

Teacher Licensure

Salary Reports

The following fields and definitions are required in order to upload the Teacher Licensure Salary Report.
(see the spreadsheet attached as well.)

Licno	<ul style="list-style-type: none"> • Teacher License number • Up to 10 digits • Must be TEXT format • Must be added for each assignment
SSN	<ul style="list-style-type: none"> • Social Security Number • Xxx-xx-xxxx or xxxxxxxxx are acceptable • Must be TEXT format • Must be added for each assignment
State_cd	<ul style="list-style-type: none"> • Must be NV • Must be entered for each assignment
Cnty_cd	<ul style="list-style-type: none"> • County code • Up to 2 digits • Must be entered for each assignment
Distrct_cd	<ul style="list-style-type: none"> • Always a 1 • Must be entered for each assignment
School_cd	<ul style="list-style-type: none"> • School code • 3 digits
Asgn_cd	<ul style="list-style-type: none"> • Assignment code • Up to 5 digits • ***The following codes may NEVER be used as the first assignment code: 07109,08109,06109
Prmry_asg	<ul style="list-style-type: none"> • Primary Assignment • #'s 1 through 5 only- teacher may not have more than 5 assignments
Allctd_hrs	<ul style="list-style-type: none"> • Allocated Hours • Whole number per assignment. • Hours must add up to 5, 6, 7 or 8.
Fte	<ul style="list-style-type: none"> • Full Time Equivalent • Only enter FTE for 1st assignment. • **If the teacher has more than one assignment at the same site, enter 0. • **If the teacher teaches at multiple sites, treat each site as a separate FTE.
Cntrct_amt	<ul style="list-style-type: none"> • Contract amount • No commas or \$ symbols. • Multiple assignments same site- only enter

	<p>contract amount for 1st assignment and the rest 0.</p> <ul style="list-style-type: none"> Multiple assignments at different sites- Divide the contract amount between the different sites and place only in the 1st assignment.
Sal_sched	<ul style="list-style-type: none"> Same as Contract_amt
HQT	<ul style="list-style-type: none"> Highly Qualified Teacher 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	<ul style="list-style-type: none"> Ethnic Code

Important information for uploading the Salary Report.

- Spreadsheet cannot have blank fields.
- 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 already exists.
- 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.