Information Management System (CTIMS)

Technology Center Info Submitter Guidebook

Information Management Division

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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:

Mika Hickman  
Administrative Assistant  
Office: (405) 743-5124  
Email: Mika.Hickman@careertech.ok.gov

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Finance Contact

IMPORTANT:  
For questions about specific finance requirements or what content you need to input, contact the Financial Services-Financial Operations Administrator - contact information above.

Joanne Dewald  
Financial Services-Financial Operations Administrator  
Office: (405) 743-6824  
Email: Joanne.Dewald@careertech.ok.gov
Help and Troubleshooting

If you do not have a CTIMS account set up or are having trouble with the navigation or software, contact 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 the latest version of Microsoft Edge, Google Chrome, or Mozilla Firefox. CTIMS is currently not compatible with other browsers.

CTIMS Customer Support Contact
Rebecca Thacker
Phone: 405-743-5134
CTIMSSupport@careertech.ok.gov
Objective: This guidebook will take you through the steps to add/update Technology Center personnel information into CTIMS.

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.

CTIMS Login and Assistance

- Click here to login to CTIMS: CTIMS Login
- Microsoft Edge, Mozilla Firefox, or Google Chrome are currently the only browsers compatible with CTIMS.
- Setting up your CTIMS Account
- For help with CTIMS, contact the Information Management Division via email: CTIMSSupport@careertech.ok.gov
- Support available Monday through Thursday 7:00 - 5:00 and Fridays 7:00 - 4:00
Accessing People Data

If you have more than one role in CTIMS make sure you have the correct role selected. 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, if necessary.

If you do not see Tech Center Info Submitter, contact CTIMSSupport@careertech.ok.gov

Click the arrows next to People Data then PID Process.
Click on the Manage PID Data link under PID Process.
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 List, Remove Person from PID, Move Person to Different PID, or Manage People

Manage People

View/Update Individual Personal Information:

- Click the radio button next to Manage People.
  - Manage People screen: Ability to search for individuals or view all people by organization

Search by INDIVIDUAL

- Check the box next to Search Across Employee Info to select it.
**Suggestion: search by the most unique part of the person's name.**

- 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 down your search or if there are duplicate records that need cleaned up) will appear in the grid below.
**Search by SITE**

- Make sure Tech Sites is selected from the drop-down menu.
- Type the first 3 letters of your organization for it to populate.
  - Select organization.
- Make sure the All organizations box is un-checked.
- Click Load.

**Search by DISTRICT/All Campuses**

- Make sure Tech Sites is selected from the drop-down menu.
- Type the first 3 letters of your organization for it to populate.
  - *Hint:* At the same time, push Ctrl+A on your keyboard to select all campuses.
  - Hit Enter on your keyboard.
    - All campuses should be listed.
- Make sure All organizations box is un-checked.
- Click Load.
**CTIMS-EID is the ONE unique record number for each individual in CTIMS. It will follow that person anywhere they go in the CT system.**

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

After you click on the CTIMS-EID hyperlink, the basic information for the selected person will open in a pane on the right side of the screen (the screen will split). There are multiple tabs 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 before navigating to a different tab.**
**Basic Information**

- Update/edit the information by clicking in the appropriate field and typing.
- Save Changes.

**Phone Information**

- 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.**
- Save Changes.
Email Information

- 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.
- Save Changes.

Teacher Certification

- Update/edit the information by clicking in the appropriate field and typing.
- Save Changes.
**Experience**

- Update/edit the information by clicking in the appropriate field and typing.
- Save Changes.

**Education**

- Update/edit the information by clicking in the appropriate field and typing.
- Save Changes.
Salary Detail

- Update/edit the information by clicking in the appropriate field and typing.
- **If a person has 2 PID’s – you can toggle between both by clicking the drop-down arrow next to PID**.
- Save Changes.
  - See Appendix A for Salary and Benefits submission details
    - For information on what or how to enter data on this screen, contact Joanne Dewald

Contact Details

- Update/edit the information by clicking in the appropriate field and typing.
- Save Changes.
Person Work Assign

- Update/edit the Primary Work Assignment by clicking in the appropriate field and typing.
- Save Changes.

Manage PID list

- Click the radio button next to Manage PID List.
Search by **DISTRICT**

- Check the box between School & All*.
- Choose a search option from the drop-down Search Criteria menu.
- Type the first 3 letters of your organization in the Search Text box.
- Click Search.

**Assign Person to a PID**

- To narrow down your search - use the black funnel in the PID column to filter the PID you are needing.
- Click Assign Person to assign a new/existing person to this PID.

**NOTE:** Before assigning a person to a PID, ALWAYS search to make sure that person is not already in the system - this will prevent duplicate records being made.

- 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.
  o *Suggestion*: Search the most unique part of the person’s.
• 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.
• 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.
  o **Make sure you verify that it is the correct person – you can do this by clicking on the CTIMS-EID hyperlink to view that person’s record.**
• Click Submit (PID-12345) to Assign the selected Person.

- Make sure the row with the correct PID, Calendar Year and School (Short Name) is marked Active under Assign and Yes under Primary.
- Click Submit.

- Close the Person Basic Information screen by clicking Close Person Detail Panel.
IF a record does not pull up the person that you are searching for, click Assign (PID-12345) to a new Person.

**The screen will split.**

Enter required fields on the Person Information screen
- 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:* Preferred School Mailing Address information SHOULD auto-populate. Verify that the address and phone are correct.

- Click Save Changes.
- Click Close Person Detail Panel at the top left corner of the page.
Create New Instructor PID

Click the radio button next to Create New Instructor PID.

**This requires approval by IMD. Please feel free to email Andra Beyer after you have submitted a request.

- Type the first 3 letters of the organization in the box next to Organizations and select your organization.
- 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, keep No selected next to Requesting new PID?
  - If there are not any PID's available, click here.
- Click Select available PID and continue to assign a person.
Click here to follow instructions on how to put someone in the selected PID.

- 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 Name and Last Name, 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 Yes or No, if the State Program has been approved.
  - 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 if the instructor will teach off site.
  - If Yes, follow these instructions to fill in the K12 School information.
  - If 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.
Tech Center Instructor teaching off site

- Click +Add K12 School and Course(s)
- Type the first 3 letters of your organization in the box under Pick K12 Schools and select your organization.
- Type the first 3 letters of the program that will be taught at the K12 school site and select it.
- 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.
Create a new non-instructor PID:

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

- 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 Save Changes
  - Click on Assign person to this PID.

**Click here for instructions on assigning someone to a PID.**

- If there is not an available PID:
  - You can enter the effective date of this PID (it is not required).
- Select Yes or No on if the instructor will teach off site (this is not an instructor PID – we will get this reworded or removed).
- Select Job Title
  - Write down the PID Number
- Click Save Changes
**To fill the new non-instructor PID you just created, go [here](#).
Move Person to Different PID:

Click the radio button for 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.
- Click Continue to Move Person to Different PID (at the bottom of the page).
- 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.
- Click Continue to Remove Person from PID (at the bottom of the page).
- Click Continue to Remove Person from PID, again.
Reports in People Management

You can export a report from the Manage People screen.

- Access the Manage People screen following the instructions here.
- On the Manage People 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 screen, click the Export to Excel button.
Reports

Click the arrows next to Reports & Report Framework.

Click on the Report Generation link under Report Framework.

• There are 4 reports that can be run:
  o People Data Details
  o PID Assignment Report
  o PID Master List Summary
  o Tech Center Salary Detail Report

Every report can be exported to XML, CSV, PDF, MHTML, Excel, TIFF &/or Word
CTIMS Helpful Hints

- By clicking 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.
- Filter further down by clicking on the black funnel, on any column, and typing in something to narrow down your search.

<table>
<thead>
<tr>
<th>Organization</th>
<th>CTIMS-EID</th>
<th>Employee Status</th>
<th>First Name</th>
<th>Last Name</th>
<th>PID</th>
</tr>
</thead>
</table>

- 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.

- 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).
- 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.
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
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