

CareerTech Information Management System (CTIMS)

Salary & Teaching Schedule Guidebook



OKLAHOMA
CareerTech

IMD

Information Management Division

August 2024

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Help and Troubleshooting

If you do not have a CTIMS account or are having trouble with the navigation or software, contact CTIMSSupport@careertech.ok.gov. Send a message describing your problem. Include your school's name and telephone number and we will contact you. Someone is always monitoring that inbox and will return your email swiftly.

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.

CTIMS Customer Support Contact

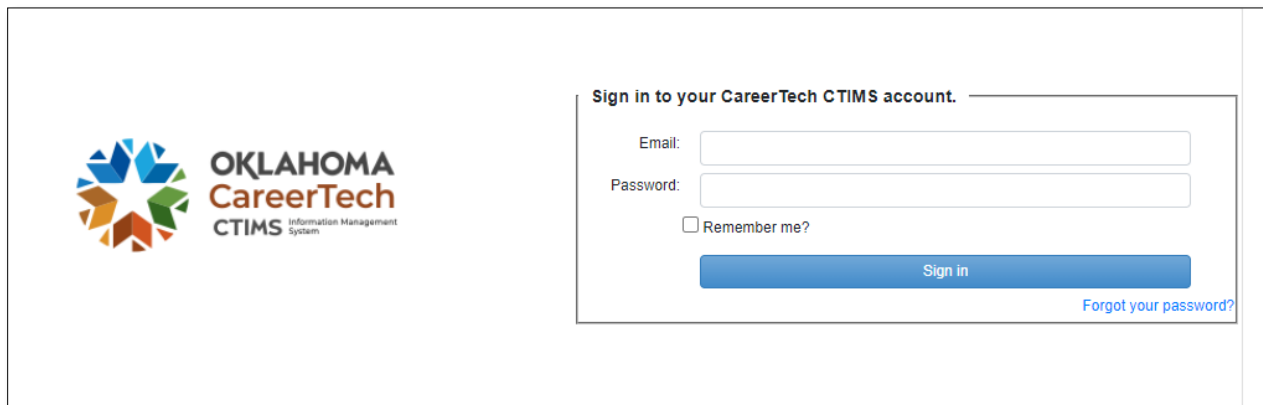
Elizabeth Richardson

Office: (405) 743-5134

Email: CTIMSSupport@careertech.ok.gov

Logging into CTIMS

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






Or go to [CTIMS \(CareerTech Information Management System\) \(oklahoma.gov\)](https://oklahoma.gov/ctims) and select the green CTIMS Login button.


CTIMS (CareerTech Information Management System)

CTIMS Login and Assistance

Support available Monday through Thursday 7:00 - 5:00 and Fridays 7:00 - 4:00

For help with CTIMS, contact the Information Management Division via email:
CTIMSSupport@careertech.ok.gov

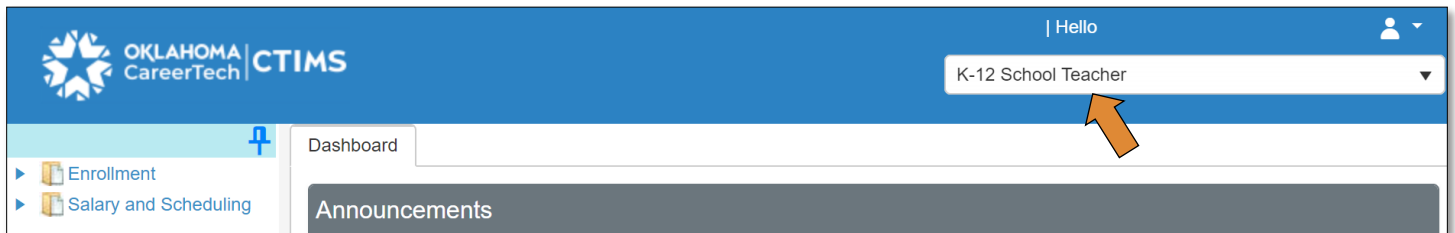
Microsoft Edge , Mozilla Firefox , or Google Chrome  are currently the only browsers compatible with CTIMS.

Click here to login to CTIMS 

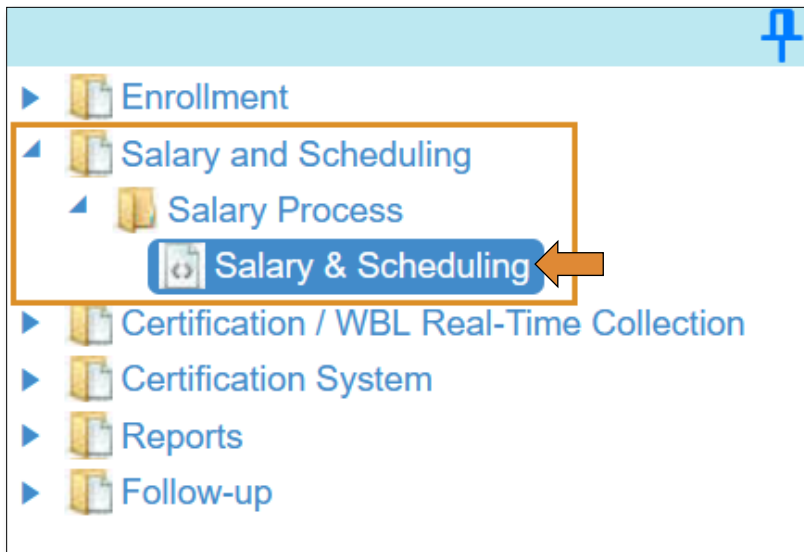
Submitting Salary & Scheduling Information

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 **K-12 School Teacher** in the top right-hand corner. Use the drop-down arrow to select your role, if necessary.

If you do not see K-12 School Teacher, contact CTIMSSupport@careertech.ok.gov



- Click the arrows next to **Salary and Scheduling & Salary Process**.
- Click on the **Salary & Scheduling** link.



- This year, we have added a breadcrumbs bar across the top of the Salary & Scheduling pages. You may navigate between the screens by clicking on the icon for the page you need/want.

If you make any changes to these pages, you must click the Save & Continue button, or your changes will be lost.

Dashboard | Salary & Scheduling X

Position Summary

PID * 53507 Calendar Year *
 Organization Type * Organization *

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

Summary Experience Basic Info Telephone Email Address Education Certification Salary Detail Grade Levels Schedule Finalize & Submit

Position Information

Full Name	
Organization Type	

Position Summary:

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

Position Summary

PID * Calendar Year *
 Organization Type * K-12 Schools Organization *

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

Summary Experience Basic Info Telephone Email Address Education Certification Salary Detail Grade Levels Schedule Finalize & Submit

Position Information

Full Name	
Organization Type	K-12 Schools
Organization Name	
Organization Code	
PID	
Employee Job Code	066
Employee Job Category	Instructor
Division	

Continue Without Saving Go to STS Report

Teaching Experience

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

The screenshot shows the 'Teaching Experience' form. At the top, there are navigation buttons: 'Back to Beginning', 'One Step Back', 'Save & Continue', and 'Continue Without Saving'. Below this is a 'Teaching Experience' section with a note: 'NOTE: Indicate the total number of years experience you have as of the start of this fiscal year. Click Save & Continue to move to the next screen.' A progress bar shows steps: Summary, Experience (active), Basic Info, Telephone, Email, Address, Education, Certification, Salary Detail, Grade Levels, Schedule, and Finalize & Submit. The 'Experience' section contains two dropdown menus: 'Experience As On Calendar Year' and 'PID'. Below these is a table with four columns: 'Code', 'Experience Description', and 'Total Years of Experience'. The table has four rows of data. At the bottom of the form, there are navigation buttons: 'Back to Beginning', 'One Step Back', 'Save & Continue', and 'Continue Without Saving'. Orange arrows point to the 'Back to Beginning' and 'One Step Back' buttons at the top, the 'Experience As On Calendar Year' and 'PID' dropdowns, the 'Total Years of Experience' column in the table, and the 'Save & Continue' button at the bottom.

Code	Experience Description	Total Years of Experience
02	Number of Years taught in Oklahoma, regardless of occupational division	23
03	Number of Years taught in Oklahoma, in current occupational division	2
08	Number of Years taught in current School District	23
09	Total Number of Years in the military	0

Person Information

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

Person Information

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

Person Information

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

Summary Experience **Basic Info** Telephone Email Address Education Certification Salary Detail Grade Levels Schedule nalize & Subn

Common

Title*

First Name*

Middle Name*

Last Name*

Date of Birth

SSN*

Last 4 digits of SSN*

Gender*

Race

☐ American Indian ☐ Asian ☐ Black ☐ Hispanic ☐ Native Hawaiian Or Pacific Islander ☐ White ☐ Unknown

ODCTE

EIN*

Location Code*

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

Telephone Details

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

Email Details

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

Email Details

NOTE: Update your email(s). Indicate which should be your primary contact by changing NO to YES under the primary contact column. Click Save & Continue to move to the next screen.

Summary | Experience | Basic Info | Telephone | **Email** | Address | Education | Certification | Salary Detail | Grade Levels | Schedule | Finalize & Submit

Email Type	Email Address	Primary Contact
School	careertechuser7@gmail.com	<input checked="" type="checkbox"/> Yes
Other		<input type="checkbox"/> No
Home		<input type="checkbox"/> No

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

Email Details

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

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

Person Details

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

Email Details

NOTE: Update your email(s). Indicate which should be your primary contact by changing NO to YES under the primary contact column. Click Save & Continue to move to the next screen.

Summary Experience Basic Info Telephone **Email** Address Education Certification Salary Detail Grade Levels Schedule Finalize & Submit

Email Type	Email Address	Primary Contact
School	careertechuser7@gmail.com	Yes
Other		No
Home		No

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

Address Information

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

Address Details

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

Address Details

NOTE: Update personal information. Click Save & Continue to move to the next screen.

Summary | Experience | Basic Info | Telephone | Email | **Address** | Education | Certification | Salary Detail | Grade Levels | Schedule | Finalize & Submit

Address Type	Street Address*	Apartment Room Or Suite Number	City*	County	State*	Zip Code*
Home					Oklahoma	
Office Mail					Oklahoma	
Office Physical						

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

Education Information

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

Person Details

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

Education Details

NOTE: Update Degree Details. Click Save & Continue to move to next screen.

Summary Experience Basic Info Telephone Email Address **Education** Certification Salary Detail Grade Levels Schedule Finalize & Submit

Highest Degree

Total Hours Completed

Last College Attended

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

Certification Information

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

Teacher Certification

Person Details

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

Certification Details

NOTE: Update certification details. Click Save & Continue to move to next screen.

Summary Experience Basic Info Telephone Email Address Education **Certification** Salary Detail Grade Levels Schedule Finalize & Submit

Certification Type	Certification	Teacher Number	Awarded Date	Name Of Institution	Certification Expiration Date
Type of Teaching Certificate	Technology Education				
Type of Administrative Certificate	None				
Class of Teaching Certificate	Standard				
National Board Certified?	No				

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

Salary Detail

Contract Component

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

Salary Component:

- Input/update your salary information. Your Base Salary does not include your CareerTech reimbursement. Totals will be displayed in the Salary Amount column as you update the amounts. If you put an amount in the Other row, you must put a comment explaining what it is. Select Save and Continue to go to the next page.
- **Base Salary:** Enter the base salary listed in your contract with your school. DO NOT include your CareerTech reimbursement.
- **Health (Yearly):** Enter the yearly amount your school contributes to you for health, dental and/or life insurance. Enter "0" if none is received.
- **Retire (Yearly):** Enter the yearly amount your school contributes to your retirement account. Enter "0" if none is received.
- **Others (Yearly):** Enter the yearly amount you receive for CareerTech work-related activities (for example, student organization sponsor, etc). Enter a comment to describe what the payment is for that you are receiving.
- **Save Changes.**
 - See [Appendix A](#) for Salary and Benefits submission details.

Contract and Salary Details

Person Details

Contract and Salary Details

PID * Calendar Year *

Organization Type * K-12 Schools Organization *

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

Summary Experience Basic Info Telephone Email Address Education Certification **Salary Detail** Grade Levels Schedule Finalize & Submit

Contract Date From *

Contract Date To *

Contact Name *

Contact Title *

Contact Phone *

Salary Component	Salary Amount	Comments
Base Salary (Yearly) *	\$	
Health (Yearly) *	\$	
Retire (Yearly) *	\$	
Others (Yearly) *	\$	
Reimbursed Approved	\$	
	\$	

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

Top

Grade Level - Unduplicated

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

Salary Scheduling

Person Details | Teaching Schedule Request - | [Back to Beginning](#) | [One Step Back](#) | [Save & Continue](#) | [Continue Without Saving](#)

Update Total Student in each Grade Level for each Gender

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

Summary | Experience | Basic Info | Telephone | Email | Address | Education | Certification | Salary Detail | **Grade Levels** | Schedule | Finalize & Submit

School Start Date* 7/1/2022 | School End Date* 6/30/2023

What Days Do You Teach?

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

Unduplicated Enrollment by Grade Level	Total by Grade Level
Fifth Grade	0
Sixth Grade	0
Seventh Grade	0
Eighth Grade	0
Ninth Grade	22
Tenth Grade	26
Eleventh Grade	19
Twelfth Grade	14
	81

[Back to Beginning](#) | [One Step Back](#) | [Save & Continue](#) | [Continue Without Saving](#)

Salary Schedule:

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

NOTE: The Begin Date and End Date must be between the School Start Date and School End Date.

The screenshot displays the 'Salary Scheduling' interface. At the top, there's a navigation bar with buttons: 'Back to Beginning', 'One Step Back', 'Save & Continue' (highlighted with an orange arrow), 'Change Request', and 'Continue Without Saving'. Below this is the 'Teaching Information' section, which includes a note: 'List courses you are teaching this school year. Include Lunch Period, Planning Period, etc. Enter comments if needed. Hit Save & Continue to move to the next screen.' A progress bar shows steps: Summary, Experience, Basic Info, Telephone, Email, Address, Education, Certification, Salary Detail, Grade Levels, Schedule (current step), and Finalize & Submit. Below the progress bar is a table for entering period data. The table has columns: Period, Course/Activity, Begin Time, End Time, Begin Date, End Date, Grade Level, Male, and Female. The first row is pre-filled with 'AM' for Begin and End Times. Below the table is a 'Comments' section with a text area and a rich text editor toolbar. At the bottom, another navigation bar contains: 'Refresh', 'Back to Beginning', 'One Step Back', 'Save & Continue' (highlighted with an orange arrow), 'Change Request', and 'Continue Without Saving'.

Period	Course/Activity	Begin Time	End Time	Begin Date	End Date	Grade Level	Male	Female
		AM	AM				0	0

Acknowledgment Note

- An **Acknowledgement note** is required.
- You can leave a comment or note, or just put your initials in the box to acknowledge.
- **Submit for Approval.**

Salary & Teaching Schedule Submission

Person Details Back to Beginning One Step Back Save as Draft Submit for Approval Change Request

Teaching Schedule Request

Acknowledgements

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

Summary Experience Basic Info Telephone Email Address Education Certification Salary Detail Grade Levels Schedule Initialize & Submit

☐ The information provided in this report is accurate to the best of my knowledge.

Acknowledgement Note:

B I U (inherited font) (inherited font) Format

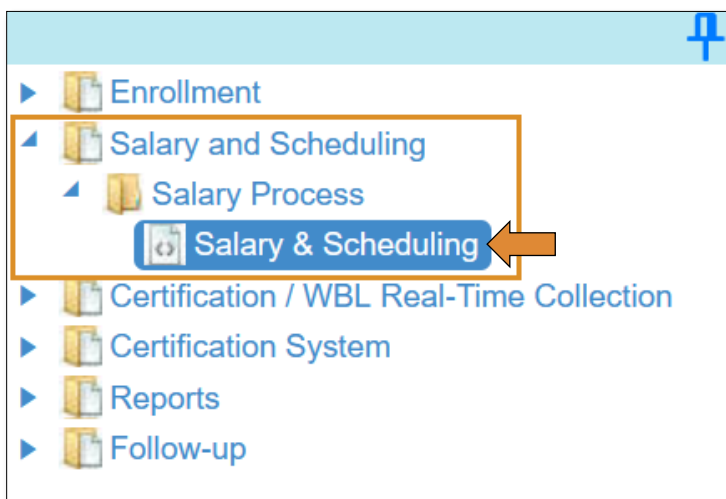
Salary & Teaching Summary Reports

Back to Beginning One Step Back Save as Draft Submit for Approval Change Request

Change Request Process

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

- Click the arrows next to **Salary and Scheduling & Salary Process**.
- Click on the **Salary & Scheduling** link.



- Click on the **Finalize & Submit** breadcrumb.
- Click the **Change Request** button.

Dashboard Salary & Scheduling X

Salary & Teaching Schedule Submission

Person Details Back to Beginning One Step Back Save as Draft Submit for Approval Change Request

Teaching Schedule Request

Acknowledgements

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

Summary Experience Basic Info Telephone Email Address Education Certification Salary Detail Grade Levels Schedule Finalize & Submit

☒ The information provided in this report is accurate to the best of my knowledge.

Acknowledgement Note:

Salary & Teaching Summary Reports

Back to Beginning One Step Back Save as Draft Submit for Approval Change Request

- You will see a message telling you that you are going to cancel the approval process, are you sure?
 - Click **OK**.
- Click on the breadcrumb that you need to make the correction/change on.
 - Make sure you save your changes.
- Click the **Finalize & Submit** breadcrumb.
- Click **Submit for Approval**.
 - Click the **Approve** button.

Salary & Teaching Summary Reports:

- Click on the Salary & Teaching Summary Report heading/link at the bottom of the page.

Salary & Teaching Schedule Submission										
Person Details	Back to Beginning One Step Back Save as Draft Submit for Approval Change Request									
Teaching Schedule Request -										
Acknowledgements										
NOTE: Expand the Salary & Teaching Summary Reports link below to select a report to review your information. If correct, enter additional comments into the Acknowledgements box (required). Click on Save As Draft to make changes later or click on Submit For Approval if all data is correct.										
Summary	Experience	Basic Info	Telephone	Email	Address	Education	Certification	Salary Detail	Grade Levels	Schedule
<input type="checkbox"/> The information provided in this report is accurate to the best of my knowledge.										
Acknowledgement Note:										
Salary & Teaching Summary Reports										
Back to Beginning One Step Back Save as Draft Submit for Approval Change Request										

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

Salary & Teaching Schedule Submission										
Person Details	Back to Beginning One Step Back Save as Draft Submit for Approval Change Request									
Teaching Schedule Request -										
Acknowledgements										
Salary & Teaching Summary Reports										
Teacher Info Spread Sheet										
Back to Beginning One Step Back Save as Draft Submit for Approval Change Request										

- Review the information on the report or click on the arrow to the right of the diskette symbol to save the file for your records.

Salary & Teaching Summary Reports

Teacher Info Spread Sheet

1 of 1 Find | Next

School	PID	Name	Contract Dates
			7/1/2022 To 6/30/2023

Certifications Information

Certification Type	Certification	Issued Date	Name Of Institution	Certificate Expiration Date
Type of Teaching Certificate	Agriculture Education		Oklahoma State	6/30/2023
Type of Administrative Certificate	None			
Class of Teaching Certificate	Standard		Oklahoma State	
National Board Certified?	No			

Salary Information

Salary Component	Amount	Comments
Base Salary (Yearly)	\$65,122.80	
Health (Yearly)	\$0.00	
Retire (Yearly)	\$0.00	
Salary Supplement	\$2,600.00	
Total	\$67,722.80	
Others (Yearly)	\$0.00	

Teacher's Experience Info

Experience	Years
Number of Years taught in Oklahoma, regardless of occupational division	28
Number of Years taught in Oklahoma, in current occupational division	28
Number of Years taught in current School District	15
Total Number of Years in the military	2

XML file with report data
 CSV (comma delimited)
 PDF
 MHTML (web archive)
 Excel
 TIFF file
 Word

- If you need to make changes, select **Save as Draft** then you can go back to the pages you need to update.

Dashboard Salary & Scheduling X

Salary & Teaching Schedule Submission

Person Details Back to Beginning One Step Back ☒ Save as Draft ☒ Submit for Approval Change Request

Teaching Schedule Request -

Acknowledgements

Salary & Teaching Summary Reports

Teacher Info Spread Sheet

Back to Beginning One Step Back ☒ Save as Draft ☒ Submit for Approval Change Request