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## Profile of Educational Personnel (PEP) New User Training September 2016



DEPARTMENT of  
**EDUCATION**

## Agenda

**System Overview**

- Gaining Access
- What is collected
- How collected data are used
- Link to other LDE systems
- Description of Data Collection Timeline

**Hands-on Session**

- Uploading/Entering Data
- Generating/Viewing Report
- FAQ
- Coding Procedures

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## Objectives

At the conclusion of this session, participants should be able to:

- describe the overall functionality of PEP.
- navigate the steps for online and batch submissions.
- understand how to view and generate reports in PEP and how to use these reports to check your data submission.
- explain error reports and make error corrections .
- extract PEP data files.
- meet data reporting timelines.

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## Role of the Security Coordinator

- LEAs and CMOs are required to designate a local Security Coordinator who is responsible for granting authorized users access to LDOE Application Systems.
- The Security Coordinator grants local authorized users access to LDOE Application Systems using the [Totally Automated Security System \(TAS\)](#).

For assistance, contact: [SecurityDOE@la.gov](mailto:SecurityDOE@la.gov)

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## User Access Rights and Authorization

- To request access to LDOE application systems, users can complete the [Security Request Form](#) and forward it to their local Security Coordinator.
- For authorized users, a unique User ID and initial password will be established.
- Each User ID follows a set standard which identifies and associates the user with a 3-digit Sponsor Code.
- User IDs are not to be shared among users.
- User IDs may be revoked in any of the following circumstances:
  - After five unsuccessful sign-on attempts
  - After five resource access denials in one terminal session
  - At the scheduled end of temporary engagements
  - During an investigation of an actual or suspected security violation requested by management
  - Upon management request and/or direction due to termination

For assistance, contact your local Security Coordinator.

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## Assigning & Establishing User Passwords

- Users can change an initial password or reset a forgotten or expired password, using the self-service [Password Reset System \(PRS\)](#).
- Users should refer to the Password Reset User Guide (located [here](#)) or contact their local Security Coordinator when having difficulties with their password.
- Passwords must follow specific rules:
  - Minimum length: 8 characters
  - Must contain at least 3 of the 4 complexity categories as follows:
    - Upper case characters (A-Z)
    - Lower case characters (a-z)
    - Numeric digits (0-9)
    - Non-alphanumeric characters (e.g., %, &, \$)
  - Cannot be the same as any of the previous 5 passwords
  - Cannot contain the user's ID or parts of the user's full name that exceeds two consecutive characters

For assistance, contact your **local Security Coordinator**.

## Minimum Computer System Requirements

Minimum computer system requirements to access the LDOE Application Systems:

- Browser:** LDOE Application Systems are optimized for Internet Explorer Version 9.0 or lower or later versions using Compatibility Mode
- Screen Resolution:** The optimum screen setting is 1024 x 768 or higher
  - To adjust your resolution, right-click on your desktop, click Properties, then Settings
  - Adjust the slider to a screen resolution of 1024 x 678 or higher, and then click OK
- Software:** WinZip (preferred), PKZip (permitted)

For assistance, refer to any [LDOE Application System User Guide](#).

## Setting up Internet Explorer

Users should check the following *Internet Explorer* (IE) options:

- Go to Tools >> Internet Options >> Security >> Custom Level.
- Make sure the "Allow script-initiated windows without size or position constraints" option is enabled
- Also, make sure the "Display mixed content" option is enabled
- Go to Tools >> Internet Options >> Privacy >> Pop-Up Blocker Settings
- Enter [leads3.doe.louisiana.gov](https://leads3.doe.louisiana.gov) in the "Address of Web site to allow" field
- Go to Tools >> Pop Up Blocker Settings >> choose "Turn off Pop-up Blocker"

For assistance, refer to any [LDOE Application System User Guide](#).

## Setting up Internet Explorer

For **IE versions 8 through 10**, users must enable compatibility view by clicking the "Compatibility View" icon to the right of the address bar to access LDOE systems properly:



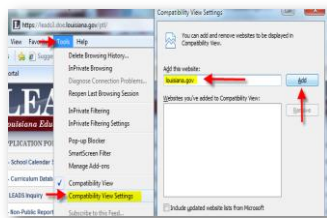
The browser should reload the page and begin displaying the page in compatibility view mode.

For assistance, refer to any [LDOE Application System User Guide](#).

## Setting up Internet Explorer

For **IE version 11**,

- Click the "Tools" button on the menu bar, and then select the "Compatibility View Settings" option
- Then, in the text box under "Add this website", enter [Louisiana.gov](https://Louisiana.gov) and click the "Add" button
- Finally, close the Compatibility View Settings dialog box and close IE 11. Restart IE



For assistance, refer to any [LDOE Application System User Guide](#).

## Accessing LDOE INSIGHT Portal



<https://insight.doe.louisiana.gov>

To access the LDOE INSIGHT Portal, users must enter a **User ID** and **Password** on the INSIGHT Portal **login screen**.

For assistance, contact your **local Security Coordinator**

### LDOE INSIGHT Portal - My Apps

All LDOE Application Systems for which a user is authorized to access will be displayed under the My Apps button.

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### LDOE INSIGHT - Coordinator Portal

- LEAs can access all LDOE systems via the [LDOE INSIGHT Coordinator Portal](#).
- In addition to system access, the Coordinator Portal is also used by LDOE to post pertinent information for LEAs.
- Local security coordinators can grant user access by:
  - Accessing the [Totally Automated Security System \(TAS\)](#) and adding **LDS\_LEAS\_DATACOORD** role under the Longitudinal Data Systems (LDS)
- Data Coordinators and Data Managers should check daily for important announcements, reminders and other system related information.

For assistance, contact your local Security Coordinator

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### LDOE INSIGHT Coordinator Portal - Alerts

Users can sign up for email Alerts when information is added or changed.

- Access the [LDOE INSIGHT Coordinator Portal](#).
- Click your user ID near the top, right of the screen.
- Select **My Settings**.
- Choose **My Alerts** to set which alerts you would like to receive.

For assistance, contact: [SystemSupport@la.gov](mailto:SystemSupport@la.gov)

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### Accessing LDOE LEADS

Users also have the ability to access LDOE Application Systems directly through LEADS at <https://leads3.doe.louisiana.gov/pt/>.

For assistance, refer to any [LDOE Application System User Guide](#).

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### Protocol for Addressing Security Issues

- For authorization access and security issues, users should first contact their **local Security Coordinator**.
- If the problem cannot be resolved, contact [SecurityDOE@la.gov](mailto:SecurityDOE@la.gov) or the IT Helpdesk at (225) 342-1821.
- For additional information regarding security and how to access the LDOE application systems, refer to **Module 1 LDOE Data Systems Security and Access** located on the [LDOE INSIGHT Coordinator Portal](#) in the [shared documents](#) folder

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### What is Collected?

The PEP data contain staff records, site-position records, teacher class schedule records, and non-attendance records.

```

    graph LR
      A[Staff (100)] --- D[Linked together by State ID]
      B[Site Position (200)] --- D
      C[Class Schedule (210)] --- D
      E[Non-Attendance (300)] --- D
  
```

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### How are PEP Data Used?

The purpose of the Profile of Educational Personnel (PEP) is to collect staff data on public school personnel, including Charter and State schools. Data are collected via electronic batch files or using online entry. The collection of personnel data by individual records through PEP has made public school personnel data much more accessible to the Legislature, the Board of Elementary and Secondary Education (BESE), the Department, and district administrators. Additionally, these data are used for publication in Bulletin 1472: The Annual Financial and Statistical Report.

The data collected is used for state and federal reporting purposes. All data collected in the PEP system is only to be used in accordance with the rules and regulations provided by FERPA.

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### LDOE Application Systems Linkage

For additional information regarding LDOE Application systems, refer to **Module 2 LDOE Application Systems Overview** located on the [LDOE INSIGHT Coordinator Portal](#) in the shared documents folder.

```

    graph TD
      SITE_CODE((SITE CODE)) --- PEP1((PEP))
      SITE_CODE --- SPS((SPS))
      SITE_CODE --- SPC((SPC))
      SITE_CODE --- CALENDAR_CODE((CALENDAR CODE))
      SITE_CODE --- CUR((CUR))
      SITE_CODE --- SER((SER))
      SITE_CODE --- STS((STS))
      CUR --- CLASS_CODE((CLASS CODE))
      CLASS_CODE --- PEP2((PEP))
      CLASS_CODE --- SIS1((SIS))
      CLASS_CODE --- SIS2((SIS))
      LOUISIANA_SECURE_ID((LOUISIANA SECURE ID)) --- PEP3((PEP))
      LOUISIANA_SECURE_ID --- SIS3((SIS))
      LOUISIANA_SECURE_ID --- TSDL((TSDL))
  
```

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### Link to Other LDOE Systems

PEP, CUR, and SIS are linked together by class code. The unique class code allows LDE to link students to teachers and then both to course data through the CUR database.

```

    graph TD
      PEP[PEP] --- CC[Class Code]
      CUR[CUR] --- CC
      SIS[SIS] --- CC
  
```

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### Data Collection Timeline

Collection Period	Action
Budgeted (as of Oct 1) Mid August – End of October	LEA staff counts and salaries
LEADS (as of Oct 1) Mid August– Early January	Class schedules
Actual (End-Of Year/EOY) Early May – Mid August	LEA staff counts, salary and and

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### Agenda

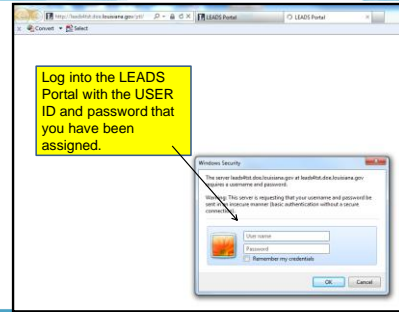
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### Accessing PEP

- PEP is accessed from the LEADS Portal, which is the gateway to all LDOE Web applications.
- The URL of the LEADS Staging Portal is : <https://leads3.doe.louisiana.gov/pt/>

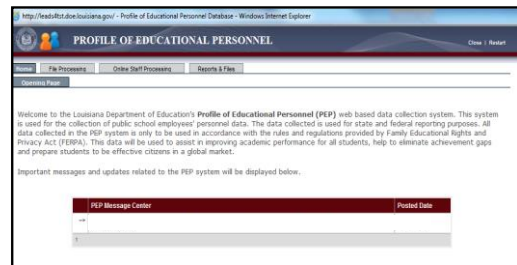
### The LEADS Portal



### The LEADS Portal



### PEP Home Opening Page

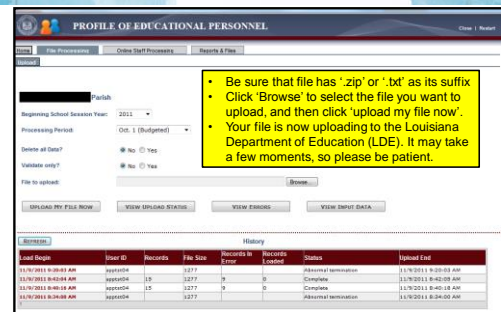


### Submission Types

Users are able to submit data to PEP two ways:

- **Batch upload:** Users (or vendors) create a file in a specified format to upload all records at once. The file format needed can be found in the PEP user guide.
- **Online staff processing:** Users enter and/or update records one at a time by typing the information online.

### Batch Submission



## Batch Submission View Upload Status

## Batch Submission View Input Data

## Correcting Errors

- After submitting batch files to PEP, users may notice error counts on the submission load status table on the upload screen.
- If errors occur, an error report is automatically created by the PEP system.
- Each error in the report is assigned a specific code and description that helps the user correct the problem.

## View Errors

## Error Report Error Type

## Correct Error



### Online Staff Processing Staff View

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### Online Staff Processing Staff View

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### Online Staff Processing Staff View

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### Online Staff Processing Staff View

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### Online Staff Processing Site Position View

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### Online Staff Processing Salary View

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### Online Staff Processing Class Schedule View

**PROFILE OF EDUCATIONAL PERSONNEL**

Menu: File Processing, Online Staff Processing, Reports & Files

Submenu: Staff List, Staff, Site Position, Salary, Class Schedule, Non Attendance, Highly Qualified

**STAFF RECORD - VIEW Mode**

Staff Name: [Redacted]  
 Sponsor: [Redacted]  
 Beg School Session: 2013  
 Proc Period: Oct 1 (LEADS)  
 Gender: MALE  
 Empl Type: FULLTIME  
 Years Exp: 03  
 District Hire Date: 8/1/2008

Employee Status: SCHOOL BOARD EMPLOYEE  
 Retirement System: TEACHERS  
 Cert Exception: [Redacted]  
 Substantial Status: [Redacted]  
 Salary Reduction: [Redacted]

Level: BACHELORS  
 Total Salary: \$4107  
 Contract Date: 200-00  
 PP Salary: \$0

**CLASS SCHEDULE RECORDS - VIEW Mode**

Class Code: [Redacted]  
 Site: [Redacted]  
 Total Class Time Pct: [Redacted]  
 Class Code: [Redacted]  
 Site: [Redacted]  
 Total Class Time Pct: [Redacted]  
 Class Code: [Redacted]  
 Site: [Redacted]  
 Total Class Time Pct: [Redacted]  
 Class Code: [Redacted]  
 Site: [Redacted]  
 Total Class Time Pct: [Redacted]

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### Online Staff Processing Non Attendance View

**PROFILE OF EDUCATIONAL PERSONNEL**

Menu: File Processing, Online Staff Processing, Reports & Files

Submenu: Staff List, Staff, Site Position, Salary, Class Schedule, Non Attendance, Highly Qualified

**STAFF RECORD - VIEW Mode**

Staff Name: [Redacted]  
 Sponsor: [Redacted]  
 Beg School Session: 2013  
 Proc Period: Oct 1 (LEADS)  
 Gender: MALE  
 Empl Type: FULLTIME  
 Years Exp: 03  
 District Hire Date: 8/1/2008

Employee Status: SCHOOL BOARD EMPLOYEE  
 Retirement System: TEACHERS  
 Cert Exception: [Redacted]  
 Substantial Status: [Redacted]  
 Salary Reduction: [Redacted]

Level: BACHELORS  
 Total Salary: \$4107  
 Contract Date: 200-00  
 PP Salary: \$0

**NON ATTENDANCE RECORDS - VIEW Mode**

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### Online Staff Processing Highly Qualified View

**PROFILE OF EDUCATIONAL PERSONNEL**

Menu: File Processing, Online Staff Processing, Reports & Files

Submenu: Staff List, Staff, Site Position, Salary, Class Schedule, Non Attendance, Highly Qualified

**STAFF RECORD - VIEW Mode**

Staff Name: [Redacted]  
 Sponsor: [Redacted]  
 Beg School Session: 2013  
 Proc Period: Oct 1 (LEADS)  
 Gender: MALE  
 Empl Type: FULLTIME  
 Years Exp: 03  
 District Hire Date: 8/1/2008

Employee Status: SCHOOL BOARD EMPLOYEE  
 Retirement System: TEACHERS  
 Cert Exception: [Redacted]  
 Substantial Status: [Redacted]  
 Salary Reduction: [Redacted]

Level: BACHELORS  
 Total Salary: \$45107  
 Contract Date: 200-00  
 PP Salary: \$0

**HIGHLY QUALIFIED RECORDS - VIEW Mode**

HQ Code: HSS HIGH SCHOOL SOCIAL STUDIES  
 HQ Code: HSS MIDDLE SCHOOL SOCIAL STUDIES

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### Online Staff Processing Staff Update

**PROFILE OF EDUCATIONAL PERSONNEL**

Menu: File Processing, Online Staff Processing, Reports & Files

Submenu: Staff List, Staff, Site Position, Salary, Class Schedule, Non Attendance, Highly Qualified

Processing Periods View

Beginning School Year: 2013  
 Processing Year: June 30 (Actual)  
 Sponsor: 002 Allen Parish  
 Search on Last Name: [Redacted]

Buttons: DISPLAY STAFF LIST (MAX 3000), Click to Add Staff, Click to Access New SSN

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### Online Staff Processing Staff Update

**PROFILE OF EDUCATIONAL PERSONNEL**

Menu: File Processing, Online Staff Processing, Reports & Files, Data Administration

Submenu: Staff List, Staff, Site Position, Salary, Class Schedule, Non Attendance, Highly Qualified

STAFF

First: [Redacted] Middle: [Redacted] Last: [Redacted] Suffix: [Redacted]  
 SSN: [Redacted] Last Update: 7/3/2014 12:07 PM

Sponsor: [Redacted]

Beg School Session: 2013  
 Proc Period: June 30 (Actual)  
 Gender: FEMALE  
 Empl Type: FULLTIME  
 Years Exp: 02  
 District Hire Date: 1/12/2006

Employee Status: SCHOOL BOARD EMPLOYEE  
 Retirement System: TEACHERS  
 Cert Exception: none  
 Substantial Status: none  
 Salary Reduction: none

Level: H.S.  
 Total Salary: \$18367  
 Contract Date: 200-00  
 PP Salary: \$0

Buttons: AIR STAFF, DELETE STAFF, CHANGE SSN, CANCEL, VALIDATE

Record Updated in Hold Area

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### Online Staff Processing Site Position Update

**PROFILE OF EDUCATIONAL PERSONNEL**

Menu: File Processing, Online Staff Processing, Reports & Files

Submenu: Staff List, Staff, Site Position, Salary, Class Schedule, Non Attendance, Highly Qualified

STAFF RECORD - VIEW Mode

Staff Name: [Redacted]  
 Sponsor: [Redacted]  
 Beg School Session: 2013  
 Proc Period: June 30 (Actual)  
 Gender: FEMALE  
 Empl Type: FULLTIME  
 Years Exp: 02  
 District Hire Date: 1/12/2006

Employee Status: SCHOOL BOARD EMPLOYEE  
 Retirement System: TEACHERS  
 Cert Exception: [Redacted]  
 Substantial Status: [Redacted]  
 Salary Reduction: [Redacted]

Level: H.S.  
 Total Salary: \$18367  
 Contract Date: 200-00  
 PP Salary: \$0

**SITE POSITION RECORD - UPDATE Mode**

Site: [Redacted]  
 Classification: 114 CLINICAL/SEC  
 Employment Dates: 07/12/2013 - 6/30/2014  
 Homebase Site Flag: [Redacted]  
 Annual Min Worked: \$4001

Buttons: Add New Site-Position Record, Update Site-Position Record

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### Online Staff Processing Salary Update

**Click on salary to update salary data**

**STAFF RECORD - VIEW Mode**

Staff Name: [REDACTED] Last Update: 6/29/2014

Sponsor: [REDACTED]

Big School Session: 2013  
Proc Period: June 30 (Actual)

Gender: FEMALE  
Emp Type: FULLTIME  
Years Exp: 02  
District Hire Date: 1/12/2006

Employee Status: SCHOOL BOARD EMPLOYEE  
Retirement System: TEACHERS  
Cert Exception: [REDACTED]  
Substantial Status: [REDACTED]  
Retiree Return: [REDACTED]  
Salary Reduction: [REDACTED]

Educ Level: H.S.  
Total Salary: \$19387  
Workday Min: 420  
Contract Days: 200.00  
PP Salary: \$0

**SALARY RECORD - UPDATE Mode**

1 of 2

Send Account: [REDACTED] Salary Type: BASE Salary Amount: 17967 Last Update Date: 6/30/2014

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### Online Staff Processing Class Schedule Update

**Click on class schedule to update class schedule data**

**STAFF RECORD - VIEW Mode**

Staff Name: [REDACTED] Last Update: 6/29/2014

Sponsor: [REDACTED]

Big School Session: 2013  
Proc Period: June 30 (Actual)

Gender: FEMALE  
Emp Type: FULLTIME  
Years Exp: 02  
District Hire Date: 1/12/2006

Employee Status: TEACHERS  
Retirement System: TEACHERS  
Cert Exception: [REDACTED]  
Substantial Status: [REDACTED]  
Retiree Return: [REDACTED]  
Salary Reduction: [REDACTED]

Educ Level: H.S.  
Total Salary: \$19387  
Workday Min: 420  
Contract Days: 200.00  
PP Salary: \$0

**CLASS SCHEDULE RECORD - UPDATE Mode**

0 of 0

Site: [REDACTED] Last Update Date: [REDACTED]  
Class Code: [REDACTED] Twelve Hour Flag: [REDACTED]  
Total Class Time Pct: [REDACTED]

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### Online Staff Processing Non Attendance Update

**Click on Non Attendance to update non attendance data**

**STAFF RECORD - VIEW Mode**

Staff Name: [REDACTED] Last Update: 6/29/2014

Sponsor: [REDACTED]

Big School Session: 2013  
Proc Period: June 30 (Actual)

Gender: FEMALE  
Emp Type: FULLTIME  
Years Exp: 02  
District Hire Date: 1/12/2006

Employee Status: SCHOOL BOARD EMPLOYEE  
Retirement System: TEACHERS  
Cert Exception: [REDACTED]  
Substantial Status: [REDACTED]  
Retiree Return: [REDACTED]  
Salary Reduction: [REDACTED]

Educ Level: H.S.  
Total Salary: \$19387  
Workday Min: 420  
Contract Days: 200.00  
PP Salary: \$0

**NON ATTENDANCE RECORD - UPDATE Mode**

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Bookend Dates: [REDACTED] - [REDACTED] Last Update Date: 6/30/2014  
Category Code: PERSONAL/SICK/EMERGENCY LEAVE Day Count: 1.9

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### Online Staff Processing Highly Qualified Update

**Click highly qualified to update highly qualified data**

**STAFF RECORD - VIEW Mode**

Staff Name: [REDACTED] Last Update: 6/29/2014

Sponsor: [REDACTED]

Big School Session: 2013  
Proc Period: June 30 (Actual)

Gender: FEMALE  
Emp Type: FULLTIME  
Years Exp: 02  
District Hire Date: 1/12/2006

Employee Status: SCHOOL BOARD EMPLOYEE  
Retirement System: TEACHERS  
Cert Exception: [REDACTED]  
Substantial Status: [REDACTED]  
Retiree Return: [REDACTED]  
Salary Reduction: [REDACTED]

Educ Level: H.S.  
Total Salary: \$19387  
Workday Min: 420  
Contract Days: 200.00  
PP Salary: \$0

**HIGHLY QUALIFIED RECORD - UPDATE Mode**

0 of 0

HQ Code: [REDACTED] Last Update Date: [REDACTED]

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## PEP Reports

- The PEP system has built-in reports to help LEAs validate and analyze data.
- Reports should be checked after each data submission and before finalizing any collection.

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### Description of PEP Reports

Report	Description
Error Correction Report LEA Detail	A listing of each record that has produced an error. Records are grouped by site.
Error Correction Report LEA Summary	A recap of the edits generated by the system and a count of the records received, rejected, and processed
Data Verification Report	A district recap and a listing of the individual records that have been loaded and are error-free
Staff with Duplicate Certificate Numbers	A listing of staff reported on PEP with identical teaching certificates
Staff with Duplicate Social Security Numbers	A listing of staff reported on PEP with identical Social Security Numbers
HQ Detailed Diagnostic Report HQ LEA Summary Report	No longer reported federally
Staff with Non-Matching Educational Levels on TCR and PEP	A comparison of educational levels as reported on the Teacher Certification (TCR) and the Profile of Educational (PEP) databases
Roster of Error-Free Personnel	A roster of names and SSNs by site of all error-free records transmitted
Non-Attendance Data Report	A summary of non-attendance data by Sponsor Code

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### Reports & Files View/Export

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### Reports & Files Retrieval

Report Name	Status	Creates Date	Expires Date
Data Verification - LEA Summary (PDF)	Finished	7/3/2014 2:09:01 PM	7/17/2014 2:09:01 PM

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### Reports & Files Input File

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### Frequently Asked Questions

In the next few slides we will cover the most common problems users encounter.

- Incorrect Teaching Certificate
- Incorrect Course Information
- Cannot Login
- Cannot Access Drop-down Menus
- Invalid Contract Day/Work Day Count

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### Incorrect Certificate in PEP

The codes used in PEP do not always match the coding of the certificate level. Notice below a level 2 non-public teaching certificate is actually coded L4.

Certificate Type Code	Certificate Type Code4	Certificate Type Name	Certificate Type Short
A	A	A	TEACHING CERTIFICATE
B	B	B	TEACHING CERTIFICATE
L3	L3	LEVEL 3	TEACHING CERTIFICATE
AA	AA	A*	NON-PUBLIC TEACHING CERTIFICATE
BA	BA	B*	NON-PUBLIC TEACHING CERTIFICATE
L4	L4	LEVEL 2*	NON-PUBLIC TEACHING CERTIFICATE
L5	L5	LEVEL 3*	NON-PUBLIC TEACHING CERTIFICATE

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### Incorrect Course Information

**Check CUR/PEP/SIS**

- Distance learning
 

Code	DISTANCE LEARNING DESCRIPTION	DISTANCE ABBR DESC
01	LOUISIANA VIRTUAL SCHOOL COURSES	LA VIRTUAL SCH CRSES
02	DISTANCE LEARNING 8G SATELLITE COURSES	DIST LEARN 8G COURSE
03	ALL OTHER DISTANCE LEARNING TYPE COURSES	ALL OTHER DIST LEARN
04	COURSE CHOICE PROVIDER	COURSE CHOICE
05	DROPOUT PREVENTION PROGRAM COURSES	DROPOUT PREV PGM CRS
- Class codes don't match
  - Class code on SIS class schedule record must be identical to class code on CUR class schedule record and the class code on the PEP class schedule record.
- Incorrect course code
  - Only certain courses are counted for CVR

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### Login or Access Issues

There are generally two reasons a user cannot access PEP and/or features.

Internet explorer browser compatibility issue:

- The LEADS system is only compatible with IE8 or 9
- For other IE version, Microsoft removed the compatibility view button from the address and need to turn on (user guide have each steps to turn on the compatibility)

Password issue:

- Reset the password through this link: <https://password.doe.louisiana.gov/>

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### Count Error

If the *Contract day Count \* Workday Minute Count < 63720* error is received, the user should take the following actions:

- Reflect the partial contract worked in the site position record under the annual minutes worked instead of in the staff record under contract days.
- Even if the staff member is part time, include the actual minutes worked in the site position record but a full time contract day count and workday minute count in the Staff record.

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### Coding Different Worker Types

Certain object/function code combinations require a class schedule submission, some do not.

Object Code	Function Code	Object Descriptions	Function Description	Schedule Record
112	1105	TEACHERS	KINDERGARTEN PROGRAM	Required
112	1110	TEACHERS	ELEMENTARY PROGRAM	Required
111	1110	OFFICIALS/ADMINISTRATORS/MANAGERS	ELEMENTARY PROGRAM	Not Required
111	1130	OFFICIALS/ADMINISTRATORS/MANAGERS	SECONDARY PROGRAM	Not Required

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## Coding Vacant Positions

- For vacant positions, use 999 followed by the 3-digit sponsor code and a 3-digit sequential number as the staff SSN.
- Substitute positions should be coded as vacant positions.
- The layout for staff data, site position data and class schedule record are available in the user guide.

## Coding Multiple Positions

If a staff member fills multiple positions in the LEA, please ensure the following are submitted to PEP.

- One record in staff data (100 record)
- Multiple records in site position data (200 record) – one for each job function of the employee
- Job functions indicated by object and function code combinations

## Coding AMW & Contract Minutes

- If employee is expected to work a full contract, the sum of AMW projected should meet or exceed the Contract Minutes (Contract days \* Workday minute count)  
For Oct 1 – AMW = Contract Minutes  
For EOY – AMW could exceed Contract Minutes
- The Contract Day Count must always reflect the full time standard contract for the employee class that the employee is a member of.

## Coding Annualized Salaries

- Annualized Salary is calculated using the FTE (Fulltime Equivalent) for each position an employee holds. The FTE calculation uses the Annual Minutes Worked, Contract Minutes, and Actual Salary.
- $FTE = \text{Total Minutes Worked} / \text{Contract Minutes}$
- $\text{Annualized Salary} = \text{Salary} / FTE$
- Note: Annualized Salary is used to identify the high and low end salaries for a classification and also to identify what may be questionable salaries.

## Next Steps

- Review the PEP user guide and submission calendar to ensure compliance with data requirements.
- Begin submitting October 1 Budgeted data to PEP. Budgeted data includes all staff demographics, site position records, and salary information as of October 1. The deadline to complete these submissions is Friday, November 25, 2016.
- Validate data submitted to PEP by running the Budgeted reports.
- Plan to attend the November-December regional collaboration for training on how to submit class schedule data.

## Contact Information

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