience up to this School Year shows the current school year.
- Verify the PID is correct.
- Under the Total Years of Experience column, enter the total number of years of experience you have in each category, not including this year. (For example, if you are a brand new teacher who has never taught, your years taught would be zero.)
- After you have completed the Teaching Experience section, click the Save & Continue button. You can use the Back to Beginning buttons, or the One Step Back button to navigate to other screens.
- Be sure to click Save and Continue to save your current information before moving to other screens.

Person Information -

- Verify your Person Information. If there is a red asterisk by the title, this is a mandatory field and you must enter something.
- Click inside the blank box to use the drop-down menus or enter data. A SSN (Social Security Number) is not required, but the last 4 digits of your SSN is required.
After verifying or entering information, select Save and Continue to go to the next page.

Telephone Details - You can enter a mobile or business number that can be your primary contact number. Activate it as your primary contact by clicking in the Primary Contact column and clicking in the check box. You cannot change the School Primary number. Select Save and Continue to go to the next page.
**Email Details** – Update/input your email address, then identify which email address to use for primary communication.
- To activate an email as your primary contact, click in the Primary Contact column and the check box.
- Select Save and Continue to go to the next page.

**IMPORTANT:** Your CTIMS login will always be your school email and cannot be changed. If your school email address is not correct, contact ctimssupport@careertech.ok.gov.

![Email Details screenshot](image-url)
Address Details –

- Update/input your basic address information. You can put in Home, Office and Office Physical addresses.
- You are not required to put in an address, but if you do, you will need to complete every column that has a red asterisk on that row.
- Select Save and Continue to go to the next page.

Degree Details –

- Verify that the “Last College Attended” information is correct. If it is not, then select or input the correct information in the drop-down box.
- Verify that the “College Hours Completed” information is correct. If not then change the value to the correct information.
- Then, verify that the “Highest Degree Earned” information is correct. If it is not, then select the correct information in the drop-down box.
- Select Save and Continue to go to the next page.
Certification Details -

- Each line under the Certification column has to be completed.
- Select Save and Continue to go to the next page.

Contract and Salary Details - Verify that the PID, Organization Type, Calendar Year, and Organization are correct.

Contract Component: Input/update your contract information and contact information.

- **Contract Date From:** Enter the beginning date of your contract, NOT the day your school starts. The date must be formatted as mm/dd/yyyy, or you can select using the calendar icon.
- **Contract Date To:** Enter the ending date of your contract, NOT the last day of school. The date must be formatted as mm/dd/yyyy, or you can select using the calendar icon.
- **Contact Name:** Enter the name of an individual at your school who can verify your contract and salary information, if needed.
- **Contact Title:** Enter the title of the person listed as your contact.
- **Contact Phone:** Enter the phone number of the person listed as your contact.
Salary Component: Input/update your salary information. Your Base Salary does not include your CareerTech reimbursement. Totals will be displayed in the Salary Amount column as you update the amounts. If you put an amount in the Other row, you must put a comment explaining what it is. Select Save and Continue to go to the next page.

- **Base Salary:** Enter the base salary listed in your contract with your school. **DO NOT** include your CareerTech reimbursement.
- **Health (Yearly):** Enter the yearly amount your school contributes to you for health, dental and/or life insurance. Enter “0” if none received.
- **Retire (Yearly):** Enter the yearly amount your school contributes to your retirement account. Enter “0” if none received.
- **Others (Yearly):** Enter the yearly amount you receive for CareerTech work related activities (for example, student organization sponsor, etc). Enter a comment to describe what the payment is for that you are receiving.
Salary Scheduling -

- Update school start and end dates.
- Put a check in the box of each day you teach students.
- Enter the unduplicated enrollment by grade level for the students you teach in each grade by clicking inside the box in the Total by Grade Level column and entering the number of students. Use the scroll bar on the right of the column to scroll down to twelfth grade, if needed.
- Select Save and Continue to go to the next page.

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Total by Grade Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fifth Grade</td>
<td>0</td>
</tr>
<tr>
<td>Sixth Grade</td>
<td>0</td>
</tr>
<tr>
<td>Seventh Grade</td>
<td>0</td>
</tr>
<tr>
<td>Eighth Grade</td>
<td>0</td>
</tr>
<tr>
<td>Ninth Grade</td>
<td>20</td>
</tr>
<tr>
<td>Tenth Grade</td>
<td>25</td>
</tr>
<tr>
<td>Eleventh Grade</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>60</td>
</tr>
</tbody>
</table>

NOTE: update school start/end dates, hours taught daily, and students served. Hit Save & continue to move to the next screen.
Salary Scheduling:

- Enter each period you teach.  
- Click in the box in the Period column and select 1st- First Period. Include lunch periods and planning periods. 
- You can enter comments in the Comment box underneath the periods section, if needed. Use the drop-down in the Period and Course/Activity columns to select your periods and courses/activities. 
- You can type in your Begin and End Times or use the clock to select. Be sure to select the correct AM and PM for each period. 
- Enter the Beginning and Ending Dates or use the calendar to select. 
- Select the correct Grade Level for that period by using the drop-down menu. You can select more than one grade level per period. 
- Use the scroll bar at the bottom of the section to scroll over to enter the number of Male and Female students. 
- If you make a mistake, you can delete this row, or click the Add Period button to put in the next period. Continue the process for all your periods. 
- Select Save and Continue to go to the next page.

NOTE: The Begin Date and End Date must be between the School Start Date and School End Date set-up in Step 14.
Salary and Teaching Summary Reports -

- Click on the + (plus) sign next to the Salary & Teaching Summary Reports link at the bottom of the page.

- Then, select Teacher Info Spread Sheet.
• Review the Information on the report or click on the arrow to the right of diskette symbol to save the file for your records. Scroll down at the right to see the entire report. If everything on the report is correct, you can acknowledge and submit for approval. If you need to make changes, select Save as Draft, then you can go back into the pages you need to update.
Acknowledgement Note - An Acknowledgement note is required before you can Submit for Approval. You can leave a comment or note, or just put your initials in the box to acknowledge. After you put in the acknowledgement, you can Submit for Approval.

This notice will come up after you Submit for Approval.
Change Request Process

After your Salary and Scheduling report has been submitted for approval, or if it has been submitted but rejected back to you, you can make changes to it by using the Change Request button.

- Click the arrow ▶ next to Salary and Scheduling on the left navigation panel.
- Click the arrow ▶ next to Salary Process.
- Select Salary and Scheduling.

Select Go to STS Report.
Select Change Request.

You will receive the following message. Choose OK.
You can now change the Teaching Information section or use the “Back to Beginning” to go through all the pages and make changes. On the Position Information page, you will Continue Without Saving.
On the next pages, you can make changes, then select Save & Continue to go to the next page.

Continue through all the pages, making changes if needed, selecting Save & Continue each time.

After going through all the screens and making the necessary changes, select Save & Continue on the last page. You will get the following message. Select OK.
Click the Approve button to approve your changes and send the Salary and Teaching back through the approval process.

<table>
<thead>
<tr>
<th>Approval Stage</th>
<th>Approval Date</th>
<th>Approver Role</th>
<th>Approved By</th>
<th>Approver Email</th>
<th>Approval Status</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comprehensive School Teacher - 1st</td>
<td>9/5/2017 10:41:15 AM</td>
<td>Comprehensive...</td>
<td></td>
<td></td>
<td>Cancel for Chan...</td>
<td>New Process</td>
</tr>
<tr>
<td>State Staff for Comprehensive School - Fully</td>
<td>9/5/2017 10:45:06 AM</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ODCTE STB Finance Reviewer - Fully</td>
<td>9/5/2017 10:45:06 AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Current Approval Stage Information**

- **Approved By**: 
- **Approval Stage**: 1st Stage
- **Approver School**: HIGH SCHOOL
- **Approver Role**: Comprehensive School Teacher
- **Approver Email**: 
- **Approval Date**: 09/05/2017