

CareerTech Information System Updates



September 2025

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CAREERTECH INFORMATION SYSTEM UPDATES & DATA DEFINITIONS

The information contained in the personnel file is used for several 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.

Salary updates

- Updated each fiscal year to keep current.

Salary information should be reported in the following manner: (Conditions Table)

Base Salary

- Include the contracted annual salary of the 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 place of health benefits should be reported in the “Other” field IF it is not included in the 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 place of health benefits reported in “Other” was used for that purpose.
- The 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 the 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.”
- The field amount for non-participants should be zero.

Other

- Includes all other items, such as dental, life, and vision insurance, annuities, cash in place of health benefits, TRS offset amount, and any other items not included as part of “Base Salary”.
- FY25 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 **continually** to keep personnel information current and should include the 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.

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

- Administrative and Instructional – All staff employed 50% or more.
- Adjunct Instructor – An instructor who 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 this section, please contact [Joanne Dewald](#).

TRS Job Codes

**Requires a Certification/Industry Certification Number*

TRS Code	Category	Definition	Job Categories	CTIMS Entry
1*	Superintendent (SDE certificate required <u>and</u> TC Admin Credential per ODCTE rules)	Not eligible - Specifically excluded. Schools may offer FBA but must be funded locally.	Superintendent	Valid 6-digit TRS Teacher Certificate number is required .
2*	Principal (SDE certificate required <u>and</u> TC Admin Credential per ODCTE rules. Category intended for Asst. and Deputy Supt's as well as Campus Principals)	Certified personnel: A certified person employed on a full-time basis to serve as a principal but shall not mean a Superintendent of a school district	Associate, Assistant, Deputy Superintendent Principal	Valid 6-digit TRS Teacher Certification number is required .
3*	Professional (Certified with relevant industry certification <u>and/or</u> SDE certification)	Certified personnel: A certified person employed on a full-time basis to serve as a supervisor or administrator but shall not mean a Superintendent of a school district	Director Assistant Director Coordinator Assistant Coordinator Manager Assistant Manager Specialist Assistant Principal Purchasing / Finance Staff Consultant (BID or MDG) Officer Internal Auditor Network Administrator Police Office Registrar Analyst	Valid 6-digit TRS Teacher Certificate number or valid Industry Teacher number/CareerTech Teacher Certificate number is required .
4	Professional (Non-Certified)	Professional non-certified: Individuals not required to be certified by SDE or industry and are employed on a full-time basis to serve as coordinators, or adult education instructors and not included in the support personnel definition	Director Assistant Director Coordinator Assistant Coordinator Manager Assistant Manager Specialist Purchasing / Finance Staff Consultant (BID or MDG) Officer Internal Auditor Network Administrator Police Officer Registrar Analyst	No certification number is required.

TRS Code	Category	Definition	Job Categories	CTIMS Entry
5*	Counseling (SDE Certificate required)	Certified personnel: A certified person employed on a full-time basis to serve as a counselor but shall not mean a Superintendent of a school district	Counselor	Valid 6-digit TRS Teacher Certificate number is required .
6*	Teaching (SDE Certificate required)	Certified personnel: A certified person employed on a full-time basis to serve as a teacher but shall not mean a Superintendent of a school district	Instructor Integrated Academic Instructor	Valid 6-digit TRS Teacher Certificate number is required .
7*	Teaching (Industry certified in the field of instruction required)	Industry certified personnel: A certified person employed on a full-time basis to serve as a teacher to non-secondary students but shall not mean a Superintendent of a school district	Instructor Integrated Academic Instructor	Valid CareerTech Teacher Certification or Industry Certification number is required .
8*	School Nurse (RN license <u>and</u> SDE certificate required)	Certified personnel: A certified person employed on a full-time basis to serve as a certified or registered nurse but shall not mean a Superintendent of a school district	School Nurse	Valid license number is required .
9	Support Staff	Support personnel: A full-time employee of a school the district as determined by the standard period of labor which is customarily understood to constitute full-time employment for the type of services performed by the employees who are employed a minimum of six (6) hours per day for a minimum of one hundred seventy-two (172) days or a minimum of six (6) hours per day for a minimum of one thousand thirty-two (1,032) hours per year and who provide services not performed by certified personnel, which is necessary for the efficient and satisfactory functioning of a school district, and shall include cooks, janitors, maintenance personnel, bus drivers, noncertified or nonregistered nurses, noncertified librarians, and clerical employees of a school district but shall not include adult education instructors or adult coordinators employed by technology center school districts.	Support Staff Custodian / Maintenance Staff Transportation Services Child Care Staff School Nurse (if noncertified/non-registered) Warehouse Worker IT Support Instructor (if not certified by Industry or SDE)	No certification number is required.

If the individual is not in possession of the necessary certification, the technology center should enter a TRS Code 4 until the certification is received.

Examples from CTIMS Conditions Table

TRS Category 0 (RETIREE) - Condition 2:	IT Support Brown's base salary is \$25,000. His Health Benefits is \$2,000. Retirement is \$0. Salary other is \$500. IT Support Brown is eligible for Flex Benefits and participates in Flex. His contract length is 10 months. IT Support Brown is not a TRS pickup recipient. He is funded 75%.
TRS Category 1 (SUPERINTENDENT) - Condition 1:	Superintendent Miller's base salary is \$100,000. His Health Benefits is \$6,000. Retirement is \$13,500. Salary other is \$4,500. Superintendent Miller is not eligible for Flex Benefits and does not participate in Flex. His contract length is 12 months. Superintendent Miller is a TRS pickup recipient. He is funded 100%.
TRS Category 2 (PRINCIPAL) - Condition 1:	Principal Smith's base salary is \$50,000. His Health Benefits is \$5,000. Retirement is \$3,000. Salary other is \$1,500. Principal Smith is eligible for Flex Benefits and participates in Flex. His contract length is 12 months. Principal Smith is a TRS pickup recipient. He is funded 100%.
TRS Category 3 (SPECIALIST) - Condition 2:	Assessment Specialist Austin's base salary is \$45,000. Her Health Benefits is \$0. Retirement is \$2,000. Salary other is \$1,000. Specialist Austin is eligible for Flex Benefits. However, she does not participate in Flex. Her contract length is 12 months. Specialist Austin is a TRS pickup recipient. She is funded 100%.
TRS Category 4 (FINANCE DIRECTOR) - Condition 3:	Finance Director Johnson's base salary is \$90,000. Her Health Benefits is \$6,000. Retirement is \$4,500. Salary other is \$2,750. Finance Director Johnson is eligible for Flex Benefits and participates in Flex. Her contract length is 12 months. Finance Director Johnson is not a TRS pickup recipient. She is 100% funded.
TRS Category 5 (COUNSELOR) - Condition 2:	Counselor Garcia's base salary is \$75,000. His Health Benefits are \$0. Retirement is \$5,200. Salary other is \$4,550. Counselor Garcia is eligible for Flex Benefits. However, he does not participate in Flex. His contract length is 11 months. Counselor Garcia is a TRS pickup recipient. He is 100% funded.
TRS Category 6 (INSTRUCTOR) - Condition 1:	Instructor Jones base salary is \$65,900. His Health Benefits is \$7,300. Retirement is \$5,200. Salary other is \$3,170. Instructor Jones is eligible for Flex Benefits and participates in Flex. His contract length is 10 months. Instructor Jones is a TRS pickup recipient. He is 100% funded.
TRS Category 7 (INSTRUCTOR) - Condition 2:	Instructor Williams base salary is \$55,600. His Health Benefits are \$0. Retirement is \$3,005. Salary other is \$1,120. Instructor Williams is eligible for Flex Benefits. However, he does not participate in Flex. His contract length is 10 months. Instructor Williams is a TRS pickup recipient. He is 100% funded.
TRS Category 8 (SCHOOL NURSE) - Condition 2:	School Nurse Robinson's base salary is \$88,000. Her Health Benefits are \$0. Retirement is \$7,250. Salary other is \$2,520. School Nurse Robinson is eligible for Flex Benefits. However, she does not participate in Flex. Her contract length is 12 months. School Nurse Robinson is a TRS pickup recipient. She is 100% funded.
TRS Category 9 (SUPPORT STAFF) - Condition 1:	Support Staff Davis base salary is \$40,000. Her Health Benefits is \$6,000. Retirement is \$4,500. Salary other is \$2,750. Support Staff Davis is eligible for Flex Benefits and participates in Flex. Her contract length is 12 months. Support Staff Davis is not a TRS pickup recipient. She is 100% funded.

[illegible]

IF TRS CATEGORY 8 - SCHOOL NURSE (RN LICENSE & SDE CERTIFICATE REQUIRED)									
CONDITION	SALARY_BASE	SALARY_HEALTH	SALARY_RETIRE	SALARY_OTHER	FLEX_ELIG	FLEX_PART	TRS PICKUP	CONT_LNTH	PERCENT_FUNDED
1	and SALARY_BASE is populated and greater than \$0	and SALARY_HEALTH is populated and greater than \$0	and SALARY_RETIRE is populated and greater than \$0	and SALARY_OTHER is populated and greater than \$0	Then Condition #1 for FLEX_ELIG is Y	And Condition #1 for FLEX_PART is Y	And TRS_PICKUP for Condition #1 is Y	Contract length is greater than or equal to 10, 11 or 12 months	The percent funded is greater than or equal to 50%
2	and SALARY_BASE is populated and greater than \$0	and SALARY_HEALTH is populated and = to \$0	and SALARY_RETIRE is populated and greater than \$0	and SALARY_OTHER is populated and greater than \$0	Then Condition #2 for FLEX_ELIG is Y	And Condition #2 for FLEX_PART is N	And TRS_PICKUP for Condition #2 is Y	Contract length is greater than or equal to 10, 11 or 12 months	The percent funded is greater than or equal to 50%
3	and SALARY_BASE is populated and greater than \$0	and SALARY_HEALTH is populated and greater than \$0	and SALARY_RETIRE is populated and = to \$0	and SALARY_OTHER is populated and greater than \$0	Then condition #3 for FLEX_ELIG is Y	And Condition #3 for FLEX_PART is Y	And TRS_PICKUP for Condition #3 is N	Contract length is greater than or equal to 10, 11 or 12 months	The percent funded is greater than or equal to 50%

IF TRS CATEGORY 9 - SUPPORT STAFF									
CONDITION	SALARY_BASE	SALARY_HEALTH	SALARY_RETIRE	SALARY_OTHER	FLEX_ELIG	FLEX_PART	TRS PICKUP	CONT_LNTH	PERCENT_FUNDED
1	and SALARY_BASE is populated and greater than \$0	and SALARY_HEALTH is populated and greater than \$0	and SALARY_RETIRE is populated and greater than \$0	and SALARY_OTHER is populated and greater than \$0	Then Condition #1 for FLEX_ELIG is Y	And Condition #1 for FLEX_PART is Y	And TRS_PICKUP for Condition #1 is N	Contract length is greater than or equal to 10, 11 or 12 months	The percent funded is greater than or equal to 50%
2	and SALARY_BASE is populated and greater than \$0	and SALARY_HEALTH is populated and = to \$0	and SALARY_RETIRE is populated and greater than \$0	and SALARY_OTHER is populated and greater than \$0	Then Condition #2 for FLEX_ELIG is Y	And Condition #2 for FLEX_PART is N	And TRS_PICKUP for Condition #2 is N	Contract length is greater than or equal to 10, 11 or 12 months	The percent funded is greater than or equal to 50%
3	and SALARY_BASE is populated and greater than \$0	and SALARY_HEALTH is populated and greater than \$0	and SALARY_RETIRE is populated and = to \$0	and SALARY_OTHER is populated and greater than \$0	Then condition #3 for FLEX_ELIG is Y	And Condition #3 for FLEX_PART is Y	And TRS_PICKUP for Condition #3 is N	Contract length is greater than or equal to 10, 11 or 12 months	The percent funded is greater than or equal to 50%

IF ADJUNCT INSTRUCTOR IS SELECTED									
CONDITION	SALARY_BASE	SALARY_HEALTH	SALARY_RETIRE	SALARY_OTHER	FLEX_ELIG	FLEX_PART	TRS PICKUP	CONT_LNTH	PERCENT_FUNDED
1	and SALARY_BASE is populated and = to \$0	and SALARY_HEALTH is populated and = to \$0	and SALARY_RETIRE is populated and = to \$0	and SALARY_OTHER is populated and = to \$0	Then Condition #1 for FLEX_ELIG is N	And Condition #1 for FLEX_PART is N	And TRS_PICKUP for Condition #1 is N	Contract length is 0 months	The percent funded is 0%

*Adjuncts are allowed to enter years of service.