

CareerTech  
Information Management  
System  
(CTIMS)

Technology Center  
Info Submitter  
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](mailto:CTIMSSupport@careertech.ok.gov), or contact:

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## CTIMS Support

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

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## Logging Into CTIMS

If you do not have a CTIMS account set up or are having trouble with the navigation or software, contact [CTIMSSupport@careertech.ok.gov](mailto:CTIMSSupport@careertech.ok.gov). Send a message describing your problem. Include your school name and your telephone number and we will contact you.

If you have forgotten your password, click the **Forgot your password?** link to reset.

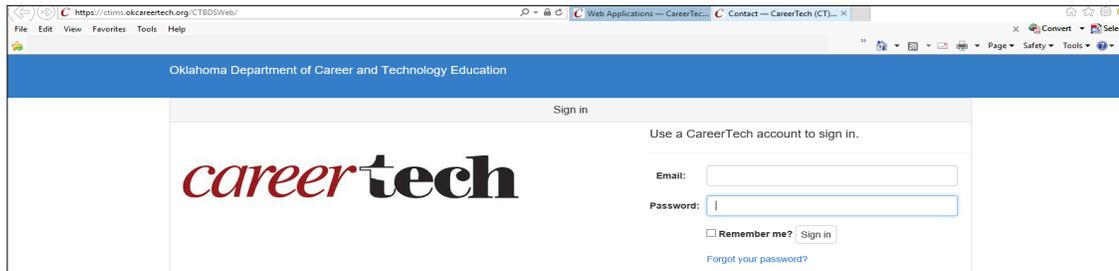
For helpful tips, see the [CTIMS Helpful Hints](#) section of this document.

### IMPORTANT:

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

## Logging into CTIMS

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

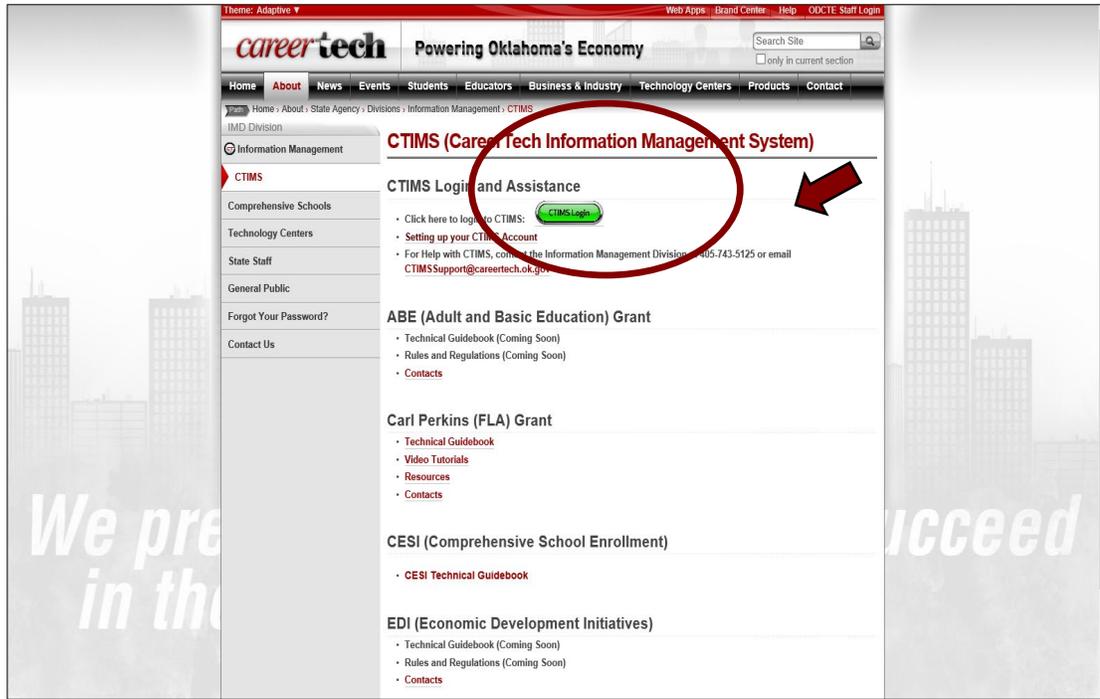


Or,

Go to <http://www.okcareertech.org/> and select **CTIMS** in the red bar at the top of the page. Do not select the ODCTE Staff Login selection in the red bar. This is not the CTIMS login.



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

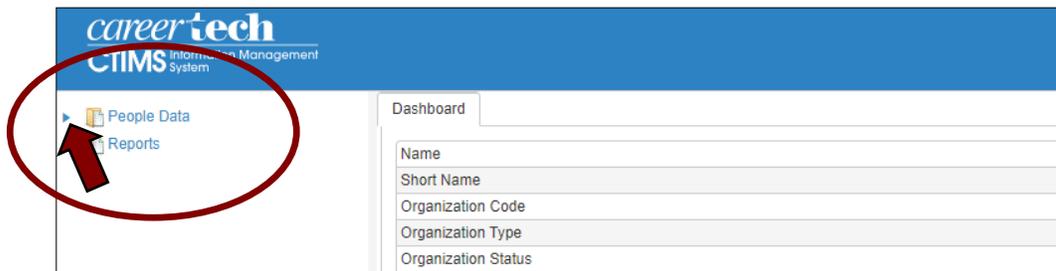


## Accessing People Data

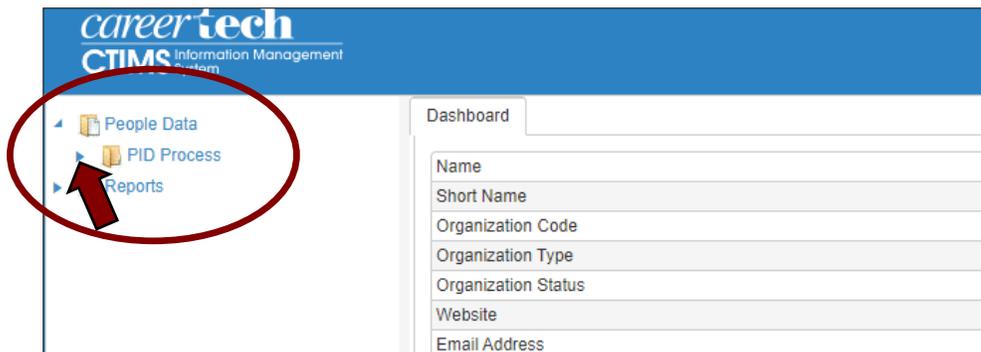
- Verify that you are signed in with the role of **Tech Center Info Submitter** in the top right-hand corner. Use the drop-down arrow to select your role.



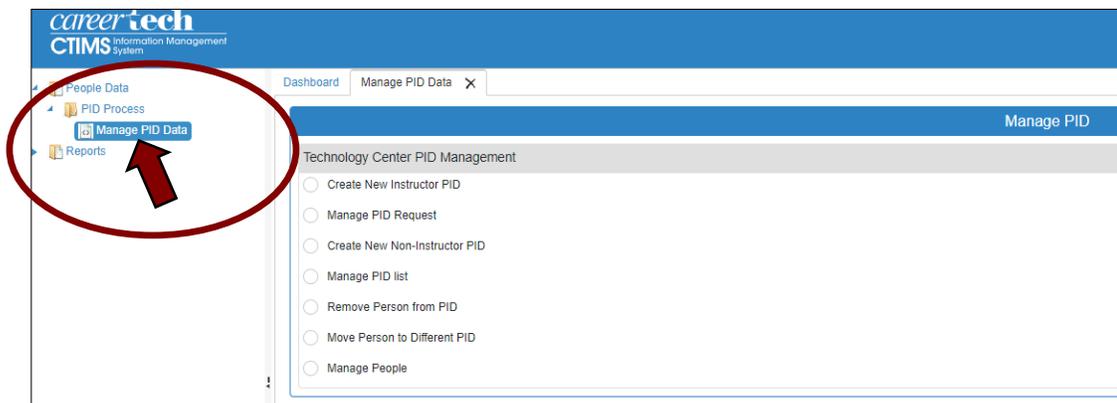
- Click the arrow ▶ next to **People Data** on left navigation.



- Click the arrow ▶ next to **PID Process** on left navigation.



- Click the arrow ▶ next to **Manage PID Data** on left navigation.



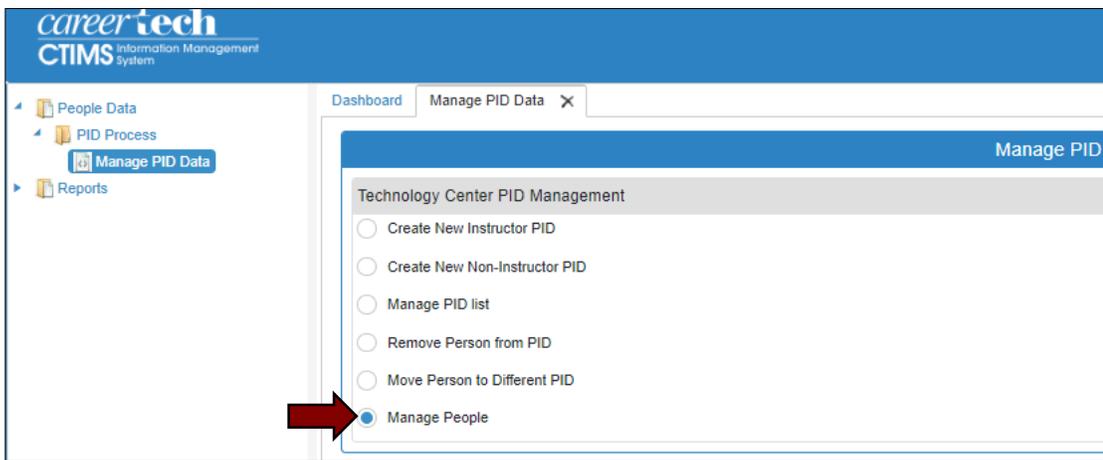
## Managing People Data

### Manage PID Data Screen

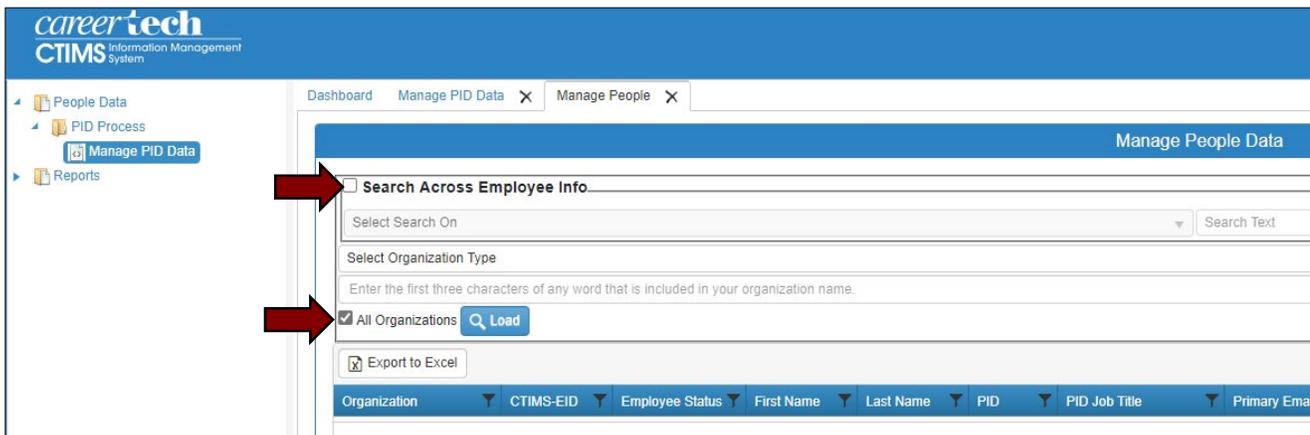
On the **Manage PID Data** screen, choose what you want to do: Create New Instructor PID, Create New Non-Instructor PID, Manage PID Requests, Remove Person from PID, Move Person to Different PID, or Manage People

To update/view someone's personal information:

Click the radio button  next to **Manage People**.

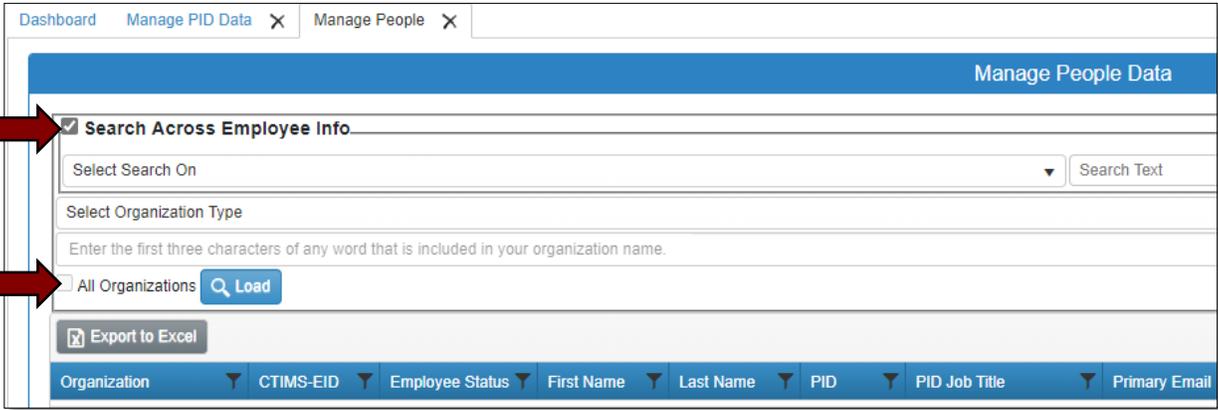


On the **Manage People** screen, you can view all people by organization, or search for individuals.

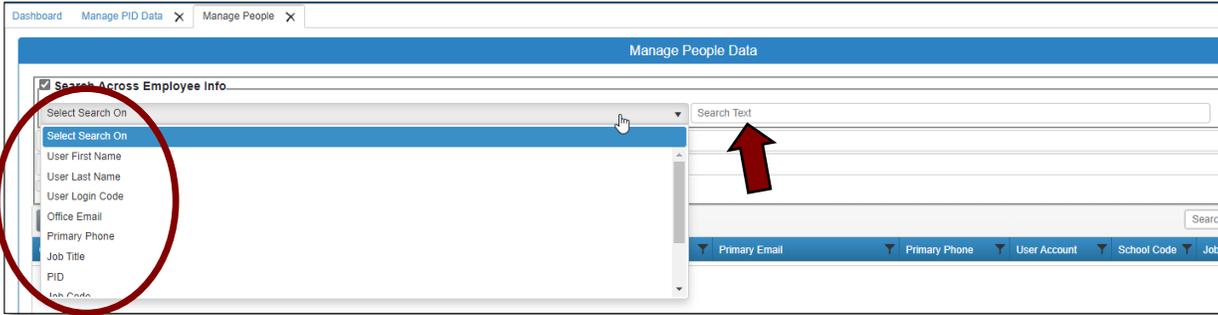


Search for an individual:

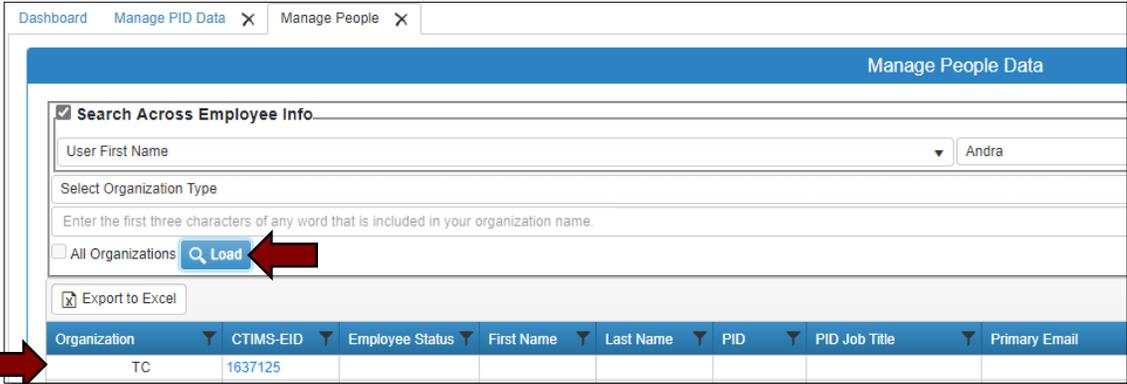
- Check the box next to **Search Across Employee Info.**
- Uncheck the **All organizations** box.



- In the **Select Search On** field, choose how you would like to search.
- In the **Search Text** field, type in the text you wish to search. For example, if your search option is last name, type in the last name, or a partial last name.

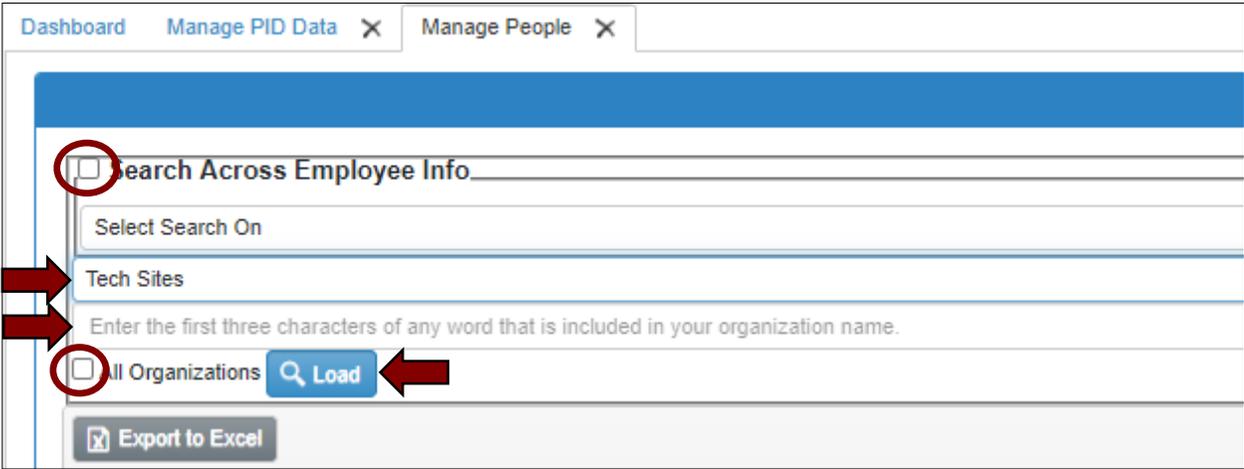


- Click **Load**. A list of records or just 1 record (depending on how you narrowed your search) will appear in the grid below.



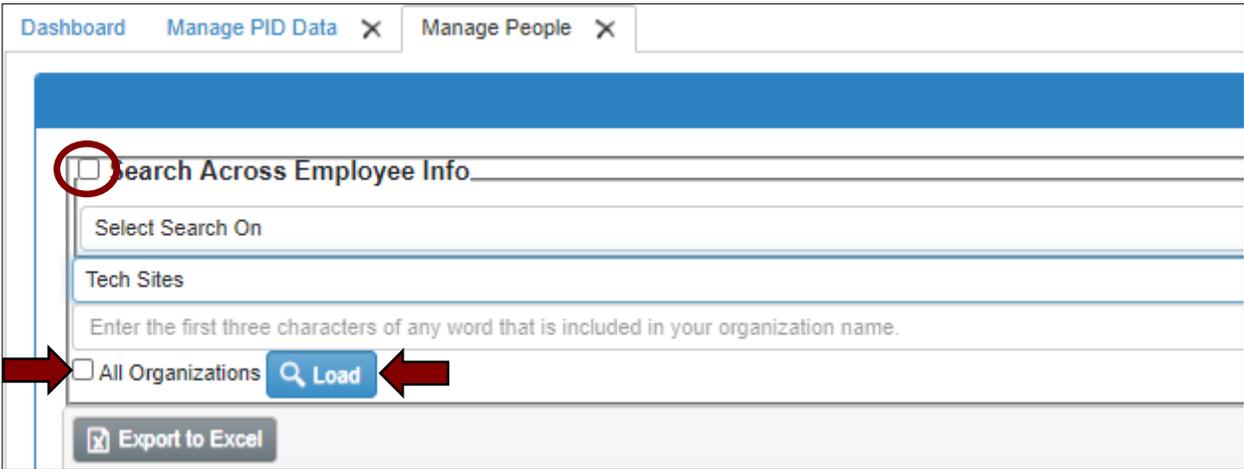
To view all people in an organization:

- Uncheck the **Search Across Employee Info** and **All organizations** boxes.
- Choose **Tech Sites** from the drop-down menu (if it's not already selected).
- Start typing your organization's name for it to populate. Then select it.
- Click **Load**.



To view all people under an entire district:

- Uncheck the **Search Across Employee Info** box.
- Make sure **All Organizations** box is checked.
- Click **Load**.



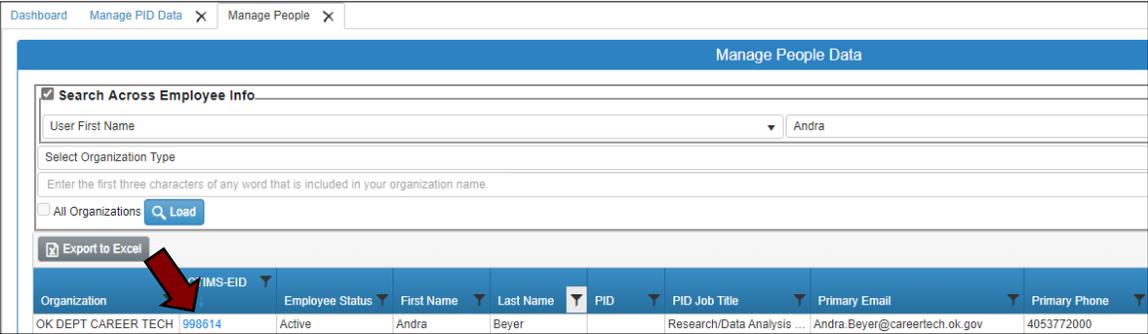
Managing People Data

\*Tip: If you click once on any of the column headers it will filter that column in ascending order. If you click on it twice, it will filter in descending order. If you click on it a third time it will go back to the order that was populated after clicking load.

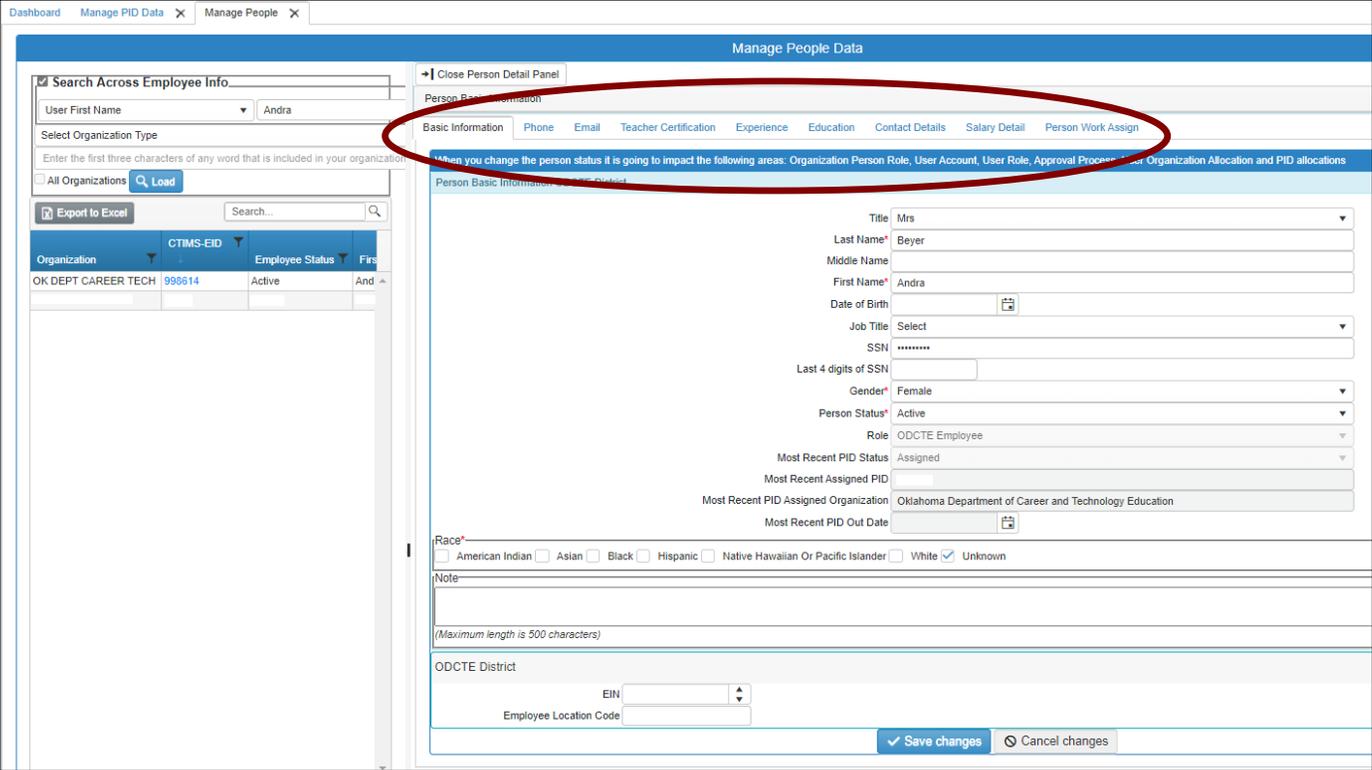
\*Tip: You can filter further down by clicking on the black funnel, on any column, and typing in something to narrow down your search.



- Click on the CTIMS-EID hyperlink with the name of the person you would like to view.



- Basic information for the selected person will open in a pane on the right side of the screen (the screen will split). There are tabs above the basic information that will allow you to update additional information. **NOTE:** As you click each tab and update information, make sure you click save on each screen.



## Phone Information

- Click the **Phone** tab at the top of the screen.
- Update/edit the information by clicking in the appropriate field and typing.
  - Make sure the **Primary Contact** is always the school primary phone number.
  - Make sure the **Status** field is **Active**.
  - Any number you add, you can make the status active.
  - If there are any marked as active that do not have a number listed, make those inactive.
- To make Active/Inactive: click in the field and check the box for active and uncheck the box for inactive.
- When all updates/edits have been made, click **Save Changes**.

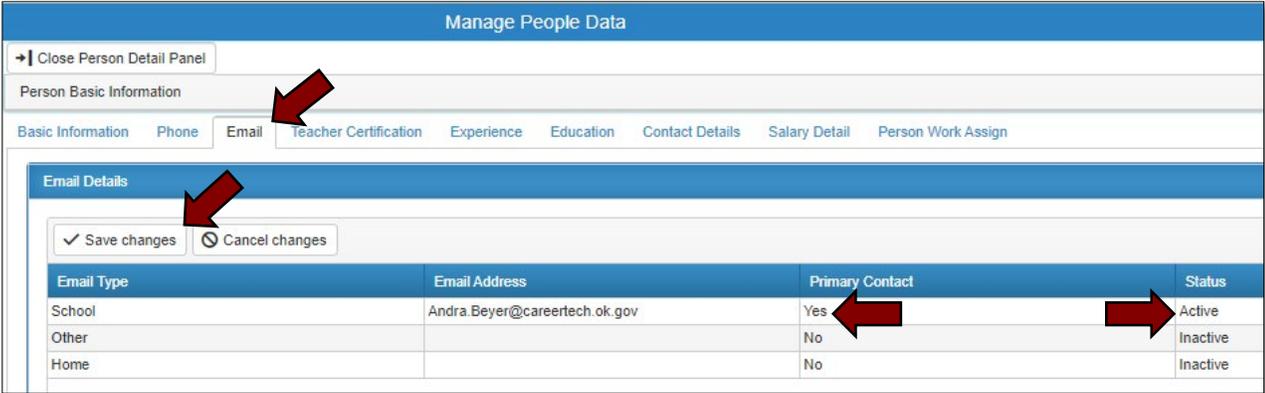
The screenshot shows the 'Manage People Data' interface. The 'Phone' tab is selected. Below the tabs, there are 'Save changes' and 'Cancel changes' buttons. A table displays phone information with columns for Phone Type, Phone Number, Extension, Primary Contact, and Status. Red arrows indicate the 'Phone' tab, the 'Save changes' button, and the 'Primary Contact' checkbox for the 'School Primary' entry.

Phone Type	Phone Number	Extension	Primary Contact	Status
Mobile			No	Active
Home			No	Active
Other			No	Inactive
School Primary	4053772000		<input type="checkbox"/>	Active
Business Primary			No	Active
Fax			No	Inactive
Office-1			No	Inactive
Office-2			No	Inactive

## Email Information

- Click the **Email** tab at the top of the screen.
- Update/edit the information by clicking in the appropriate field and typing.
  - Make sure the **Primary Contact** is always the school email address.
  - Make sure the **Status** field is Active.
  - Any other email address you add, you can make the status active.
  - If there are any marked as active that do not have an email listed, make those inactive.
- To make Active/Inactive: click in the field and check the box for active and uncheck the box for inactive.

- When all updates/edits have been made, click **Save Changes**.



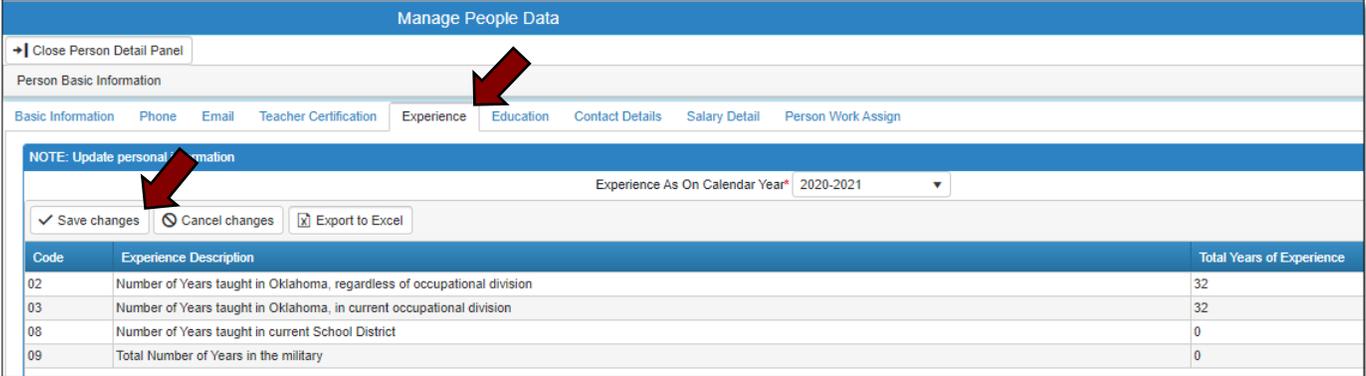
Teacher Certification

- Click the **Teacher Certification** tab at the top of the screen.
- Update/edit the information by clicking in the appropriate field and typing.
- When all updates/edits have been made, click **Save Changes**.



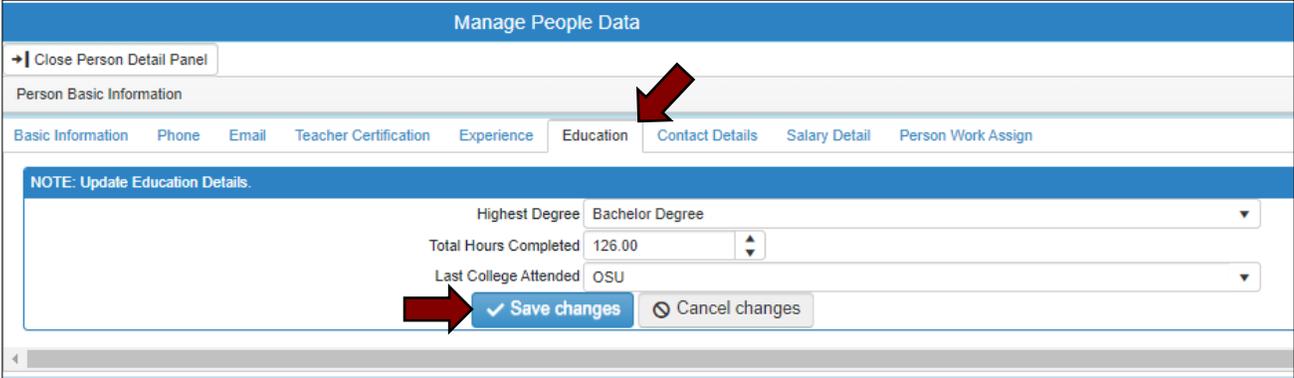
Experience

- Click the **Experience** tab at the top of the screen.
- Update/edit the information by clicking in the appropriate field and typing.
- When all updates/edits have been made, click **Save Changes**.



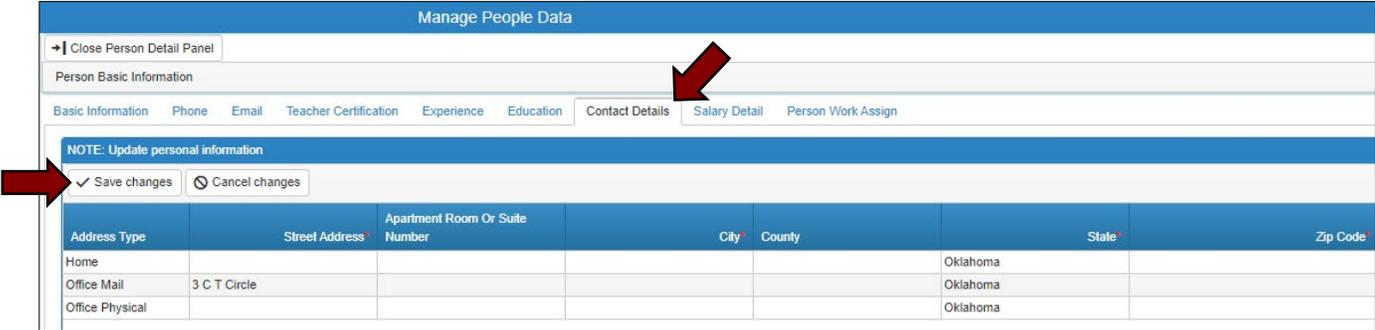
Education

- Click the **Education** tab at the top of the screen.
- Update/edit the information by clicking in the appropriate field and typing.
- When all updates/edits have been made, click **Save Changes**.



Contact Details

- Click the **Contact Details** tab at the top of the screen.
- Update/edit the information by clicking in the appropriate field and typing.
- When all updates/edits have been made, click **Save Changes**.



Salary Detail

- Click the **Salary Detail** tab at the top of the screen.
- Update/edit the information by clicking in the appropriate field and typing.
- When all updates/edits have been made, click **Save Changes**.
  - [See Appendix A for Salary and Benefits submission details](#)

The screenshot shows the 'Manage People Data' interface with the 'Salary Detail' tab selected. The form contains several sections:
 

- Contract and Salary Details:** Includes dropdowns for 'School Calendar Year' (2020-2021), 'Organization Type' (Tech Sites), 'PID', and 'Organization'. It also has radio buttons for 'Regular Instructor', 'Adjunct Instructor', and 'Other'. Fields for 'Contract Date From', 'Contract Length', 'Contract Date To', 'Funding Percentage', and 'No. of Hours Per day' are present.
- Tech Center - Flex Benefits Eligible:** Includes a 'Salary Level' field and two dropdowns for participation and state flexible benefits allowance.
- Retirement Information:** Includes 'Teacher retirement category', 'Years of TRS creditable service as of June 30, 2020' (42), and 'TRS Pickup contribution recipient?'.
- Salary Component Table:**

Salary Component	Salary Amount	Comments
Base Salary ( Yearly ) *		
Health ( Yearly ) *		
Retire ( Yearly ) *		
Others ( Yearly ) *		

 A red arrow points to the 'Save changes' button at the bottom of the form.

Person Work Assign

- Click the **Person Work Assign** tab at the top of the screen.
- Update/edit the **Primary Work Assignment** by clicking in the appropriate field and typing.
- When all updates have been made, click **Save Changes**.

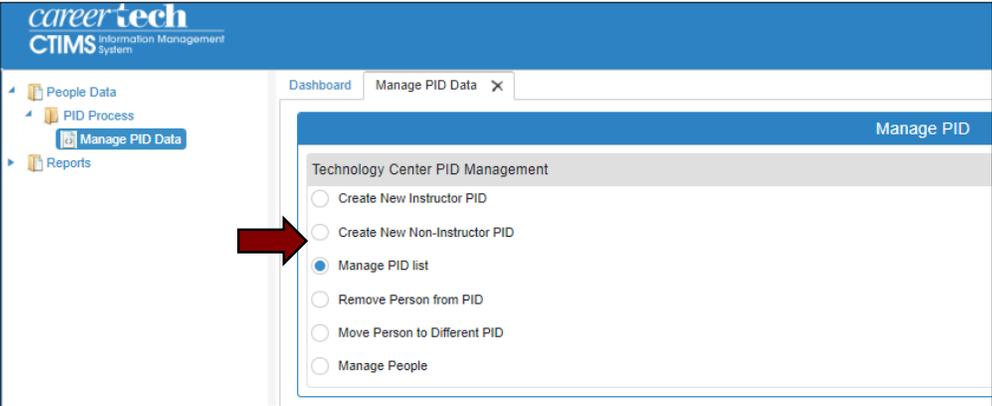
The screenshot shows the 'Manage People Data' interface with the 'Person Work Assign' tab selected. At the top, there are buttons for 'Save changes', 'Cancel changes', and 'Delete Selected Records'. Below is a table of work assignments:
 

	Calendar Code	Name	PID	Organization Type	Organization Name	Entry Date	Exit Date	Primary Work Assignment
<input type="checkbox"/>	2020-2021			Tech Sites				
<input type="checkbox"/>	2019-2020			Tech Sites				
<input type="checkbox"/>	2018-2019			Tech Sites				
<input type="checkbox"/>	2017-2018			Tech Sites				
<input type="checkbox"/>	2016-2017			Tech Sites				

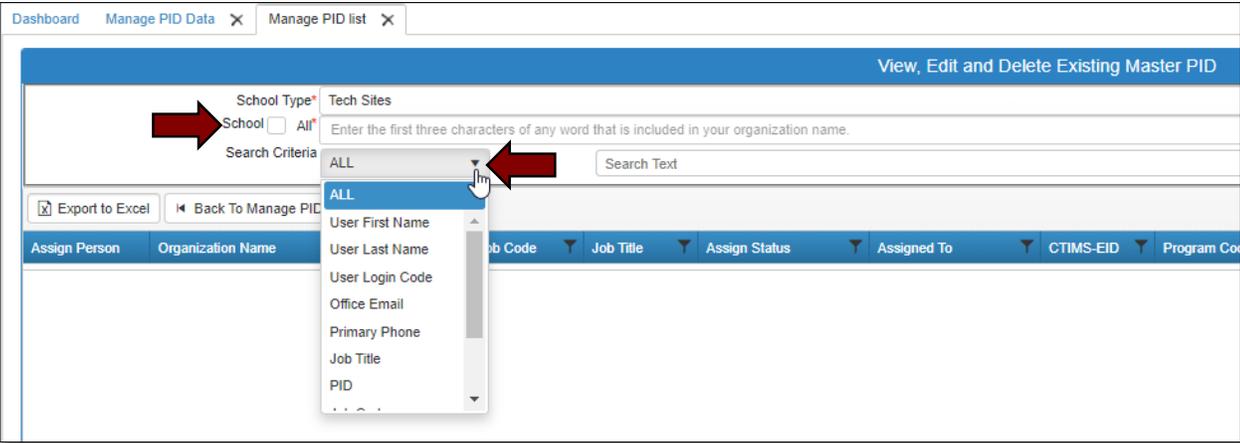
 A red arrow points to the 'Save changes' button, and another red arrow points to the 'Primary Work Assignment' column header.

To assign a new person or existing person to a PID:

Click the radio button  next to **Manage PID List**.

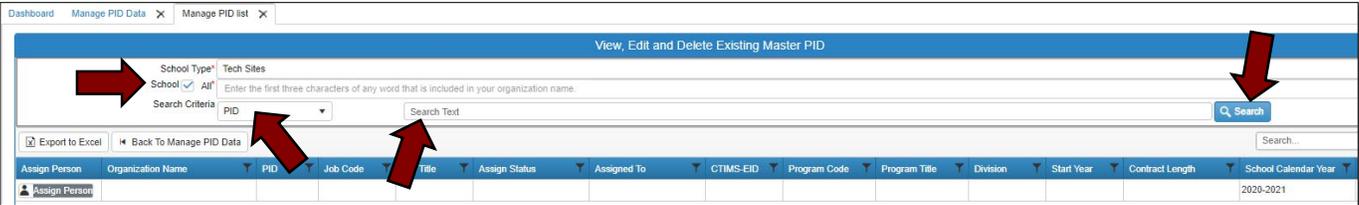


On the **Manage PID List** screen, you can view all schools or individual campuses, and search for certain criteria.



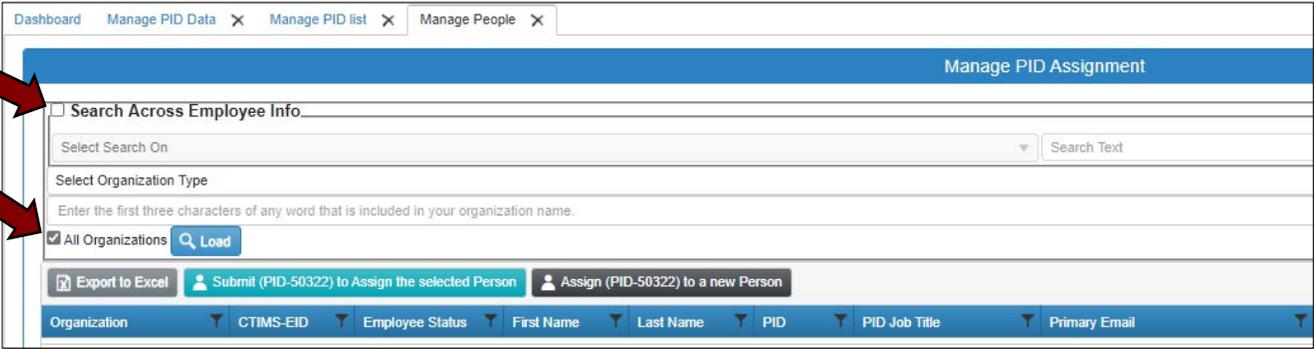
Search all campuses by a certain search criteria:

- Check the box between **School & All**.
- Choose a search option from the drop-down **Search Criteria** menu.
- Type the search information in the *Search Text* box.
- Click **Search**.

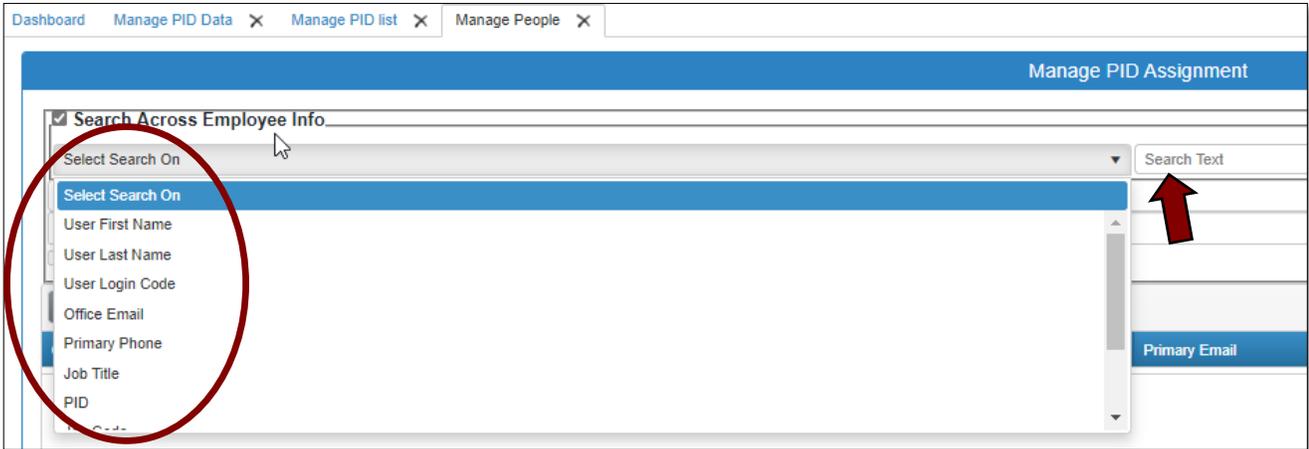


**NOTE:** Before assigning a new person to a PID, **ALWAYS** search to make sure the person you are putting into that PID is or is not in the system:

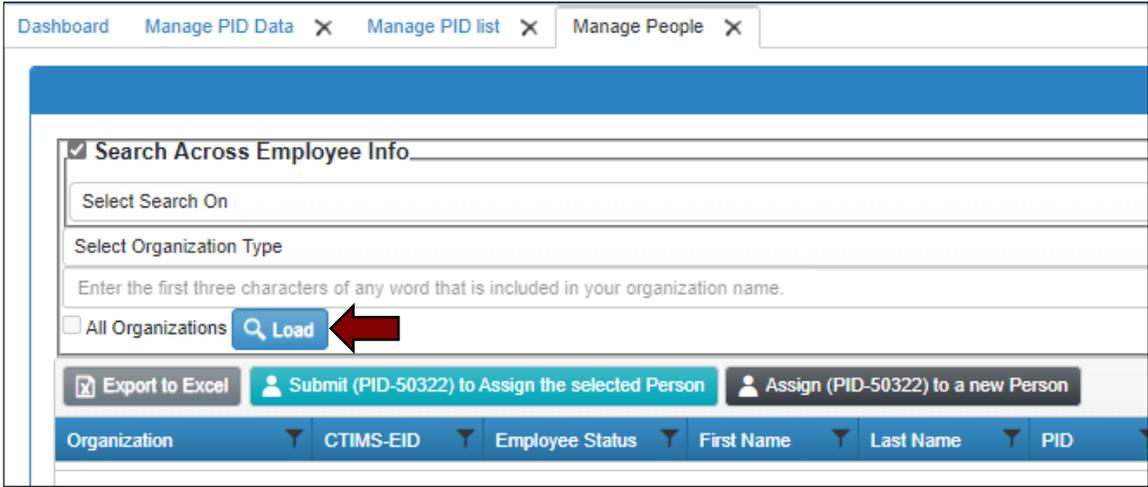
- Check the box next to **Search Across Employee Info.**
- Uncheck the **All organizations** box.



- In the **Select Search On** field, choose how you would like to search.
- **Search Text** field, type in the text you wish to search. For example, if your search option is last name, type in the last name, or a partial last name.

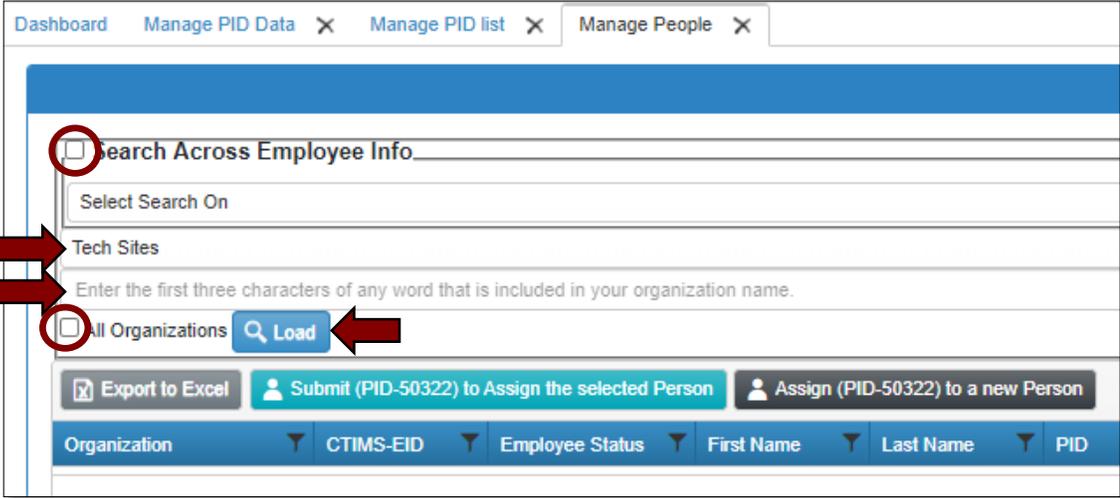


- Click **Load**. A list of records or just 1 record (depending on how you narrowed your search) will appear in the grid below.



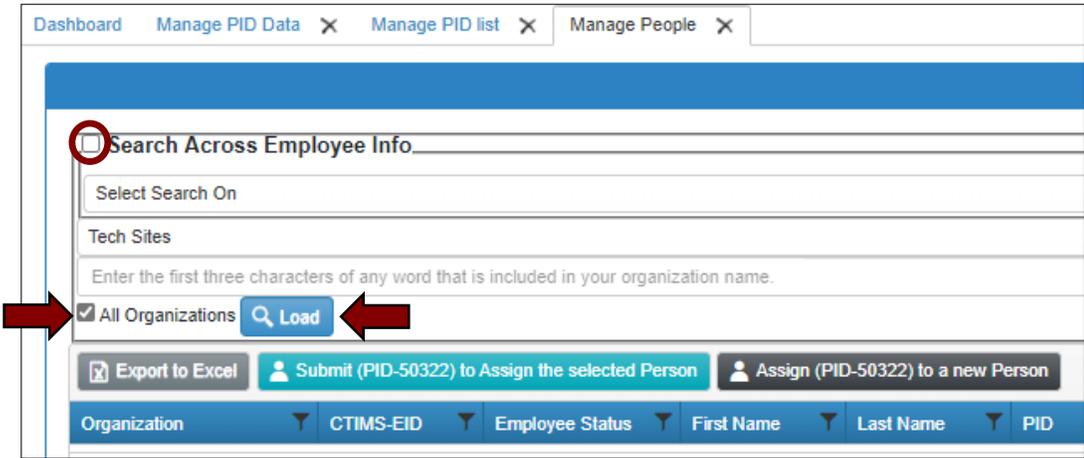
To view all people in an organization:

- Uncheck the **Search Across Employee Info** and **All organizations** boxes.
- Choose **Tech Sites** from the drop-down menu (if it's not already selected).
- Start typing your organization's name for it to populate then select it.
- Click **Load**.



To view all people under an entire district:

- Uncheck the **Search Across Employee Info** box.
- Make sure **All Organizations** box is checked.
- Click **Load**.

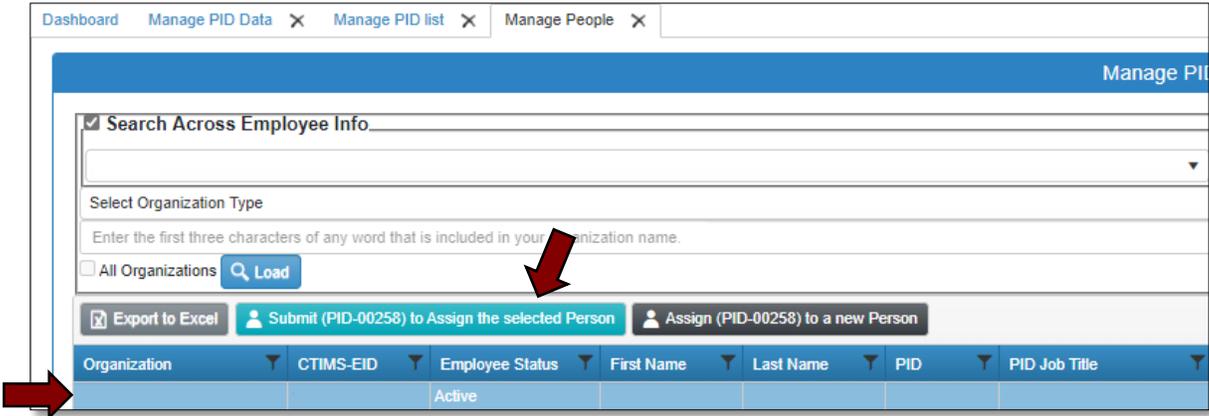


**\*Tip:** If you click once on any of the column headers it will filter that column in ascending order. If you click on it twice, it will filter in descending order. If you click on it a third time it will go back to the order that was populated after clicking load.

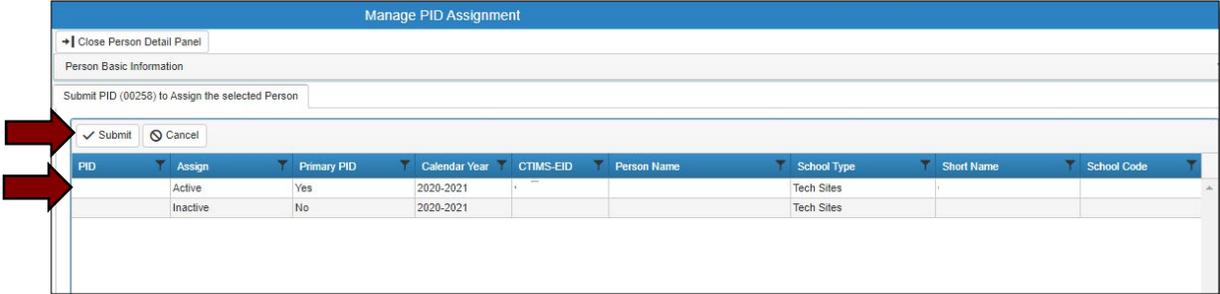
**\*Tip:** You can filter further down by clicking on the black funnel, on any column, and typing in something to narrow down your search.



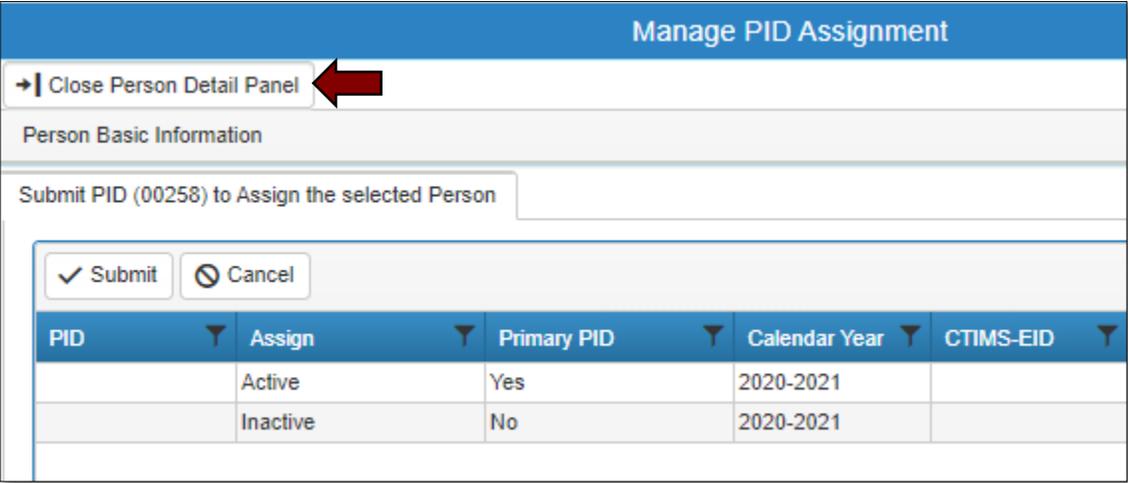
- If a record pulls up for the person you are looking for – click on the row of that record to highlight the entire row blue.
- Click **Submit (PID-12345) to Assign the selected Person**.



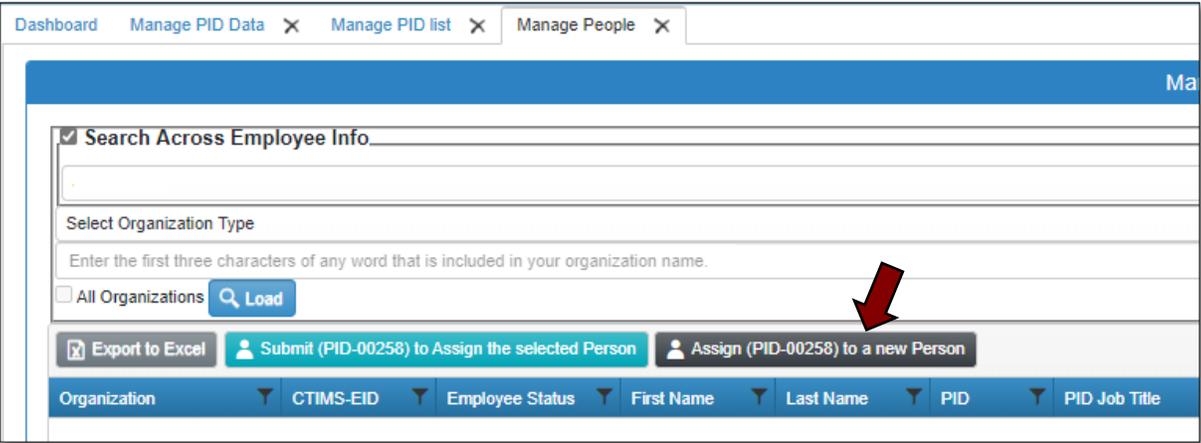
- Make sure the row with the correct PID, Calendar Year and school is marked Active under Assign and Yes under Primary.
- Click **Submit**.



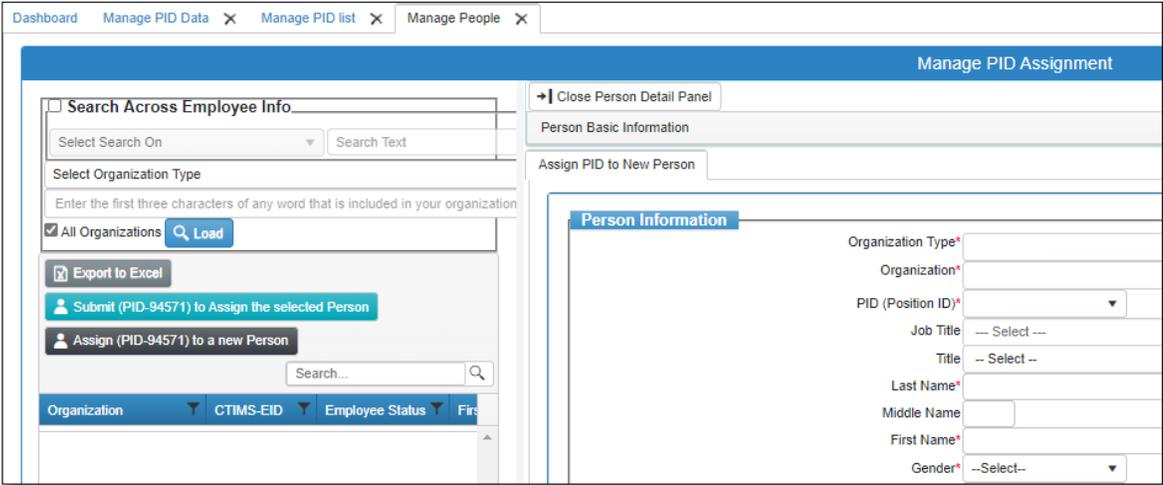
- To close the Person Basic Information screen, click **Close Person Detail Panel**.



- If a record does not pull the person up that you are wanting to add then click **Assign (PID-12345) to a new Person**.



- Basic information for the new person will open in a pane on the right side of the screen (the screen will split).



Fill in the required fields:

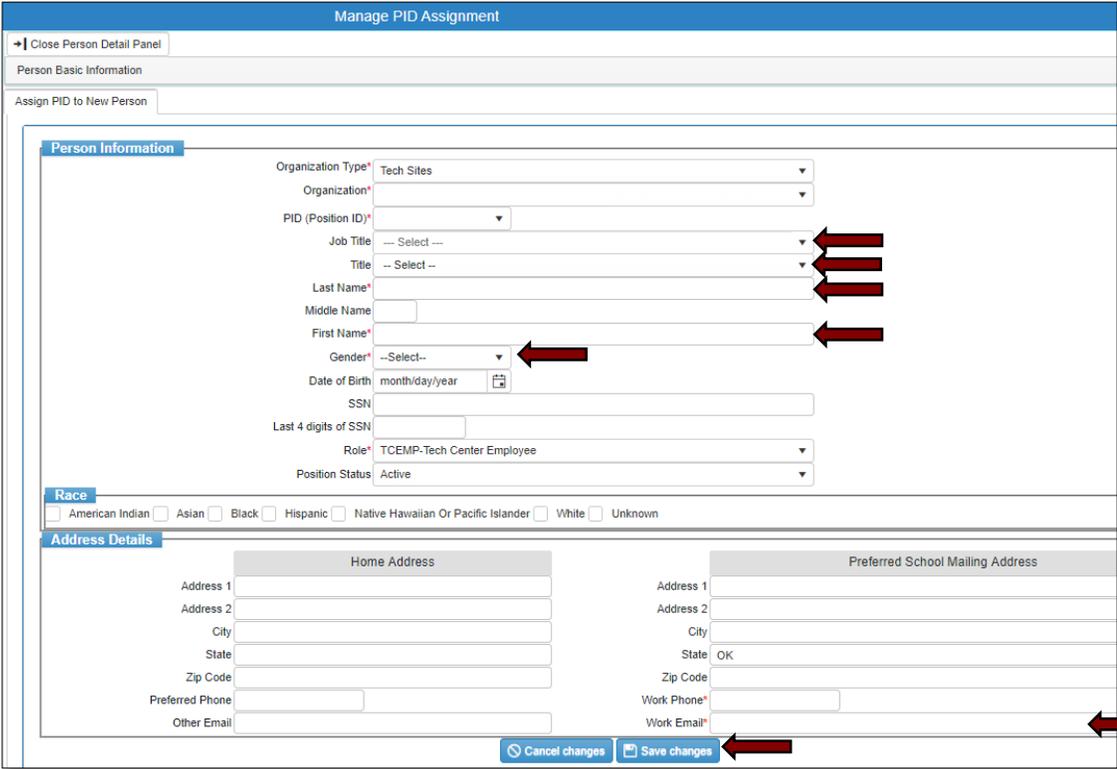
- Job Title, Title, Last Name, First Name, Gender, Work Email.

**Note A:** Organization and PID (Position ID) will auto-fill.

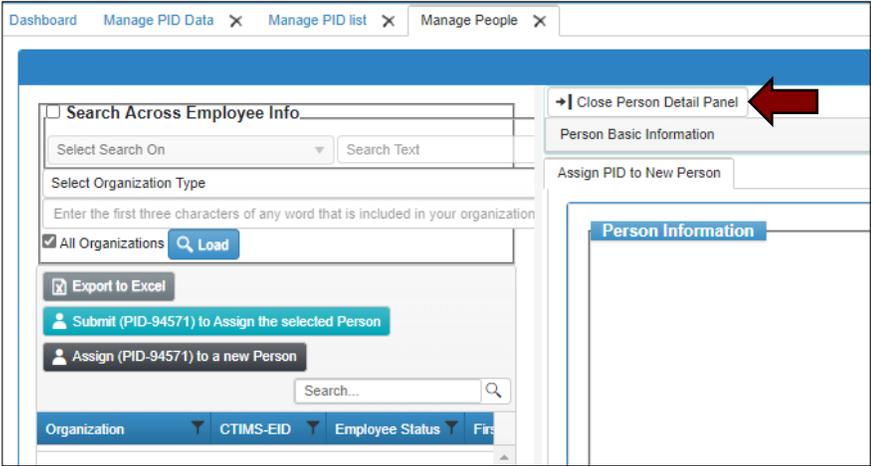
**Note B:** If a race is not selected, after saving it will default to 'Unknown'. You can update this anytime in the manage people screen.

**Note C:** Verify the Preferred School Mailing Address and phone are correct.

- Click **Save Changes**.

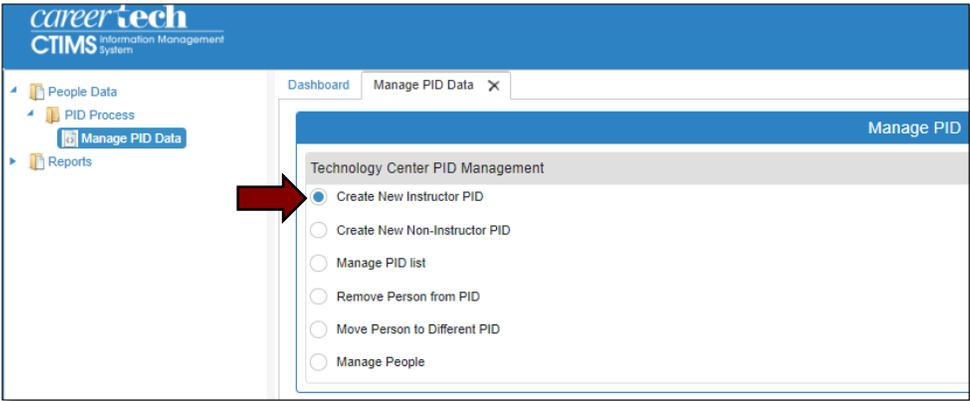


- To close the Person Basic Information screen, click **Close Person Detail Panel**.

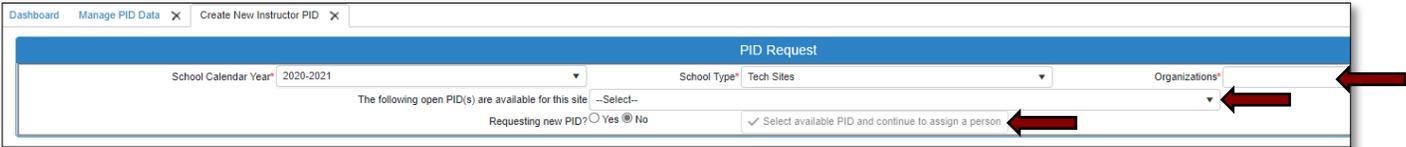


To Create a new instructor PID:

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

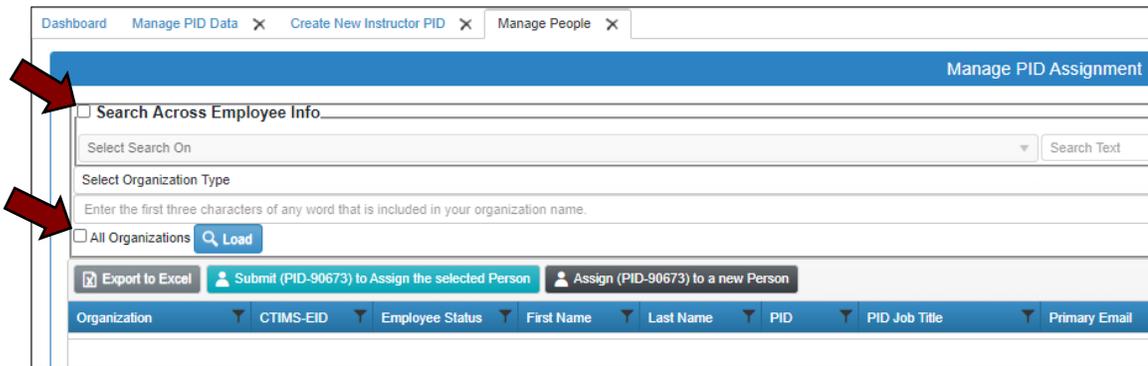


- Click in the search box next to **Organizations** and select it.
  - Click the drop-down arrow, next to **The following open PID(s) are available for this site**, to see if there are any available instructor PID's in the correct division.
- If there is an available PID, leave **No** selected next to **Requesting new PID?**
- Click **Select available PID and continue to assign a person**.

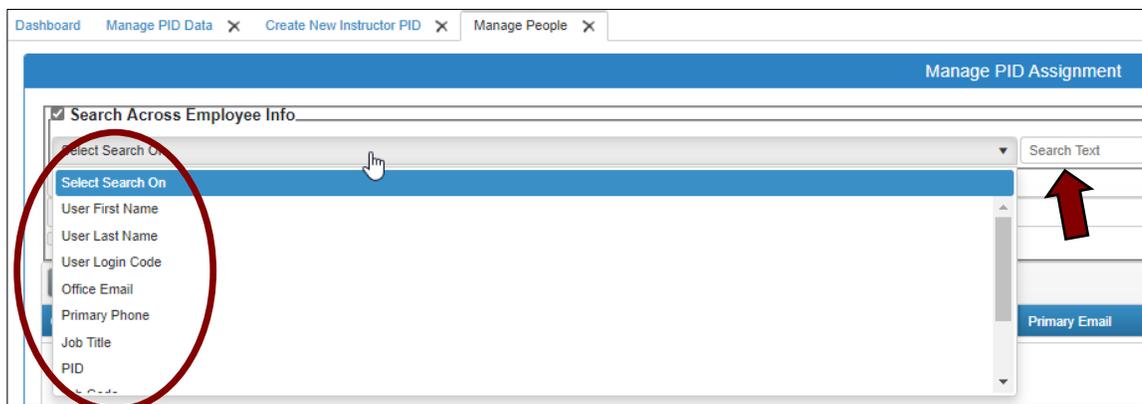


**Note:** Before assigning a new person to a PID, ALWAYS search to make sure the person you are putting into that PID is or is not in the system:

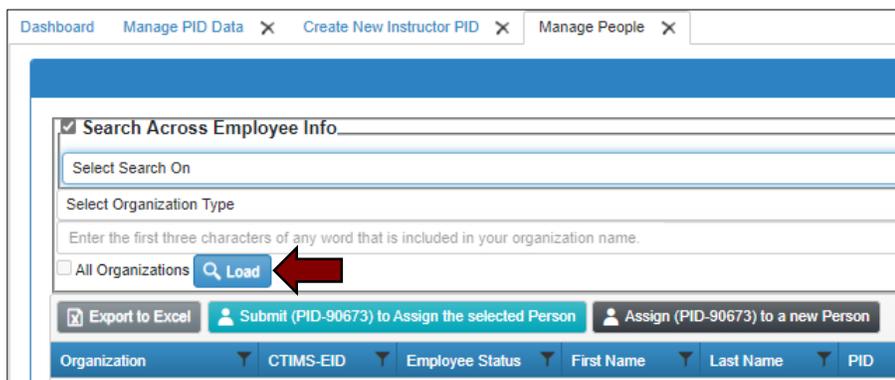
- Check the box next to **Search Across Employee Info.**
- Uncheck the **All organizations** box.



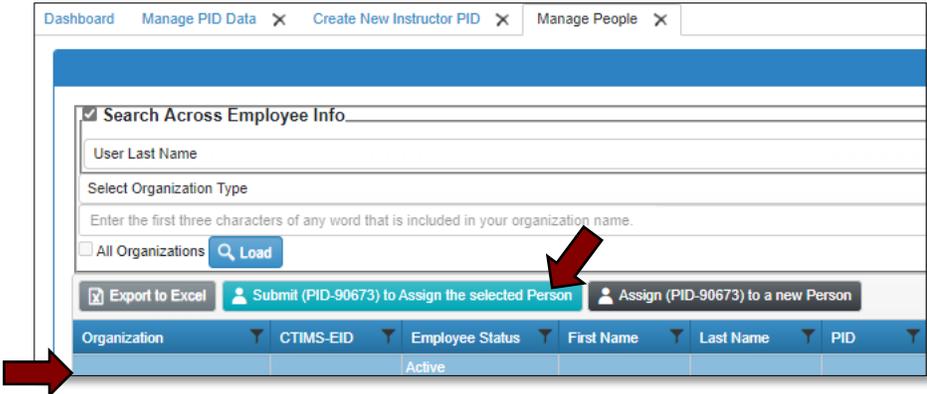
- In the **Select Search On** field, choose how you would like to search.
- **Search Text** field, type in the text you wish to search. For example, if your search option is last name, type in the last name, or a partial last name.



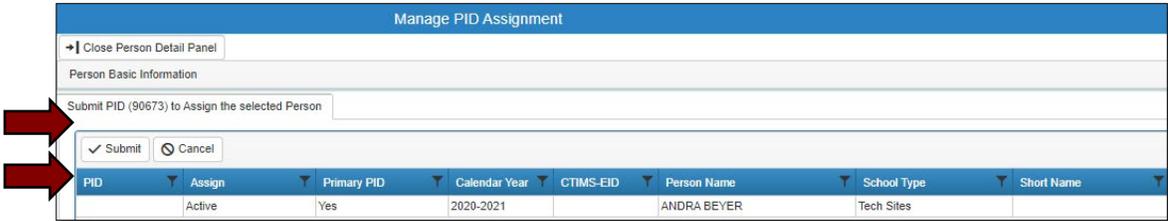
- Click **Load**. A list of records or just 1 record (depending on what you narrowed your search to) will appear in the grid below.



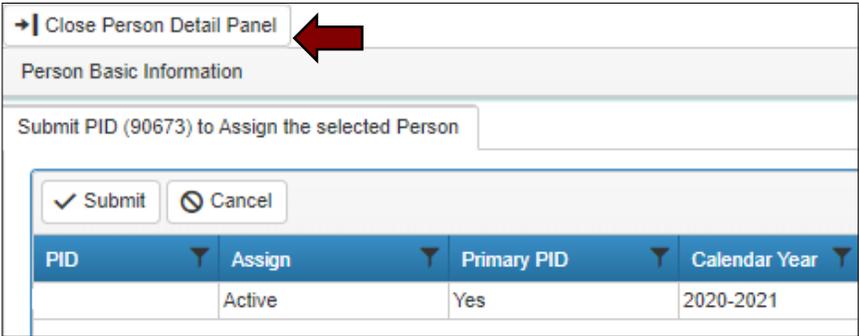
- If a record pulls up for the person you are looking for – click on the row of that record to highlight the entire row blue.
- Click **Submit (PID-12345) to Assign the selected Person.**



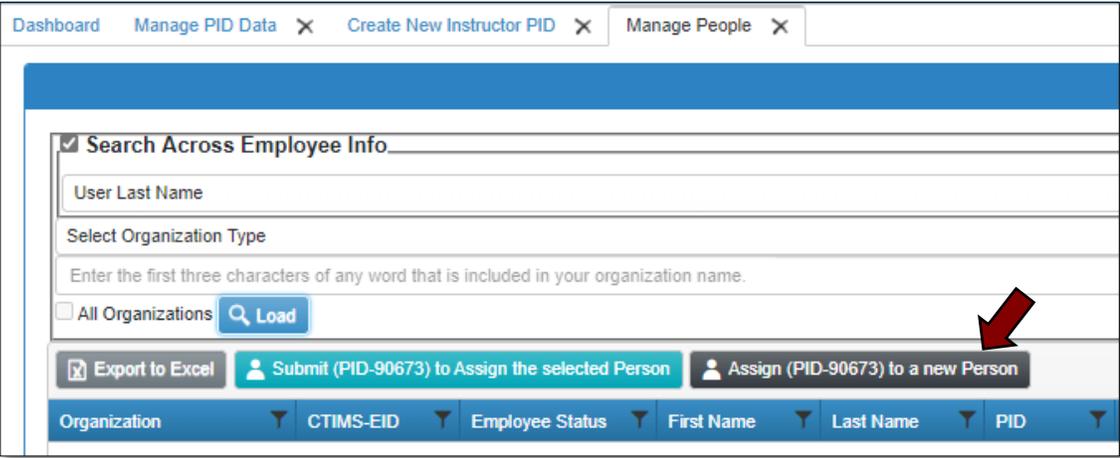
- Make sure the row with the correct PID, Calendar Year and school is marked Active under Assign and Yes under Primary.
- Click **Submit.**



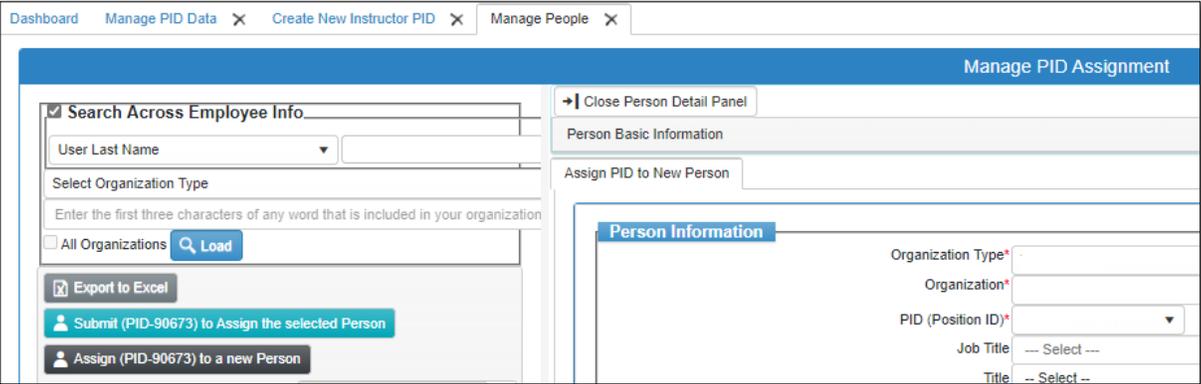
- To close the Person Basic Information screen, click **Close Person Detail Panel.**



- If a record does not pull the person up that you are wanting to add then click **Assign (PID-12345) to a new Person**.



Basic information for the new person will open in a pane on the right side of the screen (the screen will split).



Fill in the required fields:

- Job Title, Title, Last Name, First Name, Gender, Work Email.

**Note A:** Organization and PID (Position ID) will auto-fill.

**Note B:** If a race is not selected, after saving it will default to 'Unknown'. You can update this anytime in the manage people screen.

**Note C:** Verify the Preferred School Mailing Address and phone are correct.

- Click **Save Changes**.

The screenshot shows the 'Manage PID Assignment' form. The 'Person Information' section includes fields for Organization Type (Tech Sites), Organization, PID (Position ID), Job Title, Title, Last Name, Middle Name, First Name, Gender, Date of Birth, SSN, Last 4 digits of SSN, Role (TCEMP-Tech Center Employee), and Position Status (Active). The 'Race' section has checkboxes for American Indian, Asian, Black, Hispanic, Native Hawaiian Or Pacific Islander, White, and Unknown. The 'Address Details' section is split into 'Home Address' and 'Preferred School Mailing Address' with fields for Address 1, Address 2, City, State, Zip Code, Preferred Phone, Other Email, Work Phone, and Work Email. Red arrows point to the Job Title, Title, Last Name, First Name, Gender, and Work Email fields. At the bottom, there are 'Cancel changes' and 'Save changes' buttons.

- To close the Person Basic Information screen, click **Close Person Detail Panel**.

This screenshot shows the 'Manage PID Assignment' form in a sidebar view. On the left, there is a search panel with 'Search Across Employee Info' checked, a 'User Last Name' dropdown, 'Select Organization Type' section, and buttons for 'Export to Excel', 'Submit (PID-90673) to Assign the selected Person', and 'Assign (PID-90673) to a new Person'. The main form area shows the 'Person Information' section with fields for Organization Type, Organization, PID (Position ID), Job Title, and Title. A red arrow points to the 'Close Person Detail Panel' button at the top of the sidebar.

- Click in the search box next to **Organizations**, start typing in your organization’s name and select it.
  - Click the drop-down arrow, next to **The following open PID(s) are available for this site**, to see if there are any available instructor PID’s in the correct division.
- If there are **not** any available PID’s, click the **Yes** radio button  next to **Requesting new PID?**
  - The organization and Request Number will auto-fill.
- Click the drop-down arrow next to **Type of Professional/Certified Staff Position (Job Code)** and select **066-Instructor**.
  - You will only have an option of *066-Instructor* on this screen, since you are requesting a new instructor PID.
  - You will notice after you select this job code/job title another portion will appear on the screen.
- Type in the **Preferred Job Title**.
- Fill in the first and last Names, last 4 of SSN and Date of Birth if you have that information.
  - Please enter as much data/information as you can on each individual record.

- Select if the State Program has been approved or not
  - If Yes, use the drop-down to find the approved program.
  - If No, use the drop-downs to select the division and state program the PID will fall under.
- Select Yes or No on if the instructor will teach off site.
  - If yes, add the K12 school they will be teaching at and the course they will be teaching.
- Fill out the **number of hours per day, week and year instruction will be provided.**
- Put a note, even if it’s just the date, in the **Justification for additional PID** text box.
- Click **Save as Draft**.
- Click **Submit for Approval**.

- If the instructor will not teach offsite, select **No**:
  - fill out the number of hours per day, week and year instruction will be provided.
- Put a note, even if it's just the date, in the **Justification for additional PID** text box.
- Click **Save as Draft**.
- Click **Submit for Approval**.

Will instructor teach off site?  Yes  No

Number of hours per day instruction will be provided\*

Number of days per week instruction will be provided\*

Number of months per year instruction will be provided\*

Justification for additional PID\*  
(Maximum length is 500 characters)

Refresh Save as Draft Submit For Approval

Create a new non-instructor PID:

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

career-tech  
CTIMS Information Management System

Dashboard Manage PID Data X

Manage PID

Technology Center PID Management

- Create New Instructor PID
- Create New Non-Instructor PID
- Manage PID list
- Remove Person from PID
- Move Person to Different PID
- Manage People

- Start typing next to **Organizations** and select your organization.
- Select the drop-down arrow for **Job Title** and start typing in the job title you are needing for this particular PID.
  - Select the drop-down arrow next to **The following PID(s) are available for the selected Job Code**.
  - If there is an available PID, select it.
  - Click on **Assign person to this PID**.

Dashboard Manage PID Data X Create New Non-Instructor PID X

PID Generation

OrganizationType\* Tech Sites Organizations\* --Select--

Job Title\* --Select-- The following PID(s) are available for the selected Job Code

Note: Unassigned PID(s) exist for this job code. Please select one and click "Assign person to this PID".  Assign person to this PID

Start Year\* 2020-2021 Job Title\* PID Number\* 58829

Effective Date\* month/day/year PID Status\* Active PID Assign Status\* Unassigned

Will instructor teach off site?  Yes  No

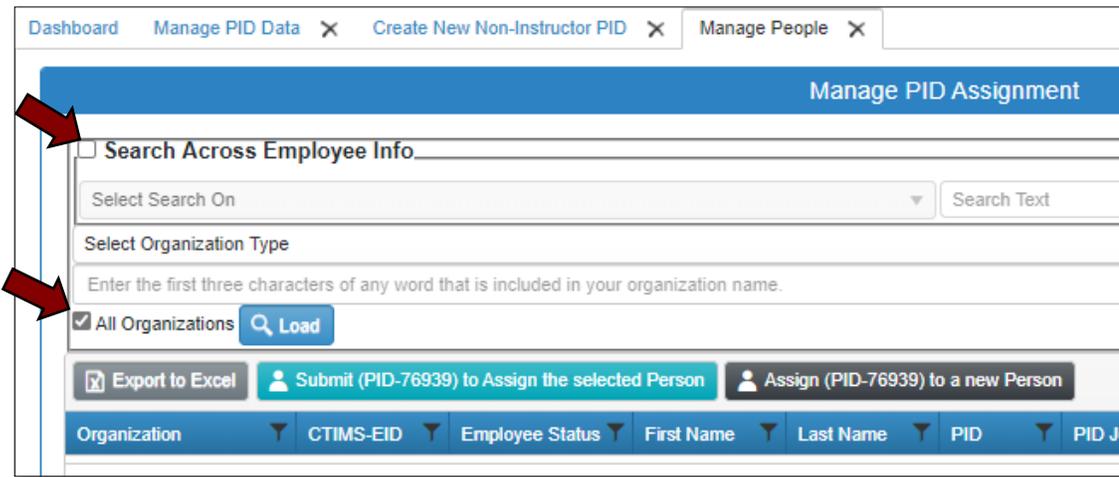
Note

(Maximum length is 500 characters)

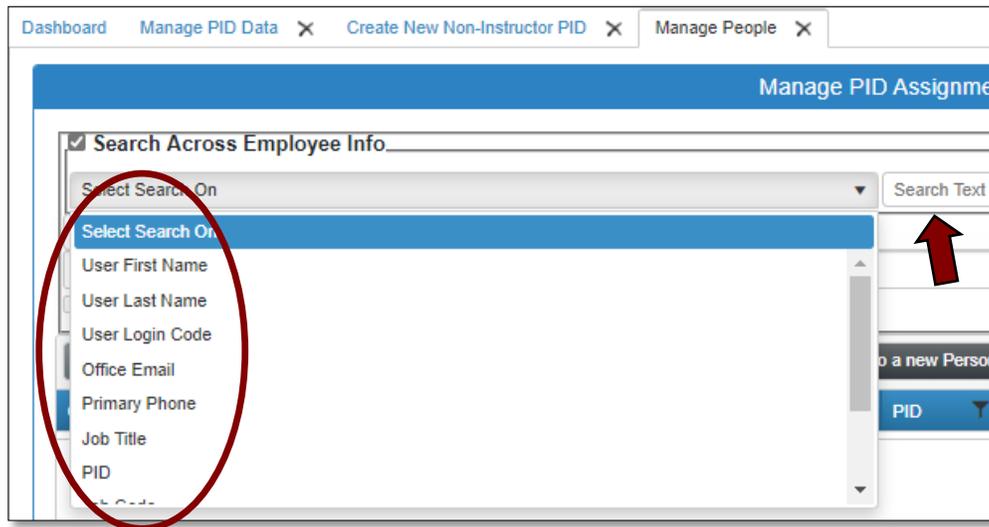
Go to Manage PID Data Go to PID Request Summary Save Changes Cancel Changes

**Note:** Before assigning a new person to a PID, ALWAYS search to make sure the person you are putting into that PID is or is not in the system:

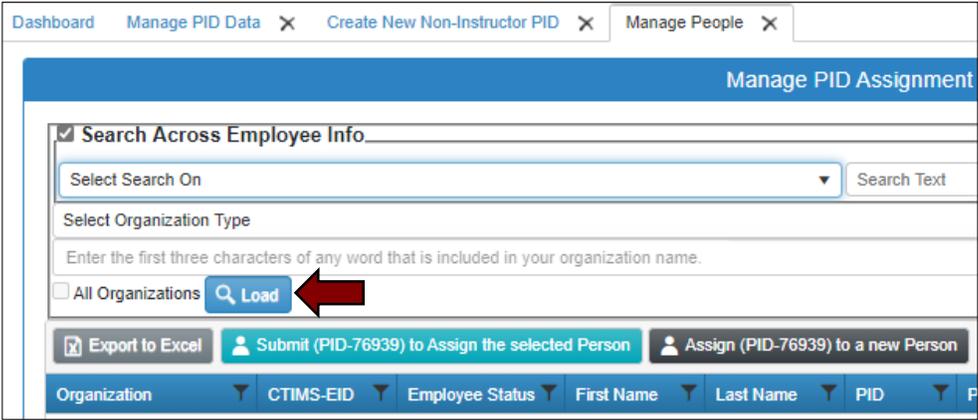
- Check the box next to **Search Across Employee Info.**
- Uncheck the **All organizations** box.



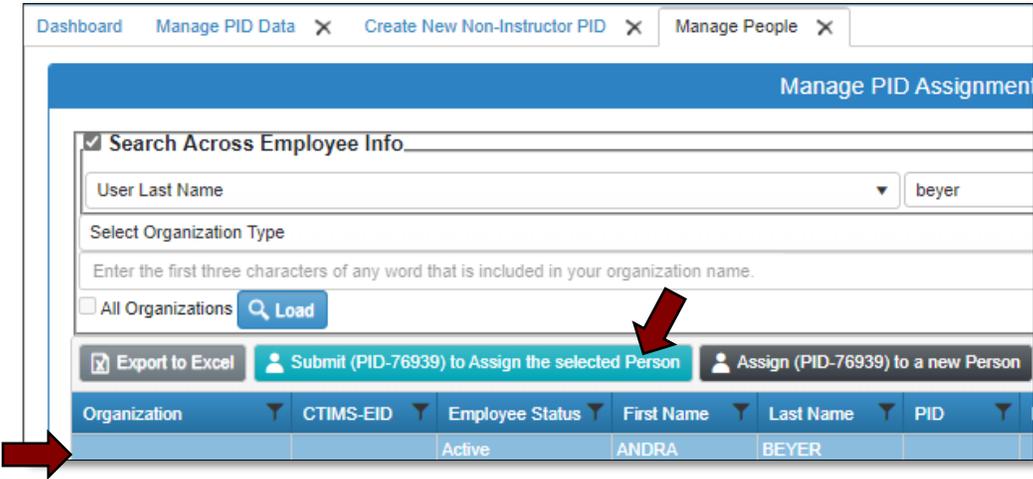
- In the **Select Search On** field, choose how you would like to search.
- **Search Text** field, type in the text you wish to search. For example, if your search option is last name, type in the last name, or a partial last name.



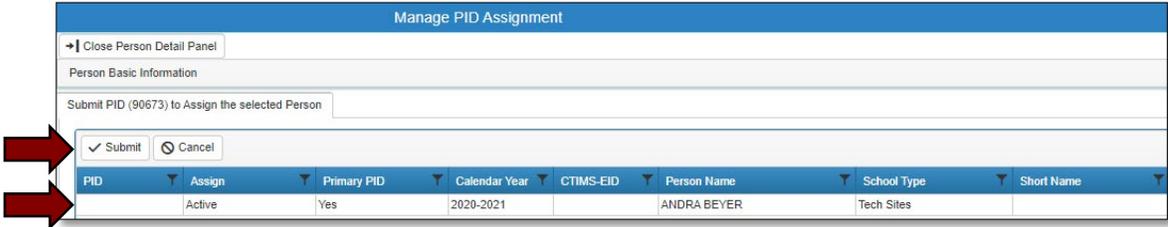
- Click **Load**. A list of records or just 1 record (depending on what you narrowed your search to) will appear in the grid below.



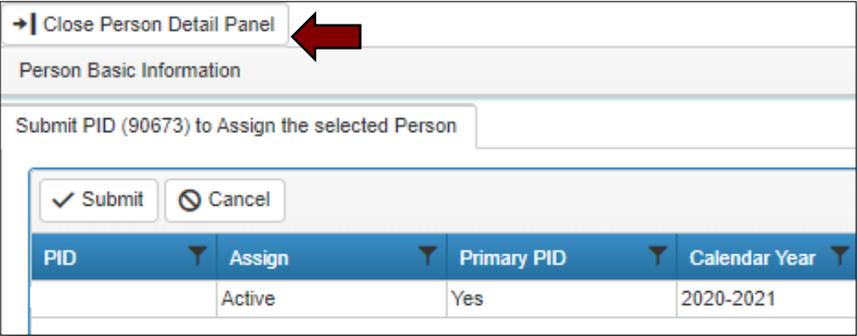
- If a record pulls up for the person you are looking for – click on the row of that record to highlight the entire row blue.
- Click **Submit (PID-12345) to Assign the selected Person**.



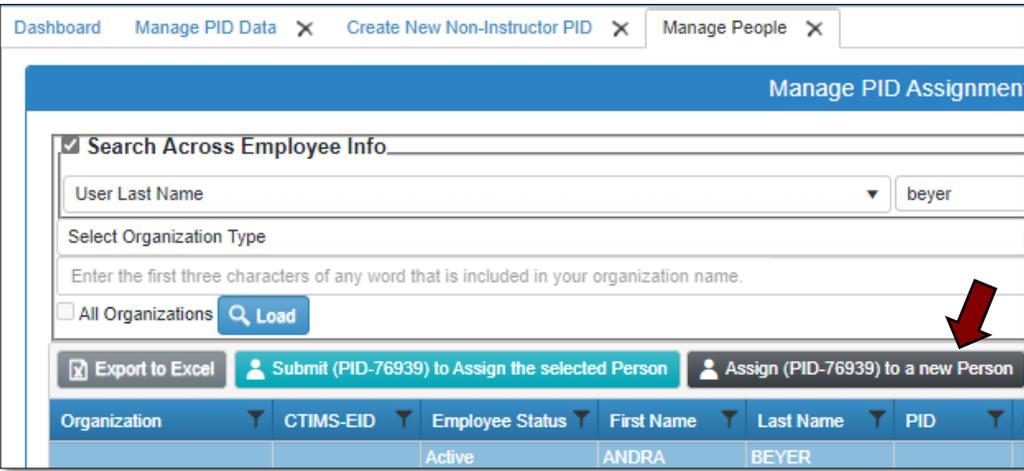
- Make sure the row with the correct PID, Calendar Year and school is marked Active under Assign and Yes under Primary.
- Click **Submit**.



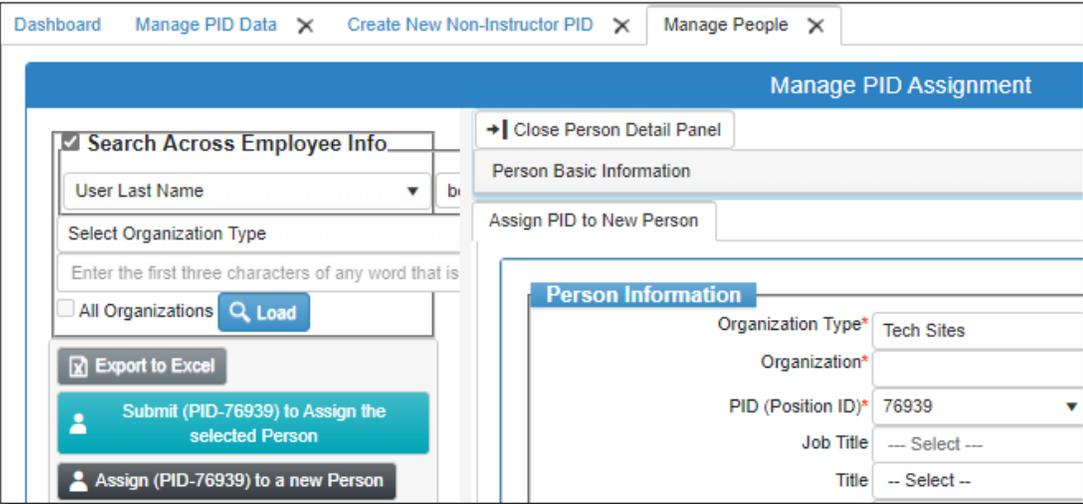
- To close the Person Basic Information screen, click **Close Person Detail Panel**.



- If a record does not pull the person up that you are wanting to add then click **Assign (PID-12345) to a new Person**.



Basic information for the new person will open in a pane on the right side of the screen (the screen will split).



Fill in the required fields:

- Job Title, Title, Last Name, First Name, Gender, Work Email.

**Note A:** Organization and PID (Position ID) will auto-fill.

**Note B:** If a race is not selected, after saving it will default to 'Unknown'. You can update this anytime in the manage people screen.

**Note C:** Verify the Preferred School Mailing Address and phone are correct.

- Click **Save Changes**.

The screenshot shows the 'Manage PID Assignment' form. The 'Person Information' section contains the following fields: Organization Type (Tech Sites), Organization, PID (Position ID), Job Title (--- Select ---), Title (-- Select --), Last Name\*, Middle Name, First Name\*, Gender\* (--Select--), Date of Birth (month/day/year), SSN, Last 4 digits of SSN, Role\* (TCEMP-Tech Center Employee), and Position Status (Active). The 'Race' section has checkboxes for American Indian, Asian, Black, Hispanic, Native Hawaiian Or Pacific Islander, White, and Unknown. The 'Address Details' section is split into 'Home Address' and 'Preferred School Mailing Address', each with fields for Address 1, Address 2, City, State, and Zip Code. There are also fields for Preferred Phone, Other Email, Work Phone\*, and Work Email\*. At the bottom, there are 'Cancel changes' and 'Save changes' buttons. Red arrows point to Job Title, Title, Last Name, First Name, Gender, and Work Email.

- To close the Person Basic Information screen, click **Close Person Detail Panel**.

This screenshot shows the 'Manage PID Assignment' form from a different perspective. On the left, there is a search panel with 'Search Across Employee Info', a 'User Last Name' dropdown, 'Select Organization Type', and a 'Load' button. Below the search panel are buttons for 'Export to Excel', 'Submit (PID-76939) to Assign the selected Person', and 'Assign (PID-76939) to a new Person'. The main form area shows the 'Person Information' section with Organization Type (Tech Sites), Organization, PID (Position ID) (76939), Job Title (--- Select ---), and Title (-- Select --). A red arrow points to the 'Close Person Detail Panel' button at the top of the form.

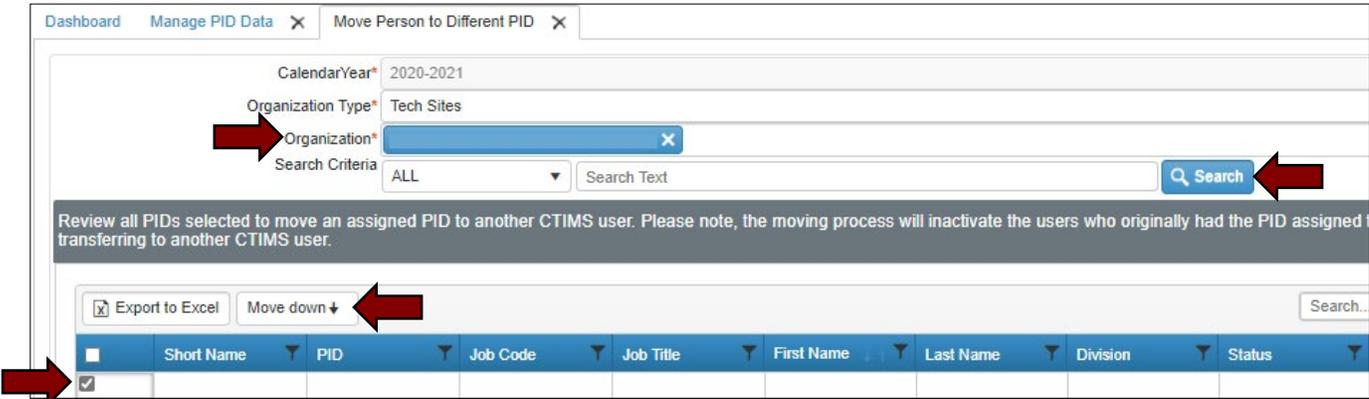
- Start typing next to **Organizations** and select your organization.
- Select the drop-down arrow for **Job Title** and start typing in the job title you are needing for this particular PID.
  - Select the drop-down arrow next to **The following PID(s) are available for the selected Job Code.**
  - If there is not an available PID:
    - You can enter the effective date of this PID (it is not required).
- Select No on if the **instructor will teach off site** (this is not an instructor PID – we will get this reworded or removed).
- Click **Save Changes.**
  - Write down the **PID Number.**

To fill the new non-instructor PID you just created, go to: **Page 14.**

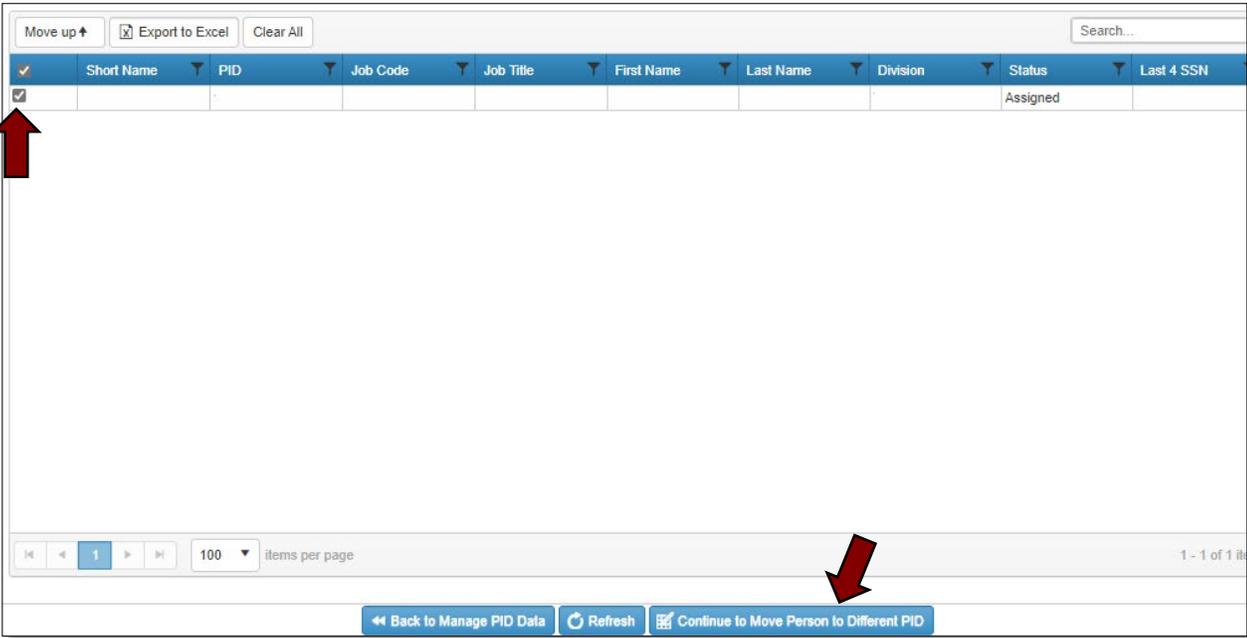
Move Person to Different PID:

Click the radio button  next to **Move Person to Different PID.**

- Start typing next to **Organizations** and select your organization.
- Click **Search**.
- Select the person you are wanting to move to a different PID.
- Click **Move Down**.
  - Scroll down to the bottom of the page.



- Make sure the person you moved down is the correct person.
- Click **Continue to Move Person to Different PID**.

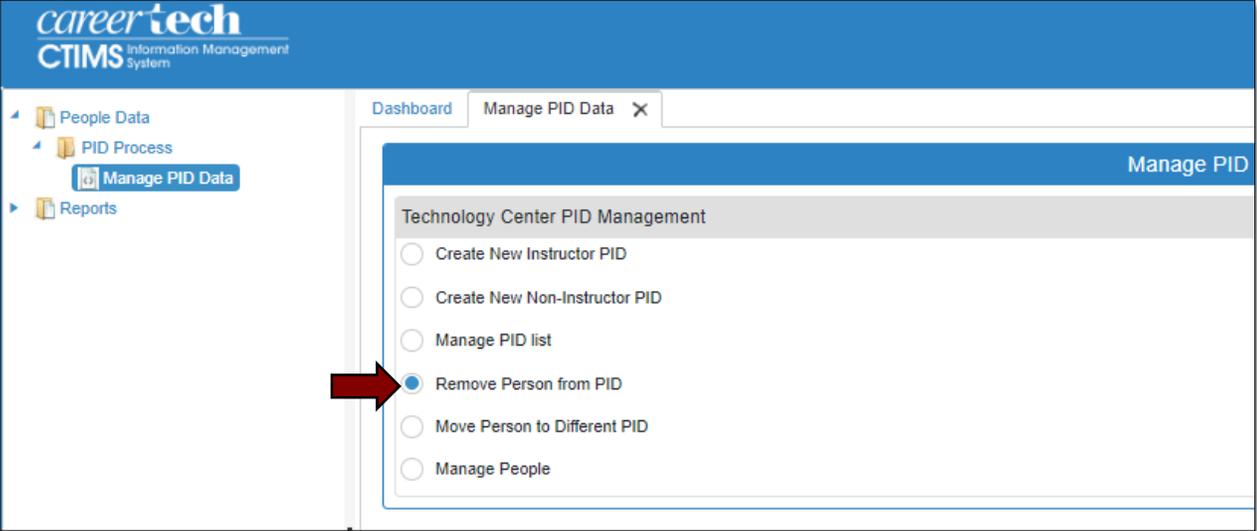


- Click **Continue to Move Person to Different PID**, again.

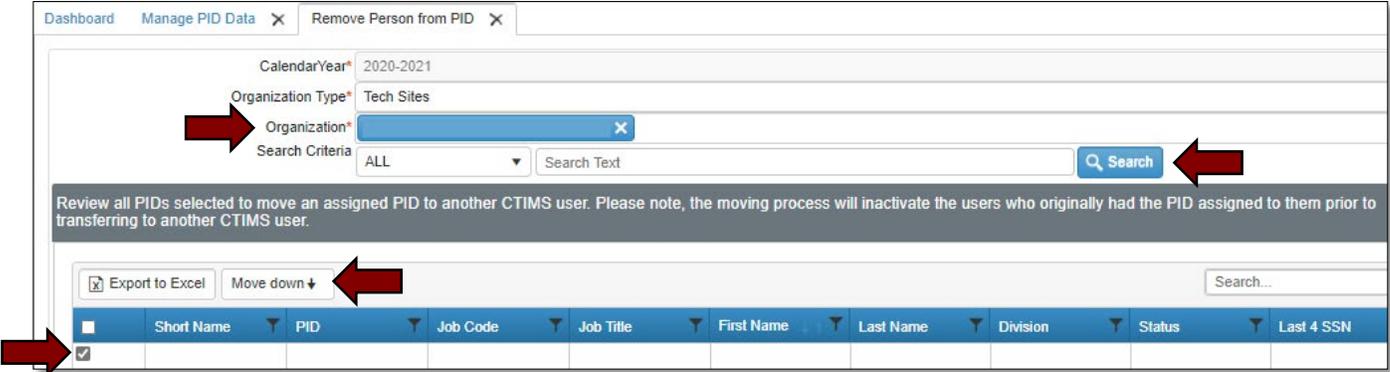
Remove Person from PID:

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

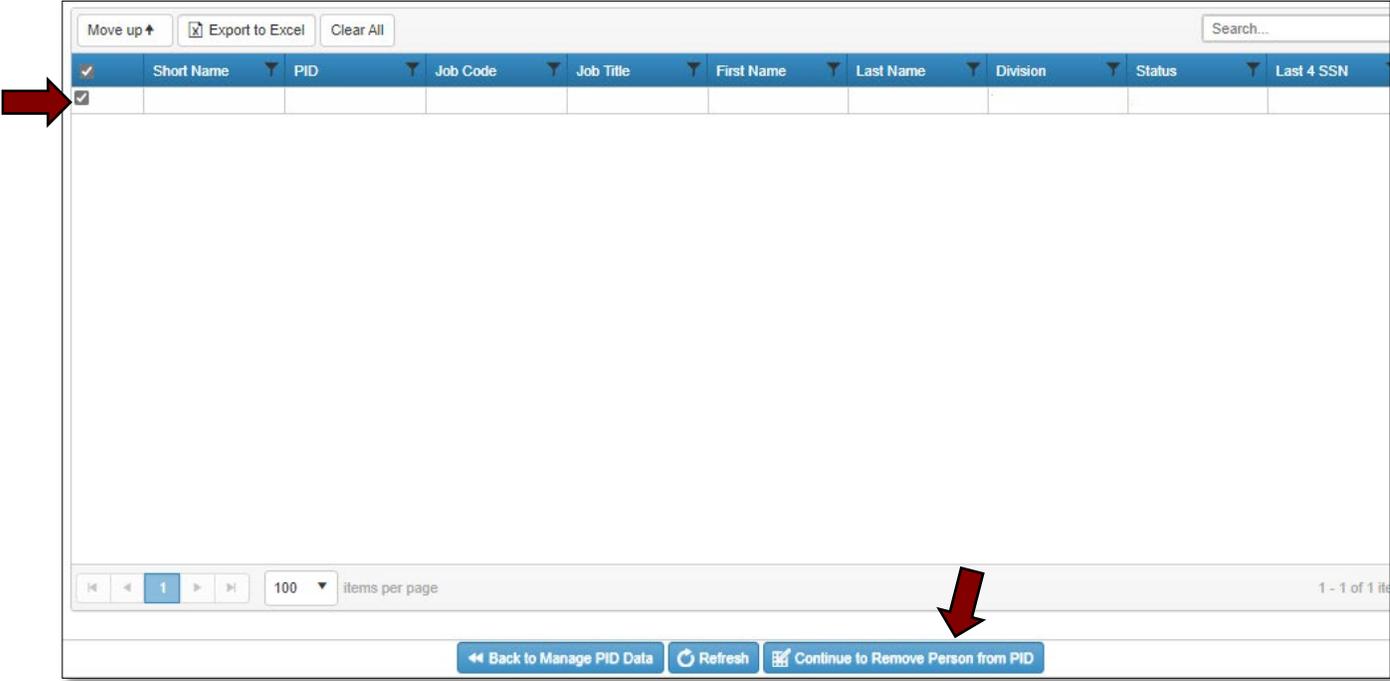
Click the radio button  next to **Remove Person from PID**.



- Start typing next to **Organizations** and select your organization.
- Click **Search**.
- Select the person you are wanting to move to a different PID.
- Click **Move Down**.
  - Scroll down to the bottom of the page.



- Make sure the person you moved down is the correct person.
- Click **Continue to Move Person to Different PID**.

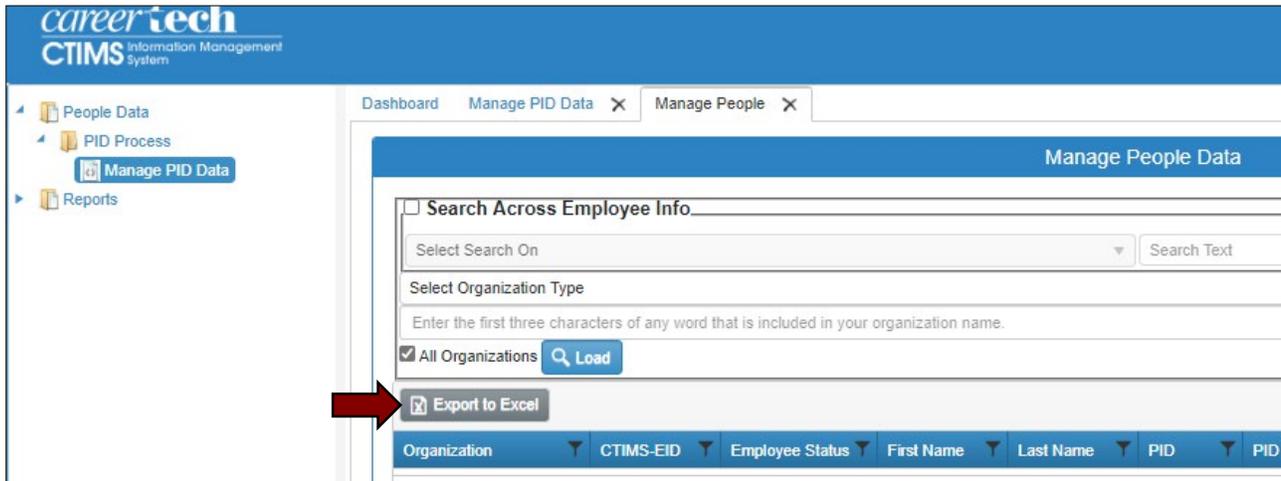


- Click **Continue to Move Person to Different PID**, again.

## Reports in People Management

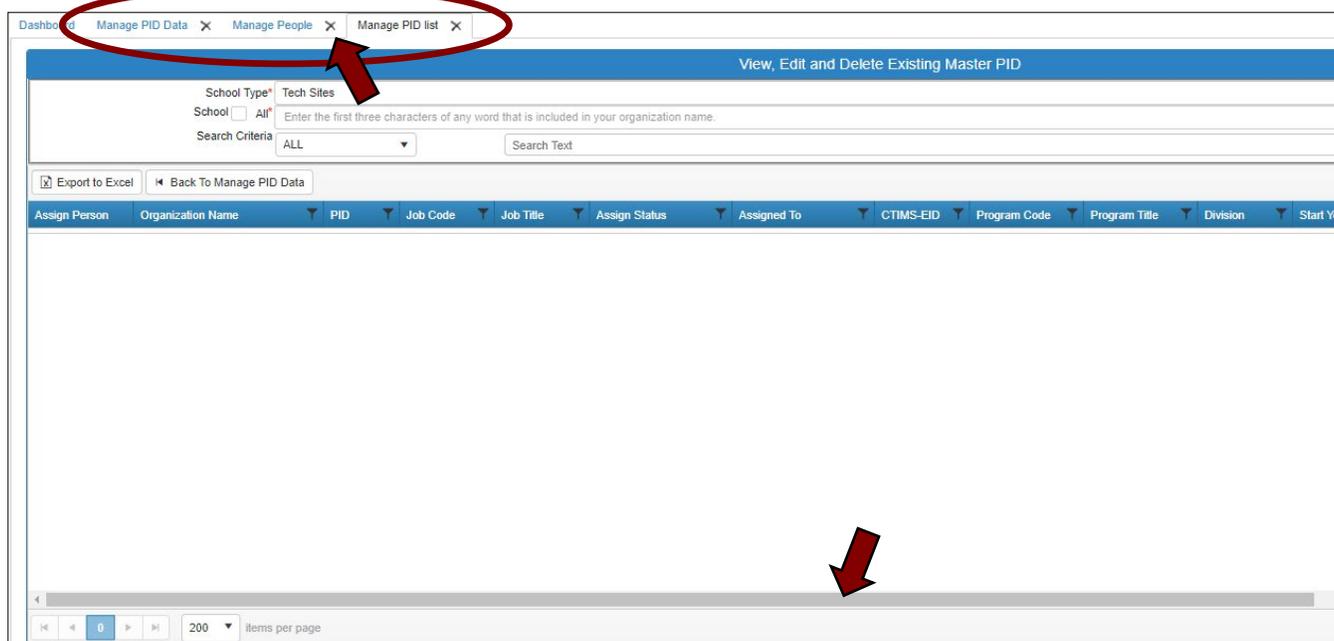
You can export a report from People Data from the **Manage People Data** screen.

- Access the **Manage People Data** screen following the instructions [here](#).
- On the **Manage People Data** screen, access the information you wish to export.
  - To access all people in a specific organization, follow instructions [here](#).
  - To access all people under an entire district, follow instructions [here](#).
- When you have accessed the appropriate list of people on the **Manage People Data** screen, click the **Export to Excel** button.



## CTIMS Helpful Hints

- There are scroll bars located at the bottom and right of some of the screens in CTIMS.
  - If you cannot see all of the information on a screen, go to the right or bottom of the screen and use the scroll bar to see navigate over to view additional columns and rows.
- You can flip between screens or tabs in CTIMS. Click on any open tab at the top of your screen to toggle between them.



- There are tabs within screens in CTIMS. Look for these tabs to view a different screen or more information.
- Many sections in CTIMS can be expanded in order to view more detailed information by clicking on the arrow  next to the section header or line (row).
- Hold down the Ctrl key and click on the + or – keys to zoom in or out.
- **Do not** use the Print icon  to print documentation.
- Use the save icon  to download/save a PDF.
- You can only have 10 tabs open at one time. To close tabs, click on the  on the right side of the tab you wish to close, then confirm that you would like to close by clicking OK on the confirmation screen.

## Appendix A

### CAREERTECH INFORMATION SYSTEM UPDATES & DATA DEFINITIONS

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

***\*\*Staff at the department utilizing personnel data will consider the information to be current as of the date accessed, so it is extremely important that the records for your technology center staff be maintained on a regular basis.***

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

Salary information should be reported in the following manner:

#### **Base Salary –**

Include the contracted annual salary of employee.

Salary for hourly employees must be converted to an annual salary amount. Calculate based on (estimated number of hours per week) X (estimated number of weeks per annual contract period.) ODCTE recognizes annual salary amounts for hourly employees are estimated figures.

Cash in lieu of health benefits should be reported in the “Other” field IF it is not included in contracted “Base Salary”.

#### **Health Insurance –**

Enter the amount the tech center pays for the individual employee health coverage.

This could include family health coverage IF paid by the tech center.

Do not include dental, life, vision or other health related benefits. Definitions for flex benefits are health insurance only, so any additional benefits should be included in “Other”.

Amounts paid by the individual for family coverage should **Not** be included in the Health Insurance column if these amounts are already included as part of “Base Salary” or if the cash in lieu of health benefits reported in “Other” was used for that purpose.

Field amount for non-participants should be zero.

#### **Teacher Retirement –**

The amount sent to TRS by the tech center for the employee’s participation.

This amount **DOES NOT** include the employer’s contribution.

This amount **DOES** include the employee's contribution IF the tech center pays the employee's share.

It should NOT include the employee's contribution IF that amount is part of "Base Salary". Does not include TRS offset amount. If the tech center pays the equivalent of the employee's TRS offset, this amount should be reported in the "Other" field if not already included as part of "Base Salary."

Field amount for non-participant should be zero.

**Other –**

Includes all other items, such as dental, life and vision insurance, annuities, cash in lieu of health benefits, TRS offset amount, and any other items not included as part of "Base Salary".

FY21 Flex Cash amounts (per month):

Certified non-participant: \$69.71

Support non-participant: \$189.69

**Changes to personnel during the year**

Updates should be made **at least once each month** and should include removal of departing employees, addition of new employees, changes to employee information (name, address, e-mail address, etc.) and other similar types of updates and changes. Access to the CareerTech Information Management System (CTIMS) is available around the clock, allowing technology center staff to maintain accurate records at all times.

Salary modifications occurring during a fiscal year for staff reported by the October 15 date do not need to be adjusted on the employee record.

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

Administrative and Instructional – All staff employed 50% or more.

Adjunct Instructor – An instructor that is on a temporary contract, receives no benefits, is not on the regular payroll of the school, and is providing instruction for an approved career major.

Support Staff – All staff employed 75% or more. Salary for staff receiving hourly wages must be converted to an annual amount. Support staff employed less than 75% can be added to the tech center file at the discretion of each tech center.

Percentage of employment should be calculated based on a standard 40-hour work week (i.e. 20 hours per week = 50% employed). The contract length (number of months) should be entered for each employee in the file.

Should you have any questions concerning the Tech Center Information System, please contact Andra Beyer at 405-743-5403, or by e-mail at [ctimssupport@careertech.ok.gov](mailto:ctimssupport@careertech.ok.gov)

IMPORTANT THINGS TO REMEMBER WHEN USING CTIMS

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

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