Salary & Teaching Schedule

Technical Guidebooks are located on our website under K-12 Schools > Salary and Teaching Schedule: CTIMS (CareerTech Information Management System) — CareerTech (CT) - okcareertech.org

Due: September 30th
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Information Needed Before Starting STS

> Teacher Certification Information
  • Certification Type, Certification Number, Awarded Date, Name of Institution & Certification Expiration Date

> Contract & Salary Information
  • Contract Begin & End Dates, Base Salary, Health, Retirement & Others

> Number of Unduplicated Students in each grade

> List of students in each class

> Teaching Schedule – Hourly
  • 1st period to last period: Begin & End Dates, Begin & End Times
Position Summary

- Click on Continue Without Saving
### Teaching Experience

- Fill in Total Years of Experience on all 4 lines.
- Click **Save & Continue**.

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#### Teaching Experience Form

**Note:** Indicate the total number of years experience you have as of the start of this fiscal year. Click **Save & Continue** to move to the next screen.

<table>
<thead>
<tr>
<th>Code</th>
<th>Experience Description</th>
<th>Total Years of Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>02</td>
<td>Number of Years taught in Oklahoma, regardless of occupational division</td>
<td>23</td>
</tr>
<tr>
<td>03</td>
<td>Number of Years taught in Oklahoma, in current occupational division</td>
<td>23</td>
</tr>
<tr>
<td>08</td>
<td>Number of Years taught in current School District</td>
<td>23</td>
</tr>
<tr>
<td>09</td>
<td>Total Number of Years in the military</td>
<td>0</td>
</tr>
</tbody>
</table>
Person Information

- Fill in everything required (*).
- Click Save & Continue.

NOTE: Update your basic address information. Click Save & Continue to move to next screen.
Telephone Details

- Fill in telephone Details.
- Select ONE as your primary contact.
- Click Save & Continue.

**NOTE:** Update your personal phone number(s). Indicate which number should be used as your primary number by changing NO to Yes under the primary contact column. School primary number cannot be changed. Click Save & Continue to move to the next screen.

<table>
<thead>
<tr>
<th>Phone Type</th>
<th>Phone Number</th>
<th>Extension</th>
<th>Primary Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobile</td>
<td></td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>Home</td>
<td></td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>School Primary</td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Business Primary</td>
<td></td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>Fax</td>
<td></td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>Office-1</td>
<td></td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>Office-2</td>
<td></td>
<td></td>
<td>No</td>
</tr>
</tbody>
</table>
Email Details

● Your school email address is mandatory. ● Select it as your primary contact. ● Click **Save & Continue.**
Address Details

- Include at least ONE address.
- Click **Save & Continue**.
Degree Details

● Fill in degree information. ● Click **Save & Continue**.

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**NOTE:** Update Degree Details. Click Save & Continue to move to next screen.
Certification Details

- Fill in the information that applies to you.
- Click **Save & Continue**.
Contract & Salary Details

• Fill in contract dates.
• Contact Info: Principal & School Phone Number.
• Fill in salary information.
• Others: Extra CareerTech duties.
• Click Save & Continue.
Salary Scheduling/Unduplicated Enrollment

- Fill in School Start & End Dates. (1st & last day of school). *Might differ from contract dates.*
- Enter unduplicated enrollment by grade numbers.
- Click Save & Continue.

<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>0</td>
</tr>
<tr>
<td>Tenth Grade</td>
<td>0</td>
</tr>
<tr>
<td>Eleventh Grade</td>
<td>0</td>
</tr>
<tr>
<td>Twelfth Grade</td>
<td>0</td>
</tr>
</tbody>
</table>
Daily Class Schedule

- Fill in class schedule by period. *Put comments explain anything in the comments section.* - Click **Save & Continue**.
Submission Page

- Acknowledgement Note is mandatory (*) – initials or the date are ok to use.
- Click Submit for Approval.
Change Request

● If your STS was rejected back to you, you can make changes using the Change Request Process. ● Click Salary & Scheduling.
Change Request

- Click **Go to STS Report**.
Change Request

● Click Change Request. ● Click Ok. ● You can now make the changes needed – on any screen by click Back to Beginning or One Step Back. ● After going through and making the necessary changes, select Save & Continue on the last page. ● Click Ok.
Change Request

- Enter **Approval/Rejection Note**. - Click the **Approve** button to approve your changes and send the Salary & Scheduling report back through the approval process.
Exporting Report

- Click on Salary & Teaching Summary Reports.
- Click on Teacher Info Spread Sheet.
- Click on the blue disc with a green arrow to choose export format.
- Choose any version to export report – Excel or PDF works best.