Staff Template

**Target Table: STAFF**

**Grain:** One record per district / staff

**Data Submission Schedule: K5P, 40D, 80D, 120D, EOY, Open Year Round**

**Load Sequence/Dependencies - NONE**

|  |
| --- |
|  |

**Template Description**

This template should reflect the current employee situation – there is only one record for each employee per district, even if the employee has worked in more than one location and/or district over the period of time covered by the warehouse (there is no school year field). The Staff template can be submitted at all reporting periods in either a point-in-time fashion (only including active staff, except for exited teachers which may be reported at their time of exit) or in a cumulative fashion (all staff at the district for the school year). At the EOY reporting period, STAFF must be cumulative for the entire year.

Note however, that the Staff template submission must include “Exited Teachers”. Exited Teachers” may be reported at the time they exit and must be reported by the end of the year. In the case of retirees, they may be reported at the EOY of their retirement year OR the following year. If reported the following year, ensure ONLY the STAFF file is submitted and don’t submit a STAFF SNAPSHOT or STAFF ASSIGNMENT file since they are no longer active.

|  |
| --- |
|  |

**Changes:**

* No Changes

**Staff Template Specifications**

| **Field #** | **Start** | **End** | **Length** | **Data Type**  | **Field Name** | **R/O/CR** | **Code** | **Definition** | **Business Rules** | **Valid Values/Example Data** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **1** | **8** | **8** | **C** | **DISTRICT CODE** | **R**  | **K,M** | **PED defined three character district code.** |  | **Example: 055** |
| **2** | **9** | **20** | **12** | **C** | **STAFF ID** | **R** | **K,M** | **Social Security Number of staff member formatted without dashes.** | **Do not submit a Staff or Staff Snapshot record for 888888888 (distance learning, computer-based or Blended Learning Bureau (BLB)),** **777777777 (concurrent enrollment or Dual Credit) or 555555555 (religious instruction).**  | **Example: 123456785** |
| 3-5 | 21 | 71 |  | Not Collected |
| **6** | **72** | **72** | **1** | **C** | **MIDDLE INITIAL** | **O** | **U** | **Staff member middle initial.** | **Value entered cannot be more than one character.** | **Example: M** |
| 7-13 | 73 | 136 |  | Not Collected |
| **14** | **137** | **142** | **6** | **C** | **LOCATION CODE** | **R** | **U,M** | **PED defined three character location code of staff member's primary location.** | **May use location code of 000 (district office) for STAFF QUALIFICATION STATUS CODE (Field #48) = T (short term subs) or R (Contracted Related Service Personnel)** | **Example: 308** |
| 15-19 | 143 | 239 |  | Not Collected |
| **20** | **240** | **245** | **6** | **C** | **GENDER CODE** | **CR** | **U** | **Gender code of staff member.** | **Required for Staff Qualification Status Code (Field #48) = C, N, S or T.** | **M = MaleF = Female** |
| **21** | **246** | **247** | **2** | **C** | **ETHNIC CODE SHORT** | **R** | **U** | **Ethnicity code of staff member.** | **The value used should be the code (e.g. C, B) only.** **Valid values are case sensitive. The descriptions are for reference only.****If field #21 Ethnic Code Short = ‘I” (American Indian/Alaskan Native) then tribe required in field #70 Race or Ethnicity Sub-Group Code.** | **C = Caucasian B = Black or African AmericanA = Asian****I = American Indian/Alaskan Native****P = Native Hawaiian or Other Pacific Islander** |
| 22-32 | 248 | 402 |  | Not Collected |
| **33** | **403** | **412** | **10** | **D** | **ORIGINAL HIRE DATE (ORIGINAL EMPLOYMENT START DATE)** | **R** | **U** | **The date the staff member was first hired.** | **The Original Hire Date will never change.****Required for Certified staff, meaning Staff Qualification Status Code (field #48) = C.** | **Example: YYYY-07-15** |
| 34 | 413 | 422 |  | Not Collected |
| **35** | **423** | **432** | **10** | **D** | **STAFF START DATE OF CURRENT SCHOOL YEAR****(CURRENT SERVICE DATE)** | **R** | **U** | **The date the staff member’s contract started of the current school year.** | **This date will change each school year.****Required for Certified staff (Staff Qualification Status Code (field #48) = C) if Exit Date (field #36) is missing (NULL).** | **Example: YYYY-07-12** |
| 36 | 433 | 442 | 10 | **D** | **EXIT DATE** | **O** | **U** | **Date teacher Exited.**  | **Related to Termination Code field (#54) and is required if Termination Code is present.** | **Example: YYYY-11-24** |
| 37-38 | 443 | 444 |  | Not Collected |
| **39** | **445** | **446** | **2** | **N(0)** | **TEACHING OR PRINCIPAL YEARS** **EXPERIENCE** **(OVERALL TOTAL YEARS)** | **CR** | **U** | **The number of years that the staff member has been employed by any school district in any state as a TEACHER or PRINCIPAL (includes current district).****Do not include years of experience as a** **“Substitute Teacher.”**  | **Only required for Staff reported in a TEACHER or PRINCIPAL staff assignment code.****Only report years experience for their CURRENT position:*** **If both a principal and teacher, then only report years experience as it relates to their MAIN position, which in this case would be Principal.**
* **Only include years experience as a Principal or Teacher, not both.**
 | **This number should be an integer.** **Use normal rounding logic to handle partial years.** **Use value of 0 until 1 year has been completed for 1st year teachers or principals.****Example: 11** |
| **40** | **447** | **456** | **10** | **D** | **BIRTH DATE** | **R** | **U** | **Staff member date of birth.** | **The value must be between 1915-01-01 and the current date minus 10 years. All dates must be entered in ISO format (YYYY-MM-DD).** | **Example: 1981-07-15** |
| 41-42 | 457 | 467 |  | Not Collected |
| **43** | **468** | **469** | **2** | **N(0)** | **TEACHING OR PRINCIPAL YEARS EXPERIENCE IN DISTRICT** | **CR** | **U** | **Provide the number of years that the staff member has been employed by the current school district as a TEACHER or PRINCIPAL.** **Excludes “Substitute Teaching” years experience.** **This number should be an integer and reflect any gaps in employment when the staff member left the district.** **Use normal rounding logic to handle partial years.** **Use value of 0 until 1 year has been completed for 1st year teachers or principals.** | **This field is only required for those Staff reported in a TEACHER or PRINCIPAL staff assignment code.The value used should be the code (e.g. 0, 1, etc.) only. The descriptions are for reference only.** **Only report years experience for their CURRENT position:*** **If both a principal and teacher, then only report years experience as it relates to their MAIN position, which in this case would be Principal.**
* **Only include years experience as a Principal or Teacher, not both.**
 | **Example: 0 (new teacher)** |
| 44 | 470 | 477 | 8 | Not Collected |
| **45** | **478** | **497** | **20** | **C** | **HIGHEST DEGREE EARNED** | **CR** | **U** | **Highest degree earned by the staff member.** | **This field is required for those Staff with STAFF QUALIFICATION STATUS CODE (Field #48) = 'C'. If this field is N, then Highest Institute Code is Blank, NULL or ‘00’ (Non-Degree).**  | **D = DoctorateE = Education Specialist**An educational specialist degree is an intermediary step between a master’s degree and a doctorate.**M = MastersB = BachelorsA = AssociateN = Non-Degree** |
| 46-47 | 498 | 541 |  | Not Collected |
| **48** | **542** | **561** | **20** | **C** | **STAFF QUALIFI-CATION STATUS CODE** | **R** | **U** | **Staff Qualification Status. See valid values.** | **The value used should be the code (e.g. C, N, etc.) only. The descriptions are for reference only. Valid values are case sensitive.** | **C = Certified PersonnelN = Non-certified PersonnelS = Substitute Teacher (Long Term)T = Substitute Teacher (Short Term)R = Contracted Related Service Provider/Contractor** |
| 49-51 | 562 | 615 |  | Not Collected |
| **52** | **616** | **625** | **10** | **N(2)** | **ANNUAL SALARY** | **CR** | **U** | **Base salary of staff member budgeted for current year.****Must equate to 1 FTE.** | **ANNUALIZED SALARY is required for Certified and Non-Certified Staff.** **This field is required for employees on payroll and receiving benefits.** **EXCEPTIONS-****Contracted Related Service providers should be omitted because they are contractors and not employees. STAFF QUALIFICATION STATUS CODE (Field #48) = 'R'** **Long-term Subs may also be omitted if not an employee on payroll receiving benefits. STAFF QUALIFICATION STATUS CODE (Field #48) = 'S'****Short-term Subs may be omitted, since Staff Assignment Records are not typically sent for them.****STAFF QUALIFICATION STATUS CODE (Field #48) = 'T'** | **Example: 45000.00** |
| 53 | 626 | 629 | 4 | Not Collected |
| **54** | **630** | **635** | **6** | **C** | **TERMINATION****CODE** | **O** | **U** | **Reason staff member left the district. Only applies to TEACHERS —** **Termination Code is required if Exit Date (field #36) is present.** |  | **See** [**Termination**](#Termination) **Code Set at the end of this document.** |
| 55-64 | 636 | 745 |  | Not Collected |
| **65** | **746** | **805** | **60** | **C** | **FIRST NAME LONG** | **R** | **U,R** | **Staff First Name**  |  | **Example: Thomas** |
| **66** | **806** | **865** | **60** | **C** | **LAST NAME LONG** | **R** | **U,R** | **Staff Last Name** |  | **Example: Martinez** |
| 67-68 | 866 | 879 |  | Not Collected |
| **69** | **880** | **882** | **3** | **C** | **HISPANIC INDICATOR** | **R** | **U** | **Indicator of whether the staff member is Hispanic** |  | **Y = Yes****N = No** |
| **70** | **883** | **884** | **2** | **C** | **RACE OR ETHNICITY** **SUB-GROUP CODE** | **R** | **U** | **The primary New Mexico Tribe or Pueblo with which the staff member is affiliated or enrolled. See valid values.****(Also known as Tribal Affiliation)** | **If field #21 Ethnic Code Short = ‘I” (American Indian/Alaskan Native) then tribe required in field #70 Race or Ethnicity Sub-Group Code.****The value used should be the code (e.g. 00, 01, 02, etc.) only. The descriptions are for reference only.** | **See** [**Affiliation Code Set**](#Affiliation) **at the end of this document.** |
| **71** | **885** | **914** | **30** | **C** | **HIGHEST DEGREE****INSTITUTION****CODE** | **CR****Please see Business Rules for requirements** | **U** | **Highest Degree Institution of staff member. See valid values.** | **Required for STAFF QUALIFICATION STATUS CODE (Field #48) = C.****If HIGHEST DEGREE EARNED (Field #45) is N, then Highest Degree Institute Code is Blank, NULL or ‘00’ (Non-Degree).**  | **See** [**Higher Education Institution**](#Higher_Education_Institution) **Code Set at the end of this document.** |
| **72** | **915** | **944** | **30** | **C** | **BACCALAUREATE DEGREE****INSTITUTION****CODE** | **CR****Please see Business Rules for requirements** | **U** | **Baccalaureate Degree Institution of staff member. See valid values.** | **Required for STAFF QUALIFICATION STATUS CODE (Field #48) = C.If HIGHEST DEGREE EARNED (Field #45) is N, then Baccalaureate Degree Institution Code is Blank, NULL or ‘00’ (Non-Degree).** | **See** [**Higher Education Institution**](#Higher_Education_Institution) **Code Set at the end of this document.** |
| 73-75 | 945 | 983 |  | Not Collected |
| **76** | **984** | **1063** | **80** | **C** | **WORK EMAIL ADDRESS** | **CR** | **U** | **Staff e-mail address.****This should be a work e-mail address and not a personal e-mail address.** | **Teachers and principals e-mail addresses will be most important for communication purposes; however, please provide e-mail addresses for all staff.****Staff assignments may be used to build targeted e-mail distribution lists.** | **Example: John.Doe@isp.com** |
| 77 | 1064 | 1123 | 60 | Not Collected |
| **78** | **1124** | **1127** | **4** | **C** | **RACE 2 CODE** | **O** | **U** | **Additional Race/Ethnicity Code** | **The value used should be the code (e.g. C, B, etc.) only. Valid values are case sensitive. The descriptions are for reference only.****If field #78 Race 2 Code = ‘I” (American Indian/Alaskan Native) then tribe required in field #70 Race or Ethnicity Sub-Group Code.** | **C = Caucasian B = Black or African American****A = Asian****I = American Indian/Alaskan Native****P = Native Hawaiian or Other Pacific Islander** |
| **79** | **1128** | **1131** | **4** | **C** | **RACE 3 CODE** | **O** | **U** | **Additional Race/Ethnicity Code** | **The value used should be the code (e.g. C, B, etc.) only. Valid values are case sensitive. The descriptions are for reference only.****If field #79 Race 3 Code = ‘I” (American Indian/Alaskan Native) then tribe required in field #70 Race or Ethnicity Sub-Group Code.** | **C = Caucasian B = Black or African American****A = Asian****I = American Indian/Alaskan Native****P = Native Hawaiian or Other Pacific Islander** |
| **80** | **1132** | **1135** | **4** | **C** | **RACE 4 CODE** | **O** | **U** | **Additional Race/Ethnicity Code** | **The value used should be the code (e.g. C, B, etc.) only. Valid values are case sensitive. The descriptions are for reference only.****If field #80 Race 4 Code = ‘I” (American Indian/Alaskan Native) then tribe required in field #70 Race or Ethnicity Sub-Group Code.** | **C = Caucasian B = Black or African AmericanA = Asian****I = American Indian/Alaskan Native****P = Native Hawaiian or Other Pacific Islander** |
| **81** | **1136** | **1139** | **4** | **C** | **RACE 5 CODE** | **O** | **U** | **Additional Race/Ethnicity Code** | **If field #21 Race 5 Code = ‘I” (American Indian/Alaskan Native) then tribe required in field #81 Race or Ethnicity Sub-Group Code.** | **C = Caucasian B = Black or African AmericanA = AsianI = American Indian/Alaskan Native****P = Native Hawaiian or Other Pacific Islander** |
| 82 | 1140 | 1154 |  | Not Collected |
| **83** | **1155** | **1162** | **8** | **C** | **EMPLOYMENT ELIGIBILITY VERIFICATION** | **CR** | **U** | **Use this field to indicate if a teacher is working in the US with a J1 or Temporary Work Visa.** | **Only report if applicable to staff.****Value is the code.** | **J1VISA = J1 VISA****TEMPVISA = Temporary Work Visa** |
| 84-115 | 1163 | 1772 |  | Not Collected |

|  |  |
| --- | --- |
| **Code** | **TRIBAL AFFILIATION** |
| 00 | Not Applicable |
| 01 | Acoma |
| 02 | Cochiti |
| 03 | Isleta |
| 04 | Jemez |
| 05 | Jicarilla Apache |
| 06 | Laguna |
| 07 | Mescalero Apache |
| 08 | Nambe |
| 09 | Navajo |
| 10 | Picuris |
| 11 | Pojoaque |
| 12 | San Felipe |
| 13 | San Ildefonso |
| 14 | Ohkay Owingeh (formerly San Juan) |
| 15 | Sandia |
| 16 | Santa Ana |
| 17 | Santa Clara |
| 18 | Kewa (formerly Santo Domingo) |
| 19 | Taos |
| 20 | Tesuque |
| 21 | Zia |
| 22 | Zuni |
| 23 | Other |

 **Institutions of Higher Education** **Codes in New Mexico**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Code** | **Institution** |   | **Code** | **Institution** |
| 00 | Non-Degree |  | 70 | Navajo Community College |
| 55 | University of New Mexico |   | 71 | New Mexico Junior College |
| 56 | New Mexico State University |   | 72 | Northern New Mexico Community College |
| 57 | New Mexico Highlands University |   | 73 | San Juan College |
| 58 | Western New Mexico University |   | 74 | Santa Fe Community College |
| 59 | Eastern New Mexico University |   | 75 | Mesa Technical College |
| 60 | New Mexico Institute of Mining and Technology |   | 76 | Clovis Community College |
| 61 | University of Albuquerque |   | 77 | Southwestern College (Santa Fe) |
|  62 | Santa Fe University of Art & Design (formerly College of Santa Fe) -Closed |   | 78 | Wayland Baptist University |
| 63 | University of the Southwest (formerly College of the Southwest)-Hobbs |   | 79 | University of Phoenix |
| 64 | St. John's College |   | 80 | Western Governor’s University  |
| 65 | New Mexico Military Institute |   | 81 | National American University |
| 66 | College of Artesia |   | 82 | ITT Technical Institute |
| 67 | Central New Mexico Community College |   | 83 | Webster University – Albuquerque |
| 68 | Institute of American Indian Art |  | 84 | Navajo Technical University - Crownpoint |
| 69 | Luna Vocational-Technical Institute |  | 85 | Cooperative Educational Services (CES) |
|  |  |  | 86 | Fort Lewis College - Durango CO |

**Institutions of Higher Education Codes Out of State**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Code** | **State** |  | **Code** | **State** |  | **Code** | **State** |
| 01 | Alabama |   | 18 | Kentucky |   | 35 | Ohio |
| 02 | Alaska |   | 19 | Louisiana |   | 36 | Oklahoma |
| 03 | Arizona |   | 20 | Maine |   | 37 | Oregon |
| 04 | Arkansas |   | 21 | Maryland |   | 38 | Pennsylvania |
| 05 | California |   | 22 | Massachusetts |   | 39 | Rhode Island |
| 06 | Colorado |   | 23 | Michigan |   | 40 | South Carolina |
| 07 | Connecticut |   | 24 | Minnesota |   | 41 | South Dakota |
| 08 | Delaware |   | 25 | Mississippi |   | 42 | Tennessee |
| 09 | District of Columbia |   | 26 | Missouri |   | 43 | Texas |
| 10 | Florida |   | 27 | Montana |   | 44 | Utah |
| 11 | Georgia |   | 28 | Nebraska |   | 45 | Vermont |
| 12 | Hawaii |   | 29 | Nevada |   | 46 | Virginia |
| 13 | Idaho |   | 30 | New Hampshire |   | 47 | Washington |
| 14 | Illinois |   | 31 | New Jersey |   | 48 | West Virginia |
| 15 | Indiana |   | 32 | New York |   | 49 | Wisconsin |
| 16 | Iowa |   | 33 | North Carolina |   | 50 | Wyoming |
| 17 | Kansas |   | 34 | North Dakota |   | 51 | Outside USA |

|  |  |
| --- | --- |
| **Code** | **Terminatio****n Description** |
| 01 | Left NM and teaching in other state |
| 02 | Left for reasons other than retirement |
| 03 | Left to teach in private school in NM |
| 04 | Went to other public/charter NM district |
| 05 | Took non-teaching position in district |
| 06 | Died |
| 07 | Retired |
| 08 | Personal Reasons |
| 09 | Non-Renewal of Contract |
| 10 | Non-Renewal of Teaching License |
| 11 | Discharged prior to end of contract |
| 12 | Resigned prior to completion of contract |
| 13 | Reduction in force/staff |
| 14 | Leave of absence (i.e. Permanent leave of absence due to illness or another reason) |
| 15 | Military Service |
| 16 | Teaching in Another Country |
| 17 | Peace Corps/ACTION |
| 18 | Completion of Short Term Contract |
| 19 | Left to teach in BIE (Bureau of Indian Education) school in NM |
| 99 | Unknown Reason |

**FAQs**

**FAQs**

1. **How should the Staff and Staff Snapshot templates be submitted?**

All active staff must be submitted in the Staff and Staff Snapshot template. This includes certified and non-certified personnel. Additionally, exited teachers must be submitted in STAFF by the close of their EXIT YEAR.

Staff Records are records created for all staff at a school. Staff data is used for licensure, determining class loads, teacher effectiveness and for reporting related services (ancillary) FTE for the funding formula.

1. **Must the Social Security Number of staff be used?**

Yes. The staff member’s SSN is used as the Staff ID in a number of the eScholar templates including Staff, Staff Snapshot, Staff Assignment, Course Instructor, etc. SSN's that appear on reports generated by the Public Education Department will be masked (e.g., XXXXX4532). SSN is also used to identify licensure.

1. **Must non-certified personnel be reported?**

Yes.

1. **The Location Code is a mandatory field in the Staff, Staff Snapshot and Staff Assignment templates. What Location Code should be used for staff members who are short term substitute teachers and related contract service providers?**

A Location Code of "000" (district office) may be used for short term substitutes and related contract service providers.

1. **Must all staff members be reported in the Staff Assignment template?**

No, Short Term Substitutes should not be included in the Staff Assignment template as assignment codes do not exist for these staff members. All other staff members should be included in this template.

1. **For what teachers do corresponding records have to be included in the Course Instructor (which links teachers to course sections) and Student Course Enrollment (which links students to course sections) templates?**

All certified teachers with the following assignment codes must have corresponding records in the Course Instructor and Student Course Enrollment templates: 00, 20, 21, 22, 23, 25, 28, 30, 94, 96, 97, 101, 103, 104, 106, 110, 110S 139 & 140. (This includes long-term substitute teachers, but does not include short-term substitute teachers.) Please report INTERNS with a TEACHER staff assignment code.

1. **Can a district decide to populate the Snapshot Date within the Staff template so that the format of this template is consistent with the Staff Snapshot template?**

Yes, districts can populate this field. It will be ignored in the Staff template.

1. **How is PED going to calculate teacher loads for classes and potential overfilling?  Will it be by students per day or per class?**

In elementary schools, this is calculated per day since there is no concept of sections.

In grades 7 – 12, this is calculated per day except for language arts classes; these are calculated per section.

1. **How do I report Exited Teachers?**

Exited Teachers will be reported with a Termination Code and Exit Date in the STAFF Template and may be reported at the time they exit. PED will verify that the exited teacher was not actively teaching on the 120th day of the same year they were reported as exited.

1. **How do the “TEACHING YEARS EXPERIENCE” fields 39 & 43 relate to “Substitute Teachers?”**

It’s not necessary to submit “TEACHING YEARS EXPERIENCE” for Substitute Teachers. In addition, it’s preferable NOT to include “Substitute Teaching” years’ experience in these fields.

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 Annual 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.

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 calculate BASE Salary for 1 FTE if I only know their partial FTE and what they are being paid?**

If paid $2500 at .17 FTE, then their BASE Salary for 1 FTE would be 2500/.17=$14,705.88.

In this example, you would report $14,705.88 for ANNUAL SALARY in STAFF and STAFF SNAPSHOT. In STAFF ASSIGNMENT, you would report .17 FTE. The derived salary displayed on the sunshine portal will be $2,500, which was calculated from $14,705.88\*.17.

1. **Please summarize the 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 the 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. 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.
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.