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CareerTech Information Management System (CTIMS)

Technology Center Info Submitter Guidebook

OKLAHOMA CareerTech

IMD Information Management Division

Revised December 2021
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IMPORTANT THINGS TO REMEMBER WHEN USING CTIMS

IT IS IMPOSSIBLE (ALMOST!) TO STRESS THE IMPORTANT ROLE, YOU ARE PLAYING IN THE COLLECTION AND MAINTENANCE OF THIS INFORMATION.

- YOU ARE ACCESSING THE ODCTE PERSONNEL SYSTEM.
- AS THE PERSON DESIGNATED TO MAINTAIN YOUR TECHNOLOGY CENTER’S RECORDS, YOU ARE RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION PROVIDED.
- ANY CHANGES YOU MAKE TO A RECORD ON THE DATABASE OCCUR THE INSTANT THE SUBMIT BUTTON IS CLICKED.
- THE INFORMATION CONTAINED IN CTIMS IS USED FOR A VARIETY OF PURPOSES, INCLUDING BUT NOT LIMITED TO:
  - TECHNOLOGY CENTER FUNDING CALCULATION
  - ACCREDITATION
  - STATE EQUIPMENT INVENTORY
  - STUDENT ENROLLMENT/FOLLOW-UP INFORMATION
  - ON-LINE AND SCANTRON TESTING
  - MAILINGS AND E-MAIL LISTS
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**CTIMS Support**

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

<table>
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<th>Title</th>
<th>Office</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mika Hickman</td>
<td>Administrative Assistant</td>
<td>(405) 743-5124</td>
<td><a href="mailto:Mika.Hickman@careertech.ok.gov">Mika.Hickman@careertech.ok.gov</a></td>
</tr>
<tr>
<td>Rebecca Thacker</td>
<td>Technical Support Specialist</td>
<td>(405) 743-5134</td>
<td><a href="mailto:Rebecca.Thacker@careertech.ok.gov">Rebecca.Thacker@careertech.ok.gov</a></td>
</tr>
<tr>
<td>Andra Beyer</td>
<td>Data Quality Coordinator</td>
<td>(405) 743-5403</td>
<td><a href="mailto:Andra.Beyer@careertech.ok.gov">Andra.Beyer@careertech.ok.gov</a></td>
</tr>
<tr>
<td>Carol Hall</td>
<td>Manager, Information Management Division</td>
<td>(405) 743-5125</td>
<td><a href="mailto:Carol.Hall@careertech.ok.gov">Carol.Hall@careertech.ok.gov</a></td>
</tr>
<tr>
<td>Performance Data/Analysis Coordinator</td>
<td></td>
<td>(405) 743-6882</td>
<td></td>
</tr>
</tbody>
</table>

**Finance Contact**

**IMPORTANT**: For questions about specific finance requirements (salary, TRS, FBA, etc.), contact Joanne Dewald.

<table>
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<th>Name</th>
<th>Title</th>
<th>Office</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joanne Dewald</td>
<td>Financial Services-Financial Operations Administrator</td>
<td>(405) 743-6824</td>
<td><a href="mailto:Joanne.Dewald@careertech.ok.gov">Joanne.Dewald@careertech.ok.gov</a></td>
</tr>
</tbody>
</table>
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. Someone is always monitoring that inbox and will return your email swiftly.

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 the latest version of Microsoft Edge, Google Chrome, or Mozilla Firefox. CTIMS is currently not compatible with other browsers.

CTIMS Customer Support Contact
Rebecca Thacker
Office: (405) 743-5134
Email: CTIMSSupport@careertech.ok.gov
Staff at ODCTE utilizing personnel data will consider the information to be current as of the date accessed. The information put in the personnel data system (CTIMS) is used for reporting and publishing reports to the public and other entities. It is extremely important that the records for your technology center staff be maintained on a regular basis.

Objective: This guidebook will take you through the steps to add/update Technology Center personnel information in CTIMS.

Logging into CTIMS

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

Or,

Go to http://www.okcareer.tech.org/ and select CTIMS on the red banner at the top of the page.

On the CTIMS website, select the green CTIMS Login button.

- Click here to login to CTIMS: CTIMS Login
- Microsoft Edge, Mozilla Firefox, or Google Chrome are currently the only browsers compatible with CTIMS.
- Setting up your CTIMS Account
- For help with CTIMS, contact the Information Management Division via email: CTIMSSupport@careertech.ok.gov
- Support available Monday through Thursday 7:00 - 5:00 and Fridays 7:00 - 4:00
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## Accessing People Data

If you have more than one role in CTIMS make sure you have the correct role selected. Verify that you are signed in with the role of **Tech Center Info Submitter** in the top right-hand corner. Use the drop-down arrow to select your role, if necessary.

If you do not see Tech Center Info Submitter, contact [CTIMSSupport@careertech.ok.gov](mailto:CTIMSSupport@careertech.ok.gov)

- Click the arrows next to **People Data & PID Process**.
- Click on the **Manage PID Data** link.

On the **Manage PID Data screen**, choose what you want to do: *Create New Instructor PID, Manage PID Requests, Create New Non-Instructor PID, Manage PID List, Remove Person from PID, Move Person to Different PID, Manage People or Tech Center People Data Bulk Update.*
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**Manage People**

**View/Update Individual Personal Information:**

- Click the radio button next to **Manage People**.
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**Search by INDIVIDUAL**

- Check the box next to **Search Across Employee Info**
- **Select Search On** field, choose how you would like to search.
  - *(HINT: use the most unique part of the person’s name, if searching by name.)*
- **Search Text** field, type in the text you wish to search. For example, if your search option is last name, type in the last name, or a partial last name.

![Manage People Data](image)

- Click **Load**. A list of records or just 1 record (depending on how you narrowed down your search) will appear in the grid below.
Staff at ODCTE utilizing personnel data will consider the information to be current as of the date accessed. The information put in the personnel data system (CTIMS) is used for reporting and publishing reports to the public and other entities. It is extremely important that the records for your technology center staff be maintained on a regular basis.

**Search by SITE**

- Uncheck the box next to **All organizations**.
- Make sure Tech Sites is selected from the drop-down menu.
- Type the first 3 letters of the organization, in the search box, for it to start populating.
- Click **Load**.

![Manage People Data interface](image-url)
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**Search by** **DISTRICT/All Campuses**

- Uncheck the box next to **All organizations**.
- Make sure Tech Sites is selected from the drop-down menu.
- Type the first 3 letters of your organization for it to populate.
  - **Hint:** At the same time, push Ctrl+A on your keyboard to select all campuses.
    - Hit Enter on your keyboard.
    - All campuses should be listed.
- Click **Load**.
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Find People/Update Personnel Information

CTIMS-EID is the ONE unique record number for each person in CTIMS. It will follow that person anywhere they go within the CT system. It is extremely important that 1 person only has 1 EID.

- Click on the CTIMS-EID hyperlink that is aligned with the record of the person you would like to view/update.
- After you click on the CTIMS-EID hyperlink, the basic information for the selected person will open in a pane on the right side of the screen (the screen will split).
- As you click each tab and update information, make sure you click SAVE before navigating to another tab or closing the screen.
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Basic Information

- To know whose record, you are working on – it is listed at the top of the screen.
- Update/edit the information by clicking in the appropriate field and typing.
- **Save Changes.**
  - *Required fields.*
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**Phone Information**

- Update/edit the information by clicking in the appropriate field and typing.
  - Make sure the Primary Contact is always the school primary phone number.
  - Make sure the Status field is Active only for the field that has a number in it.
  - Any number you add; you can make the status active.
  - If there are any rows marked as active that do not have a number listed, make those inactive.
- **To make Active/Inactive: click in the field and check the box for active and uncheck the box for inactive.**

- Save Changes.
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**Email Information**

- Update/edit the information by clicking in the appropriate field and typing.
  - Make sure the school email is **always** marked primary.
  - Make sure the Status field is Active only for the field that has a number in it.
  - Any email you add; you can make the status active.
    - If there are any rows marked as active that do not have an email listed, make those inactive.
  - **To make Active/Inactive:** click in the field and check the box for active and uncheck the box for inactive.
- Save Changes.
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**Salary Detail**

- Update/edit the information by clicking in the appropriate field and typing.
  - **If a person has 2 PID’s – you can toggle between both by clicking the drop-down arrow next to PID**.
- **Save Changes.**
  - See [Appendix A](#) for Salary and Benefits submission details
  - For information on what or how to enter data on this screen, contact [Joanne Dewald](#).
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**Contact Details**

- Update/edit the information by clicking in the appropriate field and typing.
- Save Changes.

**Teacher Certification**

- Update/edit the information by clicking in the appropriate field and typing.
- Save Changes.

*If an employee obtains National Board Certification, they should send the information to Bunny Farley at the State Department of Education.*

**Bunny Farley**  
Division Support Coordinator  
Office: (405) 521-4527  
Fax: (405) 522-1520  
Email: Bunny.Farley@sde.ok.gov
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- Teacher Certificate Example:
  - Teacher # - (NOT the Cert#)
  - Class of Certification
  - Description
  - Valid From/To Dates
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**Experience**

- Update/edit the information by clicking in the appropriate field and typing.
- Save Changes.

**Education**

- Update/edit the information by clicking in the appropriate field and typing.
- Save Changes.
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**Tech Center People Data Bulk Update**

Ability to update personnel in bulk (on one screen) – there is **not** an export/upload feature for this.

- Click the radio button next to **Tech Center People Data Bulk Update**.

**Search by SITE**

- Type the first 3 letters of the organization, in the search box, for it to start populating.
- Click **Search**.
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**Search by DISTRICT/All Campuses**

- Check the box next to **All Organizations**.
  - Click Search. Or,
  - Type the first 3 letters of your organization, in the Select Organization text box, for it to populate.
    - At the same time, push Ctrl+A on your keyboard to select all campuses.
    - Hit Enter on your keyboard.
    - All campuses should be listed.
- Click **Search**.

- Everyone in your district will populate in the grid below.
  - Click on who you want to update – the row will be highlighted in blue.
    - You will see the person’s information, that you clicked on, in the gray box at the of the grid – this will help you know where you are in the update process.
- Click in any cell that needs updated.
- You can tab to a new cell.
- Click **Save Changes** before you move to a new line – so you don’t lose what you updated.
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- Click on the blue CTIMS-EID hyperlink to open an individual’s record.
- Click on any tab to update information.
- Instructions [here](#), if needed.
- Click on the X on the PID tab to close and return to the bulk grid.

**Manage PID List (Assign/Update/Edit PID Assignment)**

- Click the radio button next to Manage PID List.
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Search by [DISTRICT]

- Check the box between School & All*.
  - To narrow down your search you can choose a search option from the drop-down Search Criteria menu.
- Click Search.

Assign Existing Person to a PID

- To narrow down your search - use the black funnel in the PID column to filter the PID you are needing.
- Click Assign Person to assign a new/existing person to this PID.
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- Check the box next to Search Across Employee Info.

**NOTE:** Before assigning a person to a PID, **ALWAYS** search to make sure that the person is not already in the system – this will prevent duplicate records from being made.

- In the Select Search On field, choose how you would like to search.
  - Search the most unique part of the person’s name.
- Type in the text you wish to search in the Search Text field.
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- Click **Load**.
  - A list of records or just 1 record (depending on how you narrowed down your search) will appear in the grid below.

- If a record pulls up for the person you are looking for – click on the row of that record to highlight the entire row blue.
  - **Make sure you verify that it is the correct person** – you can do this by clicking on the CTIMS-EID hyperlink to view that person’s record (DOB or SSN).
- Click **Submit (PID-12345) to Assign the selected Person**.
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- Make sure the row with the correct PID, Calendar Year and School (Short Name) is marked **Active** under Assign and **Yes** under Primary.
- Click **Submit**.

- Close the Person Basic Information screen by clicking **Close Person Detail Panel**.
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**Assign New Person to a PID**

- Check the box next to **Search Across Employee Info**.

**NOTE:** Before assigning a person to a PID, **ALWAYS** search to make sure that the person is not already in the system – this will prevent duplicate records from being made.

- In the **Select Search On** field, choose how you would like to search.
  - Search the most unique part of the person’s name.
- Type in the text you wish to search in the **Search Text** field.
Staff at ODCTE utilizing personnel data will consider the information to be current as of the date accessed. The information put in the personnel data system (CTIMS) is used for reporting and publishing reports to the public and other entities. It is extremely important that the records for your technology center staff be maintained on a regular basis.

- Click **Load**.

- IF the system does not pull up a record matching your search, click **Assign (PID-12345) to a new Person**.
  - This is creating a new person record.
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**The screen will split.**

- Enter required fields on the Person Information screen
  - Job Title, Title, Last Name, First Name, Gender, Work Email.
    - Note A: Organization and PID (Position ID) will auto-fill.
    - Note B: If a race is not selected, after saving, it will default to ‘Unknown’. You can update this anytime in the manage people screen.
    - Note C: Preferred School Mailing Address information SHOULD auto-populate. Verify that the address and phone are correct.
  - Click Save Changes.
  - Click Close Person Detail Panel at the top left corner of the page.
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Create New Instructor PID

- Click the radio button next to Create New Instructor PID.
  - This requires approval by IMD. Please feel free to email Andra Beyer after you have submitted a request.

  ![Create New Instructor PID](image)

- Type the first 3 letters of the organization in the box next to Organizations* and select it.
- To see if there are any available instructor PID’s, in the correct division, at your organization, click the drop-down arrow, next to The following open PID(s) are available for this site.
  - If there is an available PID, keep No selected next to Requesting new PID? and click on Select available PID and continue to assign a person.
    - Click here to assign person to PID.

  ![PID Request](image)

- If there is not an available PID, click the radio button for Yes next to Requesting new PID?
  - **The organization and Request Number will auto-fill.

- Click the drop-down arrow next to Type of Professional/Certified Staff Position (Job Category)* and select 066-Instructor.
  - You will only have an option of 066-Instructor, since you are requesting a new instructor PID.
    - **You will notice after you select this job code/job title another portion will appear on the screen.

- Type in the Preferred Job Title.
- If the PID will not be used until the next school year, change the Start Year to the correct school year.
- Fill in the First Name and Last Name, last 4 of SSN and Date of Birth, if you have that information.
  - Please enter as much data/information as you can on each individual record.
- Select Yes or No, if the State Program has been approved.
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- If Yes, use the drop-down to find the approved program – if you can’t find the approved program, email Andra Beyer.
- If No, use the drop-downs to select the division and state program the PID will fall under.
- Select Yes or No if the instructor will teach off site.
- If Yes, follow these instructions to fill in the K12 School information.
- If No, fill out the number of hours per day, week and year instruction will be provided.
- Put a note, even if it’s just the date, in the Justification for additional PID text box.
- Click Save as Draft.
- Click Submit for Approval. (Screenshots below)
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**Tech Center Instructor teaching off site**

- Click **Add K12 School and Course(s)**
- Type the first 3 letters of the organization in the box, under the **Pick K12 Schools** column, and select the organization.
- Type the first 3 letters of the program, in the **What Courses at each Site are they teaching?** column, that will be taught at the K12 school site and select it.
Staff at ODCTE utilizing personnel data will consider the information to be current as of the date accessed. The information put in the personnel data system (CTIMS) is used for reporting and publishing reports to the public and other entities. It is extremely important that the records for your technology center staff be maintained on a regular basis.

Create New Non-Instructor PID:

- Click the radio button next to **Create New Non-Instructor PID**.

- Type the first 3 letters of the organization in the box next to **Organizations** and select it.
- Select the drop-down arrow for **Job Category** and start typing the job title you are needing for this particular PID.
  - Note: if you can’t find what you need, email Andra Beyer.
- Select the drop-down arrow next to **The following PID(s) are available for the selected Job Code**.
  - If there is an available PID, select it.
- Click **Save Changes**.
- Click on **Assign person to this PID**.
- Click here for instructions on assigning someone to a PID.
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- If there is not an available PID:
  - You can enter the effective date of this PID (it is not required).
- Leave No selected if the instructor will teach off site (this is not an instructor PID – we will get this reworded or removed).
- Write down the PID Number that is auto-generated.
- Click Save Changes.
- To fill the PID, go here.

**Move Person to Different PID:**

- Click the radio button next to **Move Person to Different PID**.
- Type the first 3 letters of the organization in the box next to **Organization**.
- Click Search.
- Select the person you are wanting to move to a different PID.
- Click Move Down.
  - Scroll down to the bottom of the page.
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- Click **Continue to Move Person to Different PID** (at the bottom of the page).
- Click **OK**.

- Make sure the selected record is the correct record.
- Use the drop-down under **Move to Organization**, choose **Tech Sites**.
- Type the first 3 letters of the organization (site) in the box under **Select Move to School**.
- Choose what PID you are moving the person to, under **Move to PID**.
- Add a note so you can remember, later on, why you moved this person to a different PID.
  - The **Current Person Assign to this PID** & **Current Person Status to this Assign** columns will auto-fill.
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- Click **Submit to Move Person to Different PID**.
- Click **OK**.
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Remove Person from PID:

**ONLY USE THIS SCREEN IF YOU ARE NOT FILLING THE PID RIGHT AWAY**

- Click the radio button next to **Remove Person from PID**.

  ![Remove Person from PID](image)

- Type the first 3 letters of the organization in the box next to **Organization**.
- Click **Search**.
- Select the person you are wanting to move to a different PID.
- Click **Move Down**.
  - Scroll down to the bottom of the page.

  ![Move Down](image)

- Click **Continue to Remove Person from PID** (at the bottom of the page).
- Click **Ok**.

![Continue to Remove Person from PID](image)
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- Make sure the correct record is selected.
- Click **Submit to Remove Person from PID**.

- Click **OK**.
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Exporting Information from People Management
- To access all people in a specific organization, follow instructions [here](#).
- To access all people under an entire district, follow instructions [here](#).
  - Click the Export to Excel button.
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Reports

- Click the arrows next to Reports & Report Framework.
  - Click on the Report Generation link under Report Framework.

- There are 4 reports that can be run:
  - People Contact Summary - 557
  - PID Assignment Report - 556
  - PID Master List Summary - 555
  - Tech Center Salary Detail Report - 552

- Select Tech Sites from the drop-down for Organization Type *
- Choose an Organization *.
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Every report can be exported to XML, CSV, PDF, MHTML, Excel, TIFF &/or Word.
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**CTIMS Helpful Hints**

- By clicking once on any of the column headers, it will filter that column in ascending order. If you click on it twice, it will filter in descending order. If you click on it a third time it will go back to the order that was populated after clicking load.
- Filter further down by clicking on the black funnel, on any column, and typing in something to narrow down your search.

- There are scroll bars located at the bottom and right of some of the screens in CTIMS.
  - You can click on the pint in the top left panel. It will collapse the left panel when not using it.
  - If you cannot see all of the information on a screen, go to the right or bottom of the screen and use the scroll bar to see navigate over.
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- There are tabs within screens in CTIMS. Look for these tabs to view a different screen or more information.
- Many sections in CTIMS can be expanded in order to view more detailed information by clicking on the arrow next to the section header or line (row).
- **Do not** use the Print icon to print documentation.
- Use the save icon to download/save a PDF.
- You can only have 10 tabs open at one time. To close tabs, click on the on the right side of the tab you wish to close, then confirm that you would like to close by clicking OK on the confirmation screen.
Appendix A

CAREERTECH INFORMATION SYSTEM UPDATES & DATA DEFINITIONS

The information contained in the personnel file is used for several different purposes, including fulfilling requests from the state legislature and the State Board of Career and Technology Education. It is crucial that these records be accurate and up-to-date.

Salary updates

- Updated each fiscal year, no later than October 15.

Salary information should be reported in the following manner: (Conditions Table)

**Base Salary**

- Include the contracted annual salary of employee.
- Salary for hourly employees must be converted to an annual salary amount. Calculate based on (estimated number of hours per week) X (estimated number of weeks per annual contract period.) ODCTE recognizes annual salary amounts for hourly employees are estimated figures.
- Cash in lieu of health benefits should be reported in the “Other” field if it is not included in contracted “Base Salary”.

**Health Insurance**

- Enter the amount the tech center pays for the individual employee health coverage.
- This could include family health coverage IF paid by the tech center.
  - Do not include dental, life, vision or other health related benefits. Definitions for flex benefits are health insurance only, so any additional benefits should be included in “Other”.
- Amounts paid by the individual for family coverage should Not be included in the Health Insurance column if these amounts are already included as part of “Base Salary” or if the cash in lieu of health benefits reported in “Other” was used for that purpose.
- Field amount for non-participants should be zero.

**Teacher Retirement**

- The amount sent to TRS by the tech center for the employee’s participation.
- This amount DOES NOT include the employer’s contribution.
- This amount DOES include the employee’s contribution IF the tech center pays the employee’s share.
  - It should NOT include the employee’s contribution IF that amount is part of “Base Salary”. Does not include TRS offset amount. If the tech center pays the equivalent of the employee’s TRS offset, this amount should be reported in the “Other” field if not already included as part of “Base Salary.”
- Field amount for non-participant should be zero.
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**Other**

- Includes all other items, such as dental, life and vision insurance, annuities, cash in lieu of health benefits, TRS offset amount, and any other items not included as part of “Base Salary”.
- FY21 Flex Cash amounts (per month):
  - Certified non-participant: $69.71
  - Support non-participant: $189.69

**Changes to personnel during the year**

- Updates should be made at least once each month and should include removal of departing employees, addition of new employees, changes to employee information (name, address, e-mail address, etc.) and other similar types of updates and changes. Access to the CareerTech Information Management System (CTIMS) is available around the clock, allowing technology center staff to maintain accurate records at all times.
- Salary modifications occurring during a fiscal year for staff reported by the October 15 date do not need to be adjusted on the employee record.

**The following staff should be included in the tech center records:**

- Administrative and Instructional – All staff employed 50% or more.
- Adjunct Instructor – An instructor that is on a temporary contract, receives no benefits, is not on the regular payroll of the school, and is providing instruction for an approved career major.
- Support Staff – All staff employed 75% or more. Salary for staff receiving hourly wages must be converted to an annual amount. Support staff employed less than 75% can be added to the tech center file at the discretion of each tech center.
- Percentage of employment should be calculated based on a standard 40-hour work week (i.e. 20 hours per week = 50% employed). The contract length (number of months) should be entered for each employee in the file.

Should you have any questions concerning the Tech Center Information System, please contact Andra Beyer at 405-743-5403, or by e-mail at ctimssupport@careertech.ok.gov
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### TRS Job Codes

<table>
<thead>
<tr>
<th>TRS Code</th>
<th>Category</th>
<th>Definition</th>
<th>Job Categories</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Superintendent (SDE certificate required and TC Admin Credential per ODCTE rules)</td>
<td>Not eligible - Specifically excluded. Schools may offer FBA, but must be funded locally.</td>
<td>Superintendent</td>
</tr>
<tr>
<td>2</td>
<td>Principal (SDE certificate required and TC Admin Credential per ODCTE rules. Category intended for Asst. and Deputy Supt's as well as Campus Principals)</td>
<td>Certified personnel means a certified person employed on a full-time basis to serve as a principal but shall not mean a Superintendent of a school district</td>
<td>Associate, Assistant, Deputy Superintendent, Principal</td>
</tr>
<tr>
<td>3</td>
<td>Professional (Certified with relevant industry certification and/or SDE certification)</td>
<td>Certified personnel means a certified person employed on a full-time basis to serve as a supervisor or administrator but shall not mean a Superintendent of a school district</td>
<td>Director, Assistant Director, Coordinator, Assistant Coordinator, Manager, Assistant Manager, Specialist, Assistant Principal, Purchasing / Finance Staff, Consultant (BID or MDG), Officer, Internal Auditor, Network Administrator, Police Office, Registrar, Analyst</td>
</tr>
<tr>
<td>4</td>
<td>Professional (Non-Certified)</td>
<td>Professional non-certified means individuals not required to be certified by SDE or industry and is employed on full-time basis to serve as coordinators, adult education instructors and not included in the support personnel definition</td>
<td>Director, Assistant Director, Coordinator, Assistant Coordinator, Manager, Assistant Manager, Specialist, Purchasing / Finance Staff, Consultant (BID or MDG), Officer, Internal Auditor, Network Administrator, Police Office, Registrar, Analyst</td>
</tr>
<tr>
<td>5</td>
<td>Counseling (SDE Certificate required)</td>
<td>Certified personnel means a certified person employed on a full-time basis to serve as a counselor but shall not mean a Superintendent of a school district</td>
<td>Counselor</td>
</tr>
<tr>
<td>6</td>
<td>Teaching (SDE Certificate required)</td>
<td>Certified personnel means a certified person employed on a full-time basis to serve as a teacher but shall not mean a Superintendent of a school district</td>
<td>Instructor, Integrated Academic Instructor</td>
</tr>
<tr>
<td>7</td>
<td>Teaching (Industry certified in field of instruction required)</td>
<td>Industry certified personnel means a certified person employed on a full-time basis to serve as a teacher to non-secondary students but shall not mean a Superintendent of a school district</td>
<td>Instructor, Integrated Academic Instructor</td>
</tr>
</tbody>
</table>
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<table>
<thead>
<tr>
<th>TRS Code</th>
<th>Category</th>
<th>Definition</th>
<th>Job Categories</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>School Nurse (RN license and SDE certificate required)</td>
<td>Certified personnel means a certified person employed on a full-time basis to serve as a certified or registered nurse but shall not mean Superintendent of a school district</td>
<td>School Nurse</td>
</tr>
</tbody>
</table>
| 9        | Support Staff | "Support Personnel" means full-time employees of a school district as determined by standard period of labor which is customarily understood to constitute full-time employment for the type of service performed by the employees who are employed a minimum of 6 hours per day for a minimum of 172 days or a minimum of 6 hours per day for a minimum of 1,032 hours per year and who provide services not performed by certified personnel, which is necessary for the efficient and satisfactory functioning of a school district, and shall include cooks, janitors, maintenance personnel, bus drivers, noncertified/nonregistered nurses, noncertified instructors or adult coordinators employed by technology centers. | Support Staff
Custodian / Maintenance Staff
Transportation Services
Child Care Staff
School Nurse (if noncertified/nonregistered)
Warehouse Worker
IT Support
Instructor (if not certified by Industry or SDE) |
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Examples from CTIMS Conditions Table

<table>
<thead>
<tr>
<th>TRS Category</th>
<th>Condition</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRS Category 0 (RETIREE) - Condition 2:</td>
<td>IT Support Brown’s base salary is $25,000. His Health Benefits is $2,000. Retirement is $0. Salary other is $500. IT Support Brown is eligible for Flex Benefits and participates in Flex. His contract length is 10 months. IT Support Brown is not a TRS pickup recipient. He is funded 75%.</td>
<td></td>
</tr>
<tr>
<td>TRS Category 1 (SUPERINTENDENT) - Condition 1:</td>
<td>Superintendent Miller’s base salary is $100,000. His Health Benefits is $6,000. Retirement is $13,500. Salary other is $4,500. Superintendent Miller is not eligible for Flex Benefits and does not participate in Flex. His contract length is 12 months. Superintendent Miller is a TRS pickup recipient. He is funded 100%.</td>
<td></td>
</tr>
<tr>
<td>TRS Category 2 (PRINCIPAL) - Condition 1:</td>
<td>Principal Smith’s base salary is $50,000. His Health Benefits is $5,000. Retirement is $3,000. Salary other is $1,500. Principal Smith is eligible for Flex Benefits and participates in Flex. His contract length is 12 months. Principal Smith is a TRS pickup recipient. He is funded 100%.</td>
<td></td>
</tr>
<tr>
<td>TRS Category 3 (SPECIALIST) - Condition 2:</td>
<td>Assessment Specialist Austin's base salary is $45,000. Her Health Benefits is $0. Retirement is $2,000. Salary other is $1,000. Specialist Austin is eligible for Flex Benefits. However, she does not participate in Flex. Her contract length is 12 months. Specialist Austin is a TRS pickup recipient. She is funded 100%.</td>
<td></td>
</tr>
<tr>
<td>TRS Category 4 (FINANCE DIRECTOR) - Condition 3:</td>
<td>Finance Director Johnson's base salary is $90,000. Her Health Benefits is $6,000. Retirement is $4,500. Salary other is $2,750. Finance Director Johnson is eligible for Flex Benefits and participates in Flex. Her contract length is 12 months. Finance Director Johnson is not a TRS pickup recipient. She is 100% funded.</td>
<td></td>
</tr>
<tr>
<td>TRS Category 5 (COUNSELOR) - Condition 2:</td>
<td>Counselor Garcia’s base salary is $75,000. His Health Benefits is $0. Retirement is $5,200. Salary other is $4,550. Counselor Garcia is eligible for Flex Benefits. However, he does not participate in Flex. His contract length is 11 months. Counselor Garcia is a TRS pickup recipient. He is 100% funded.</td>
<td></td>
</tr>
<tr>
<td>TRS Category 6 (INSTRUCTOR) - Condition 1:</td>
<td>Instructor Jones base salary is $65,900. His Health Benefits is $7,300. Retirement is $5,200. Salary other is $3,170. Instructor Jones is eligible for Flex Benefits and participates in Flex. His contract length is 10 months. Instructor Jones is a TRS pickup recipient. He is 100% funded.</td>
<td></td>
</tr>
<tr>
<td>TRS Category 7 (INSTRUCTOR) - Condition 2:</td>
<td>Instructor Williams base salary is $55,600. His Health Benefits is $0. Retirement is $3,005. Salary other is $1,120. Instructor Williams is eligible for Flex Benefits. However, he does not participate in Flex. His contract length is 10 months. Instructor Williams is a TRS pickup recipient. He is 100% funded.</td>
<td></td>
</tr>
<tr>
<td>TRS Category 8 (SCHOOL NURSE) - Condition 2:</td>
<td>School Nurse Robinson's base salary is $88,000. Her Health Benefits is $0. Retirement is $7,250. Salary other is $2,520. School Nurse Robinson is eligible for Flex Benefits. However, she does not participate in Flex. Her contract length is 12 months. School Nurse Robinson is a TRS pickup recipient. She is 100% funded.</td>
<td></td>
</tr>
</tbody>
</table>
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| TRS Category 9 (SUPPORT STAFF) - Condition 1: | Support Staff Davis base salary is $40,000. Her Health Benefits is $6,000. Retirement is $4,500. Salary other is $2,750. Support Staff Davis is eligible for Flex Benefits and participates in Flex. Her contract length is 12 months. Support Staff Davis is not a TRS pickup recipient. She is 100% funded. |
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### CTIMS Conditions Table

#### IF TRS CATEGORY 2 - PRINCIPAL (SDE CERTIFICATE REQUIRED AND TC ADMIN CREDENTIAL PER ODCTE RULES, CATEGORY INTENDED FOR ASTT AND DEPUTY SUPERINTENDENTS AS WELL AS CAMPUS PRINCIPALS)

<table>
<thead>
<tr>
<th>CONDITION</th>
<th>SALARY_BASE</th>
<th>SALARY_HEALTH</th>
<th>SALARY_RETIREE</th>
<th>SALARY_OTHER</th>
<th>FLEX_ELG</th>
<th>FLEX_PART</th>
<th>TRS_PICKUP</th>
<th>CONT_LNH</th>
<th>PERCENT_FUNDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>and SALARY_BASE is populated and greater than $0</td>
<td>and SALARY_HEALTH is populated and greater than $0</td>
<td>and SALARY_RETIREE is populated and greater than $0</td>
<td>and SALARY_OTHER is populated and greater than $0</td>
<td>Then Condition #1 for FLEX_ELG is Y</td>
<td>And Condition #2 for FLEX_PART is N</td>
<td>And TRS_PICKUP for Condition #1 is Y</td>
<td>Contract length is greater than or equal to 10, 11 or 12 months</td>
<td>The percent funded is greater than or equal to 50%</td>
</tr>
<tr>
<td>2</td>
<td>and SALARY_BASE is populated and greater than $0</td>
<td>and SALARY_HEALTH is populated and = to $0</td>
<td>and SALARY_RETIREE is populated and greater than $0</td>
<td>and SALARY_OTHER is populated and greater than $0</td>
<td>Then Condition #2 for FLEX_ELG is Y</td>
<td>And Condition #2 for FLEX_PART is N</td>
<td>And TRS_PICKUP for Condition #2 is Y</td>
<td>Contract length is greater than or equal to 10, 11 or 12 months</td>
<td>The percent funded is greater than or equal to 50%</td>
</tr>
<tr>
<td>3</td>
<td>and SALARY_BASE is populated and greater than $0</td>
<td>and SALARY_HEALTH is populated and = to $0</td>
<td>and SALARY_RETIREE is populated and = to $0</td>
<td>and SALARY_OTHER is populated and greater than $0</td>
<td>Then Condition #3 for FLEX_ELG is Y</td>
<td>And Condition #3 for FLEX_PART is N</td>
<td>And TRS_PICKUP for Condition #3 is N</td>
<td>Contract length is greater than or equal to 10, 11 or 12 months</td>
<td>The percent funded is greater than or equal to 50%</td>
</tr>
</tbody>
</table>

#### IF TRS CATEGORY 3 - CERTIFIED WITH RELEVANT INDUSTRY CERTIFICATION AND/OR SDE CERTIFICATION

<table>
<thead>
<tr>
<th>CONDITION</th>
<th>SALARY_BASE</th>
<th>SALARY_HEALTH</th>
<th>SALARY_RETIREE</th>
<th>SALARY_OTHER</th>
<th>FLEX_ELG</th>
<th>FLEX_PART</th>
<th>TRS_PICKUP</th>
<th>CONT_LNH</th>
<th>PERCENT_FUNDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>and SALARY_BASE is populated and greater than $0</td>
<td>and SALARY_HEALTH is populated and greater than $0</td>
<td>and SALARY_RETIREE is populated and greater than $0</td>
<td>and SALARY_OTHER is populated and greater than $0</td>
<td>Then Condition #1 for FLEX_ELG is Y</td>
<td>And Condition #2 for FLEX_PART is N</td>
<td>And TRS_PICKUP for Condition #1 is Y</td>
<td>Contract length is greater than or equal to 10, 11 or 12 months</td>
<td>The percent funded is greater than or equal to 50%</td>
</tr>
<tr>
<td>2</td>
<td>and SALARY_BASE is populated and greater than $0</td>
<td>and SALARY_HEALTH is populated and = to $0</td>
<td>and SALARY_RETIREE is populated and greater than $0</td>
<td>and SALARY_OTHER is populated and greater than $0</td>
<td>Then Condition #2 for FLEX_ELG is Y</td>
<td>And Condition #2 for FLEX_PART is N</td>
<td>And TRS_PICKUP for Condition #2 is Y</td>
<td>Contract length is greater than or equal to 10, 11 or 12 months</td>
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<tr>
<td>3</td>
<td>and SALARY_BASE is populated and greater than $0</td>
<td>and SALARY_HEALTH is populated and = to $0</td>
<td>and SALARY_RETIREE is populated and = to $0</td>
<td>and SALARY_OTHER is populated and greater than $0</td>
<td>Then Condition #3 for FLEX_ELG is Y</td>
<td>And Condition #3 for FLEX_PART is N</td>
<td>And TRS_PICKUP for Condition #3 is N</td>
<td>Contract length is greater than or equal to 10, 11 or 12 months</td>
<td>The percent funded is greater than or equal to 50%</td>
</tr>
</tbody>
</table>

#### IF TRS CATEGORY 4 - COUNSELING (SDE CERTIFICATE REQUIRED)

<table>
<thead>
<tr>
<th>CONDITION</th>
<th>SALARY_BASE</th>
<th>SALARY_HEALTH</th>
<th>SALARY_RETIREE</th>
<th>SALARY_OTHER</th>
<th>FLEX_ELG</th>
<th>FLEX_PART</th>
<th>TRS_PICKUP</th>
<th>CONT_LNH</th>
<th>PERCENT_FUNDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>and SALARY_BASE is populated and greater than $0</td>
<td>and SALARY_HEALTH is populated and greater than $0</td>
<td>and SALARY_RETIREE is populated and greater than $0</td>
<td>and SALARY_OTHER is populated and greater than $0</td>
<td>Then Condition #1 for FLEX_ELG is Y</td>
<td>And Condition #2 for FLEX_PART is N</td>
<td>And TRS_PICKUP for Condition #1 is Y</td>
<td>Contract length is greater than or equal to 10, 11 or 12 months</td>
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<tr>
<td>2</td>
<td>and SALARY_BASE is populated and greater than $0</td>
<td>and SALARY_HEALTH is populated and = to $0</td>
<td>and SALARY_RETIREE is populated and greater than $0</td>
<td>and SALARY_OTHER is populated and greater than $0</td>
<td>Then Condition #2 for FLEX_ELG is Y</td>
<td>And Condition #2 for FLEX_PART is N</td>
<td>And TRS_PICKUP for Condition #2 is Y</td>
<td>Contract length is greater than or equal to 10, 11 or 12 months</td>
<td>The percent funded is greater than or equal to 50%</td>
</tr>
<tr>
<td>3</td>
<td>and SALARY_BASE is populated and greater than $0</td>
<td>and SALARY_HEALTH is populated and = to $0</td>
<td>and SALARY_RETIREE is populated and = to $0</td>
<td>and SALARY_OTHER is populated and greater than $0</td>
<td>Then Condition #3 for FLEX_ELG is Y</td>
<td>And Condition #3 for FLEX_PART is N</td>
<td>And TRS_PICKUP for Condition #3 is N</td>
<td>Contract length is greater than or equal to 10, 11 or 12 months</td>
<td>The percent funded is greater than or equal to 50%</td>
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#### IF TRS CATEGORY 5 - TEACHING (SDE CERTIFICATE REQUIRED)

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<tr>
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<th>SALARY_BASE</th>
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<th>SALARY_OTHER</th>
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<th>FLEX_PART</th>
<th>TRS_PICKUP</th>
<th>CONT_LNH</th>
<th>PERCENT_FUNDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>and SALARY_BASE is populated and greater than $0</td>
<td>and SALARY_HEALTH is populated and greater than $0</td>
<td>and SALARY_RETIREE is populated and greater than $0</td>
<td>and SALARY_OTHER is populated and greater than $0</td>
<td>Then Condition #1 for FLEX_ELG is Y</td>
<td>And Condition #2 for FLEX_PART is N</td>
<td>And TRS_PICKUP for Condition #1 is Y</td>
<td>Contract length is greater than or equal to 10, 11 or 12 months</td>
<td>The percent funded is greater than or equal to 50%</td>
</tr>
<tr>
<td>2</td>
<td>and SALARY_BASE is populated and greater than $0</td>
<td>and SALARY_HEALTH is populated and = to $0</td>
<td>and SALARY_RETIREE is populated and greater than $0</td>
<td>and SALARY_OTHER is populated and greater than $0</td>
<td>Then Condition #2 for FLEX_ELG is Y</td>
<td>And Condition #2 for FLEX_PART is N</td>
<td>And TRS_PICKUP for Condition #2 is Y</td>
<td>Contract length is greater than or equal to 10, 11 or 12 months</td>
<td>The percent funded is greater than or equal to 50%</td>
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<tr>
<td>3</td>
<td>and SALARY_BASE is populated and greater than $0</td>
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#### IF TRS CATEGORY 6 - TEACHING (INDUSTRY CERTIFIED IN FIELD OF INSTRUCTION REQUIRED)

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<tr>
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<td>And Condition #2 for FLEX_PART is N</td>
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<td>And TRS_PICKUP for Condition #2 is Y</td>
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</table>
Staff at ODCTE utilizing personnel data will consider the information to be current as of the date accessed. The information put in the personnel data system (CTIMS) is used for reporting and publishing reports to the public and other entities. It is extremely important that the records for your technology center staff be maintained on a regular basis.

### IF TRS CATEGORY 8 - SCHOOL NURSE [RN LICENSE & SDE CERTIFICATE REQUIRED]

<table>
<thead>
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<th>CONDITION</th>
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### IF TRS CATEGORY 9 - SUPPORT STAFF

<table>
<thead>
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### IF ADJUNCT INSTRUCTOR IS SELECTED

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<td>and SALARY_BASE is populated and = to $0</td>
<td>and SALARY_HEALTH is populated and = to $0</td>
<td>and SALARY_RETIRE is populated and = to $0</td>
<td>and SALARY_OTHER is populated and = to $0</td>
<td>Then Condition #1 for FLEX_ELIG is N</td>
<td>And Condition #3 for FLEX_PART is N</td>
<td>And TRS_PICKUP for Condition #3 is N</td>
<td>Contract length is 0 months</td>
<td>The percent funded is 0%</td>
</tr>
</tbody>
</table>

*Adjuncts are allowed to enter years of service*