

Teacher Assignment Application (Annual Teacher Salary Report) Districts & Charters



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Teacher Salary Report Overview

Nevada Revised Statutes 391.120 subsection 4, amended by the 1993 Legislature, requires local school districts to report to the Nevada Department of Education the following information:

On or before November 15th of each year, the school district shall submit to the department, in a form prescribed by the superintendent of public instruction, the following information for each licensed employee employed by the school district on or before October 1st of that year.

- a) The amount of salary of the employee; and
- b) The designated assignment, as the term is defined by the department of education, of the employee.

Teacher Salary Report Summary

Each district/charter school must upload their annual teacher salary report into the Teacher Assignment Application located in the Bighorn Portal by November 15th. Districts have the ability to verify their data prior to marking it complete. The Teacher Licensure Office will verify each district has completed their upload. After completion of the Teacher Salary upload, Teacher Licensure Office will approve the data to the Teacher Licensure database and produce reports that must be validated by the districts.

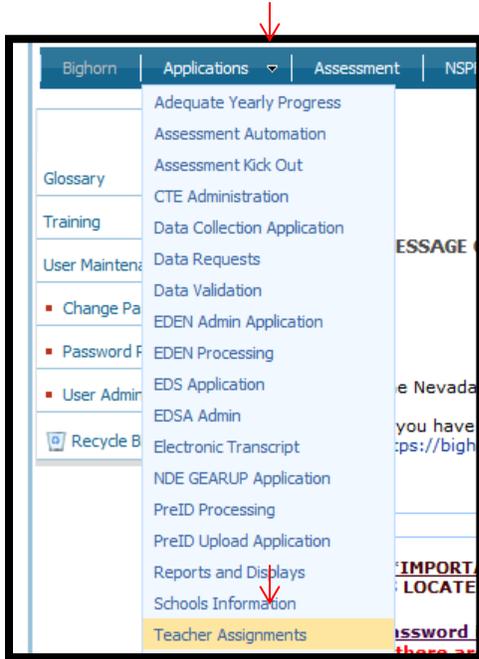
- a) Exception Report and Special Education Exception report must be validated by the districts and returned to NDE by Dec 15 of the current school year. These reports will be placed in each districts teacher licensure folder for validation upon completion of all district uploads.
- b) NCLB- Not Highly Qualified Report- will be run on February 1st of the current school year and placed in each districts teacher licensure folder. This data must be validated and corrected by May 1st of the current school year.

What is this data used for?

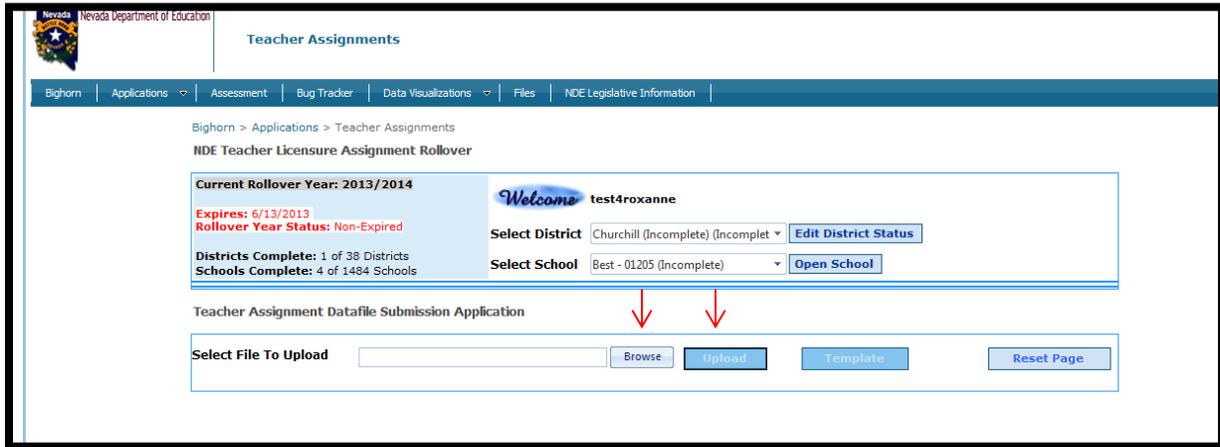
This data is used for several reports during the school year. Some information will be used to report to the Nevada Report Card, EDEN submissions for the Federal Government and the State Research Bulletin to name a few. So it is very important that the upload is as accurate as possible. **Garbage in Garbage out.**

Teacher Assignment Application Procedures

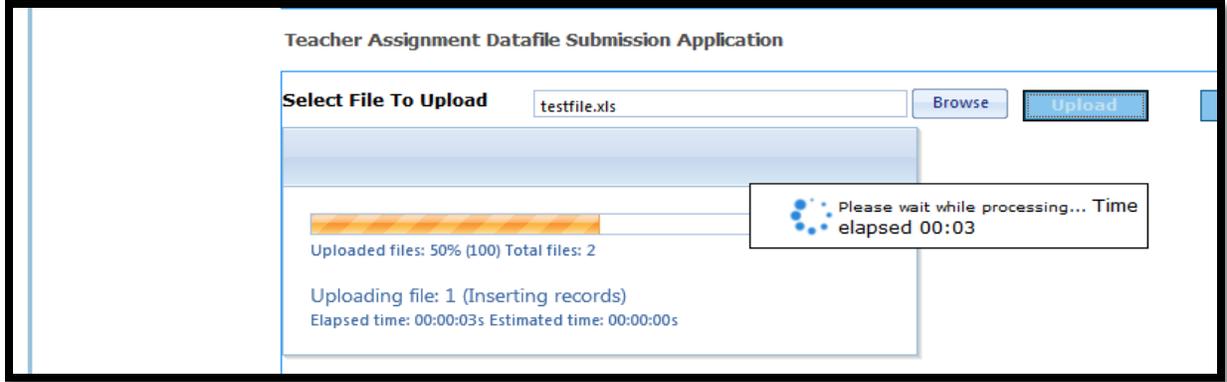
1. Log into the Bighorn Portal.
2. Select “Applications Tab” and Select “Teacher Assignments”



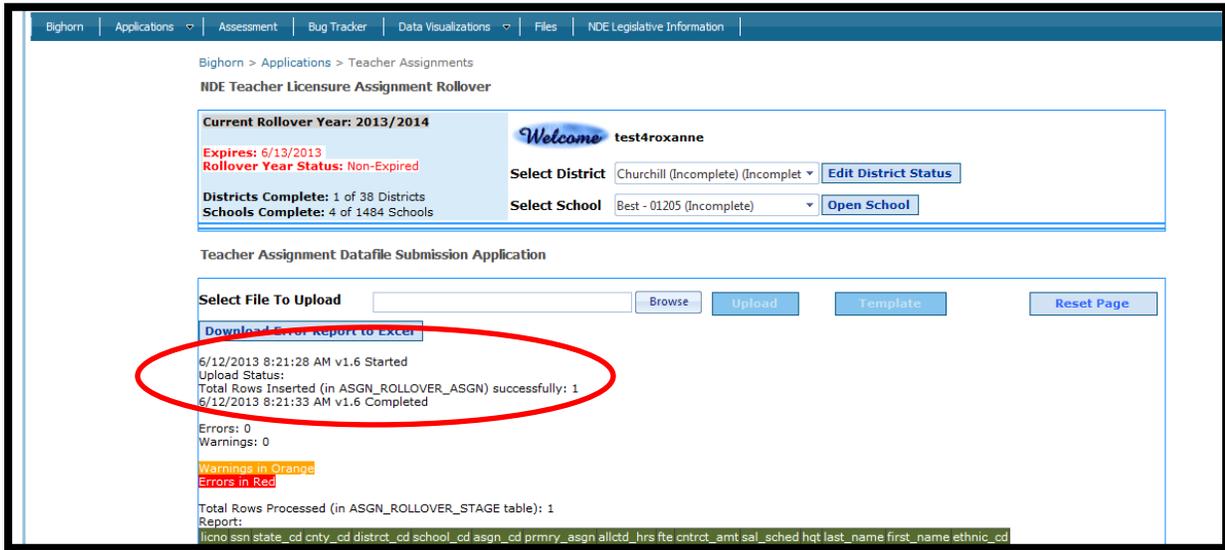
3. Click the “Browse” button and locate the completed teacher salary report and select “Upload”.



4. An “upload status bar and elapsed time bar” will be displayed as the file is processing. (The application validates the spreadsheet for errors prior to uploading.)



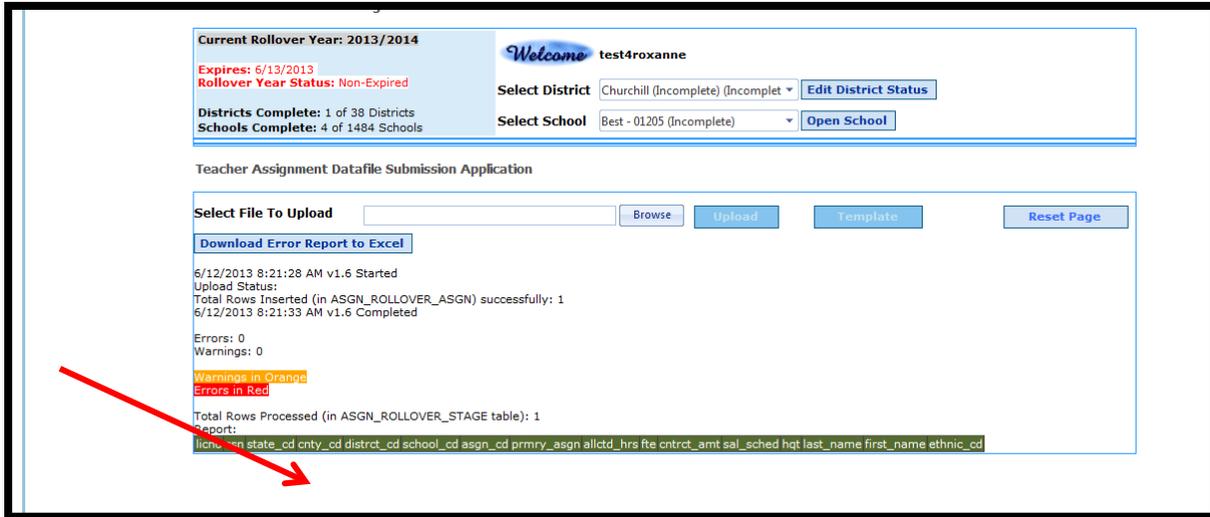
- 5. Verify Upload status:
 - a. Error message will be displayed here if errors are found.
 - b. Successful message is displayed here with the number of rows inserted. (**Important:** Verify the successfully inserted number matches the uploaded spreadsheet total records minus the header.)



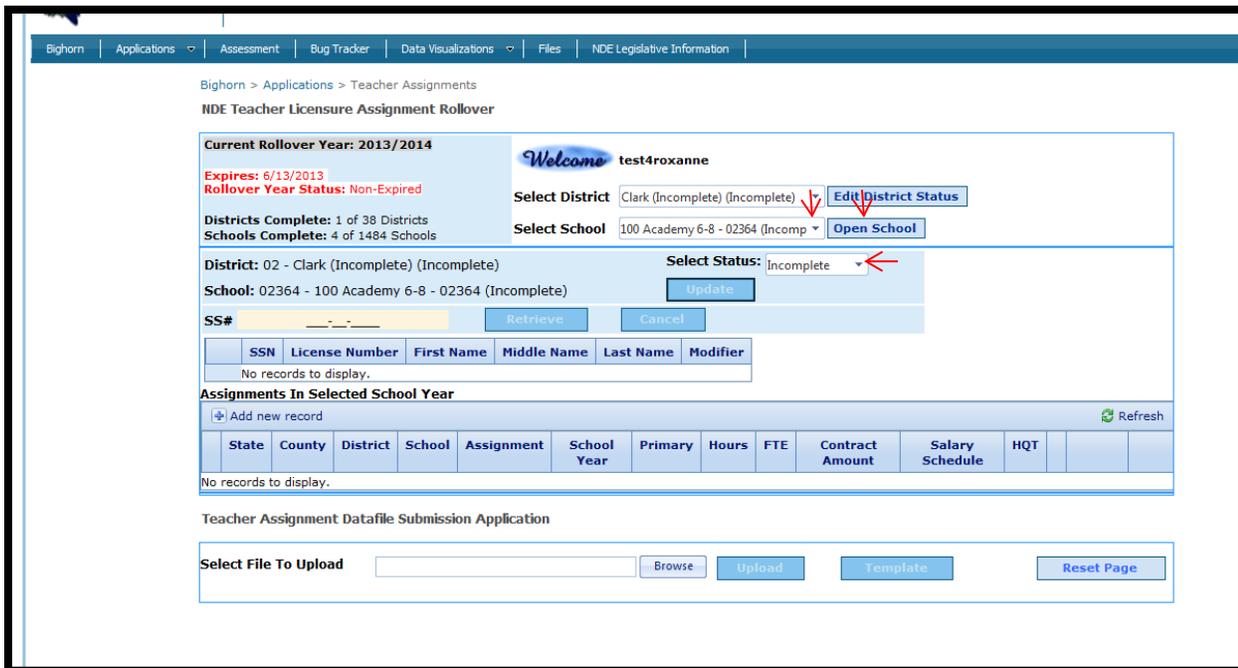
- 6. Specific errors and warnings will be displayed below the green bar- (see errors section in this document for a list of errors and resolutions)

- Errors- are displayed in red and will not be uploaded until corrected.
 - Warnings- are displayed in yellow and will upload without correction.

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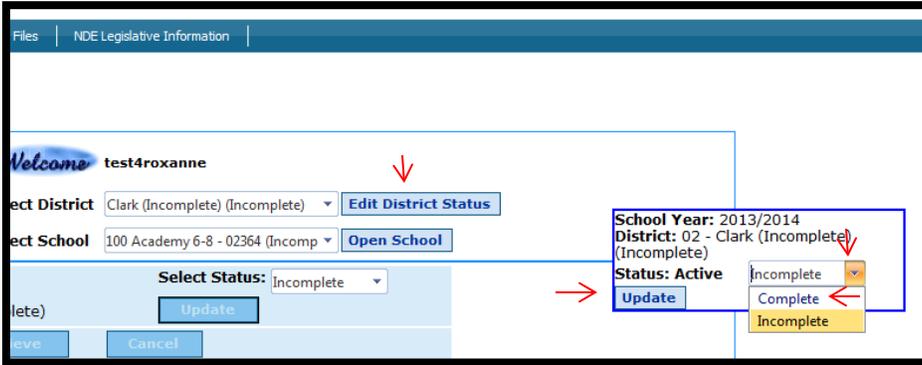


7. Upon successful upload/record insert, the school and district must be marked complete. (This provides the ability to track which districts and schools have been completed or not completed.)
 - a. Select a school from the drop down and select the “Open School” button to verify teacher data has been uploaded.
 - b. Verify teacher records are displayed and correct.
 - c. User must mark the status complete for each school or for the entire district.



8. Select “Edit District Status”, select “Status: Active Complete” and “Update” to verify the entire district upload is correct and complete.

Note: If the district status is marked complete, each school does not have to be marked complete.



9. Upload process is complete.

Data Validation

Districts will have the ability to validate their uploaded data with a report that will provide a total number of teachers/staff by school. This report will be placed in each Districts Teacher Licensing Folder. This is the Districts opportunity to do a quick verification of their data upload.

Note: This will be the Districts responsibility to notify Teacher Licensure of any upload issues (i.e. missing schools-wrong total number). If the District does not contact the Teacher Licensure Office, Teacher Licensure will go forward with the process.

Exception Reports

Upon completion of the upload process, Teacher Licensure will provide each district with an Exception Report on or about November 15th of the current school year. These reports will be placed in each District’s Teacher Licensure folder for review and comment. Each District will have until Dec 15th of the current SY to verify and return their information.

Exception Report has two parts to it. (Waivers and Alternate Route/out of field information.)

Not Highly Qualified Report

The not Highly Qualified Report will be placed in each District’s Teacher Licensure folder on or about February 1st of the current school year. Districts will have until May 1st of the current school year to validate and verify the Not Highly Qualified Teachers. If corrections need to be made, make not and the Teacher Licensure office will correct each incorrect item.

Note- Very important to ensure you are using the correct HQ codes for each teacher.

Troubleshooting

Below are a few examples of the types of errors that may be displayed. If an error is displayed, not listed below and cannot be resolved, please submit a Bug in the Bugtracker of the Bighorn Portal.

Note: Errors are in RED- cannot be uploaded until corrected

Warnings are in YELLOW- can be uploaded without correction

Errors	Solutions
SSN is not in the licensee master table	Verify SSN is correct
Invalid School, County, and District Code Combination	Verify your school code is correct and county code is correct.
Sublicense	Sublicense cannot be uploaded- delete the record
ASGN_CD is not in the assignment table- Invalid Assignment code for Primary Assignment	Correct the Assignment code
HQT Code is invalid	Correct the HQT Code
Invalid FTE and Hours Combination	Verify and correct the FTE and or Allctd_hrs
Missing Primary Assignment Record-Salary Schedule in non-primary record	Correct Prmry-Asgn and/or Sal_Sched
Upload Status: The file could not be uploaded. The following error occurred: Input string was not in a correct format. Error Information:	Blank cell- make sure there are no blank cells in the spreadsheet- (Exception: Ethnic fields may be blank if unknown)
Total Rows Inserted (in ASGN_ROLLOVER_ASGN) successfully: 0	Verify there are no blanks in spreadsheet
Upload Status: You have errors. Please correct errors in order to submit an upload. Correct the file with the report below.	Correct all errors displayed prior to uploaded
License Number/ SSN Mismatch/Duplicate SSN	Verify License Number and SSN (Contact Teacher Licensure Department if information needs to be verified.)

Nevada Department of Education

Teacher Licensure
Salary Reports

Salary Fields and definitions

The following fields and definitions are required in order to upload the Teacher Licensure Salary Report.

Licno (License Number)	<ul style="list-style-type: none"> • Teacher License number • Up to 10 digits • Must be TEXT format • Must be added for each assignment
SSN (Social Security Number)	<ul style="list-style-type: none"> • Social Security Number • Xxx-xx-xxxx only • Must be TEXT format • Must be added for each assignment
State_cd (State Code)	<ul style="list-style-type: none"> • Must be NV • Must be entered for each assignment
Cnty_cd (County Code)	<ul style="list-style-type: none"> • County code • Up to 2 digits • Must be entered for each assignment
Distrct_cd (District Code)	<ul style="list-style-type: none"> • Always a 1 • Must be entered for each assignment
School_cd (School Code)	<ul style="list-style-type: none"> • School code • 3 digits
Asgn_cd (Assignment Code)	<ul style="list-style-type: none"> • Assignment code • Up to 5 digits • ***The following codes may NEVER be used as the first/primary assignment code: 07109,08109,06109
Prmry_asg (Primary Assignment)	<ul style="list-style-type: none"> • Primary Assignment • #'s 1 through 5 only- teacher may not have more than 5 assignments total.
Allctd_hrs (Allocated Hours)	<ul style="list-style-type: none"> • Allocated Hours • Whole number per assignment. • Hours must add up to 5, 6, 7 or 8.
FTE (Full Time Employee)	<ul style="list-style-type: none"> • Full Time Equivalent • Only enter FTE for 1st assignment.
Cntrct_amt (Contract Amount)	<ul style="list-style-type: none"> • Contract amount • No commas or \$ symbols or decimal • Multiple assignments only enter contract amount for 1st assignment and the rest 0.
Sal_sched (Salary Schedule)	<ul style="list-style-type: none"> • Same definition as Cntrct_amt
HQT (Highly Qualified Teacher)	<ul style="list-style-type: none"> • Highly Qualified Teacher

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	<ul style="list-style-type: none"> • 2 digit code only
Last_name	<ul style="list-style-type: none"> • Last name
First_name	<ul style="list-style-type: none"> • First name
Ethnic_cd (Ethnic Code)	<ul style="list-style-type: none"> • Ethnic Code

Quick Reference

- Spreadsheet cannot have blank fields with exception of ethnic code-
- Must only have one worksheet
- File will not upload if there are any errors present.
 - Errors will be displayed in Red
- HQT codes must be in line with Assignment codes.
- FTE must be broken down correctly and align with the allocated hours and primary assignment.
- Once the file has been successfully uploaded, the total number of records will be displayed.
 - Verify the number of records uploaded matches the number that was actually uploaded.
- You cannot upload a record that was previously uploaded.
- If there are multiple assignments and an error is displayed, check all the assignments for that teacher. The system will display a record with an error, however it is there to indicate than any one of those records for a specific teacher has an error.
- Do not upload Teachers with Sublicenses.

Date	Change	Changed by
10/9/2013	FTE –goes in primary assignment- as well as salary regardless of number of assignments unless multiple sites out of district.	Rstarbuck

