CareerTech Information Management System (CTIMS)

Technology Center Info Submitter Guidebook

Information Management Division

August 2024

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IMPORTANT THINGS TO REMEMBER WHEN USING CTIMS

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

- 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

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's name and your 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
Office: (405) 743-5134
Email: CTIMSsupport@careertech.ok.gov

Finance Contact

IMPORTANT: For questions about specific finance requirements (salary, TRS, FBA, etc.), contact Joanne Dewald.

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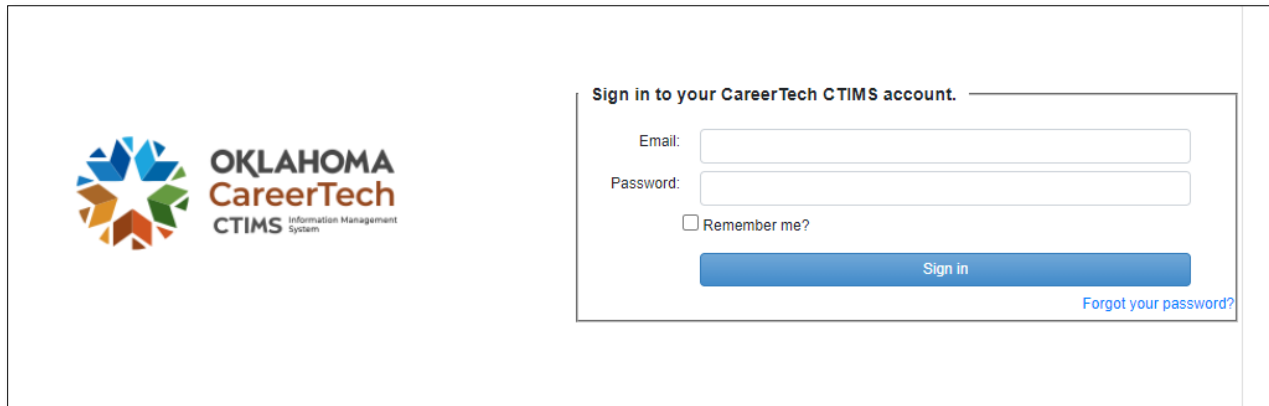Financial Services-Financial Operations Administrator
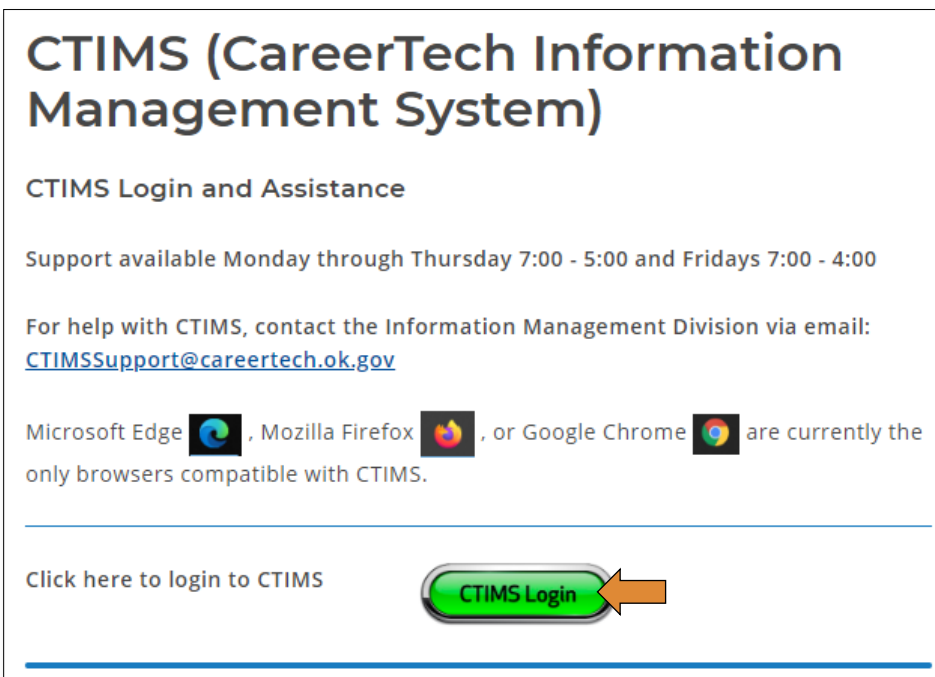Office: (405) 743-6824
Email: Joanne.Dewald@careertech.ok.gov

Objective: *This guidebook will take you through the steps to add/update Technology Center personnel information in CTIMS.*

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) and select the green **CTIMS Login** button.

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 **Technology 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 **Technology Center – Info Submitter**, contact CTIMSSupport@careertech.ok.gov
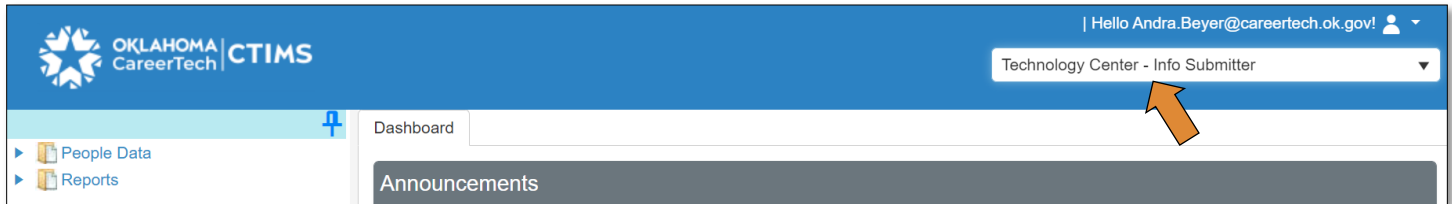
- Click the arrows next to **People Data** & **PID Process**.
- Click on the **Manage PID Data** link.

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

Manage People

<u>View/Update Individual Personal Information:</u>

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

Search by <mark>INDIVIDUAL</mark>

- Check the box next to **Search Across Employee Info**
- **Select Search On** field, and choose how you would like to search.
  - *(HINT: use the most unique part of the person's name, if searching by name.)*
- **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) will appear in the grid below.

Search by SITE

- Uncheck the box next to **All organizations**.
- Make sure Tech Sites is selected from the drop-down menu.
- Type the first 3 letters of the organization, in the search box, for it to start populating.
- Click **Load**.

Search by <mark>DISTRICT/All Campuses</mark>

- Make sure *Technology Sites* is selected from the drop-down menu.
- Uncheck the box next to **All organizations**.
- 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.
- Click **Load**.

Find People/Update Personnel Information

CTIMS-EID is the ONE unique record number for each person in CTIMS. It will follow that person anywhere they go within the CT system. It is extremely important that 1 person only has 1 EID.

- Click on the CTIMS-EID hyperlink that is aligned with the record of the person you would like to view/update.
    - 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)*.

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- As you click on each tab and update information, make sure you click **SAVE** before navigating to another tab or closing the screen.

Basic Information

- To know whose record, you are working on – it is listed at the top of the screen.
- Update/edit the information by clicking in the appropriate field and typing.
- **Save Changes**.
  - o *Required fields.

Phone Information

- Update/edit the information by clicking in the appropriate field and typing.
    - Make sure the Primary Contact is <u>always</u> the school's primary phone number.
    - Make sure the Status field is Active only for the field that has a number in it.
    - Any number you add; you can make the status active.
        - If there are any rows marked as active that do not have a number listed, make those inactive.
            - **To make Active/Inactive: click in the field check the box for active and uncheck the box for inactive.
- **Save Changes**.

Manage People Data

Person Basic Information - ... Name: , CTIMS-EID: , PID:)

asic Information | Phone | Email | Salary Detail | Contact Details | Teacher Certification | Experience | Education | Person Work Assign

Phone Details

✓ Save changes   ⊘ Cancel changes

Phone Type	Phone Number	Extension	Primary Contact	Status
Mobile			No	Active
Home			No	Active
Other			No	Inactive
School Primary	4056435511	3290	No	Active
Business Primary			No	Active
Fax			No	Inactive
Office-1			No	Inactive
Office-2			No	Inactive

Email Information

- Update/edit the information by clicking in the appropriate field and typing.
  - Make sure the school email is <u>always</u> marked primary.
  - Make sure the Status field is Active only for the field that has a number in it.
  - Any email you add; you can make the status active.
    - If there are any rows marked as active that do not have an email listed, make those inactive.
      - **To make Active/Inactive: click in the field check the box for active and uncheck the box for inactive.
- **Save Changes**.

Email Type	Email Address	Primary Contact	Status
School	Andra.Beyer@careertech.ok.gov	Yes	Active
Other		No	Inactive
Home		No	Inactive

Salary Detail

- Update/edit the information by clicking in the appropriate field and typing.
    - **If a person has 2 PIDs – 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.**

Teacher Certification

- Update/edit the information by clicking in the appropriate field and typing.
    - If the employee has a TRS category that requires a Teacher Number or Cert Number, please enter it here or on the Basic Information screen. (See the TRS Codes page for a list of all TRS Codes and requirements.)
- **Save Changes**.

If an employee obtains National Board Certification, they should send the information to Bunny Farley at the State Department of Education.

Bunny Farley
Division Support Coordinator
Office: (405) 521-4527
Fax: (405) 522-1520
Email: Bunny.Farley@sde.ok.gov

- Teacher Certificate Example:
  - Teacher # - (NOT the Cert#)
  - Class of Certification
  - Description
  - Valid From/To Dates

OKLAHOMA STATE   DEPARTMENT *of* EDUCATION

Cert#

~ TEACHING CERTIFICATE ~

The State Board of Education certifies and authorizes

to serve in the accredited schools of Oklahoma as indicated below.

3.

4.

Description		Level	Valid From	Valid To
TRADE/INDUSTRIAL EDUCATION		5-12	6/1/2019	6/30/2024

NO ENTRIES BELOW THIS LINE ******************************

1.

Teacher #

Print Date:

2.   Degree: **Bachelor's**

Class of Certification: **Standard**

State Superintendent of Public Instruction

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**.

Tech Center People Data Bulk Update

Ability to update personnel in bulk (on one screen) – there is <u>not</u> an export/upload feature for this.

- Click the radio button next to **Tech Center Bulk Update**.

Search by SITE

- Type the first 3 letters of the organization, in the search box, for it to start populating.
- Click **Search**.

Search by DISTRICT/All Campuses

- Check the box next to **All Organizations**.
    - Click Search. Or,
    - Type the first 3 letters of your organization, in the Select Organization text box, for it to populate.
        - At the same time, push Ctrl+A on your keyboard to select all campuses.
        - Hit Enter on your keyboard.
        - All campuses should be listed.
- Click **Search**.

- Everyone in your district will populate in the grid below.
    - Click on who you want to update – the row will be highlighted in blue.
        - You will see the person's information, that you clicked on, in the gray box at the of the grid – this will help you know where you are in the update process.
- Click any cell that needs to be updated.
- You can tab to a new cell.
- Click **Save Changes** before you move to a new line – so you don't lose what you updated.

- Click on the blue CTIMS-EID hyperlink to open an individual's record.
- Click on any tab to update information.
- Instructions here, if needed.
- Click on the X on the PID tab to close and return to the bulk grid.

Manage PID List (Assign/Update/Edit PID Assignment)

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

Search by <mark>DISTRICT</mark>

- Check the box between **School** & **All***.
  - To narrow down your search you can choose a search option from the drop-down **Search Criteria** menu.
- Click **Search**.

Assign <mark>Existing</mark> 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.

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

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

- In the **Select Search On** field, choose how you would like to search.
  - Search the most unique part of the person's name.
- Type in the text you wish to search in the **Search Text** field.

- Click **Load**.
  - A list of records or just 1 record (depending on how you narrowed down 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 in blue.
  - **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 (DOB or SSN).
- Click **Submit (PID-12345) to Assign the selected Person**.
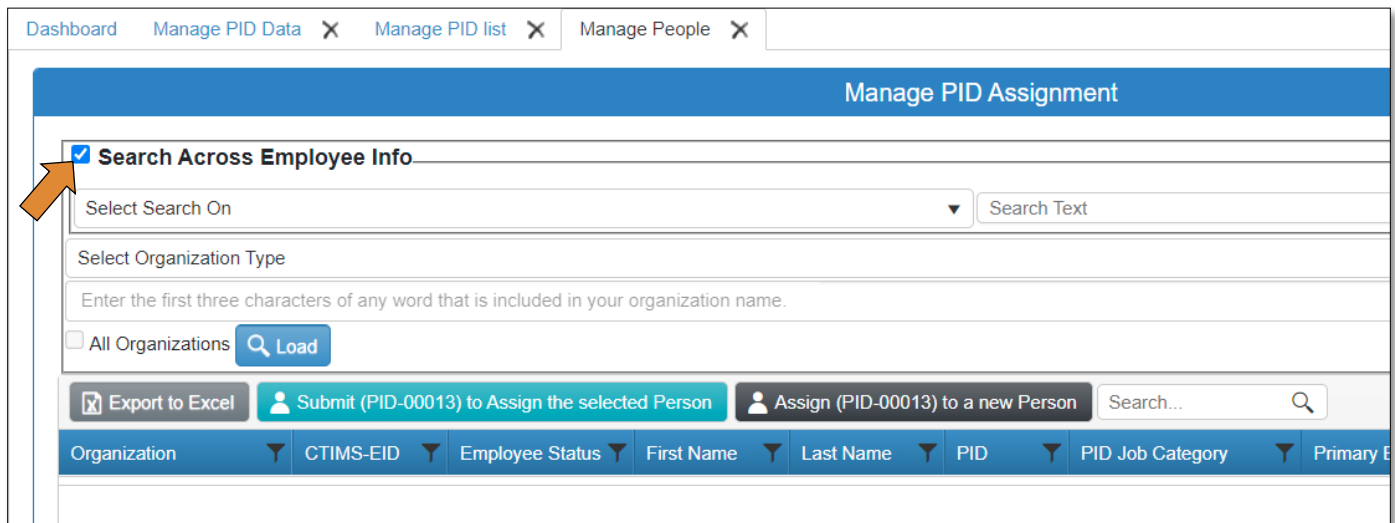
- Make sure the row with the correct PID, Calendar Year and School (Short Name) is marked **Active** under Assign and **Yes** under Primary.
- Click **Submit**.

- Close the Person Basic Information screen by clicking **Close Person Detail Panel**.

Assign <mark>New</mark> Person to a PID

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

NOTE: Before assigning a person to a PID, <u>ALWAYS</u> search to make sure that the person is not already in the system – this will prevent duplicate records from being made.

- In the **Select Search On** field, choose how you would like to search.
  - Search the most unique part of the person's name.
- Type in the text you wish to search in the **Search Text** field.

- Click **Load**.

- IF the system does <u>not</u> pull up a record matching your search, click **Assign (PID-12345) to a new Person**.
  - o   This is creating a new person record.
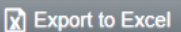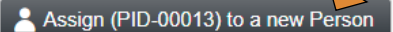
**The screen will split.

- Enter the required fields on the Person Information screen.
    o 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 the light blue **Close Person Detail Panel** at the top left corner of the page.
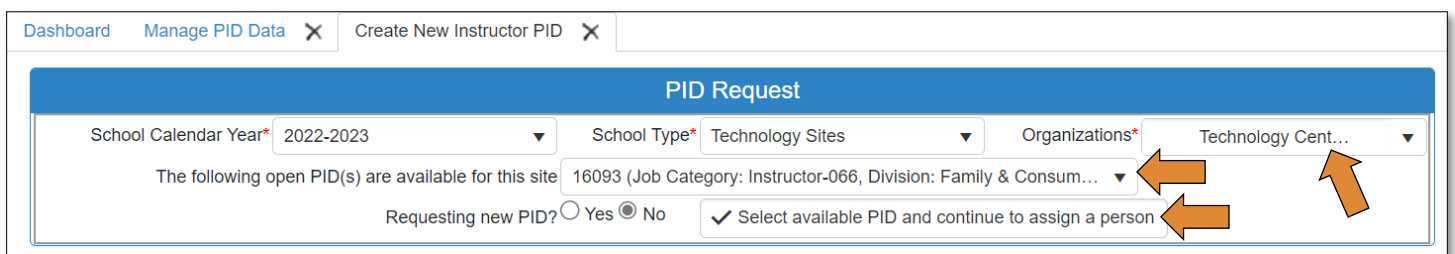
Create New Instructor PID

- Click the radio button next to **Create New Instructor PID**.
  - *This requires approval by IMD. Please feel free to email [Brandy Elliott](#) after you have submitted a request.*

- Type the first 3 letters of the organization in the box next to **Organizations*** and select it.
- To see if there are any available instructor PIDs, in the correct division, at your organization, click the drop-down arrow, next to **The following open PID(s) are available for this site**.
  - If there is an available PID, keep **No** selected next to Requesting new PID? and click on **Select available PID and continue to assign a person**.
    - Click [here](#) to assign a person to PID.

- If there is not an available PID, click the radio button for Yes 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 Category) *** and select 066-Instructor.
  - You will only have two options, **Instructor** or **Business and Industry Services - WED** since you are requesting a new <u>instructor</u> PID.
    - **You will notice after you select the job code/job title another portion will appear on the screen.
- Type in the **Preferred Job Title**.
- If the PID will not be used until the next school year, change the **Start Year** to the correct school year.
- Fill in the **First Name** and **Last Name**, **last 4 of SSN,** and **Date of Birth**, <u>if</u> 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 you can't find the approved program, email [Brandy Elliott](#).
  - 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**. (Screenshots below)

Tech Center Instructor teaching off-site

- Click the **Yes** radio button next to *Will the instructor teach off-site?*
- Click **+Add K12 School and Course(s)**
- Type the first 3 letters of the organization in the box, under the **Pick K12 Schools** column, and select the organization.
- Type the first 3 letters of the program, in the **What Courses at each Site are they teaching?** column, that will be taught at the K12 school site and select it.

Create New Non-Instructor PID:

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

- Type the first 3 letters of the organization in the box next to **Organizations*** and select it.
- Select the drop-down arrow for **Job Category** and start typing the job title you are needing for this particular PID.
  - Note: if you can't find what you need, email [Brandy Elliott](mailto:).
- 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).
- Leave **No** selected if the instructor will teach off-site (this is not an instructor PID – we will get this reworded or removed).
- Write down the PID Number that is auto-generated.
- Click **Save Changes**.
- To fill the PID, go [here](#).

Move Person to Different PID:

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

- Type the first 3 letters of the organization in the box next to **Organization***.
- Click **Search.**
- Select the person you want to move to a different PID.
- Click **Move Down.**
  - o Scroll down to the bottom of the page.

- Click **Continue to Move Person to Different PID** (at the bottom of the page).
- Click **OK.**

- Make sure the selected record is the correct record.
- Use the drop-down under *Move to Organization*, and choose **Technology Sites**.
- Type the first 3 letters of the organization (site) in the box under *Select Move to School*.
- Choose what PID you are moving the person to, under *Move to PID*.
- Add a note so you can remember later, why you moved this person to a different PID.
  - The **Current Person Assign to this PID** & **Current Person Status to this Assign** columns will auto-fill.
- Click **Submit to Move Person to Different PID**.
- Click **OK**.
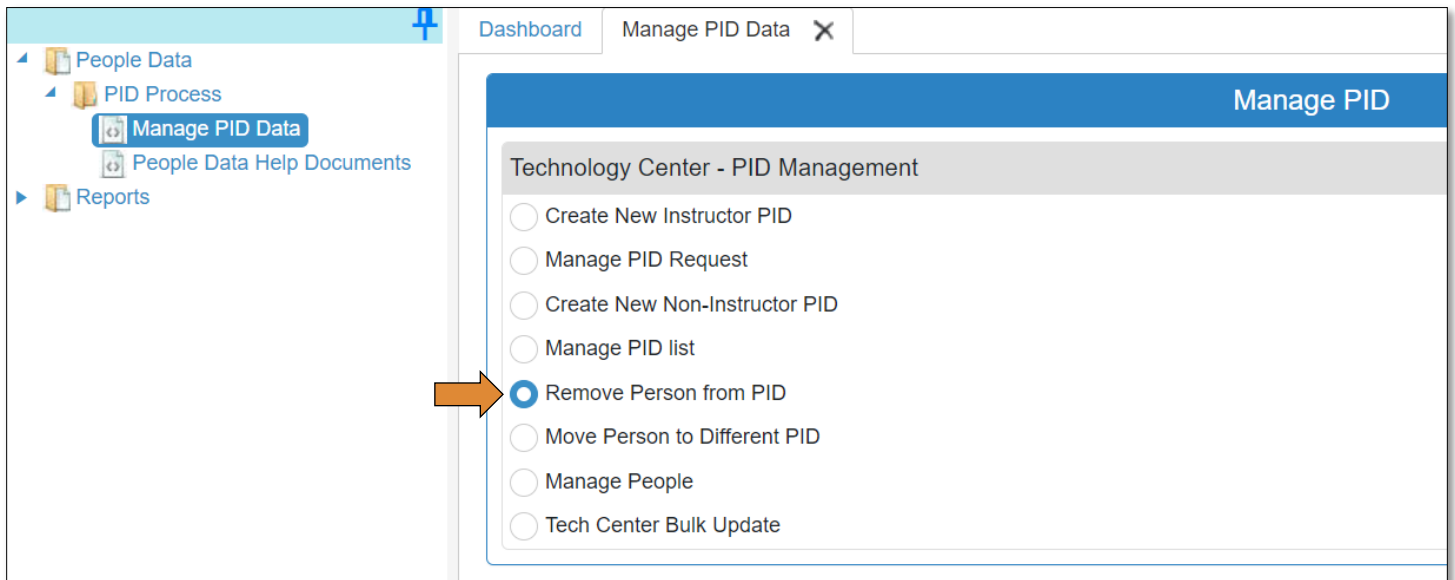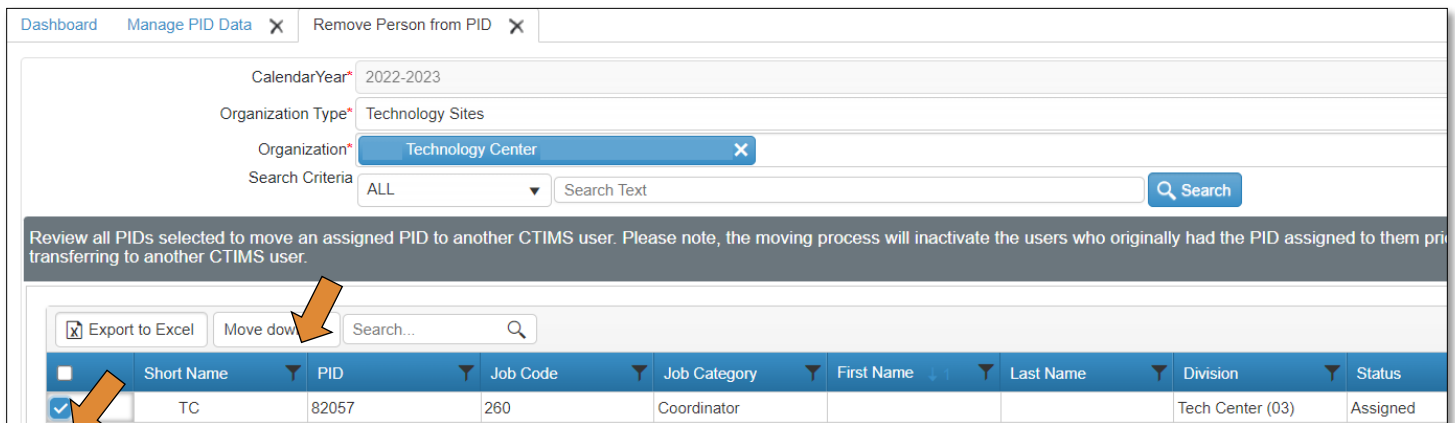
Remove Person from PID:

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

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

- Type the first 3 letters of the organization in the box next to **Organization***.
- Click **Search.**
- Select the person you want 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 **Ok**.

- Make sure the correct record is selected.
- Click **Submit to Remove Person from PID**.
- Click **OK.**

Exporting Information from People Management

- To access all people in a specific organization, follow the instructions [here](#).
- To access all people under an entire district, follow the instructions [here](#).
  - Click the **Export to Excel** button.

Access Help Documents (Guidebook)

- Click the arrows next to **People Data** & **PID Process**.
- Click on the **People Data Help Documents** link.
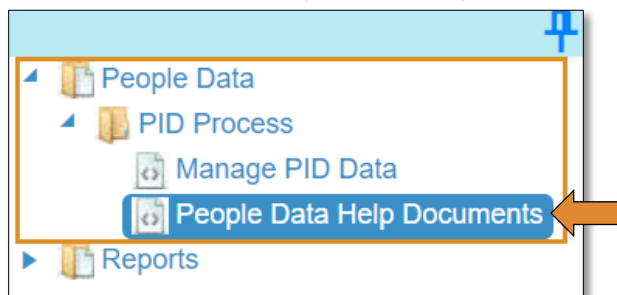
- Click the Download link to download a PDF version of the guidebook.

Reports

- Click the arrows next to **Reports** then **Report Framework.**
  - o Click on the **Report Generation** link under Report Framework.
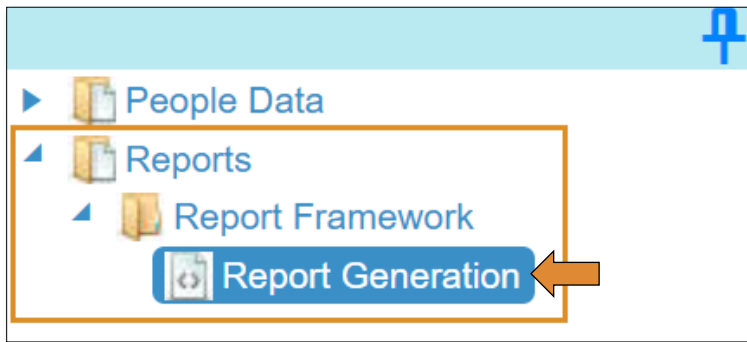
- 4 reports can be run:
  - o People Contact Summary - 557
  - o PID Assignment Report - 556
  - o PID Master List Summary - 555
  - o Tech Center Salary Detail Report - 562

- **Module:** * People
- **Sub Module:** * - People Data Reports
- **Report Title:** * - Choose the report you want to run.
- **Report Type/School Type:** * - Site or District
- **Calendar Code*** - Choose the calendar year you are wanting to run.
- **Organization Type*** - Technology Sites or Technology Center Districts.
- **Organization***: Choose your school/s by typing in the first 3 letters and selecting the school.

- 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.

- There are scroll bars located at the bottom of some of the screens in CTIMS.
  - If you cannot see all the information on a screen, go to the right or bottom of the screen and use the scroll bar to navigate over.
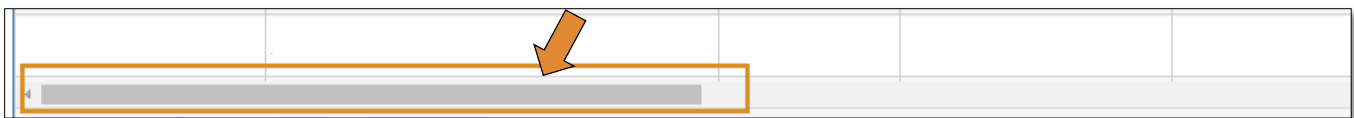
- You can click on the pint in the top left panel. It will collapse the left panel when not using it.
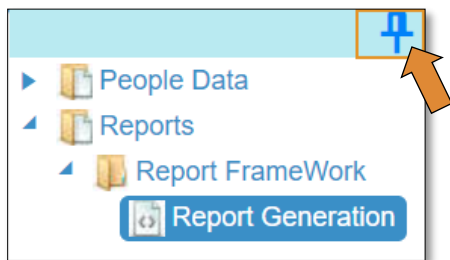
- There are tabs within screens in CTIMS. Look for these tabs to view a different screen or more information.
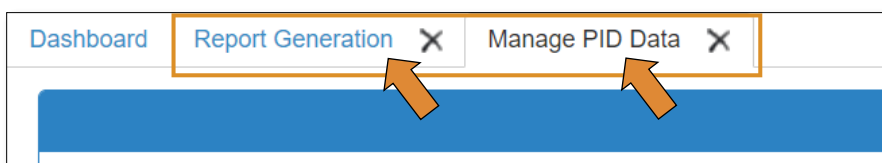
Appendix A

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 <u>crucial</u>, 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".
- 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 **continually** to keep <u>personnel information current</u> 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 ODCTErules. 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 Superintendentof a school district	Associate, Assistant, DeputySuperintendent Principal	Valid 6-digit TRS Teacher Certification number is required.
3*	**Professional** (Certified with relevantindustry 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 <u>or</u> 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 <u>or</u> 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.

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.

CTIMS Conditions Table

IF TRS CATEGORY 2 - PRINCIPAL (SDE CERTIFICATE REQUIRED AND TC ADMIN CREDENTIAL PER ODCTE RULES. CATEGORY INTENDED FOR ASST AND DEPUTY SUPT'S AS WELL AS CAMPUS PRINCIPALS

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 3 - (CERTIFIED WITH RELEVANT INDUSTRY CERTIFICATION AND/OR SDE CERTIFICATION)

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 5 - COUNSELING (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 6 - TEACHING (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 7 - TEACHING (INDUSTRY CERTIFIED IN FIELD OF INSTRUCTION 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 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.