

TECHNOLOGY CENTER INFORMATION SYSTEM
GUIDEBOOK

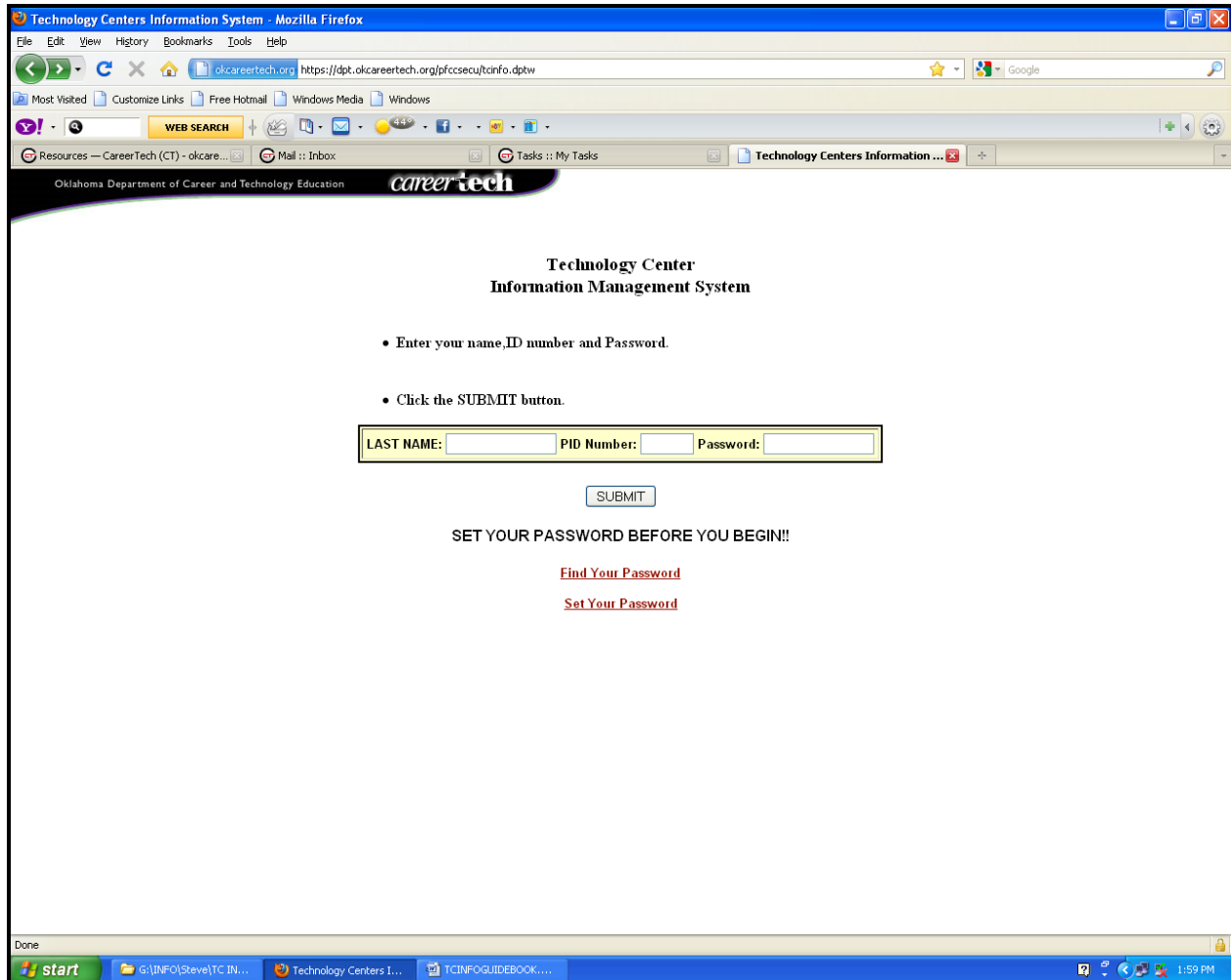
INSTRUCTIONS FOR MAINTAINING AND UPDATING
TECHNOLOGY CENTER PERSONNEL DATABASE

REVISED APRIL 2013

OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY
EDUCATION
INFORMATION MANAGEMENT DIVISION

Log in to the Technology Center Information System by going to <https://dpt.okcareertech.org/pfccsecu/tcinfo.dptw>.

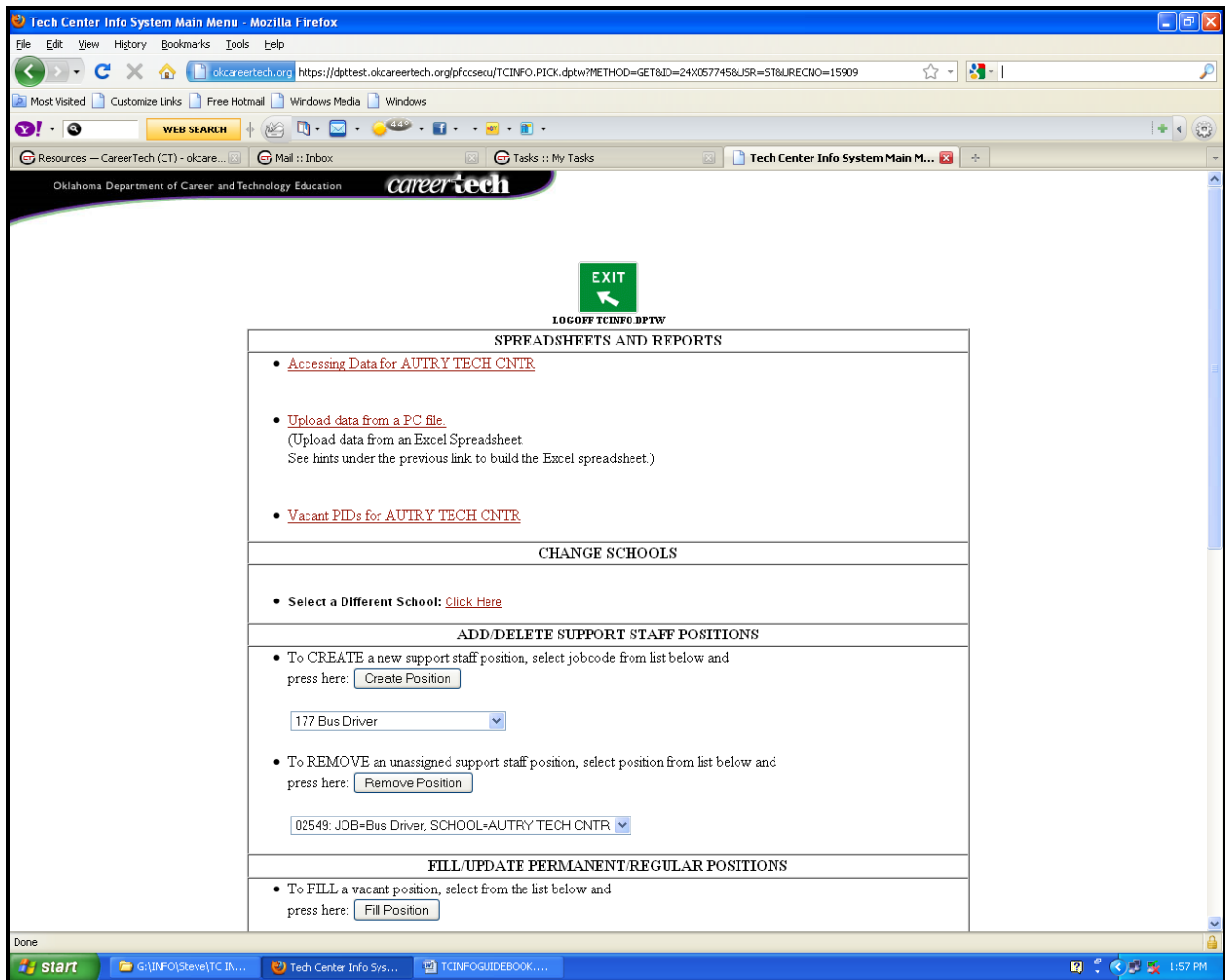
The following screen will appear:



- Enter your last name.
- Enter your 5 digit ID number.
- Enter your password.

- If you forgot your password, click on the link 'Find Your Password' and follow the instructions.
- If you would like to set or change your password, click on the link 'Set Your Password' and follow the instructions.

From the dropdown menu, select the campus that you wish to update. You will now be at this screen:



Each of the sections will be explained separately.

SPREADSHEETS AND REPORTS

If you click on "Accessing Data for Technology Center," then you will be directed to a page with two options. The first option is "Edit Data in Excel."

This link pulls out of the database only the data that you can upload from a comma-delimited file. This is a faster than accessing the records individually if you are updating multiple records at one time. This is how you can pull the current TCINFO data into a spreadsheet that will produce a file acceptable for an upload:

1. Right click on the above link 'Edit data in Excel' then select 'copy link location.'
2. Open Excel (These directions are for Excel 2007).
3. Select the 'Data' tab.
4. In the left-most column of the Data tab, select 'From Web'.
5. In the 'New Web Query' box, highlight the 'Address' field, point the cursor at the highlighted field, right click and paste the shortcut you copied above into the field.
6. Press the "Go" button in the "New Web Query" box.
7. Press the "Import" button in the "New Web Query" box.
8. Press the "OK" button in the "Import Data" box. When you have made your changes, save this file as follows:
 1. Press the round button in the top left-hand corner of the Excel window.
 2. Select "Save AS" and "Other Formats".
 3. In the "Save as Type" drop-down box at the bottom of the box, arrow down until you can select CSV (comma delimited).
 4. Give the file a name in the "File name" box.
 5. Check to be sure the "Save in" box contains the proper folder name.
 6. Press the "Save" button.
 7. Select the appropriate precautionary responses to save the file.
 8. The file is now ready to be uploaded to ODCTE.

Return to the Technology Center Information System Main Menu Screen

Click: "Upload data from a PC file"

Select "Browse" and click on the file that you just saved from the process above. Select field delimiter, or leave blank for CSV file.

Click: "UPLOAD FILE"

The system will return with a report indicating the records that were successful and/or unsuccessful in being updated. Records that were not successfully updated should be researched. Corrections to records that did not successfully upload can be made by making corrections to the file and uploading again or by accessing individual records using the "Update Record" option.

The second option under "Accessing Data for Technology Center" is "Open an Excel spreadsheet with all your data in it." This link will allow you to pull down all of the personnel data for your school in an Excel format.

If you click on the link, "Vacant PIDs for Technology Center," then a list of all vacant PIDs will be displayed for that campus.

CHANGE SCHOOLS

If you click on this link, you will be able to navigate from one campus to another for districts with multiple campuses.

ADD/DELETE SUPPORT STAFF POSITIONS

TO CREATE A SUPPORT STAFF POSITION

- Select a job code from the pull-down menu located below the **CREATE POSITION** button
- The message "**NEW SUPPORT POSITION CREATED WITH PID=xxxxx**" will appear at the top of the screen.

TO REMOVE A VACANT SUPPORT STAFF POSITION

- Select the position from the pull-down menu located below the **REMOVE POSITION** button, and then click on **REMOVE POSITION**.
- The message "**SUPPORT POSITION WITH PID=xxxxxx REMOVED**" will appear at the top of the screen.

The screenshot displays the 'Tech Center Info System Main Menu' in a Mozilla Firefox browser window. The page is divided into several sections for managing positions:

- CREATE NEW SUPPORT STAFF POSITION:** Includes a 'Create Position' button and a dropdown menu currently showing '177 Bus Driver'.
- REMOVE AN UNASSIGNED SUPPORT STAFF POSITION:** Includes a 'Remove Position' button and a dropdown menu showing '02549: JOB=Bus Driver, SCHOOL=AUTRY TECH CNTR'.
- FILL/UPDATE PERMANENT/REGULAR POSITIONS:** Includes a 'Fill Position' button and a dropdown menu showing '02549: JOB=Bus Driver, SCHOOL=AUTRY TECH CNTR'. Below this, it lists a person: 'Baker, Melissa -Public Information Officer, PID=68466, AUTRY TECH CNTR #33148'. Underneath are buttons for 'Update Record' and 'Remove Person'.
- FILL/UPDATE ADJUNCT INSTRUCTOR POSITIONS:** Includes a 'Fill Adjunct Position' button and a dropdown menu showing 'Roberts, Buckshot -Instructor, PID=69536, HEALTH, AUTRY TECH CNTR #35871'. Below this are buttons for 'Update Adjunct Record' and 'Remove Adjunct Person'.

FILL/UPDATE PERMANENT/REGULAR POSITIONS

TO FILL A VACANT POSITION

- Select the position to be filled from the pull-down menu located below the **Fill Position** box.
- Click on **Fill Position**

- Enter the last name and SSN of person filling the position.
- Click **SUBMIT**.
- An entry screen will appear that will allow entry of personal information, home and school mailing information and e-mail addresses, certifications, and salary and TRS category data.
- When all information is added, click **UPDATE AND RETURN TO MENU** at the bottom of the screen.

TO UPDATE A CURRENT RECORD

- Select the position to be updated from the pull-down list of employees located below "Otherwise, select a person from the list below:"
- Click on **UPDATE RECORD**
- Make corrections to the record as necessary.
- When all information is added, click **UPDATE AND RETURN TO MENU** at the bottom of the screen.

TO REMOVE/DELETE A CURRENT RECORD

- Select the person to be removed from the pull-down list of employees located below "Otherwise, select a person from the list below:"
- Click on **REMOVE PERSON**
- A message will appear below the page heading indicating the position you want to remove the person from. If this information is correct, click on **CONFIRM REMOVAL**.
- A message will appear at the top of the screen indicating the person has been removed from that position.

FILL/UPDATE ADJUNCT INSTRUCTOR POSITIONS

TO FILL AN ADJUNCT POSITION

- Select the position to be filled from the pull-down menu located below the **Fill Position** box in the adjunct instructor section.
- Click on **Fill Adjunct Position**
- Enter the last name and ssn of person filling the position.
- Click **SUBMIT**.
- An entry screen will appear that will allow entry of personal information, certification information, and position information.

- When all information is added, click **UPDATE AND RETURN TO MENU** at the bottom of the screen.

TO UPDATE AN ADJUNCT RECORD

- Select the position to be updated from the pull-down list of employees located below "Otherwise, select a person from the list below:"
- Click on **UPDATE ADJUNCT RECORD**.
- Make corrections to the record as necessary.
- When all information is added, click **UPDATE AND RETURN TO MENU** at the bottom of the screen.
- Note: This function should be used to update information on the current person. To replace a person, please remove and then fill.

TO REMOVE AN ADJUNCT PERSON

- Select the person to be removed from the pull-down list of employees located below "Otherwise, select a person from the list below:"
- Click on **REMOVE PERSON**
- A message will appear below the page heading indicating the position you want to remove the person from. If this information is correct, click on **CONFIRM REMOVAL**.
- A message will appear at the top of the screen indicating the person has been removed from that position.

INSTRUCTIONS FOR REQUESTING A NEW POSITION:

Go to the Technology Center Services home page at <http://www.okcareertech.org/about/state-agency/divisions/technology-center-services> and click on Resources. Choose the appropriate form from the options listed: Request New Professional or Certified Position, Request to Modify/Delete an Existing Professional/Certified Position, or Request New Adjunct Teaching Position. Complete the appropriate form and email to your Technology Center Coordinator. You will be contacted after the request has been approved or disapproved.

IMPORTANT THINGS TO REMEMBER WHEN USING THE TCIS

✘ YOU ARE ACCESSING THE ODCTE PERSONNEL DATABASE.

✘ AS THE PERSON DESIGNATED TO MAINTAIN YOUR TECH 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 THE ODCTE MAINFRAME DATABASE IS USED FOR A VARIETY OF PURPOSES, INCLUDING BUT NOT LIMITED TO:

- ✓ **TECH CENTER FUNDING CALCULATION**
- ✓ **ACCREDITATION**
- ✓ **STATE EQUIPMENT INVENTORY**
- ✓ **STUDENT ENROLLMENT/FOLLOW-UP INFORMATION**
- ✓ **STIPEND PAYMENTS**
- ✓ **ON-LINE AND SCANTRON TESTING**
- ✓ **MAILINGS AND E-MAIL LISTS**

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

TECHNOLOGY CENTER INFORMATION SYSTEM UPDATES & DATA DEFINITIONS

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".

FY12 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 Tech Center Information System is available around the clock, allowing tech 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.

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.

Should you have any questions concerning the Tech Center Information System, please contact Andra Beyer at 405-743-5134, or by e-mail at andra.beyer@careertech.ok.gov

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