

Guidance and Clarification on Reporting Teacher Compensation Data Reporting

Instructional Staff that should **NOT** be included in your baseline staff listing – *do NOT add any of the below staff to the data pre-loaded for your district:*

- General education PK teachers – **OR** any portion of a teacher’s FTE associated with teaching general education PK
- Speech pathologists or speech therapists
- Guidance counselors
- Librarians
- Technology Directors/Coordinators
- School principals
- School superintendents
- Curriculum directors
- Federal grant directors
- PDC Teachers
- Certified Teachers working as an Aide or Paraprofessional positions for the district
- Non-certified teachers
- Long Term substitutes (filling a typically certified position but paid on a daily basis rather than a contract)
- Classified staff

IF any of these positions also includes a “teaching” assignment for a portion of the day. Only that portion of the FTE associated with a teaching assignment should be reported in Teacher Compensation.

Eligible staff reported in PRF (Personnel Record Form) are pre-loaded to the Teacher Compensation for each district. If adding a staff person to the Teacher Compensation report or changing any staffing data on Teacher Compensation – please make sure that the PRF has also been updated. Any ineligible staff that may have been pre-loaded to the Teacher Compensation should be removed.

The PRF and TC data reporting are NOT the same:

▪ SHARED TEACHER	PRF – Yes	TC – only the district employing the teacher will report the teacher. Districts “sharing” the teacher must remove from TC reporting.
▪ NON-CERTIFIED Teacher	PRF – Yes	TC – No
▪ LONG TERM Substitute	PRF – Yes	TC – No
▪ ALT CERT (Instructor Certificate)	PRF – Yes	TC - Yes
▪ PDC Mentor Teachers	PRF – Yes*	TC – Yes
▪ PDC Teachers	PRF – Yes*	TC – No

*see Q&A #5 below for further instructions

Guidance and Clarification on Reporting Teacher Compensation Data Reporting

Other Q&A to help with Teacher Compensation reporting:

- 1) **If a teacher has a number of unpaid leave days, does a district need to adjust the contract salary amount reported in TC to the actual cost to the district?**

No, a district – similar to what is reported in PRF – may report the total contractual obligation of the district to this teacher should he or she have been paid for all contract days. It would not be correct, if in the following year the teacher had no unpaid leave days to view the increase to be associated with his or her raise in salary.

- 2) **If a teacher has left the district since reporting PRF in the fall should the district edit PRF and Teacher Compensation?**

Yes, both PRF and TC should reflect the appropriate FTE and salary for the time that the teacher was employed by the district.

- 3) **What is the deadline to submit, verify and signoff on the TC data?**

Districts have until August 30th to complete and signoff on the annual report, the TC is a part of the annual report and therefore districts have until August 30th to complete all components of the annual report. Districts may begin reporting TC and annual report data on July 1st.

- 4) **I have already “checked” the Edit Complete box and I am no longer able to make updates. If I find that I need to make adjustments to the reported TC data –how can I gain access to TC again?**

Call or email either Bobbi Leiferman (773-5407 bobbi.leiferman@state.sd.us) or Krislyn Norgaard (773-4748 krislyn.norgaard@state.sd.us) and the check box can be cleared to allow for changes to the reported TC data.

- 5) **Instructional salary, what should or should not be included?**

The instructional salary amounts reported for BOTH PRF and TC should not include hiring bonus, extra duty pay or extended contract pay.

- 6) **If a teacher receives a mid-year increase in salary due to a lane change, do I need to update the salary in teacher compensation and PRF?**

Yes, the reported salary should reflect the total actual salary cost to the school district for the regular school year, excluding bonuses, extra-duty pay or extended contract pay.

- 7) **What costs should be included in the “benefit” costs for each teacher?**

Districts should include the cost for social security/Medicare, group health insurance, other insurance costs such as life, vision or dental (if applicable), South Dakota retirement and Workman’s Compensation.

- 8) **Can a district report now what they know for each teacher and then amend or edit their data later but before August 30th?**

Yes, contact the Office of State Aid & School Finance at 605-773-3248 for assistance.