

Careertech
Information Management
System
(CTIMS)

Salary and Teaching
Schedule
Guidebook

IMD

*career***tech**

August 2020

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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:

Andra Beyer
Data Quality Coordinator
(405) 743-5403
andra.beyer@careertech.ok.gov

Carol Hall
Performance Data/Analysis Coordinator
(405) 743-5125
carol.hall@careertech.ok.gov

Kerri Watkins
Manager, Information Management Division
(405) 743-6882
kerri.watkins@careertech.ok.gov

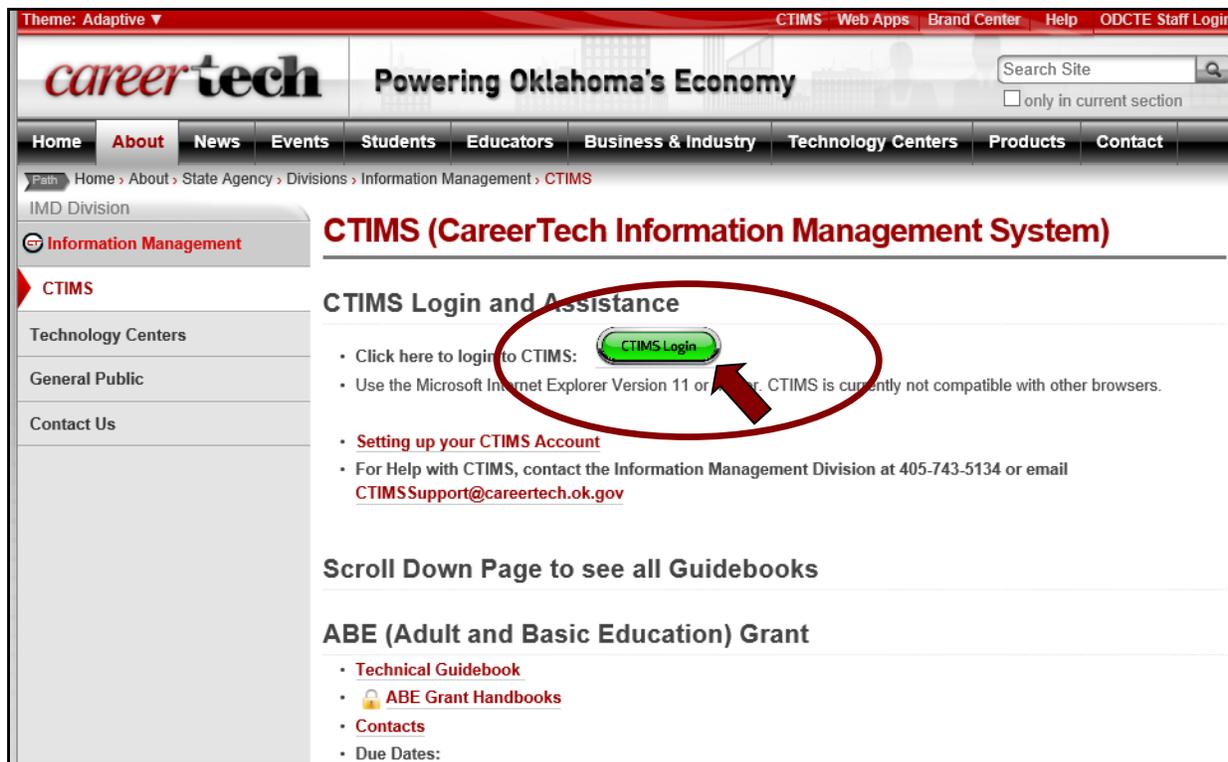
Rebecca Thacker
Technical Support Specialist
(405) 743-5134
rebecca.thacker@careertech.ok.gov

Logging in to CTIMS

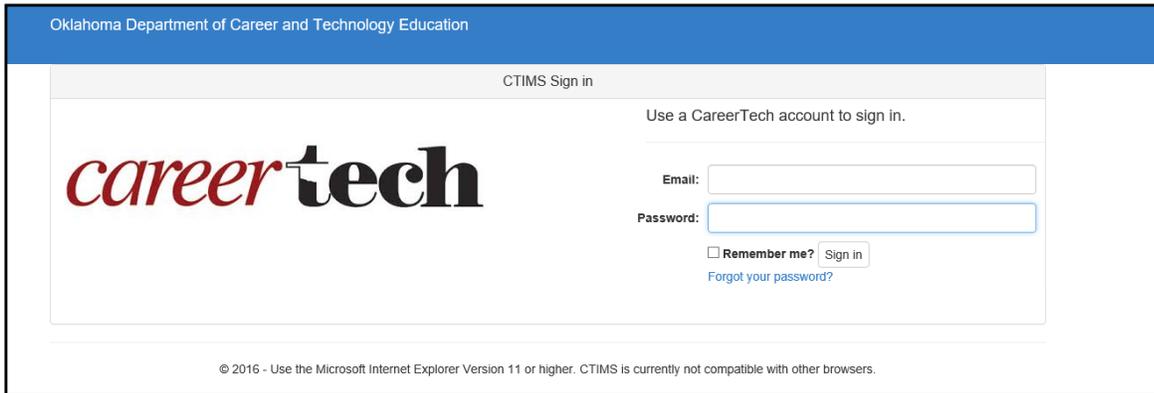
To access CTIMS, go to <https://www.okcareertech.org> and select **CTIMS** in the red bar at the top of the page.



This will direct you to the CTIMS main web page. Here you will find the various applications in CTIMS with links to guidebooks, rules and regulations, contacts and due dates. Select the green **CTIMS Login** button to be directed to the login screen.



Sign in using your school email and CTIMS password.



Oklahoma Department of Career and Technology Education

CTIMS Sign in

Use a CareerTech account to sign in.

career+tech

Email:

Password:

Remember me?

[Forgot your password?](#)

© 2016 - Use the Microsoft Internet Explorer Version 11 or higher. CTIMS is currently not compatible with other browsers.

IMPORTANT: Please log into CTIMS using Internet Explorer  version 11 or higher or Microsoft Edge . CTIMS is currently not compatible with other browsers.

Help and Troubleshooting

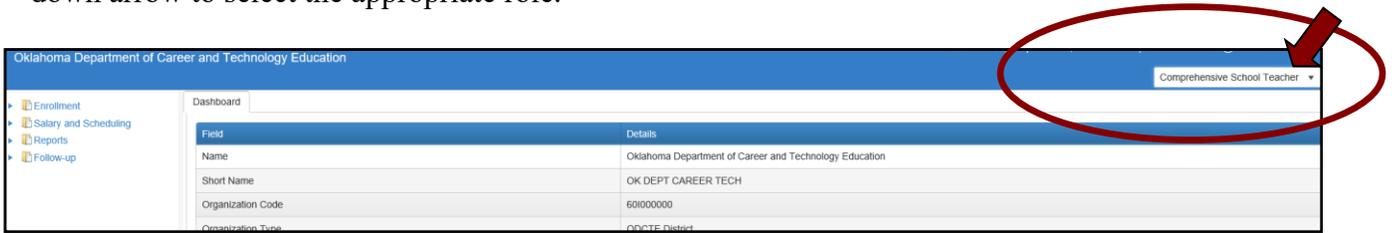
If you do not have an account in CTIMS or are having trouble with the navigation or software, send an e-mail to CTIMSSupport@careertech.ok.gov describing your problem. Be sure to include your name, school name and a telephone number in the event we need to call you.

If you have forgotten your password, click the **Forgot your password?** link at the login screen to reset your password. You will be asked to enter in your email address and receive an email to start the password reset process.

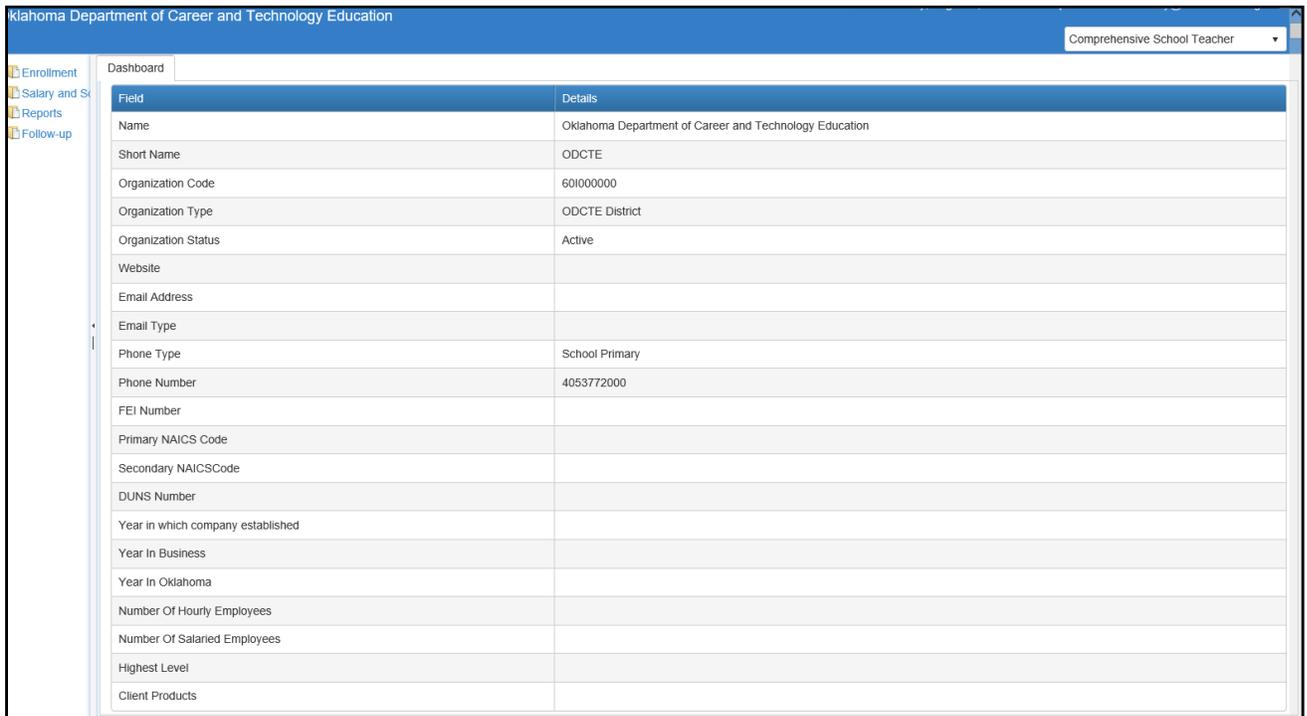
You have 5 attempts to enter a password. After the last attempt, you will be locked out of CTIMS and will have to contact CTIMSSupport@careertech.ok.gov to reset your account.

Submitting Salary & Scheduling Information

Step 1: Verify that you are using the role of a **Comprehensive School Teacher**. If not, use the drop down arrow to select the appropriate role.



Step 2: Verify that all the information on the Dashboard is correct. If any information is not correct, please contact ctimssupport@careertech.ok.gov.



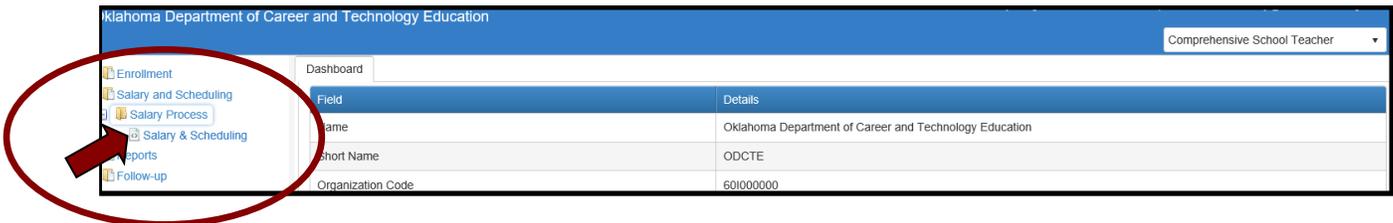
Step 3: Click the arrow |▶ next to **Salary and Scheduling** on the left navigation panel.



Step 4: Click the arrow |▶ next to **Salary Process**.



Step 5: Select **Salary and Scheduling**.



Step 6: Position Summary –

- Verify that all the information on the Position Summary page is correct. If any information is not correct, please contact ctimssupport@careertech.ok.gov.
- After verifying, click the Continue Without Saving button at the bottom of the page. The Go to STS Report is used after you update your personal information and want to make changes to your teaching schedule. Do not use the Go to STS Report the first time through.

Klahoma Department of Career and Technology Education

Comprehensive School Teacher

Position Summary

PID * 52222 Calendar Year * 2018-2019

Organization Type * ODCTE District Organization * Oklahoma Department of Career and Technology...

NOTE: This is your basic position information. Click continue to move to the next screen.

Position Information

Field	Details
Full Name	Denise Christy
Organization Type	ODCTE District
Organization Name	Oklahoma Department of Career and Technology Education
Organization Code	601000000
PID	52222
Employee Job Code	919
Employee Job Code Title	Information Specialist
Division	Facility Services

Continue Without Saving Go to STS Report

Step 7: Teaching Experience –

- Verify the **Experience up to this School Year** shows the current school year.
- Verify the PID is correct.
- Under the Total Years of Experience column, enter the total number of years of experience you have in each category, not including this year. (For example, if you are a brand new teacher who has never taught, your years taught would be zero.)
- After you have completed the Teaching Experience section, click the **Save & Continue** button. You can use the Back to Beginning buttons, or the One Step Back button to navigate to other screens.
- Be sure to click **Save and Continue** to save your current information before moving to other screens.

Dashboard Salary & Scheduling x

Teaching Experience

+ Person Details Back to Beginning One Step Back Save & Continue Continue Without Saving

- Teaching Experience

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

Experience up to this school year * 2018-2019 PID * 12345

Code	Experience Description	Total Years of Experience
02	Number of Years taught in Oklahoma, regardless of occupational division	15
03	Number of Years taught in Oklahoma, in current occupational division	8
08	Number of Years taught in current School District	8
09	Total Number of Years in the military	0

Back to Beginning One Step Back Save & Continue Continue Without Saving

Step 8: Person Information –

- Verify your Person Information. If there is a red asterisk by the title, this is a mandatory field and you must enter something.
- Click inside the blank box to use the drop-down menus or enter data. A SSN (Social Security Number) is not required, but the last 4 digits of your SSN is required.
- After verifying or entering information, select Save and Continue to go to the next page.

Oklahoma Department of Career and Technology Education

Person Information

Comprehensive School Teacher

Person Details

Back to Beginning | One Step Back | Save & Continue | Continue Without Saving

Person Information

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

Common

Title* Ms

First Name*

Middle Name

Last Name*

Date of Birth

SSN

Last 4 digits of SSN*

Gender Female

Race

American Indian Asian Black Hispanic Native Hawaiian Or PacificIslander White Unknown

ODCTE

EIN

Location Code 220

Back to Beginning | One Step Back | Save & Continue | Continue Without Saving

Step 9: Telephone Details - You can enter a mobile or business number that can be your primary contact number. Activate it as your primary contact by clicking in the **Primary Contact** column and clicking in the check box. You cannot change the School Primary number. Select **Save and Continue** to go to the next page.

Dashboard | Salary & Scheduling

Telephone Details

Person Details

Back to Beginning | One Step Back | Save & Continue | Continue Without Saving

Telephone Details

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

Phone Type	Phone Number	Extension	Primary Contact
Mobile	(405)743-__		No
Home			No
Other			No
School Primary	(405)377-2000		No
Business Primary			No
Fax			No
Office-1			No
Office-2			No

Back to Beginning | One Step Back | Save & Continue | Continue Without Saving

Step 10: Email Details –

- Update/input your email address, then identify which email address to use for primary communication.
- To activate an email as your primary contact, click in the Primary Contact column and the check box.
- Select Save and Continue to go to the next page.

IMPORTANT: Your CTIMS login will always be your school email and cannot be changed. If your school email address is not correct, contact ctimssupport@careertech.ok.gov.

Email Type	Email Address	Primary Contact
School	<input type="text"/> @careertech.ok.gov	<input checked="" type="checkbox"/> Yes
Personal	<input type="text"/>	<input type="checkbox"/> No
Other	<input type="text"/> @provalue.net	<input type="checkbox"/> No

Step 11: Address Details –

- Update/input your basic address information. You can put in Home, Office and Office Physical addresses.
- You are not required to put in an address, but if you do, you will need to complete every column that has a red asterisk on that row.
- Select **Save and Continue** to go to the next page.

Address Type	Street Address*	Apartment Room Or Suite Number	City	County	State	Zip Code*
Home	<input type="text"/>		<input type="text"/>		Oklahoma	<input type="text"/>
Office Mail	1500 W 7TH AVE		Stillwater		Oklahoma	74074
Office Physical	1500 W 7TH AVE		Stillwater		Oklahoma	74074

Step 12: Degree Details –

- Verify that the “Last College Attended” information is correct. If it is not, then select or input the correct information in the drop-down box.
- Verify that the “College Hours Completed” information is correct. If not then change the value to the correct information.
- Then, verify that the “Highest Degree Earned” information is correct. If it is not, then select the correct information in the drop-down box.
- Select Save and Continue to go to the next page.

Last College Attended	Oklahoma State University and OU
College Hours Completed	0.00
Highest Degree Earned	Master's Degree

Step 13: Certification Details –

- Each line under the Certification column has to be completed.
- Select **Save and Continue** to go to the next page.

The screenshot shows a web interface for 'Certification Details'. At the top, there are navigation buttons: 'Back to Beginning', 'One Step Back', 'Save & Continue', and 'Continue Without Saving'. A red arrow points to the 'Save & Continue' button. Below this is a section for 'Certification Details' with a note: 'NOTE: Update certification details. Click Save & Continue to move to next screen.' Below the note is a table with the following data:

Certification Type	Certification	Number on Teaching Certificate	Awarded Date	Name Of Institution	Certification Expiration Date
Type of Vocational Teaching Certificate	Business Education	123456	05/18/1978	Oklahoma State University	05/18/2019
Type of Administrative Certificate	None				
Class of Vocational Teaching Certificate	Standard				
National Board Certified?	Yes				

At the bottom of the form, there are navigation buttons: 'Back to Beginning', 'One Step Back', 'Save & Continue', and 'Continue Without Saving'. A red arrow points to the 'Save & Continue' button.

Step 14: Contract and Salary Details - Verify that the PID, Organization Type, Calendar Year and Organization are correct.

Contract Component: Input/update your contract information and contact information.

- Contract Date From: Enter the beginning date of your contract, NOT the day your school starts. The date must be formatted as mm/dd/yyyy, or you can select using the calendar icon.
- Contract Date To: Enter the ending date of your contract, NOT the last day of school. The date must be formatted as mm/dd/yyyy, or you can select using the calendar icon.
- Contact Name: Enter the name of an individual at your school who can verify your contract and salary information, if needed.
- Contact Title: Enter the title of the person listed as your contact.
- Contact Phone: Enter the phone number of the person listed as your contact.

Salary Component: Input/update your salary information. Your Base Salary does not include your CareerTech reimbursement. Totals will be displayed in the **Salary Amount** column as you update the amounts. If you put an amount in the **Other** row, you must put a comment explaining what it is. Select **Save and Continue** to go to the next page.

- Base Salary: Enter the base salary listed in your contract with your school. DO NOT include your CareerTech reimbursement.
- Health (Yearly): Enter the yearly amount your school contributes to you for health, dental and/or life insurance. Enter “0” if none received.
- Retire (Yearly): Enter the yearly amount your school contributes to your retirement account. Enter “0” if none received.
- Others (Yearly): Enter the yearly amount you receive for CareerTech work related activities (for example, student organization sponsor, etc). Enter a comment to describe what the payment is for that you are receiving.

Contract and Salary Details

Person Details | Back to Beginning | One Step Back | Save & Continue | Continue Without Saving

Contract and Salary Details

PID: 12345 | Calendar Year: 2018-2019
 Organization Type: ODCTE DISTRICT | Organization: Oklahoma Department of Career and Technolog...

NOTE: Update contract dates, salary information and who to contact at your school if there are questions regarding this information. Do not include CareerTech reimbursement in your salary information. Click Save & Continue to move to the next screen.

Contract Date From: 8/01/2018 | Contract Date To: 6/15/2019
 Contact Name: HR Person's Name | Contact Title: HR Manager
 Contact Phone: (405) 377-2000

Salary Component	Salary Amount	Comments
Base Salary (Yearly)	\$45,000.00	
Health (Yearly)	\$10,000.00	
Retire (Yearly)	\$5,000.00	
Others (Yearly)	\$0.00	
	\$60,000.00	

Back to Beginning | One Step Back | Save & Continue | Continue Without Saving

Step 15: Salary Scheduling –

- Update school start and end dates.
- Put a check in the box of each day you teach students.
- Enter the **unduplicated enrollment** by grade level for the students you teach in each grade by clicking inside the box in the **Total by Grade Level** column and entering the number of students. Use the scroll bar on the right of the column to scroll down to twelfth grade, if needed.
- Select **Save and Continue** to go to the next page.

Salary Scheduling

+ Person Details ◀ Back to Beginning ◀ One Step Back ☑ Save & Continue ▶ Continue Without Saving

+ Teaching Schedule Request - TCHSCH-1819-601000000- 96583B2E435B

- Update Total Student in each Grade Level for each Gender

NOTE: Update school start/end dates, hours taught daily, and students served. Hit Save & continue to move to the next screen.

School Start Date* 8/15/2018 School End Date* 5/15/2019

What Days Do You Teach?

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<input checked="" type="checkbox"/>	<input type="checkbox"/>				

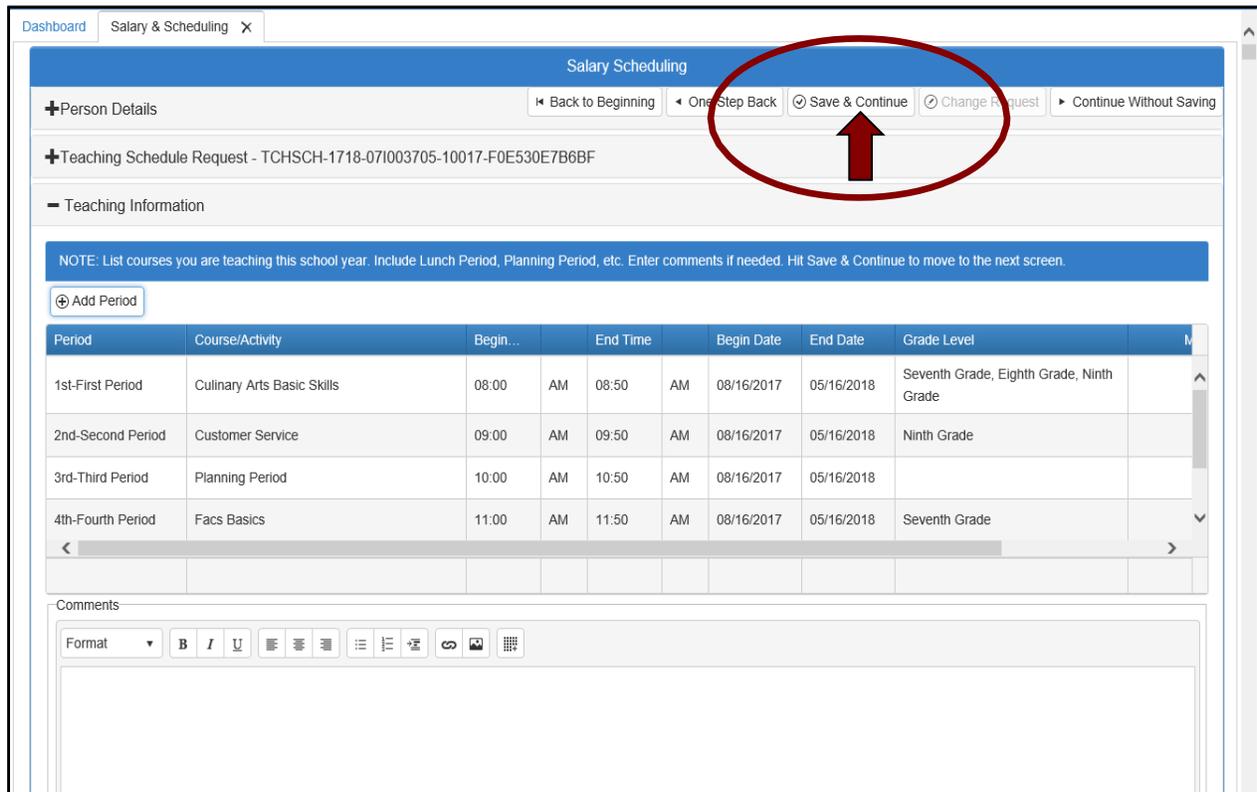
Unduplicated Enrollment by Grade Level	Total by Grade Level
Fifth Grade	0
Sixth Grade	0
Seventh Grade	0
Eighth Grade	0
Ninth Grade	20
Tenth Grade	25
Eleventh Grade	15
	60

◀ Back to Beginning ◀ One Step Back ☑ Save & Continue ▶ Continue Without Saving

Step 16: Salary Scheduling:

- Enter each period you teach.
- Click in the box in the **Period** column and select 1st- First Period. **Include lunch periods and planning periods.**
- You can enter comments in the **Comment** box underneath the **periods** section, if needed. Use the drop-down in the **Period** and **Course/Activity** columns to select your periods and courses/activities.
- You can type in your **Begin and End Times** or use the clock to select. Be sure to select the correct **AM and PM** for each period.
- Enter the **Beginning and Ending Dates** or use the calendar to select.
- Select the correct **Grade Level** for that period by using the drop-down menu. You can select more than one grade level per period.
- Use the scroll bar at the bottom of the section to scroll over to enter the number of **Male** and **Female** students.
- If you make a mistake, you can delete this row, or click the Add Period button to put in the next period. Continue the process for all your periods.
- Select **Save and Continue** to go to the next page.

NOTE: The Begin Date and End Date must be between the School Start Date and School End Date set-up in Step 14.



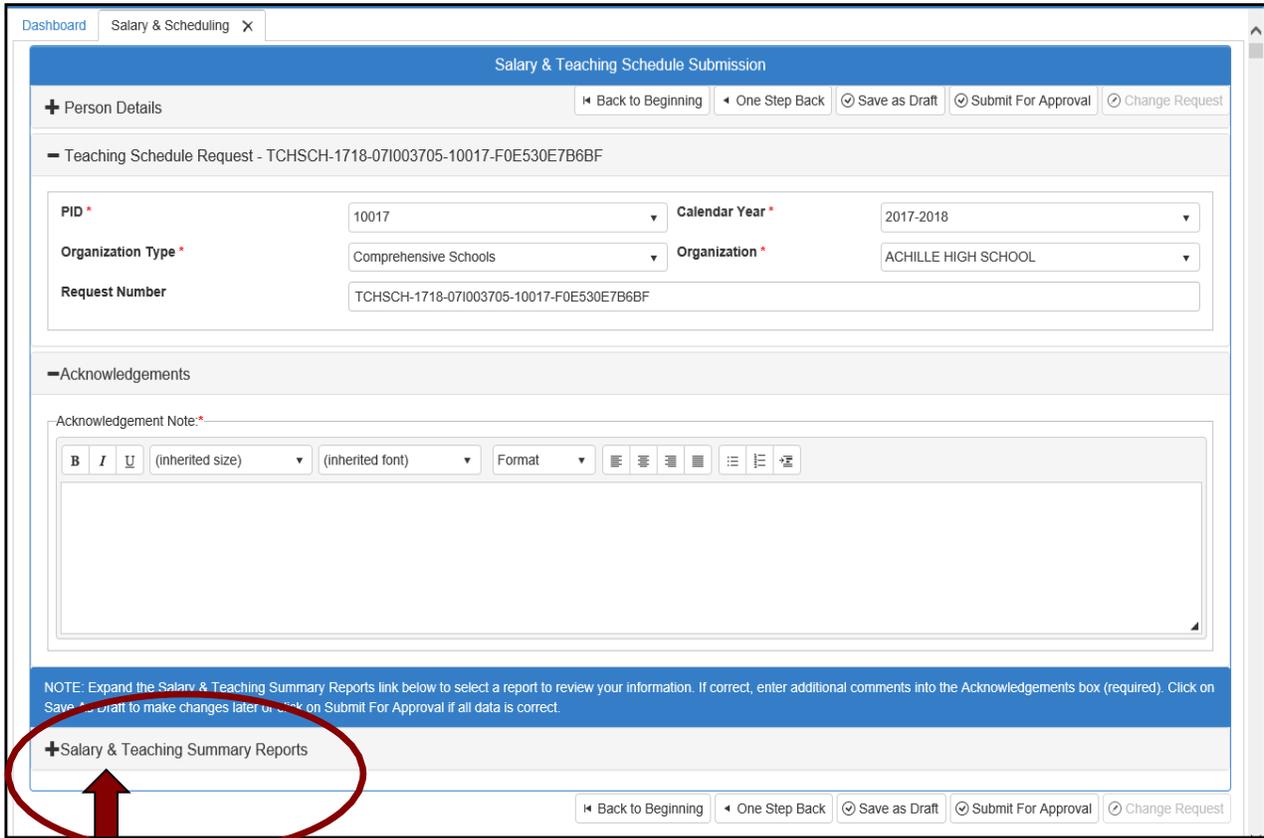
The screenshot displays the 'Salary Scheduling' interface. At the top, there are navigation buttons: 'Back to Beginning', 'One Step Back', 'Save & Continue', 'Change Request', and 'Continue Without Saving'. The 'Save & Continue' button is circled in red with a red arrow pointing to it. Below the navigation is a section for 'Teaching Information' with a note: 'NOTE: List courses you are teaching this school year. Include Lunch Period, Planning Period, etc. Enter comments if needed. Hit Save & Continue to move to the next screen.' There is an 'Add Period' button. The main part of the interface is a table with the following columns: Period, Course/Activity, Begin Time, End Time, Begin Date, End Date, Grade Level, and a scroll bar. The table contains four rows of data:

Period	Course/Activity	Begin...	End Time	Begin Date	End Date	Grade Level
1st-First Period	Culinary Arts Basic Skills	08:00 AM	08:50 AM	08/16/2017	05/16/2018	Seventh Grade, Eighth Grade, Ninth Grade
2nd-Second Period	Customer Service	09:00 AM	09:50 AM	08/16/2017	05/16/2018	Ninth Grade
3rd-Third Period	Planning Period	10:00 AM	10:50 AM	08/16/2017	05/16/2018	
4th-Fourth Period	Facs Basics	11:00 AM	11:50 AM	08/16/2017	05/16/2018	Seventh Grade

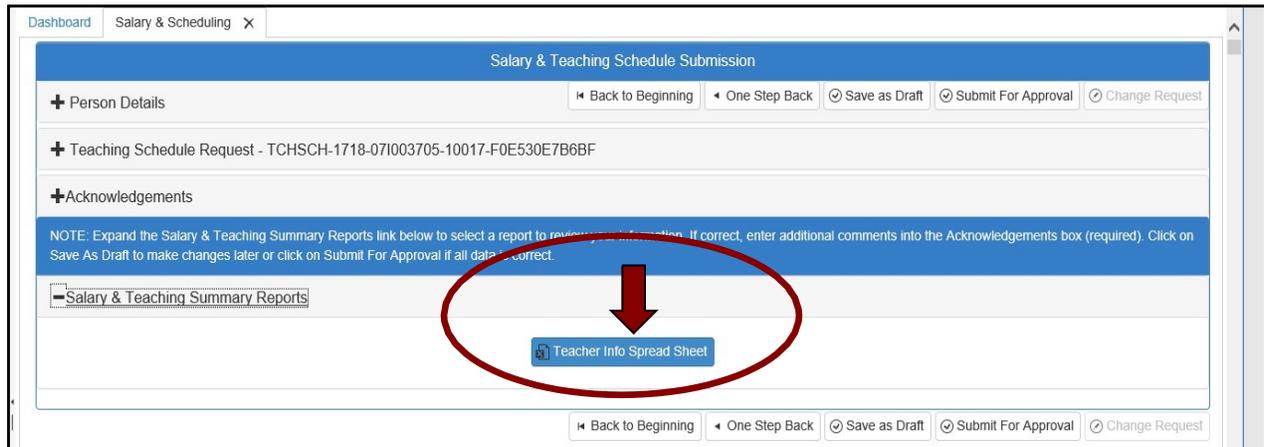
At the bottom, there is a 'Comments' section with a rich text editor toolbar.

Step 17: Salary and Teaching Summary Reports –

- Click on the + (plus) sign next to the Salary & Teaching Summary Reports link at the bottom of the page.



- Then, select **Teacher Info Spread Sheet**.



- Review the Information on the report or click on the arrow to the right of diskette symbol  to save the file for your records. Scroll down at the right to see the entire report. If everything on the report is correct, you can acknowledge and submit for approval. If you need to make changes, select **Save as Draft**, then you can go back into the pages you need to update.

Dashboard | Salary & Scheduling X

Salary & Teaching Schedule Submission

Teaching Schedule Request - TCHSCH-1718-071003705-10017-F0E530E7B6BF

Acknowledgements

NOTE: Expand the Salary & Teaching Summary Reports link below to select a report to review your information. If correct, enter additional comments into the Acknowledgements box (required). Click on Save As Draft to make changes later or click on Submit For Approval if all data is correct.

Salary & Teaching Summary Reports

[Teacher Info Spread Sheet](#)

1 of 1 Find | Next

Teacher's Info For - 1718

School	PID	Name	Degree	Contract Dates
HIGH SCHOOL			Bachelor Degree	7/1/2017 To 6/30/2018

Certifications Information

Certification Type	Certification	Certificate Number	Awarded Date	Name Of Institution	Certificate Expiration Date
Type of Vocational Teaching Certificate	Other		6/1/2016	Texas Tech University	6/30/2021
Type of Administrative Certificate	None				
Class of Vocational Teaching Certificate	Alternative License		1/1/2016	TEXAS TECH UNIVERSIT	6/30/2021
National Board Certified?	No				

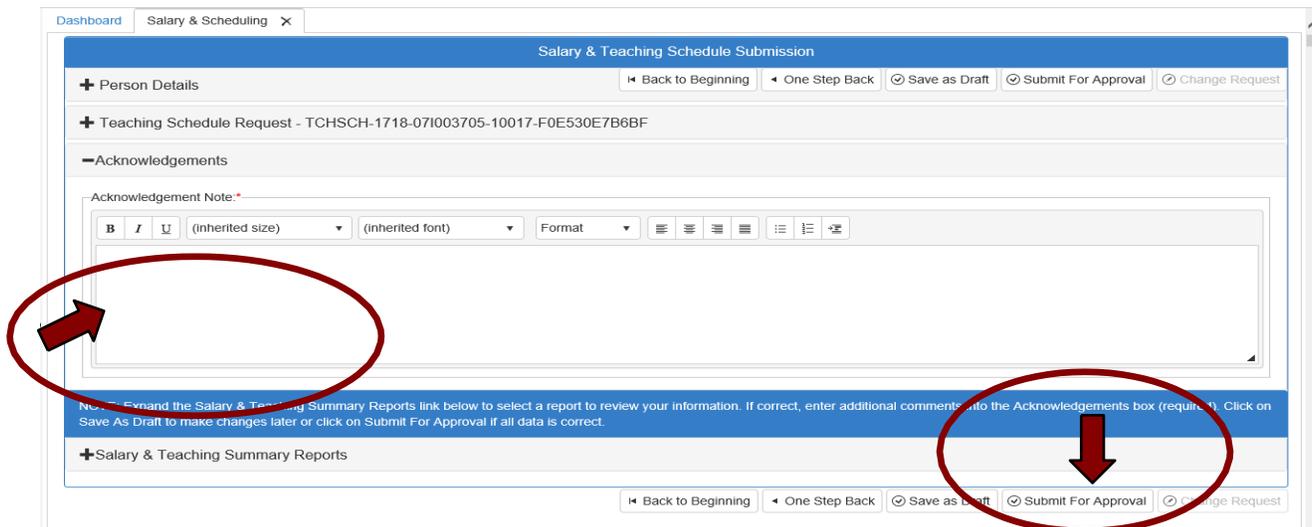
Salary Information

Salary Component	Amount	Comments
Base Salary (Yearly)*	\$40,000.00	
Health (Yearly)	\$0.00	
Retire (Yearly)	\$0.00	
CareerTech Reimbursement	\$1,000.00	
Total	\$41,000.00	

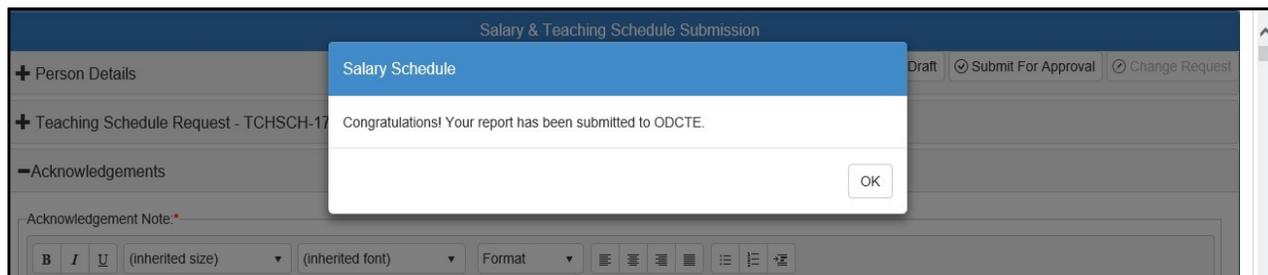
Teacher's Experience Info

Experience	Years
Number of Years taught in Oklahoma, regardless of occupational division	11
Number of Years taught in Oklahoma, in current occupational division	11
Number of Years taught in current School District	11
Total Number of Years in the military	0
Number of Years taught in Oklahoma, regardless of occupational division	0
Number of Years taught in Oklahoma, in current occupational division	0
Number of Years taught in current School District	0
Total Number of Years in the military	0

Step 18: Acknowledgement Note - An **Acknowledgement note** is required before you can **Submit for Approval**. You can leave a comment or note, or just put your initials in the box to acknowledge. After you put in the acknowledgement, you can **Submit for Approval**.



This notice will come up after you Submit for Approval.



Change Request Process

After your Salary and Scheduling report has been submitted for approval, or if it has been submitted but rejected back to you, you can make changes to it by using the Change Request button.

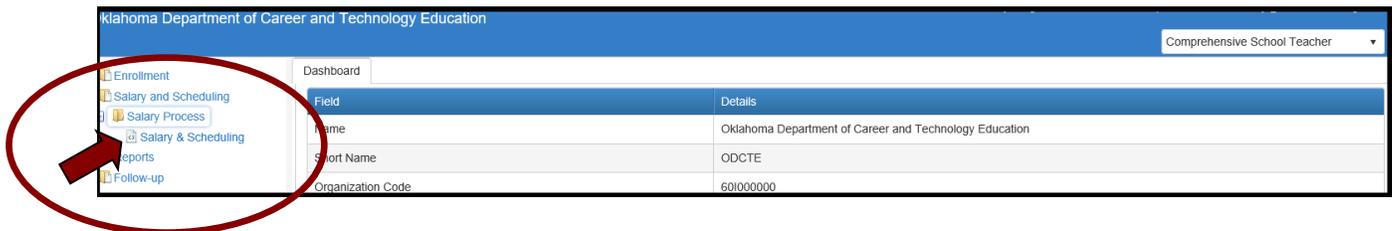
Step 1: Click the arrow | ▶ next to **Salary and Scheduling** on the left navigation panel.



Step 2: Click the arrow | ▶ next to **Salary Process**.



Step 5: Select **Salary and Scheduling**.



Step 4: Select Go to STS Report.

Dashboard | Salary & Scheduling X

Position Summary

PID * 10017 Calendar Year * 2017-2018
Organization Type * Comprehensive Schools Organization * HIGH SCHOOL

NOTE: This is your basic position information. Click continue to move to the next screen.

Position Information

Field	Details
Full Name	Terry
Organization Type	Comprehensive Schools
Organization Name	HIGH SCHOOL
Organization Code	071003705
PID	
Employee Job Code	
Employee Job Code Title	Instructor
Division	Family & Consumer Sciences

Step 5: Select Change Request.

Dashboard | Salary & Scheduling X

Salary Scheduling

+ Person Details

+ Teaching Schedule Request - TCHSCH-1718-071003705-10017-F0E530E7B6BF

- Teaching Information

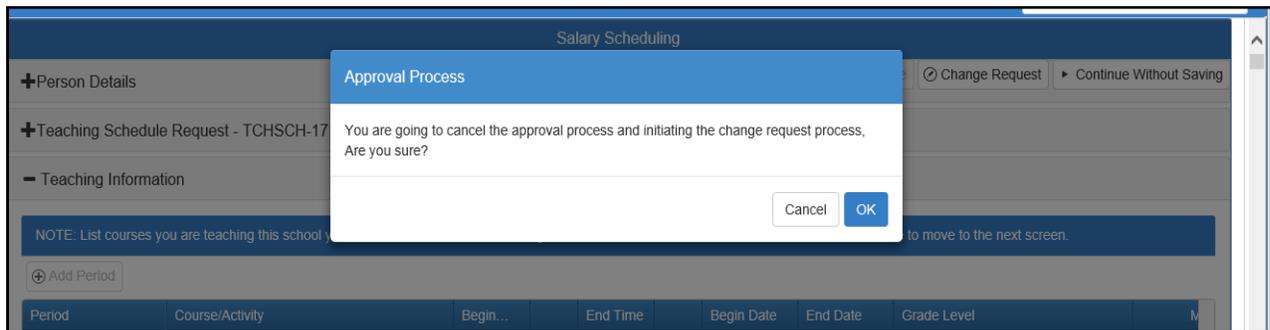
NOTE: List courses you are teaching this school year. Include Lunch Period, Planning Period, etc. Enter comments if needed. Hit Save & Continue to move to the next screen.

Period	Course/Activity	Begin...	End Time	Begin Date	End Date	Grade Level
1st-First Period	Culinary Arts Basic Skills	08:00 AM	08:50 AM	08/16/2017	05/16/2018	Seventh Grade, Eighth Grade, Ninth Grade
2nd-Second Period	Customer Service	09:00 AM	09:50 AM	08/16/2017	05/16/2018	Ninth Grade
3rd-Third Period	Planning Period	10:00 AM	10:50 AM	08/16/2017	05/16/2018	
4th-Fourth Period	Facs Basics	11:00 AM	11:50 AM	08/16/2017	05/16/2018	Seventh Grade
5th-Fifth Period	Lunch	12:00 AM	01:00 PM	08/16/2017	05/16/2018	

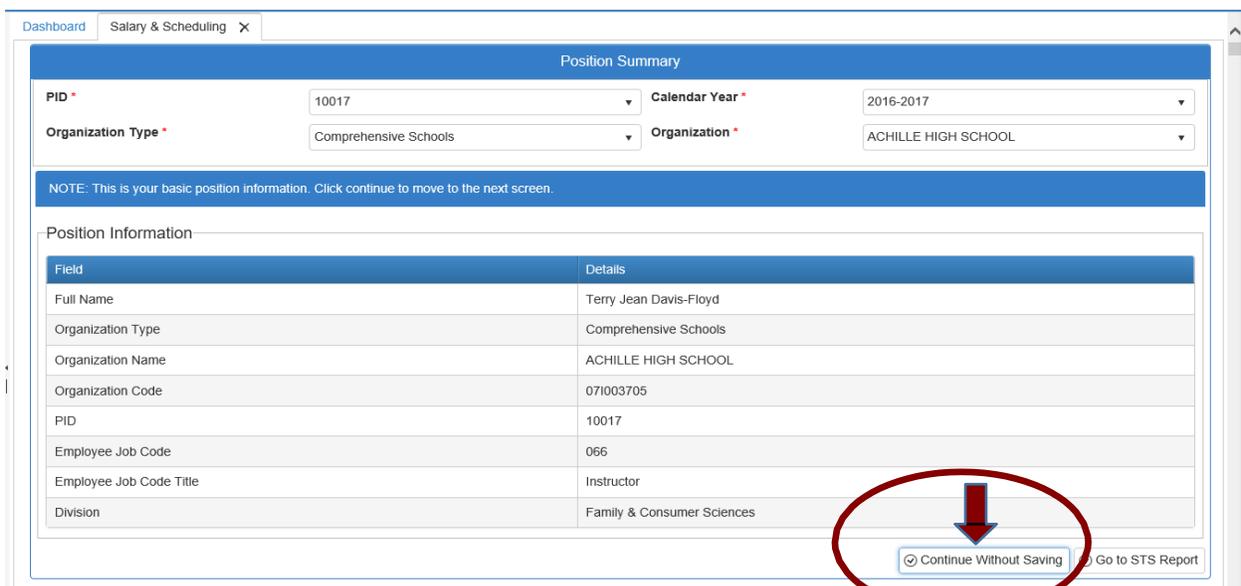
Comments

Format

Step 6: You will receive the following message. Choose **OK**.



Step 7: You can now change the **Teaching Information** section or use the **Back to Beginning** to go through all the pages and make changes. On the Position Information page you will **Continue Without Saving**.



Step 8: On the next pages, you can make changes, then select **Save & Continue** to go to the next page.

Continue through all the pages, making changes if needed, selecting **Save & Continue** each time.

Code	Experience Description	Total Years of Experience
02	Number of Years taught in Oklahoma, regardless of occupational division	0
03	Number of Years taught in Oklahoma, in current occupational division	0
08	Number of Years taught in current School District	0
09	Total Number of Years in the military	0

Step 9: After going through all the screens and making the necessary changes, select **Save & Continue** on the last page. You will get the following message. Select **OK**.

Salary Schedule

Congratulations: Your change request report has been successfully saved, Click OK to continue.

OK

Step 10: Click the **Approve** button to approve your changes and send the Salary and Teaching back through the approval process.

Approval Process - CESI Teaching Scheduling

NOTE: Enter Approval/Rejection Note and then Click on Approval button to finalize your changes and submission to further Process.

Click on Approval button to finalize your changes and submission to ODCTE.

Request Number

TCHSCH-1718-07I003705-10017-F0E530E7B6BF

Approval Stage	Approval Date	Approver Role	Approved By	Approver Email	Approval Status	Note
Comprehensive School Teacher - 1st S...	9/5/2017 10:41:15 AM	Comprehensive...		-	Cancel for Chan...	New Process
State Staff for Comprehensive School ...	9/5/2017 10:45:06 AM					
ODCTE STS Finance Reviewer - Fully...	9/5/2017 10:45:06 AM					

Current Approval Stage Information

Approved By* Approval Stage* 1st Stage

Approver School* HIGH SCHOOL Approver Role* Comprehensive School Teacher

Approver Email* Approval Date* 09/05/2017

Approval/Rejection Note

Format