Salary Reporting Guidance 2019-20

**Purpose:**

* To collect accurate staff salary data because the data is used for decision making, such as, “What will it cost to give teachers a 6% increase?”
* As part of the state’s commitment to transparency, this data is also provided to the public by school on the State of New Mexico’s Sunshine Portal.

**Business Rules:**

* Salary must be reported for all staff on payroll and receiving benefits, which is defined as Staff\_Snapshot.Staff\_Qualification\_Status\_Code is “C” Certified or “N” Non-Certified. This also means bus drivers and/or cafeteria workers salaries must be reported (unless the service is contracted out).
* Salary does not have to be reported for Substitute Teachers (defined as Staff\_Snapshot.Staff\_Qualification\_Status\_Code is “S” Long-Term Sub or “T” Short-Term Sub).
* Salary does not have to be reported for Athletic Coaches (defined as Staff\_Assignment.Staff\_Assignment\_Code=81).
* Salary does not have to be reported for contracted staff (such as Contracted Related Service Providers, in which case the Staff\_Qualification\_Status\_Code is “R”).
* Salary is collected in field 52, ***Annual Salary***, in both the STAFF and STAFF SNAPSHOT templates. It refers to a person’s budgeted, ANNUALIZED BASE SALARY which must equate to 1 FTE. This means if a person is working part-time at .5 and they are being paid $30,000 for the year as a part-time employee, but would be paid $60,000 at 1 FTE, then the Annual Salary reported here would be 60000. In the Staff Assignment Template, you would indicate 50 (Percent of Time Assigned which equates to .5 FTE) for the position they hold. Their pay would be calculated in STARS as $30000 (60000 x .5). This same reporting holds true for EACH reporting period, which means if the person worked at the district all year long with no changes, then their Salary reported in STAFF and STAFF SNAPSHOT would not change at 40D, 80D, 120D or EOY. However, if someone received a promotion mid-year, then their salary would change (and their Staff Assignment Code(s) may change).
	+ If someone is hired mid-year, then the same rules apply. As an example, if a teacher is hired at 1 FTE at 40D and then leaves and is replaced by another 1 FTE teacher at 120D and if their pay was identical, then the Salary and FTE fields would not change. This means if PED produced a Teacher’s Sum-of-FTE dataset at 40D and 120D (including salaries) there would be no difference between the two reporting periods if only the person changed.
	+ Do not include stipends in the ***Annual Salary*** field.
	+ For employees paid hourly, their pay will need to be converted to an annual salary with FTE included in the Staff Assignment record.
* Salary data used by PED is from the snapshot dates 40th day, 80th day, 120th day and/or End-of-Year (EOY).

**Data Quality Engine (DQE) Business Rules:**

* Salary is required when Staff\_Snapshot.Staff\_Qualification\_Status\_Code is “C” Certified or “N” Non-Certified.

**Templates to submit to 40D, 80D, 120D & EOY window:**

* STAFF
	+ Field 2, ***Staff ID*** identifies the staff person.
	+ Field 48, ***Staff Qualification Status Code***. Valid values are C=Certified, N=Non-certified, S=Long-Term Substitute Teacher, T=Short-Term Substitute Teacher, and R=Contracted Related Service Provider.
	+ Field 52, ***Annual Salary*** is conditionally required. It is required when Staff\_Snapshot.Staff\_Qualification\_Status\_Code is “C” Certified or “N” Non-Certified.
* STAFF SNAPSHOT
	+ Field 2, ***Staff ID*** identifies the staff person.
	+ Field 48, ***Staff Qualification Status Code***. Valid values are C=Certified, N=Non-certified, S=Long-Term Substitute Teacher, T=Short-Term Substitute Teacher, and R=Contracted Related Service Provider.
	+ Field 52, ***Annual Salary*** is conditionally required. It is required when Staff\_Snapshot.Staff\_Qualification\_Status\_Code is “C” Certified or “N” Non-Certified.
* STAFF ASSIGNMENT
	+ Field 2, ***Staff ID*** identifies the staff person.
	+ Field 4, ***Location Code*** identifies the school.
	+ Field 3, ***Assignment Code*** identifies the position.
	+ Field 18, ***Percent Time Assigned*** identifies the FTE.

**Reports:**

[STARS Home](https://eui.ped.state.nm.us/sites/stars) > [STARS Test Reporting](https://eui.ped.state.nm.us/sites/stars/Test) > [Public Folders](https://eui.ped.state.nm.us/sites/stars/Test/Public%20Folders) > [eScholar Framework - Verify](https://eui.ped.state.nm.us/sites/stars/Test/Public%20Folders/eScholar%20Framework%20-%20Verify) > [District and Location Reports](https://eui.ped.state.nm.us/sites/stars/Test/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports) > [STAFF](https://eui.ped.state.nm.us/sites/stars/Test/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports/STAFF) [K-5 Plus Classes, Teachers and Students](https://eui.ped.state.nm.us/sites/stars/Test/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports/K-5%20Plus/K-5%20Plus%20Classes%2C%20Teachers%20and%20Students.rdl)

* [Certified Staff Salary Validation Teachers only](https://eui.ped.state.nm.us/sites/stars/Test/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports/STAFF/Certified%20Staff%20Salary%20Validation%20Teachers%20only.rdl)
* [Certified Staff Salary Validation](https://eui.ped.state.nm.us/sites/stars/Test/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports/STAFF/Certified%20Staff%20Salary%20Validation.rdl)
* [Salaries for Staff Assignments](https://eui.ped.state.nm.us/sites/stars/Test/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports/STAFF/Salaries%20for%20Staff%20Assignments.rdl)

[STARS Home](https://eui.ped.state.nm.us/sites/stars) > [STARS Test Reporting](https://eui.ped.state.nm.us/sites/stars/Test) > [Public Folders](https://eui.ped.state.nm.us/sites/stars/Test/Public%20Folders) > [eScholar Framework - Verify](https://eui.ped.state.nm.us/sites/stars/Test/Public%20Folders/eScholar%20Framework%20-%20Verify) > [District and Location Reports](https://eui.ped.state.nm.us/sites/stars/Test/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports) > [Template Verification Reports](https://eui.ped.state.nm.us/sites/stars/Test/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports/Template%20Verification%20Reports) > [Staff](https://eui.ped.state.nm.us/sites/stars/Test/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports/Template%20Verification%20Reports/Staff)

* [Staff Snapshot Template Verification](https://eui.ped.state.nm.us/sites/stars/Test/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports/Template%20Verification%20Reports/Staff/Staff%20Snapshot%20Template%20Verification.rdl)
* [Staff Template Verification](https://eui.ped.state.nm.us/sites/stars/Test/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports/Template%20Verification%20Reports/Staff/Staff%20Template%20Verification.rdl)
* [Staff Assignment Template Verification](https://eui.ped.state.nm.us/sites/stars/Test/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports/Template%20Verification%20Reports/Staff/Staff%20Assignment%20Template%20Verification.rdl)

## Summarized reporting of Salary Data:

**Annual Salary field in Staff/Staff Snapshot:**

* This should be their BUDGETED, BASE salary for one full year. If they only worked part of the year, you’ll still include the salary they would have been paid if they worked 1 FTE for the entire school year. The FTE reported in the Staff Assignment table will be used to adjust this salary.
* Since this refers to BASE salary, it won’t contain stipends, such as pay for “additional hours worked” or “additional days worked.”
* If Staff Assignment codes are submitted in the Staff Assignment Template with FTE, be aware that salaries will be derived for these positions at these locations; even for stipends. STARS cannot distinguish between a Base Salary position and a Stipend position.
* In reference to Special Education:
	+ Guidelines for calculating Related Service FTE
	+ How to Figure Caseload Maximums

FTE still needs to be reported as in the past for these Special Ed positions based on these guidelines.

Also be aware that salaries will be derived for these Special Education related positions when not reported as “Contracted Related Service Providers” (Staff Qualification Status Code<>R). The formula used to calculate “Salaries for Staff Assignments” is ***Annual Salary\*FTE=Salary for Staff Assignment*** and these salaries will be included on the Sunshine Portal.

**Staff Assignment Code 81, Athletic Coach Exception:**

* Because it has been identified as strictly a stipend position, it has been omitted from the Salary reports and omitted from the Sunshine Portal. FTE may be defaulted to .05 and does not need to be exact, since FTE is difficult to calculate for stipend positions.
* To determine the number of coaches, PED will be counting the number of 81 staff assignment codes as opposed to summing FTE.
* Because licensure still needs to be verified for athletic coaches and because PED needs to know how many there are, please report your Athletic Coaches in the Staff Assignment template.

## Support contacts:

**STARS Technical support:**

* PED-STARSAdmin@state.nm.us

**FAQ:**

**1. Certified versus Non-Certified: What if the person holds both a Certified and Non-Certified position? Which do I report in the field Staff\_Snapshot.Staff\_Qualification\_Status\_Code?**

If the person has a license issued from the NM PED, then report them as certified if at least ONE of their Staff Assignment Codes is a certified position. In the case of a person who has a TEACHING license but is working in a non-certified STARS Coordinator position only, report the person as Non-Certified.

1. **How to report Salary?**

In the STAFF and STAFF SNAPSHOT templates, ANNUAL SALARY refers to a person’s budgeted ANNUALIZED salary and must equate to 1 FTE. Salaries will be reported for most staff with a Staff Assignment record. Salaries will be included for employees on payroll and receiving benefits. Salaries will be omitted for contractors, such as Contracted Related Service Providers (Staff Qualification Status Code=R). Salaries will be reported for both Certified and Non-Certified staff. Certified Staff are those reported in a STAFF QUALIFICATION STATUS CODE of C, S, T or R, but since Short-term Subs (T) typically are not reported with Staff Assignment codes and FTE due to their nature, these may be omitted. Long-term Subs (S) may also be omitted if they are not employees on payroll receiving benefits. Contracted Related Service Providers (R) salaries may also be omitted (due to the fact that they are contractors); however, you’ll still need to calculate FTE for them as in the past and provide this in the Staff Assignment Template. Special Education teachers, whose FTE is calculated for Caseload Maximums, may experience “derived” salary differences if their FTE is not related to salary. The calculation of FTE in regards to Caseload Maximums will not change and includes teachers with assignment codes 94, 95, 95S, 96, and 97.

More importance will be placed on salaries due to the Sunshine Portal Senate Bill 327 that passed in 2011, which now includes school districts/charters salaries on this web portal.

Note: Due to the difficulty of including stipends, only BASE SALARIES (not stipends) need to be reported. However, when calculating Caseload Maximums and Related Service FTE you must continue to include these FTE calculations for “additional hours worked” and/or “additional days worked” for related service personnel such as Diagnosticians, SLPs, etc...as well as Special Education teachers. The FTE calculation will not change now that salaries are computed. If this is not a contracted employee (Staff Qualification Status Code<>R), then their salary will be derived and included on the sunshine portal. If this FTE does not relate to the base salary reported, then the salary derived may differ from what is paid but may be acceptable. Salaries may not match exactly but should be reasonable and close.

Because Athletic Coaches (Staff Assignment Code=81) are considered stipends, and therefore FTE cannot be assigned, these staff assignment codes have been omitted from ALL SALARY reports and their salaries will NOT appear on the sunshine portal.

**Salary Formulas:**

Actual\_Salary=Total\_FTE\*Annual\_Salary OR Total\_FTE=Actual\_Salary/Annual\_Salary OR Annual\_Salary=Actual\_Salary/Total\_FTE. Note: If any 2 variables are known, the 3rdone may be derived.

Total\_FTE = Sum FTE, by Staff ID, in the STAFF ASSIGNMENT table, for a Reporting Period. This includes ALL District/locations and ALL assignments for a snapshot date for a person.

Total FTE: =1 or >1 or <1 (typically around 1)

Note: In STARS, we collect the Percent Time Assigned in the STAFF ASSIGNMENT template (and not the actual FTE); therefore, multiply the FTE by 100 to compute this percent.

**FTE<1 Example:**

The person’s Total FTE=.5 (or 50%) for the year. If the position would pay $40,000 at 1 FTE, then report their Annualized Base Salary as $40,000. PED will compute their actual salary using this formula:

 Actual\_Salary = Total\_FTE\*Annual\_Salary = .5\*$40,000=$20,000.

**FTE>1 Example:**

The person’s contract states they’ll be paid $50,000 for 1 FTE as a counselor and additionally will be paid $4000 as a STARS Coordinator. How will you calculate their partial FTE as the STARS Coordinator? You know they’re being paid $50,000 for 1 FTE, so this will be their ANNUAL\_SALARY reported in their STAFF & STAFF SNAPSHOT records. To compute their FTE as a STARS Coordinator, you need to calculate what percent 4,000 is of 50,000?

4,000/50,000=.08 (.08\*100=8% of their time is spent as a STARS Coordinator)

$50,000 is the amount paid for 1 FTE (1\*100=100% of their time is spent as a Counselor)

Actual Salary = $50,000+$4,000=$54,000

Total\_FTE=1+.08=1.08

Annual\_Salary=$50,000

Check numbers using the formula. Actual\_Salary = Total\_FTE\*Annual\_Salary $54,000=1.08(Annual\_Salary) =$54,000/1.08=$50,000=Annualized Salary based on 1 FTE

How to report FTE>1 data in STARS:

In STAFF and STAFF SNAPSHOT, report ANNUAL SALARY as 50000.00

* In STAFF ASSIGNMENT, report two records: 100 Percent Time Assigned as Counselor (1 FTE\*100)
* 8 Percent Time Assigned as STARS Coordinator (.08 FTE\*100)

**Certified versus Non-Certified: What if the person holds both a Certified and Non-Certified position? Which do I report?**

Business Rules:

In the STAFF/STAFF SNAPSHOT templates, adhere to the Staff Qualification Status Code definition (C, S, T=Certified; N=Non-Certified).

If the person has a license issued from the NM PED, then report them as certified if at least ONE of their Staff Assignment Codes is a certified position. In the case of a person who has a TEACHING license but is working in a non-certified, STARS Coordinator position only, report the person as Non-Certified.

In the above example with FTE>1 and Total Actual Salary=$54,000, the Counselor is a certified position (paid out of State Funds), and the STARS Coordinator is a non-certified position (paid out of Federal Funds).

How to Report Data:

In the STAFF/STAFF SNAPSHOT templates, only ONE Staff Qualification Status Code can be entered. In this example, you would enter “C”=Certified because the person has a counselor license which was issued by the NM Public Education Department, and the counselor position requires a license.

**Clarification and summarization of what to include in the Annual Salary and FTE fields:**

* Annual Salary should be their BUDGETED, BASE salary for one full year. If they only worked part of the year, you’ll still include the salary they would have been paid if they worked 1 FTE for the entire school year. The FTE reported in the Staff Assignment table will be used to adjust this salary.
* Since Annual Salary refers to BASE salary, it won’t contain stipends, such as pay for “additional hours worked” or “additional days worked.”
* If Staff Assignment codes are submitted in the Staff Assignment Template with FTE, be aware that salaries will be derived for these positions at these locations; even for stipends. STARS cannot distinguish between a Base Salary position and a Stipend position.
* In reference to Special Education:
	+ Guidelines for calculating Related Service FTE
	+ How to Figure Caseload Maximums

FTE still needs to be reported as in the past for these Special Ed positions based on these guidelines.

Also be aware that salaries will be derived for these Special Education related positions when not reported as “Contracted Related Service Providers” (Staff Qualification Status Code<>R). The formula used to calculate “Salaries for Staff Assignments” is *Annual\_Salary\*FTE=Salary\_for\_StaffAssignment* and these salaries will be included on the Sunshine Portal.

**Staff Assignment Code 81, Athletic Coach Exception:**

* Because an Athletic Coach has been identified as strictly a stipend position, it has been omitted from the Salary reports.
* FTE may be defaulted to .05 and does not need to be exact since FTE is difficult to calculate for stipend positions.
* To determine the number of coaches, PED will be counting the number of 81 staff assignment codes as opposed to summing FTE.
* Because licensure still needs to be verified for athletic coaches and because PED needs to know how many there are, please report your Athletic Coaches.
1. **Do stipends need to be reported?**

No, only BASE SALARIES.

However, there could be exceptions. As an example, if licensure is required to perform a job duty, then a staff assignment code with FTE should be submitted. Be aware that a salary will be derived based on the FTE and the Annualized Base salary and displayed on the sunshine portal using the formula “Salary = FTE\*Annual\_Salary.”

Since Athletic Coach (81) has been identified as strictly a stipend position, it has been omitted from the Salary reports and will NOT appear on the sunshine portal. FTE may be defaulted to .05 and doesn’t need to be exact. PED will be COUNTING the number of coaches in schools as opposed to summing their FTE. Licensure still needs to be verified.

When calculating Caseload Maximums and Related Service FTE you must continue to include these FTE calculations for “additional hours worked” and/or “additional days worked” for related service personnel such as Diagnosticians, SLPs, etc...as well as Special Education teachers. The FTE calculation will not change. If this is not a contracted employee (Staff Qualification Status Code<>R), then their salary will be derived and included on the sunshine portal.

1. **How do I report Salaries and FTE for employees hired mid-year or after the start of the year?**

In this example, a teacher was hired mid-year and will be paid $12,000 according to their contract, but if they would have worked the full school year, they would have been paid $50,000. It’s assumed the person is working as a full-time employee.

Either method of reporting is acceptable.

**Method 1: Salary calculated as full-year (as opposed to actual, contracted salary)**

Report in Annual Salary (Staff/Staff Snapshot), the salary they would have been paid if they worked the entire school year ($50,000). Then in Staff Assignment, report their FTE as 1.

In this method of reporting, there is no reference in STARS to the contracted amount paid of $12,000. Salary=Annual\_Salary\*FTE=50,000\*1=$50,000.

PED recommends this method for the following reasons:

* + - * When computing AVERAGE salaries, only 1 FTE employees are included to prevent skewing of data; therefore, this salary would be included.
			* Because teachers have minimum salary rules (such as $30,000), if $12,000 was reported as their annualized yearly salary at 1 FTE they would appear as an exception on the report “Certified Staff Salary Validation – Teacher Only.”

**Method 2: Salary calculated as actual, contracted amount paid**

Report in Annual Salary (Staff/Staff Snapshot), the salary they would have been paid if they worked the entire school year ($50,000). Then in Staff Assignment, report their FTE as .24 (12,000/50,000).

In this method of reporting, both the yearly salary of $50,000 is known as well as the contracted amount paid of $12,000. Salary=Annual\_Salary\*FTE=50,000\*.24=$12,000.

1. **If I know the amount paid for a partial FTE, how do I calculate their 1 FTE Annual (BASE) Salary?**

If the amount paid is $2,500 for .17 FTE, then their annualized base salary for 1 FTE would be $14,705.88, which was calculated by the formula 2500/.17=14,705.88. Their derived salary would be displayed on the Sunshine Portal as $2,499.99 (.17\*14,705.88). You can ignore rounding errors. Report $14,705.88 for ANNUAL SALARY in STAFF and STAFF SNAPSHOT. Report .17 FTE in STAFF ASSIGNMENT.

1. **What report should I run to verify the salary data to be posted on the State’s Sunshine Portal?**

[STARS Home](https://eui.ped.state.nm.us/sites/stars) > [STARS Test Reporting](https://eui.ped.state.nm.us/sites/stars/Test) > [Public Folders](https://eui.ped.state.nm.us/sites/stars/Test/Public%20Folders) > [eScholar Framework - Verify](https://eui.ped.state.nm.us/sites/stars/Test/Public%20Folders/eScholar%20Framework%20-%20Verify) > [District and Location Reports](https://eui.ped.state.nm.us/sites/stars/Test/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports) > [STAFF](https://eui.ped.state.nm.us/sites/stars/Test/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports/STAFF) [K-5 Plus Classes, Teachers and Students](https://eui.ped.state.nm.us/sites/stars/Test/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports/K-5%20Plus/K-5%20Plus%20Classes%2C%20Teachers%20and%20Students.rdl)

[Salaries for Staff Assignments](https://eui.ped.state.nm.us/sites/stars/Test/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports/STAFF/Salaries%20for%20Staff%20Assignments.rdl)

* Salaries appearing on this report will appear on the Sunshine Portal.
* Not all fields will be included on the Sunshine Portal. FTE and Staff Name have been omitted.
* Derived salaries at a position and school are displayed by using the following formula: Derived Salary = (FTE from Staff Assignment)\*(Annualized Base Salary for 1 FTE from Staff Snapshot)
* Salaries should be reasonable but may not be exact (due to rounding and other factors)
1. **How do I report salaries for hourly employees?**

You’ll need to convert their hourly pay to an annual salary. As an example, if a cafeteria worker works 2 hours out of a 6 hour day, their FTE could be calculated as 2/6=.33 (FTE would be reported as a percentage 33 in STAFF ASSIGNMENT). Then in the Annual Salary field in STAFF & STAFF SNAPSHOT you’d enter what they would be paid as a 1 FTE employee. If $35,000 is what a full-time cafeteria worker would be paid, then the derived salary displayed on the Sunshine Portal would be .33\*$35,000=$11,550. The derived salary should be reasonably close to what this hourly employee would be paid over the course of a year.