



SOUTH CAROLINA
DEPARTMENT OF EDUCATION

Revised March 2022

SC Educator System Compensation User Manual

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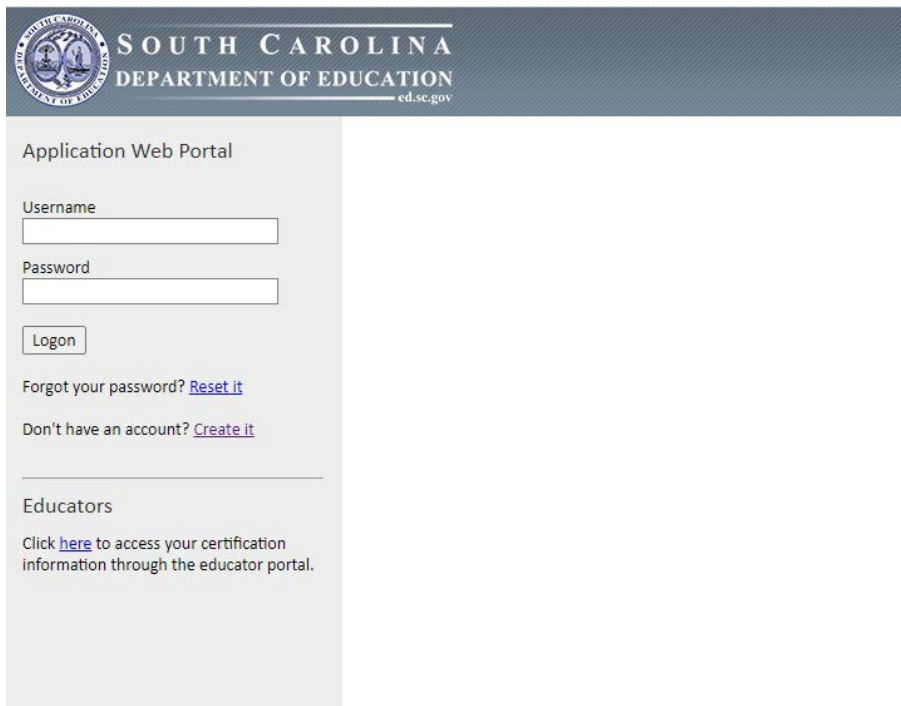
General

This section of the SC Educator User manual is for users entering data that the SC Department of Education is required to collect on professional staff personnel to meet the requirements under the South Carolina Education Finance Act (EFA), the Education Improvement Act (EIA), and School Laws of South Carolina. The primary purpose of SC Educator is to catalog all professional staff employed by a district during the current school year to:

1. Calculate EIA teacher salary increase (TSI), and teacher salary increase fringe benefits.
2. Officially update the professional personnel file in the Office of Educator Services to provide credit for total years of experience in education.
3. Provide information for funding regarding National Board, Teacher Supply and Teacher Salary Supplement.

Logging in to the Application Web Portal

You must first go to the South Carolina Department of Education (SCDE) website <https://www.ed.sc.gov/> and select “LogIn”. You will see the screen below:



The screenshot shows the login page for the South Carolina Department of Education's Application Web Portal. At the top is the SCDE logo and the text "SOUTH CAROLINA DEPARTMENT OF EDUCATION ed.sc.gov". Below this, the page is titled "Application Web Portal". There are two input fields: "Username" and "Password". A "Logon" button is positioned below the password field. Below the button, there are two links: "Forgot your password? [Reset it](#)" and "Don't have an account? [Create it](#)". A horizontal line separates this section from the "Educators" section below. The "Educators" section contains the text: "Click [here](#) to access your certification information through the educator portal."

This will take you to the Application Web Portal. The log in information is your SCDE User ID/E-mail and password. Your User ID is your email address that was used when you first established your SCDE Member Center account. You must have an account established with SCDE in order to access SC Educator (see [Application Web Portal Account Access](#)).

Application Web Portal Account Access

If you need an SCDE Application Web Portal Account, select “LogIn” on the <https://www.ed.sc.gov> website. This will take you to the Application Web Portal. Once in the Application Web Portal, select “Create It”. District users will select “District/School Account”. The new member will then enter the necessary information to submit a request to their district’s Technical Support staff. Please allow up to 24 hours for this process to be fulfilled.

Member Services

User Signup

If you do not currently have an SCDE web account, use this page to create an account or request that an account be created for you. Start by selecting the appropriate tab below.

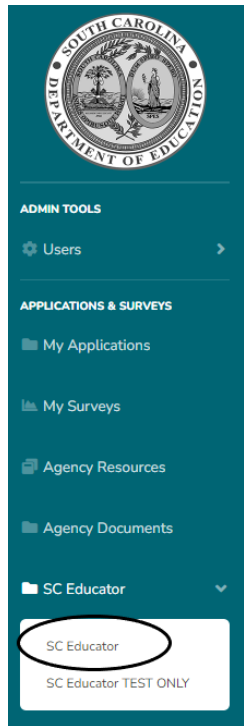


Once the new member has received a temporary password and has set up a new password, they will then reach out to the State SC Educator Coordinator to get access to SC Educator. Please complete the [Professional Certified Staff User Request Form](#); scan and email to Melanie Cooper, Office of Finance, Financial Services Section, at Mcooper@ed.sc.gov.

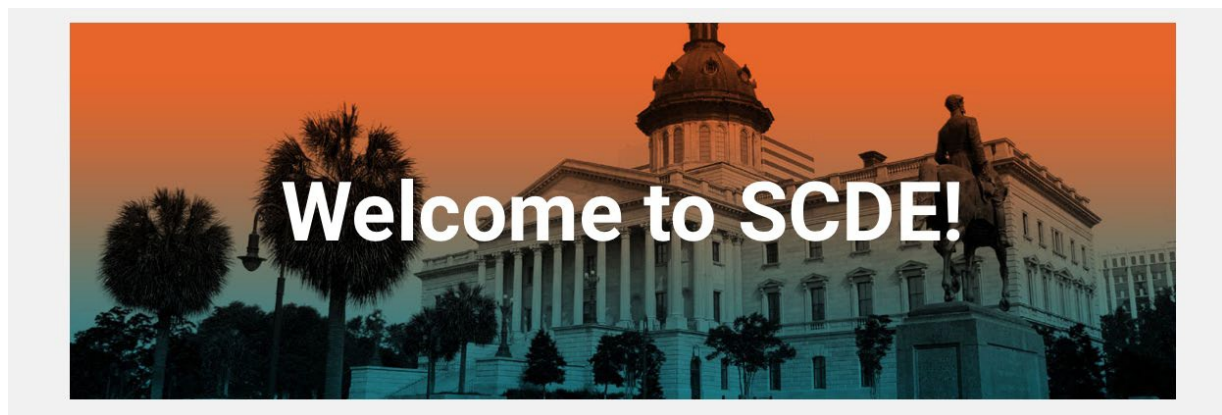
Logging In to SC Educator

Once logged in to the Web Application Portal, click the SC Educator application folder on the left side toolbar under “**Applications and Surveys**”. Select the SC Educator folder, then select the SC Educator link.

New Feature There is now an SC Educator Test Only link for testing purposes only.



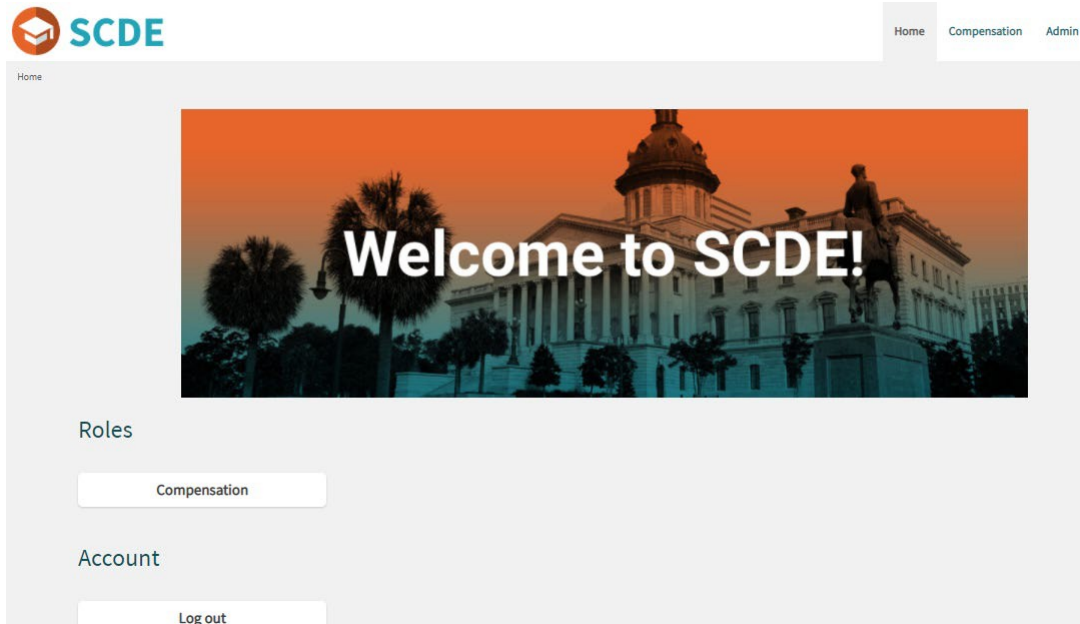
When logging in to SC Educator, the first screen that users will see is the screen below: It will automatically take the user to the SC Educator SCDE Home Page.



SC Educator SCDE Home Page

The home page has two roles that can be assigned by SCDE Admins; Certification and Compensation.

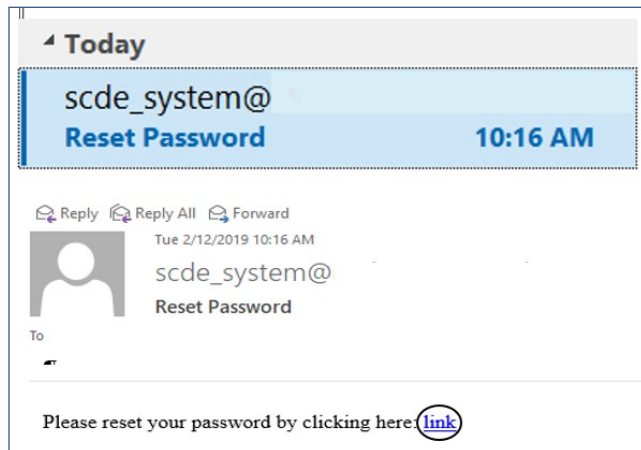
Compensation Button defaults to the SCDE Compensation Home screen. This screen will display alerts and messages that the SCDE's Financial Services office communicates to district users.



Update/Forgotten Password

If you are not able to log in to SC Educator (or the Member Center) and receive an error message, it is most likely because you have either forgotten your password or it has expired. Please contact the State SC Educator Coordinator to have your password reset or select “Reset It” on the Application Web Portal LogIn Screen.

You will receive a reset password link sent to your email. To reset the password, click on the [link](#) that was sent to the email entered.



Fill in the required fields, click the **reset** button.

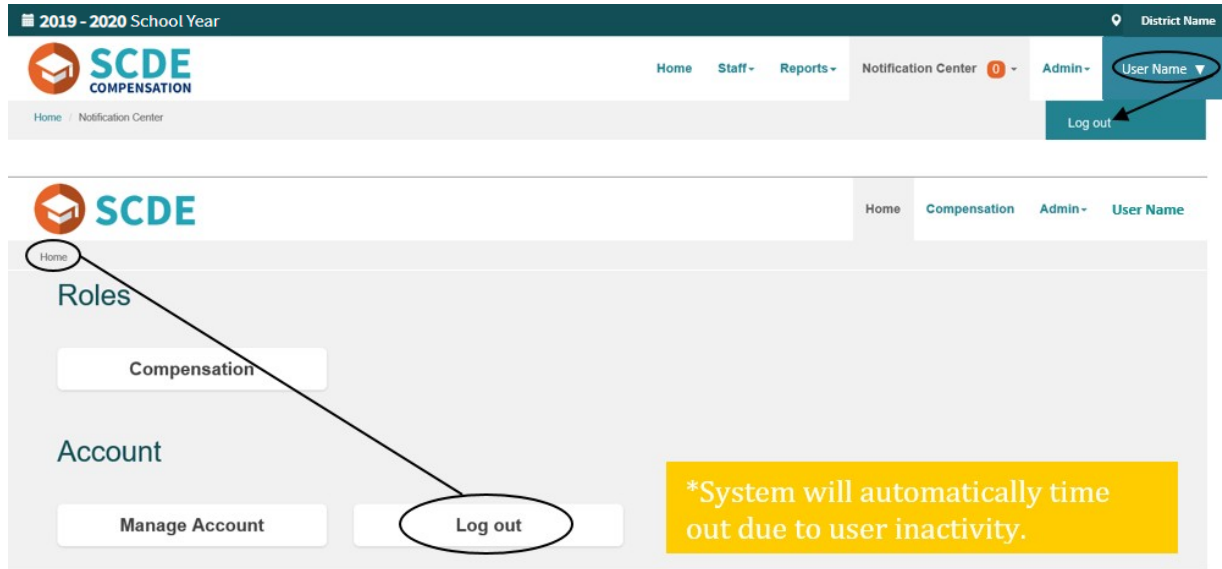
A screenshot of a 'Reset password' form. The title is 'Reset password' and the subtitle is 'Reset your password.'. There are three input fields: 'Email' with the text '@ed.sc.gov', 'Password' with masked characters, and 'Confirm password' with masked characters. At the bottom, there is a 'Reset' button, which is circled in blue.

Click the link to log in to SC Educator from the **reset password confirmation** email.

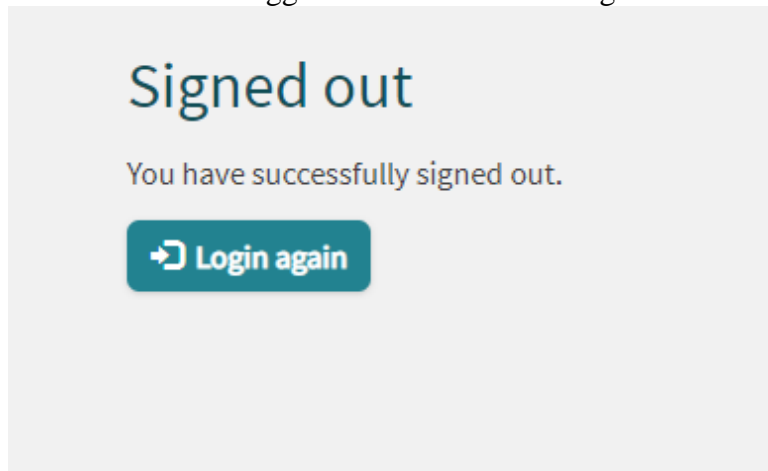
A screenshot of a 'Reset password confirmation' message. The title is 'Reset password confirmation'. The text says 'Your password has been reset. Please [click here to log in](#)', where the link text is circled in blue.

Logging Out

Click the **drop-down arrow** next to the user's name in the upper right-hand corner or click the **log out** navigation button from the SCDE home page. The system will automatically time out due to user inactivity.



The user will be logged out and sent to the signed out screen.



Navigation Buttons

Navigation buttons appear at the top of the SCDE compensation home page and all other screens. Compensation Users navigate in SC Educator by using these primary buttons:

Navigation Buttons

Navigates to:

Staff

Search Staff
Add Staff
Technology Proficiency
Upload Staff

Action Buttons

View Detail Remove
Staff Terminate
Undo Terminate

Reports

District Summary Report
Salary Schedule Report
Local Salary Supplement Report
Person Areas
Person Area Details
Person Dual Modality Report
Snapshot Report
Staff Listing End of Year Report
Staff Listing PDF Report
Staff Listing Search
Teacher Supply Listing Report
Technology Proficiency Analysis Report

Notification Center

Notification Center

Admin

Manage FTE Hours

User

Log Out

Types of Users

There are several types of SC Educator Compensation Users. The access to staff records and specified reports will depend on the role of the user.

WEB PAGE	COMPENSATIONDISTRICT COORD	COMPENSATION DISTRICT SUPPORT	COMPENSATIONDISTRICTTECHPROF ADMIN	COMPENSATIONDISTRICTFUNDING USER	COMPENSATIONDISTRICT USER
Home Page	X	X	X	X	X
Staff					
District/School Location	X	X		X	X
Staff List	X	X		X	X
Detail (Cards)	X	X		X	X
Funding	X	X		X	
Certification	X	X		X	X
Staff Notes	X	X		X	X
Salary (Update)	X	X			
Add	X	X			
Update	X	X			
Delete	X				
Terminate	X	X			
Change Status	X	X			
Reports	X	X	X	X	X
Technology Proficiency		X			
School	X	X	X	X	X
Detail	X	X	X		
Technology Reports	X	X	X	X	X
Admin					
Import	X				
Due Dates?	VIEW ONLY	VIEW ONLY		VIEW ONLY	VIEW ONLY
Support					
User Profile	VIEW ONLY	VIEW ONLY	VIEW ONLY	VIEW ONLY	VIEW ONLY
FAQ	VIEW ONLY	VIEW ONLY	VIEW ONLY	VIEW ONLY	VIEW ONLY
Contacts	VIEW ONLY	VIEW ONLY	VIEW ONLY	VIEW ONLY	VIEW ONLY
Documentation	VIEW ONLY	VIEW ONLY	VIEW ONLY	VIEW ONLY	VIEW ONLY

PCS District Coordinator is now a Compensation District Coordinator

PCS District Update User is now a Compensation District Support

PCS Technology Proficiency User is now a Compensation District Tech Prof Admin

PCS District Guest 1 User is now Compensation District Funding User

PCS District Guest 2 User is now Compensation District User

SC Educator Notification Center

The Notification Center allows all SC Educator Compensation Users to view alerts and messages from the State SC Educator Coordinator.

Messages

View allows users to read each message separately by outlining the selected message. All messages will be displayed on the screen. Upon reading each message, click the **Mark as Read** button. Users may also select **Read All** on the Notification Center screen to display all of the messages at one time.

The screenshot displays the SC Educator Notification Center interface. At the top, a dark teal header bar contains the text "2019 - 2020 School Year" on the left and "District Name" with a location pin icon on the right. Below the header is a navigation bar with the SCDE COMPENSATION logo on the left and links for "Home", "Staff ~", "Reports ~", "Notification Center 3" (circled in orange), "Admin ~", and "User Name". The main content area has a breadcrumb "Home / Notification Center" and a teal button labeled "135 Day Update Complete". Under the "Alerts" section, a red-bordered box contains a message about the "Monday, April 30th - 135 Day Funding Deadline for PCS Staff Updates". Below this, the "Messages 3" section shows a list of messages. A table with columns "Date", "Subject", and "Actions" lists three messages. The first message, dated 11/13/2017 with subject "Position Code 36-School Nurse", has a "View" button circled in orange. The second message, dated 11/6/2017 with subject "PCS Staff Record - Notes Field", has a "View" button. The third message, dated 11/6/2017 with subject "Positions That Do not Go Into PCS", has a "View" button. Below the table is a "Read All" button circled in orange. Arrows point from the "Messages 3" header to the "View" button of the first message and from the "Read All" button to the "Messages 3" header.

2019 - 2020 School Year District Name

SCDE COMPENSATION Home Staff ~ Reports ~ Notification Center 3 Admin ~ User Name

Home / Notification Center 135 Day Update Complete

Alerts

Monday, April 30th - 135 Day Funding Deadline for PCS Staff Updates PCS automates the data collection required to determine supplemental funding of staff's salaries. Funding is based on the first 135 days. As the deadline approaches for districts to have their PCS updates completed in preparation for the 135 day funding report, it is very important that all records entered in PCS are accurate. Here are a few key issues to consider as you are updating your district's PCS records: Make sure records are properly coded with the correct position code. This is especially vital to any position that receives federal funding. Please ensure that the following fields are updated for funding: 1) Days in 1st 135 day field 2) FTE 3) Contract days 4) Salary **NOTE: If your district's PCS staff listing report shows any zeroes appearing in the "135 Days" column, please verify for accuracy.

Messages 3

Date	Subject	Actions
11/13/2017	Position Code 36-School Nurse	View
11/6/2017	PCS Staff Record - Notes Field	View
11/6/2017	Positions That Do not Go Into PCS	View

Read All

The total number of unread messages shows on the Navigation Toolbar in orange next to Notification Center as well as on the Messages screen.

The screenshot shows the "Messages" screen. At the top, the word "Messages" is displayed in a teal font. Below it, the text "Current 3" is shown, with the number "3" circled in orange.

Messages

Current 3

Read messages will be archived in the school year that the message was sent for future reference.

Archives

2018

2017

PCS Staff Record - Notes Field

11/06/2017

Please remove "old" information in the "Notes" field of the staff record that does not apply to the 2017-18 school year.

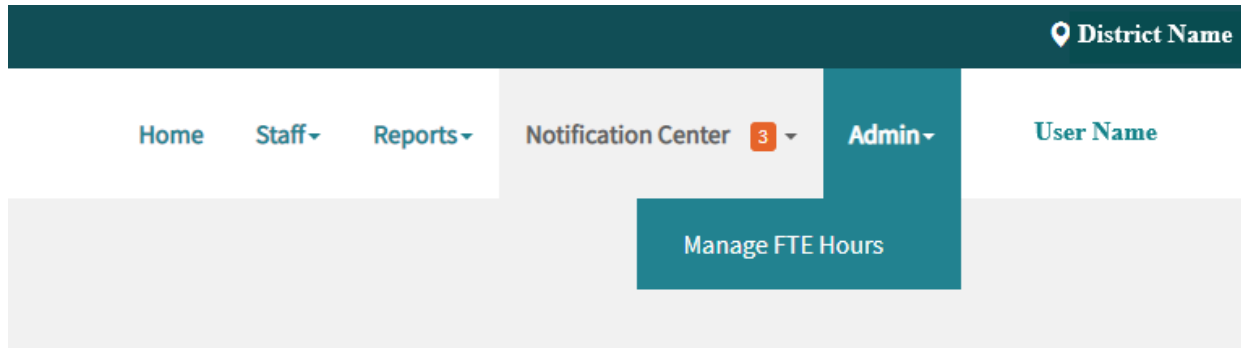
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1

Manage FTE Hours

Optional Setting the FTE Hours allows districts to calculate a position's FTE. **This can only be set up by a Compensation District Coordinator.**

Select Manage FTE Hours under Admin on the Navigation Toolbar.



Districts will be able to set their hours based on the FTE hours required to be worked in a day, week, and/or month. This will be helpful for districts who cannot figure out how to calculate part-time employee hours. It is not required to fill out all three fields. Be sure to save so that the calculation will work correctly.

A screenshot of the 'FTE Hours' form in the SCDE Compensation system. The form is titled 'FTE Hours' and is located under the 'Admin' menu. It contains three input fields: 'Hours per Day', 'Hours per Week', and 'Hours per Month'. Each field has a placeholder text 'Hour per Day', 'Hour per Week', and 'Hour per Month' respectively. The form is set against a light gray background with a dark teal header showing '2019 - 2020 School Year' and the SCDE Compensation logo.

Calculating an FTE

Calculating an FTE will be done under the Position Detail on the employee's staff record. When a position is being edited or added, the FTE field will be at the top of the Position Detail box. If the Calculate FTE button is not able to be selected, see [Manage FTE Hours](#). The FTE hours must be set up in order for FTE's to be calculated.

The screenshot shows the 'Position Detail' form with the 'Add New Position' section. The 'FTE' field is highlighted with a red circle, and the 'Calculate FTE' button is visible next to it. Other fields include 'Select Position', 'Class Code', 'District', 'School', 'First 135 Days Employed', 'Total Days Employed', 'Salary', 'Federal Funds', 'Start Date', 'End Date', and 'Notes'.

Select Calculate FTE, then enter the number of hours the employee will work in a day, week, and/or month (depending on which fields hours were entered into on the Manage FTE screen will be the options that show up on the Duration drop-down menu). Once a number has been entered, select Use Calculated FTE. The FTE will be calculated and entered into the FTE field.

The top screenshot shows the 'Position Detail' form with the 'Add New Position' section. The 'Hours' field is set to 8, 'Duration' is set to 'Day', and 'Calculated FTE' is set to 1. The 'Use Calculated FTE' button is visible. The bottom screenshot shows the 'FTE' field set to 1 and the 'Calculate FTE' button.

Staff Tab – Search Staff

This screen displays the district's current staff listing. Users have the option to search their staff members by school, position code, last name, first name, certificate number, social security number, visa/international ID, and educator ID. A staff list will be produced based on the search criteria that was entered. Users can either view an employee's staff record (eye icon) or based on the user role assignment, delete employee staff records (trash can icon). ***Deleting an employee staff record can only be done by a Compensation District Coordinator***

2021 - 2022 School Year

SCDE

COMPENSATION

Home
District Overview
Salary Schedule
Staff
Reports
Notification Center
Admin

Home / Staff Search

Search for your district staff

Search Staff
Add Staff
Technology Proficiency
Upload Staff

District
School
Position Code

Last Name
First Name
Certificate Number

Social Security Number
Visa / International ID
Educator ID

Show Staff in Multiple Positions Only?
Show Staff With a Class Code Change Only?

No
No

Search
Reset

Search Results

Export

Name	School	Position Code	Class	Salary	SSN	Last Update	Actions
		94 - Instructional Aide				07/20/2021	View
		08 - Classroom Teacher	1 - Masters			07/20/2021	View
		08 - Classroom Teacher	1 - Masters			07/20/2021	View

Show Staff in Multiple Positions Only

When “Yes” is selected in this field on the Search Staff menu, all of the staff in the school district that are currently or have worked in two or more positions this school year will populate in the search results.

Show Staff with a Class Code Change Only

When “Yes” is selected in this field on the Search Staff menu, all of the staff in the school district that have had a class code change (Bachelors to Masters, Masters to Masters +30, etc.) this school year will populate in the search results.

To run a report in Excel for the employees listed under Class Code Change Only, select Export when the Search Results populate.

To better understand how to handle staff with a class code change, see [Class Code Changes During the School Year](#).

Export Staff Listing

If a user needs to view all of their district’s employees at once, they can select the Export button to generate an Excel report showing all of their current employees.



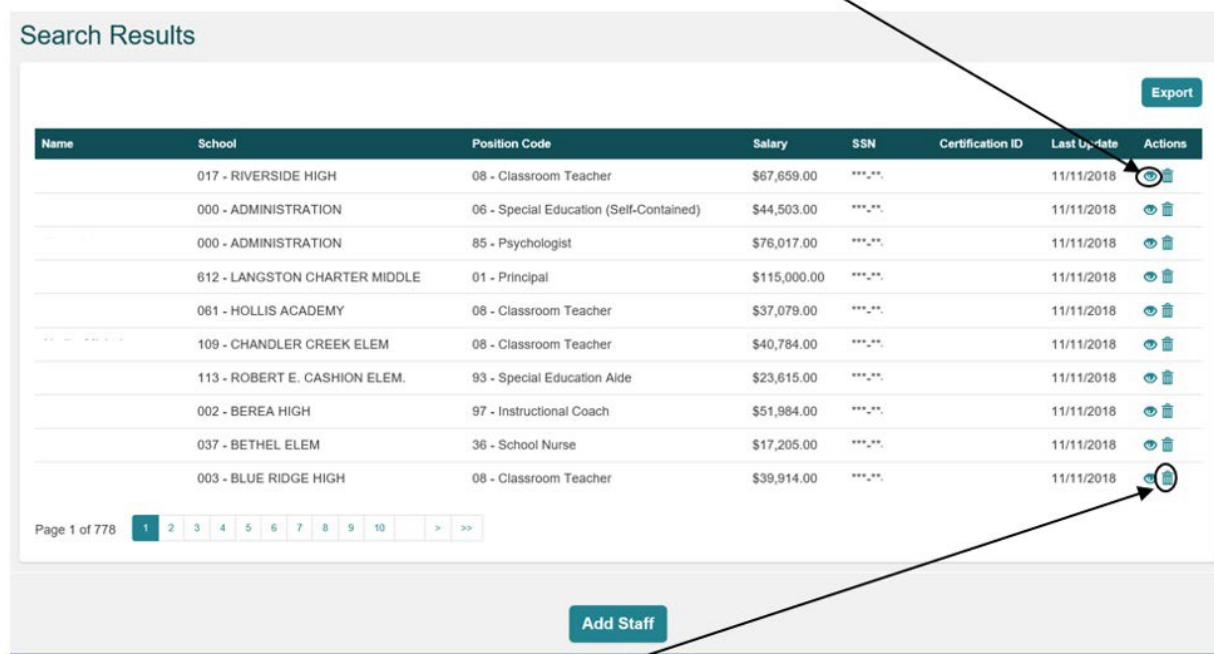
Staff Detail

Employee staff records consist of the following categories: **demographics**, **funding summary**, **position detail**, **professional licenses**, **certificates**, **education**, and years of **experience**.

Action Button – Eye Icon





















Search results return listings based on the search criteria users enter. View the employee staff record by clicking on the **eye icon**.

From the **staff** screen, **search results** list, click the **eye icon** below the **actions** column header to view employee cards.



Search Results

Export

Name	School	Position Code	Salary	SSN	Certification ID	Last Update	Actions
	017 - RIVERSIDE HIGH	08 - Classroom Teacher	\$67,659.00	***,**.		11/11/2018	 
	000 - ADMINISTRATION	06 - Special Education (Self-Contained)	\$44,503.00	***,**.		11/11/2018	 
	000 - ADMINISTRATION	85 - Psychologist	\$76,017.00	***,**.		11/11/2018	 
	612 - LANGSTON CHARTER MIDDLE	01 - Principal	\$115,000.00	***,**.		11/11/2018	 
	061 - HOLLIS ACADEMY	08 - Classroom Teacher	\$37,079.00	***,**.		11/11/2018	 
	109 - CHANDLER CREEK ELEM	08 - Classroom Teacher	\$40,784.00	***,**.		11/11/2018	 
	113 - ROBERT E. CASHION ELEM.	93 - Special Education Aide	\$23,615.00	***,**.		11/11/2018	 
	002 - BERE A HIGH	97 - Instructional Coach	\$51,984.00	***,**.		11/11/2018	 
	037 - BETHEL ELEM	36 - School Nurse	\$17,205.00	***,**.		11/11/2018	 
	003 - BLUE RIDGE HIGH	08 - Classroom Teacher	\$39,914.00	***,**.		11/11/2018	 

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1 2 3 4 5 6 7 8 9 10 > >>

Add Staff

Trash Can Icon

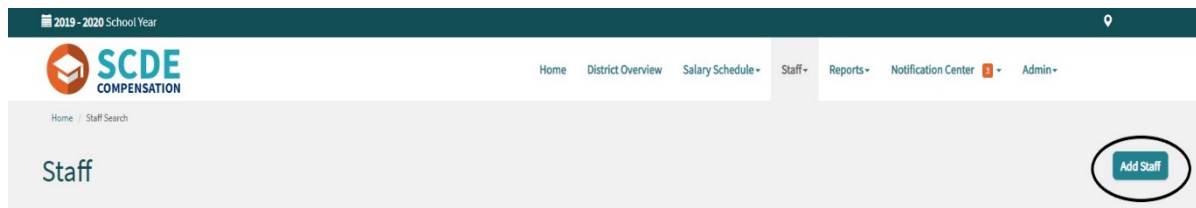
Action Button – Trash Can Icon

Remove employee staff records from the district's staff listing by using the **trash can icon**. The **trash can icon** is only viewable for users that are in the **Compensation District Coordinator** role.

Neither icon appears if the employee is not assigned to a district. In order to be assigned to a district, the employee's staff record will need to have an assigned position. ([See Adding Staff –New Employee](#))

Searching for an employee from another district

When searching for an employee that is not in the assigned district, click on the **Add Staff** button from the Staff Search page. This will take the user to the Add Staff page.



Enter any combination of available search fields (last name, first name, date of birth, SSN, educator ID, gender, race, or certificate number). Users may search using complete or partial first names and/or last names. The SSN must be entered without dashes and the last name must be input if searching by a SSN. Once the data has been entered, click the **Search** button.

Example: John Smith's last name has been used as a searchable field. He was previously employed at Chester County School District.

Last Name	First Name	Date of Birth	Race	Gender	SSN / International Number	District	Actions
Smith	John		Unknown	Unknown	***-**-****	Chester 01	+

Page 1 of 1

Adding Staff – New Employee

The Add Staff navigation button allows users to search other school district staff listings to check if the new employee is employed at another school district before adding the new employee to their district. Users can find the Add Staff button at the bottom of the Search Staff screen or by going to the Navigation Toolbar and selecting Add Staff under the Staff option. If an employee shows up in the search results, see [Adding a New Employee – Already in System](#). If an employee does not show up in the search results, see [Adding a New Employee – Not in System](#).

If search results do not show up for a certified employee, please contact the State PCS/SC Educator Compensation Coordinator. Adding a new record for an employee that is already in the system can cause issues on the back end.

Adding a New Employee – Already in System

Click on the **actions** icon(+ sign), to save his employee data to your district.

2017 - 2018 School Year

SCDE COMPENSATION

Home Staff Reports Notification Center Admin User Name

Home / Add Staff

Add Staff to District

Last Name: Smith, First Name: First Name, Date of Birth: MM-DD-YYYY

SSN: Social Security Number, Visa / International ID: Visa / International ID, Gender: Select Gender, Race: Select Race

Certificate Number: Certificate Number

Search Reset

Search Results

Last Name	First Name	Date of Birth	Race	Gender	SSN / International Number	District	Actions
Smith	John		Unknown	Unknown	***.**,	CHESTER 01	

Page 1 of 1

Users will be prompted to enter the **full SSN OR EDUCATOR ID** for verification purposes. Click **OK**.

Add Staff to District

SSN: Social Security Number, Certificate Number: Certificate Number, Educator ID: Educator ID

Last Name: Stewart, First Name: First Name, Date of Birth: MM-DD-YYYY

Please enter the full SSN (no dashes) OR Educator ID to confirm:

Cancel OK

Select an employee that requires educator certification

Last Name	First Name	Date of Birth	SSN	District	Actions
-----------	------------	---------------	-----	----------	---------

***If an incorrect SSN/Educator ID has been entered, start over.**



The new employee's demographic, certificate (if available) and teaching experience information will display on the screen. The employee staff record is **temporarily saved** with a message at the top of the screen.

This person is not associated with the district. A position must be added to associate the person with the district.

A **position code must be assigned** in order to save the staff record and add the employee to the district's staff list.

2019 - 2020 School Year

SCDE
COMPENSATION

Home District Overview Salary Schedule - Staff - Reports - Notification Center 3 Admin -

Home / Staff Search / Staff Detail

Smith, John Actions

Demographics

Gender	Race	SSN	Class	Earned Experience	District Experience
Male	W - White - not Hispanic	111-11-1111		0 Years	0 Years
Last Compensation Update Date	Technical Proficiency Date		Termination Date	Termination Reason	

Funding Summary

Total Salary	State Minimum Salary	Total TSS	Federal Funds	Local Supplement	NBC
\$0.00		\$0.00	\$0.00		

Position Detail

No Current Positions

Add Position

Professional Licenses

No Professional Licenses Found

Add License

Certificates

Type	Level	Program	Class Code
Teaching	Professional		Masters
Issued	Expire	One Year Extension	Status
7/1/2018	6/30/2023		Current
Pathway	Institution		
Code	Area	Effective	
50	Art	7/1/2000	

Education

Class Code	Class Description
Class 00	DEGREE +00

Degree	Date	Institution
MA	MM/YYYY	ABBR - FULL SCHOOL NAME
BFA	MM/YYYY	ABBR - FULL SCHOOL NAME

Experience

18 Earned Years of Experience

School Year	Status	Position	District	Days	FTE	Earned
2018 - 2019	Pending	08 - Classroom Teacher	SC Public Charter School District	190	1.00	1
2017 - 2018	Earned	08 - Classroom Teacher	Aiken 01	190	1.00	1
2016 - 2017	Earned	08 - Classroom Teacher	Aiken 01	190	1.00	1
2015 - 2016	Earned	08 - Classroom Teacher	Aiken 01	188	1.00	1
2014 - 2015	Earned	08 - Classroom Teacher	Aiken 01	187	1.00	1
2013 - 2014	Earned	08 - Classroom Teacher	Aiken 01	190	1.00	1
2012 - 2013	Earned	08 - Classroom Teacher	Aiken 01	190	1.00	1
2011 - 2012	Earned	08 - Classroom Teacher	Aiken 01	190	1.00	1

**The employee's staff record is temporarily saved. Assign a position code to save the staff record to your district staff list. You can assign a position code and location, save the staff record and go back to it later to add other data.*

A position must be assigned in order for an employee to be assigned to a district (see [Position Detail](#)). Once a position code has been assigned, the employee's staff record will be added to the district's staff list.

Position Detail

Add Position

Edit All Positions

0.00 FTE

08 - Classroom Teacher

Edit Position

Remove Position

District	School	Start Date	End Date
2301 - Greenville 01	119 - A J Whittenburg Elem	08/01/2018	06/28/2019

First 135 Days Employed	Total Days Employed	Salary	Federal Funds	TSS Funded FTE	TSS
135	190	\$100,000.00	\$100,000.00	0.00	\$0.00

Notes:

Local Salary Supplements

Edit Supplements

Type	Description	Amount
------	-------------	--------

Users have the option to scroll to the top of the computer screen and click **Staff Search** to return to their staff listing or click the **Next Staff Record** button to advance to the next record after reviewing an employee's staff record.

If the user searches for the added employee's staff record, they will see that it has been added to their district staff list.

2018 - 2019 School Year

District Name

SCDE COMPENSATION

Home

Staff

Reports

Notification Center

Admin

User Name

Home / Staff Search

Search for staff in your district.

Search Staff

Add Staff

Technology Proficiency

Upload Staff

Add Staff

Import

District

Smith

School

Position Code

Last Name

Last Name

First Name

First Name

Certification ID

Certification ID

Social Security Number

Social Security Number

Visa / International ID

Visa / International ID

Show Staff In Multiple Positions Only?

No



Show Staff With a Class Code Change Only?

No

Search

Reset


Search Results

								Export
Name	School	Position Code	Salary	SSN	Certification ID	Last Update	Actions	
Jl Smith, John	- A J Whittenburg Elem	08 - Classroom Teacher	\$100,000.00	***-**-9431		05/14/2019	 	
Page 1 of 1								1

Adding a New Employee – Not in System

If the search yielded zero results, complete the required fields on the Add Staff screen. Click **Add Staff**.

2019 - 2020 School Year



Home
District Overview
Salary Schedule
Staff
Reports
Notification Center
Admin

Home / Staff Search

Staff

District

Last Name
smith

Social Security Number
Social Security Number

Show Staff With a Class Code Change Only?
No

School

First Name
john

Visa / International ID
Visa / International ID

Position Code

Certificate Number
Certificate Number

Show Staff in Multiple Positions Only?
No

Search
Reset

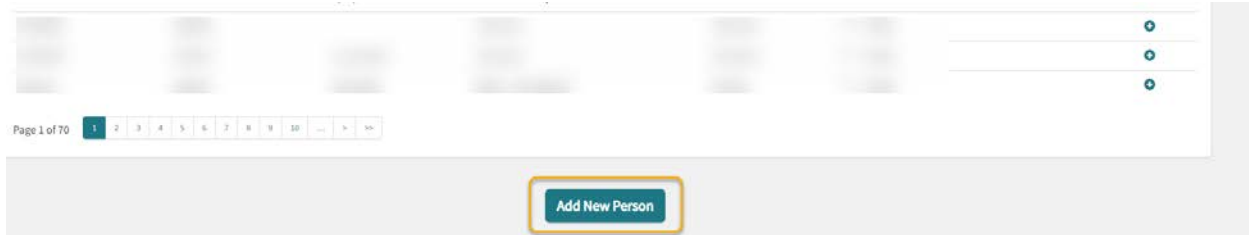
Search Results

No Search Results

Add Staff

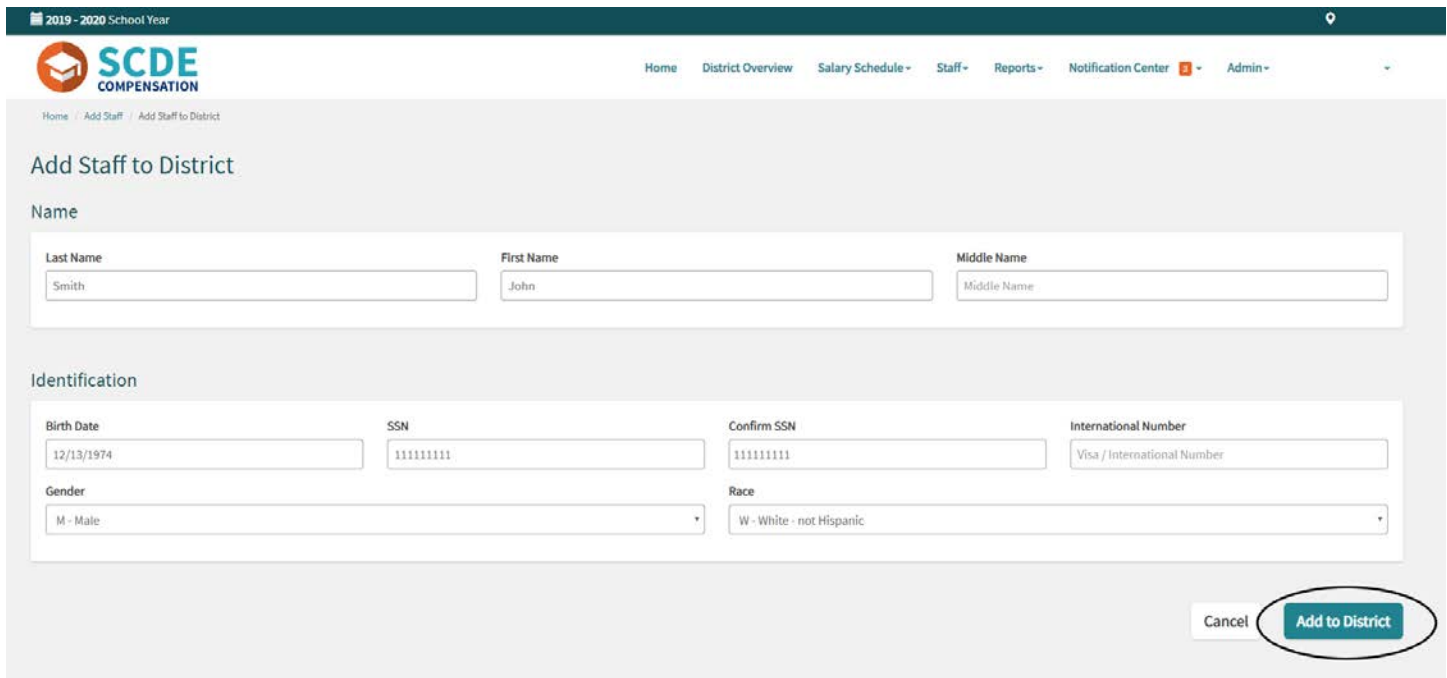
This will take users to the Add Staff page. Enter all of the employee's information in the fields provided (last name, first name, date of birth, SSN, Visa/International ID (if applicable), Gender, Race and Certificate Number (if applicable). Click **Search**. **This will search through SC Educator to see if the employee already has an established staff record**

If the employee does not have an established staff record, select **Add New Person**.



The screenshot shows a table with several rows of blurred text, representing a list of staff members. Below the table is a pagination bar indicating 'Page 1 of 70' with a series of numbered links (1, 2, 3, 4, 5, 6, 7, 8, 9, 10, etc.). At the bottom center of the interface, there is a blue button labeled 'Add New Person' which is highlighted with a yellow rectangular box.

A Classified Staff Only box will pop up to warn districts that they should only use this option for classified staff. If the employee has a certification, they should be found when searched. If the employee is not found, please reach out to the State PCS/SC Educator Coordinator to verify their information. Select OK.



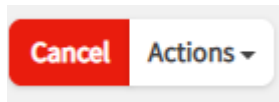
The screenshot displays the 'Add Staff to District' form within the SCDE COMPENSATION system. The top navigation bar includes the school year '2019 - 2020 School Year' and a menu with options like Home, District Overview, Salary Schedule, Staff, Reports, Notification Center, and Admin. The breadcrumb trail shows 'Home / Add Staff / Add Staff to District'. The form is divided into two main sections: 'Name' and 'Identification'. The 'Name' section contains three text input fields for 'Last Name' (containing 'Smith'), 'First Name' (containing 'John'), and 'Middle Name'. The 'Identification' section contains four input fields: 'Birth Date' (12/13/1974), 'SSN' (111111111), 'Confirm SSN' (111111111), and 'International Number' (with a placeholder 'Visa / International Number'). Below these are two dropdown menus for 'Gender' (selected as 'M - Male') and 'Race' (selected as 'W - White - not Hispanic'). At the bottom right of the form, there are two buttons: a 'Cancel' button and a blue 'Add to District' button, which is circled in red.

If the employee is awaiting a certification, the district may proceed with selecting OK

The information entered when searching for the employee will remain in the designated fields. Users will enter any missing information for the employee to add them to their district. Confirm the SSN, then select **Add to District**.

The employee's new staff record has now been created, but not yet saved. If the user realizes that the information entered was incorrect, they may select **Cancel** next to the new employee's name.

The employee staff record will still be searchable but is only able to be updated by the user who created the staff record.



***Note:** **Cancel** navigation button clears data, defaults back to the **Add Staff to District** screen.

The new employee's demographic, certificate (if available) and teaching experience information will display on the screen. The employee's staff record is **temporarily saved** with a message at the top of the screen.

This person is not associated with the district. A position must be added to associate the person with the district.

A position code must be assigned in order to save the staff record and add the employee to a district's staff list.

A screenshot of the SCDE Compensation web application. The header shows the 2019-2020 School Year and navigation links. The main content area displays the staff record for John Smith, including demographic information and a funding summary table.

Funding Summary					
Total Salary	State Minimum Salary	Total TSS	Federal Funds	Local Supplement	NBC
\$0.00		\$0.00	\$0.00		

Position Detail

Add Position

No Current Positions

Professional Licenses

Add License

No Professional Licenses Found

Certificates

Type	Level	Program	Class Code
Teaching	Professional		Masters
Issued	Expire	One Year Extension	Status
7/1/2018	6/30/2023		Current
Pathway	Institution		

Code	Area	Effective
50	Art	7/1/2000

Education

Class Code	Class Description
Class 00	DEGREE +00

Degree	Date	Institution
MA	MM/YYYY	ABBR - FULL SCHOOL NAME
BFA	MM/YYYY	ABBR - FULL SCHOOL NAME

Experience

18

Earned Years of Experience

School Year	Status	Position	District	Days	FTE	Earned
2018 - 2019	Pending	08 - Classroom Teacher	SC Public Charter School District	190	1.00	1
2017 - 2018	Earned	08 - Classroom Teacher	Aiken 01	190	1.00	1
2016 - 2017	Earned	08 - Classroom Teacher	Aiken 01	190	1.00	1
2015 - 2016	Earned	08 - Classroom Teacher	Aiken 01	188	1.00	1
2014 - 2015	Earned	08 - Classroom Teacher	Aiken 01	187	1.00	1
2013 - 2014	Earned	08 - Classroom Teacher	Aiken 01	190	1.00	1
2012 - 2013	Earned	08 - Classroom Teacher	Aiken 01	190	1.00	1
2011 - 2012	Earned	08 - Classroom Teacher	Aiken 01	190	1.00	1

**The employee's staff record is temporarily saved. Assign a position code to save the staff record to your district staff list. You can assign a position code and location, save the staff record and go back to it later to add other data.*

A position must be assigned in order for an employee to be assigned to a district (see [Position Detail](#)). Once a position code has been assigned, the employee's staff record will be added to the district's staff list.

Position Detail

Add Position
Edit All Positions

0.00 FTE

08 - Classroom Teacher

Edit Position
Remove Position

District	School	Start Date	End Date
2301 - Greenville 01	119 - A J Whittenburg Elem	08/01/2018	06/28/2019

First 135 Days Employed	Total Days Employed	Salary	Federal Funds	TSS Funded FTE	TSS
135	190	\$100,000.00	\$100,000.00	0.00	\$0.00

Notes:

Local Salary Supplements

Edit Supplements

Type	Description	Amount
------	-------------	--------

Users have the option to scroll to the top of the computer screen and clicking **Staff Search** to return to their staff listing or clicking the **Next Staff Record** button to advance to the next staff record after reviewing an employee's staff record.

If the user searches for the employee's staff record, they will see that it has been added to the district staff list.

2019 - 2020 School Year

District Name

SCDE COMPENSATION

Home
Staff
Reports
Notification Center
Admin
User Name

Home | Staff Search

Search for staff in your district.

Search Staff
Add Staff
Technology Proficiency
Upload Staff

Add Staff
Import


District
Smith
Last Name
Last Name
Social Security Number
Social Security Number
Show Staff With a Class Code Change Only?
No

School
First Name
First Name
Visa / International ID
Visa / International ID

Position Code
Certification ID
Certification ID
Show Staff in Multiple Positions Only?
No

Search
Reset

Search Results

Search Results							
Name	School	Position Code	Salary	SSN	Certification ID	Last Update	Actions
Smith, John	I19 - A J Whittenburg Elem	08 - Classroom Teacher	\$100,000.00	***-**-9431		05/14/2019	 

Page 1 of 1 1

Updating Staff Actions – Update

Demographic or key information is displayed. The following fields (last name, first name, middle name, DOB, SSN/International number, Gender, and Race) can be updated by clicking the down arrow next to the **Actions** navigation button and clicking **Update**. *The Update button will only appear under the Actions navigation button if the employee does not have a certificate.

2017 - 2018 School Year District Name

SCDE COMPENSATION

Home Staff Search **Staff Detail**

Smith, John Actions -

- Update
- Remove Staff
- Terminate

Demographics

Gender Unknown	Race Unknown	International Number 123456789	Class	Total Experience 0 Years	District Experience 0 Years
Last Compensation Update Date	Technical Proficiency Date	Termination Date			

Funding Summary

FTE / Funded FTE 0 / 0	State Minimum Salary	Total Salary \$0.00	Federal Funds \$0.00	State Funded \$0.00	Total TSS \$0.00
---------------------------	----------------------	------------------------	-------------------------	------------------------	---------------------

Enter updated information, click the **save** button.

Update Staff

Name

Last Name Last Name	First Name First Name	Middle Name Middle Name
------------------------	--------------------------	----------------------------

Identification

Birth Date MM/DD/YYYY	SSN Social Security Number	Confirm SSN Confirm Social Security Number	International Number Visa / International Number
Gender U - Unknown	Race U - Unknown		

Cancel Save

As users update an employee's staff record, the SSN's must match.

Update Staff

Name

Last Name First Name Middle Name

Cardo Ann Katherine

Identification

Birth Date SSN Confirm SSN International Number

MM/DD/YYYY 11111111 11111111 Visa / International Number

Cancel Save

! The SSN and Confirm SSN must match

Removing Staff

Actions – Remove Staff

Removing an employee staff record will remove the employee from the district. An employee should only be removed if they have not worked in the district during the current school year. Users will be prompted to confirm by clicking the **Remove Staff** or **Cancel** navigation buttons. Compensation District Coordinators are the only users that can remove an employee.

The screenshot shows the SCDE Compensation system interface. At the top, there is a header with the school year '2019 - 2020 School Year' and a user profile 'Bambe'. The main navigation bar includes links for Home, Staff, Reports, Notification Center, Admin, and User Name. The page title is 'Employee Name'. Below the title, there is an 'Actions' dropdown menu with options 'Remove Staff' and 'Terminate'. The 'Remove Staff' option is circled in red. Below the actions menu, there is a 'Demographics' section with a table of employee information.

Gender	Race	SSN	Class	Earned Experience	District Experience
Unknown	Unknown	111-11-1111	0-None	0 Years	0 Years

Below the table, there are additional fields: Last Compensation Update Date, Technical Proficiency Date, Termination Date, and Termination Reason.

The screenshot shows a 'Confirm Remove Staff' dialog box. It asks the user: 'Are you sure that you want to permanently remove [Employee Name] from the district?'. There are two buttons at the bottom: 'Cancel' and 'Remove Staff'. The 'Remove Staff' button is circled in red.

✓ Remove succeeded message appears indicating staff record has been removed.

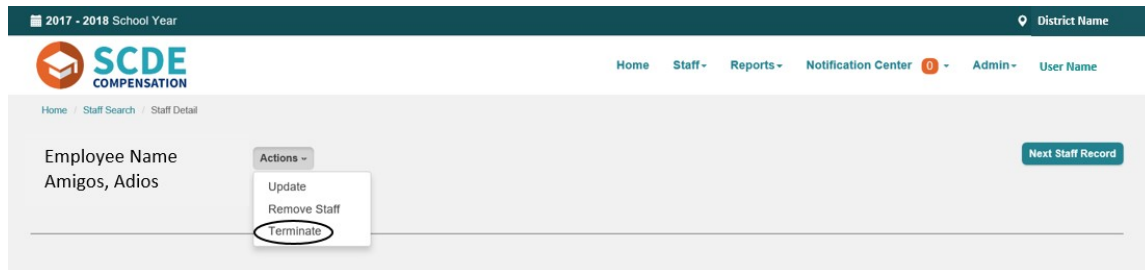
Funding summary and position detail associated with the district will be deleted.

Demographics, professional licenses, certifications, education, and experience information will remain in the system without an assigned district so that other districts are able to find the employee if they are hired.

Terminating Staff

Actions – Terminate Staff

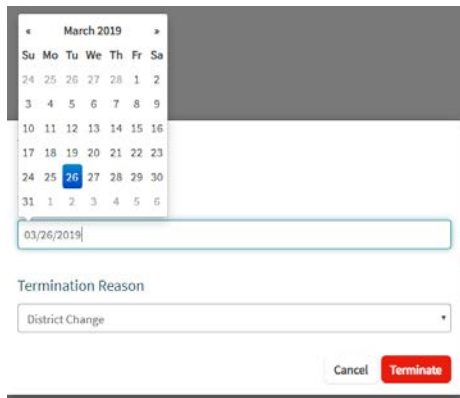
Users will terminate an employee when the employee leaves their school district during the current school year. Users can **manually** enter the termination date or select the termination date by using the calendar (the calendar appears when the Termination Date field is selected).



The screenshot shows the SCDE Compensation system interface. At the top, there's a header with the school year '2017 - 2018 School Year' and a 'District Name' dropdown. Below the header is a navigation bar with links: Home, Staff, Reports, Notification Center (with a red notification icon), Admin, and User Name. The main content area shows the 'Staff Search' and 'Staff Detail' tabs. The 'Staff Detail' tab is active, displaying the 'Employee Name' as 'Amigos, Adios'. To the right of the name is a 'Next Staff Record' button. Below the name is an 'Actions' dropdown menu with options: Update, Remove Staff, and Terminate. The 'Terminate' option is circled in red.

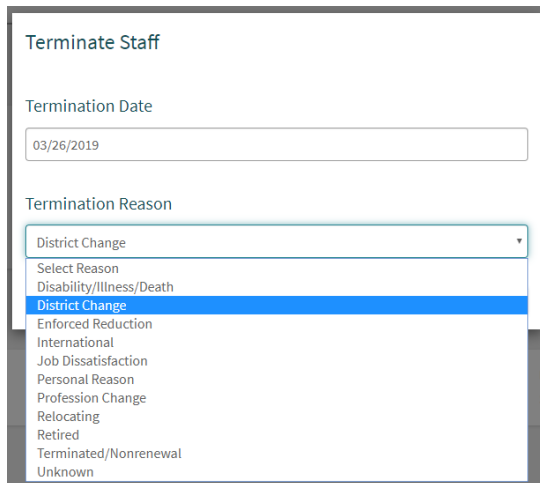
Example: March 26, 2019, is the termination date.

The termination date can be entered **manually**, or by **clicking** March 26th from the **calendar** pop up box.



The screenshot shows a calendar pop-up box for March 2019. The calendar is displayed with days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and dates. The date 26 is highlighted in blue. Below the calendar is a text input field containing the date '03/26/2019'. Below the input field is a 'Termination Reason' dropdown menu with 'District Change' selected. At the bottom right are 'Cancel' and 'Terminate' buttons.

Select the termination reason from the drop-down menu, click **Terminate**.



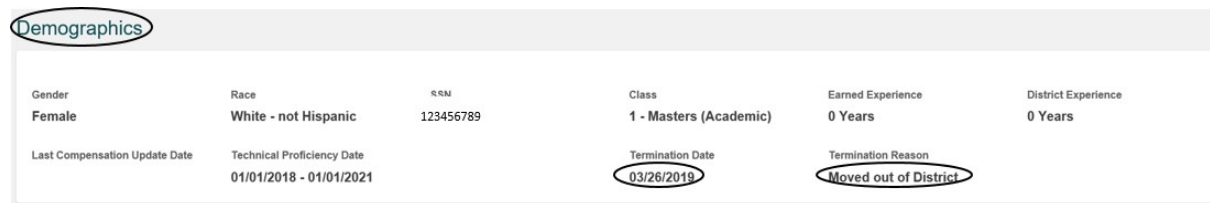
Terminate Staff

Termination Date
03/26/2019

Termination Reason
District Change
Select Reason
Disability/Illness/Death
District Change
Enforced Reduction
International
Job Dissatisfaction
Personal Reason
Profession Change
Relocating
Retired
Terminated/Nonrenewal
Unknown

✓ **Terminate succeeded** message appears at the top of the screen.

Termination date appears in the **Demographics** box.



Demographics

Gender	Race	SSN	Class	Earned Experience	District Experience
Female	White - not Hispanic	123456789	1 - Masters (Academic)	0 Years	0 Years
Last Compensation Update Date	Technical Proficiency Date		Termination Date	Termination Reason	
	01/01/2018 - 01/01/2021		03/26/2019	Moved out of District	

The position detail box will be able to be updated after an employee is terminated.

Undo Termination

Actions – Undo Termination

To undo a termination, click on the down arrow beside the **Actions** navigation button, click **Undo Termination**.

A ✓ **Undo terminate succeeded** message appears at the top of the screen.

Actions ▾

Update

Remove Staff

Undo Termination

Demographics

Gender	Race	SSN	Class	Total Experience	District Experience
Female	Black - not Hispanic	123456789	2 - Bachelors + 18 Hours	11 Years	0 Years
Last Compensation Update Date	Technical Proficiency Date		Termination Date		

Click **Staff Search** to return to main staff page, or click the **Next Staff Record** navigation button to view another employee’s staff record.

2018 - 2019 School Year

District Name

SCDE

COMPENSATION

Home

Staff ▾

Reports ▾

Notification Center 1 ▾

Admin ▾

User Name

Home

Staff Search

Employee Name

Amigos, Adios

Actions ▾

Next Staff Record

Demographics

Funding Summary

Funding summary salary breakdown shows the Total Salary, State Minimum Salary, Total TSS, Federal Funds, Total Local Supplements, and the NBC date for the current and previous school year (if applicable). Teacher Salary Supplements (TSS) will appear for position codes marked with a funding indicator. Please refer to the SC Educator position code list.

Funding Summary					
Total Salary	State Minimum Salary	Total TSS	Federal Funds	Local Supplement	NBC
\$45,359.00	\$42,859.00	\$3,730.00	\$20,000.00	\$0.00	

Position Detail

Displays position code information. This **box will be repeated for each position** an employee has. Depending on assigned SC Educator user role, users will be able to **add, edit** or remove (**delete**) position(s).

Add Position – Select Add Position from the Position Detail box.

The screenshot shows the 'Position Detail' interface. At the top right, there is a button labeled 'Add Position' circled in red. Below the header, a message states 'No Current Positions'. The main form area is titled 'Add New Position' and contains several input fields: 'FTE' with a value of '0.00' and a 'Calculate FTE' button; 'Position' and 'Class Code' dropdown menus; 'District' and 'School' dropdown menus; 'First 135 Days Employed' and 'Total Days Employed' text boxes, both with a value of '0'; 'Salary' and 'Federal Funds' text boxes, both with a value of '0.00'; 'Start Date' with a value of '07/01/2020' and 'End Date' with a placeholder 'MM/DD/YYYY'; and a 'Notes' section with a text area labeled 'Additional notes'. At the bottom right of the form are 'Cancel' and 'Save' buttons.

Enter the employee's position information in the fields. FTE, Position, School, First 135 Days Employed, Total Days Employed and Salary all required information to be entered in order for the position to be saved.

The Start Date should be the first day that the employee starts their position. The End Date field should be used for employees that leave a position to start another position within the same district. If the employee leaves the district, they should be terminated.

The 135-Day field starts on the first day for teachers. For instance, if the teachers start on August 13th, that will be the first day of 135-day. This rule goes for all employees in all positions, except employees that start a week later (such as Aides, Nurses, etc.). A calendar should be kept for each district to determine the accurate 135 days for employees.

After the data has been entered, click the **Save** button.

Add New Position

FTE

Position

Class Code

District

School

First 135 Days Employed

Total Days Employed

Salary

Federal Funds

Start Date

End Date

Notes

message appears at the top of the screen.

An Employee in Multiple Positions in a District

SC Educator allows employees to have multiple positions in one district, as long as:

- The FTE does not exceed 1.0
- 135-Days for all positions does not exceed 135 total

Position Detail – Edit Position

The example below updates an employee's staff record. The employee is currently coded as a 1.0 08-Classroom Teacher. The teacher works part-time and will only be working 100 days out of the 190. The FTE needs to be adjusted, as well as the first 135-Days Employed, Salary, and Total Days Employed, where applicable. Select the **Edit Position** button to update the current position box.

The screenshot shows the 'Position Detail' form for a Classroom Teacher. The current values are:

District	School	Start Date	End Date
0160 - Abbeville 60	0160 019 - DIAMOND HILL ELEM	MM/DD/YYYY	MM/DD/YYYY

First 135 Days Employed	Total Days Employed	Salary	Federal Funds	TSS Funded FTE	TSS
135	190	\$25,359.00	\$5,000.00	0.80	\$3,730.00

Buttons: Add Position, Edit All Positions, Edit Position (circled), Remove Position.

Local Salary Supplements: No Supplements Found.

Enter updated information (FTE, First 135-Days Employed, Total Days Employed, Salary) then click **Save**.

The screenshot shows the 'Position Detail' form with updated values. The updated values are:

District	School	Start Date	End Date
0160 - Abbeville 60	0160 019 - DIAMOND HILL ELEM	MM/DD/YYYY	MM/DD/YYYY

First 135 Days Employed	Total Days Employed	Salary	Federal Funds	TSS Funded FTE	TSS
100	100	20000.00	5000.00		\$3,730.00

Buttons: Add Position, Edit All Positions, Calculate FTE, Save (highlighted), Cancel.

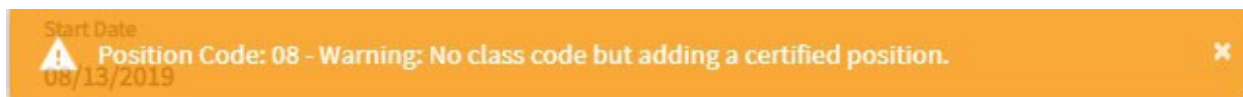
Local Salary Supplements: No Supplements Found.

✓ Position(s) Updated

confirmation message appears at the top of the screen.

The updated employee's record will display the updated position box. It will also calculate the TSS Funded FTE and the TSS amount based off of the updated information.

If an employee is placed in a certified required position and they are not certified, a message will display after saving the position.



Edit All Positions

Users can edit an employee's current position or edit multiple positions simultaneously.

Click the **Edit All Positions** navigation button to update multiple positions for the same employee. The example below contains updated information for the start/end date and salary. To save the updates, click the **Save All** button. To restore original data that was previously listed on employee's staff record, click **Cancel**.

The screenshot shows a web application interface for editing employee positions. It features two main sections, each for a different position. The top section is for '0.50 FTE 08 - Classroom Teacher (Certified) Class Code: 3 - Bachelors (Academic)'. The bottom section is for '0.50 FTE 03 - Special Education (Itinerant) (Certified) Class Code: 3 - Bachelors (Academic)'. Both sections have a 'Calculate FTE' button. The '08 - Classroom Teacher' section has its 'Position' and 'Class Code' dropdowns circled in red. The '03 - Special Education' section also has its 'Position' and 'Class Code' dropdowns circled in red. Both sections include fields for 'District', 'School', 'Start Date', 'End Date', 'First 135 Days Employed', 'Total Days Employed', 'Salary', 'Federal Funds', 'Funded FTE', and 'TSS'. The '08 - Classroom Teacher' section has a 'Notes' field with the text 'Notes'. The '03 - Special Education' section has a 'Notes' field with the text 'Districts need to adjust FTE's. New system will not automatically recalculate FTE's for more than one position.' At the top right of the form, there are 'Save All' and 'Cancel' buttons. At the bottom right of the form, there is a 'Feedback' button.

Position Detail – Remove Position

To remove a position, click the **remove position** button.

1.00 FTE 08 - Classroom Teacher (Certified) Class Code: 3 - Bachelors (Academic) [Edit Position](#) [Remove Position](#)

District	School	Start Date	End Date
0000 - District Name	061 - HOLLIS ACADEMY		
First 135 Days Employed	Total Days Employed	Salary	Federal Funds
135	190	\$37,079.00	\$0.00 / \$0.00 ⓘ
		FundedFTE	TSS
		1.00	\$0.00 / \$2,019.00 ⓘ
Notes:			

0.00 FTE 03 - Special Education (Itinerant) TEST (Certified) [Edit Position](#) [Remove Position](#)

District	School	Start Date	End Date
0000 - District Name	034 - Augusta Circle Elementary		
First 135 Days Employed	Total Days Employed	FundedFTE	TSS
0	0	0.00	\$0.00 / \$0.00 ⓘ
Notes:			

A **delete or cancel** message will prompt you to either **cancel** or **delete** the staff record.

Confirm Delete

Are you sure you want to Delete **03 - Special Education (Itinerant) TEST (Certified)**

[Cancel](#) [Delete](#)

A **✓ Remove succeeded** message appears at the top of the screen.

Professional Licenses

The Professional Licenses box will allow the Compensation User to enter the license number of

The screenshot shows the 'Professional Licenses' interface. At the top right is an 'Add License' button. Below it is a table with columns: Professional License Number, Professional License Type, and Action. Below the table is a form titled 'Add New Professional License'. The form has two input fields: 'Professional License Number' (containing '8675309') and 'Professional License Type' (a dropdown menu showing 'Accountant (1)'). There are 'Save' and 'Cancel' buttons. Below the form is another table with the same columns as the one above.

the employee and select the type of professional license from the Professional License Type drop-down menu (if applicable)

The **Save** button generates a ✓ Professional License Added confirmation message at the top of the screen.

The **pencil** icon updates license number or professional license type.

The screenshot shows the 'Professional Licenses' interface. At the top right is an 'Add License' button. Below it is a table with columns: Professional License Number, Professional License Type, and Action. Below the table is a form titled 'Add New Professional License'. The form has two input fields: 'Professional License Number' (containing '123456') and 'Professional License Type' (a dropdown menu showing 'Psychology (38)'). There are 'Save' and 'Cancel' buttons. Below the form is another table with the same columns as the one above. A pencil icon is highlighted in the 'Action' column of the table.

Users have the option of deleting professional license numbers, license types or both. The **trashcan** icon will remove saved information. Users will be prompted to either click the **cancel** or **delete** button.

The screenshot shows a 'Confirm Delete' dialog box. It contains the text: 'Are you sure that you want to permanently delete 123456 - Psychology?'. There are two buttons: 'Cancel' and 'Delete'.

The **delete** navigation button generates a “professional license deleted” message.

✓ Professional License Deleted

Certifications

The Certification box is View Only for Compensation Users.

The information in this box is pulled from the Certification side of SC Educator.

Certificates			
Type	Level	Program	Class Code
Teaching	Professional		Masters
Issued	Expire	One Year Extension	Status
7/1/2017	6/30/2021		Current
Pathway	Institution		
Code	Area	Effective	
54	Music Ed. - Instrumental	7/1/2012	
Type	Level	Program	Class Code
Leadership	Professional		Masters
Issued	Expire	One Year Extension	Status
7/1/2017	6/30/2021		Current
Pathway	Institution		
Code	Area	Effective	
7B	Tier 1 - Elementary Principal	7/1/2017	

If you have any questions regarding the Certification box, please reach out the Office of Educator Services.

Education

The Education box is View Only for Compensation Users.

The class and degree information are listed.

The information in this box is pulled from the Certification side of SC Educator.

Education		
Class Code	Class Description	
1	Masters	
Degree Date	Degree	Institution
1/1/2012	Bachelors	University
1/1/2017	Masters	University

If you have any questions regarding the Education box, please reach out the Office of Educator Services.

Experience

The Experience box is View Only for Compensation Users.

The experience box displays total years of experience and experience by school year maintained in the certification system. Experience data is displayed in **real time**.

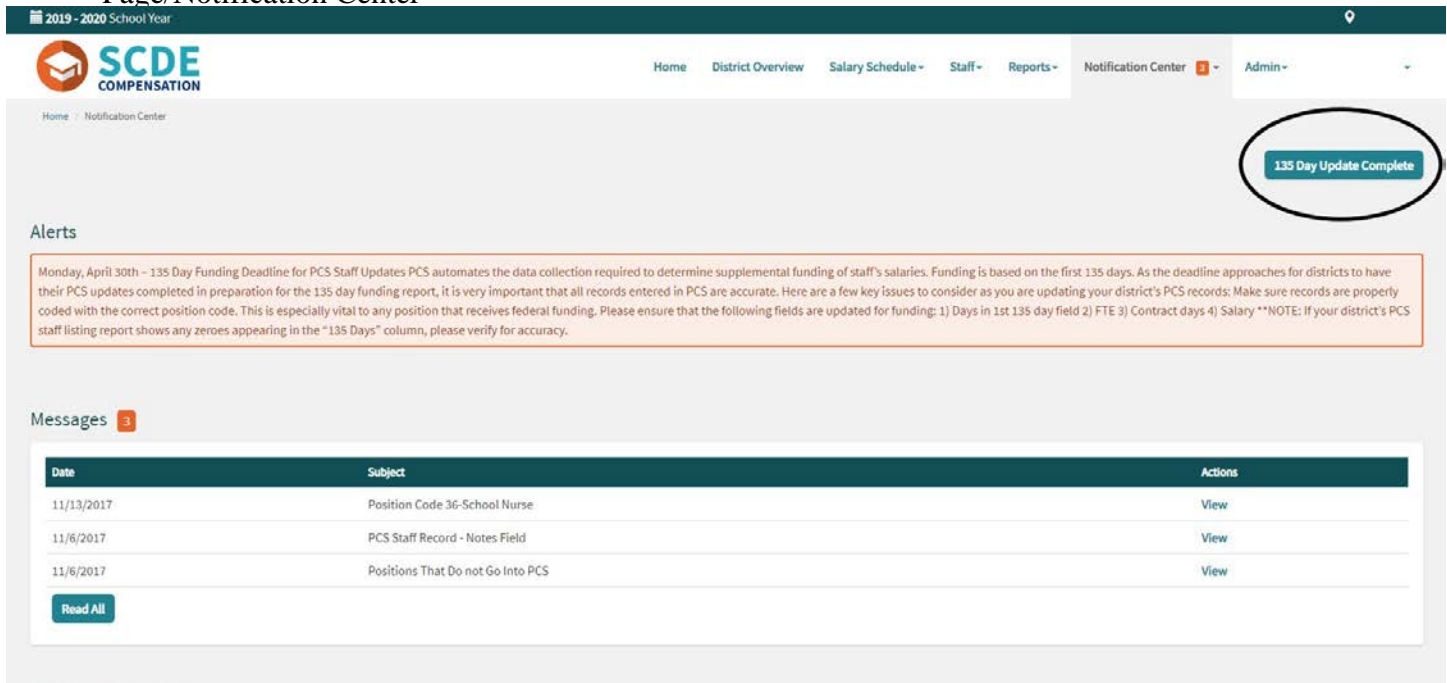
The information in this box is pulled from the Certification side of SC Educator.

Experience						
7 Earned Years of Experience						
School Year	Status	Position	District	Days	FTE	Earned
2019 - 2020	Pending	Multiple	Multiple	--	--	1
2019 - 2020	Pending	05 - Kindergarten		190	0.00	1
2018 - 2019	Earned	08 - Classroom Teacher		180	1.00	1
2017 - 2018	Earned	08 - Classroom Teacher		190	1.00	1
2016 - 2017	Earned	08 - Classroom Teacher		190	1.00	1
2015 - 2016	Earned	08 - Classroom Teacher		190	1.00	1
2014 - 2015	Earned	08 - Classroom Teacher		190	1.00	1
2013 - 2014	Earned	RECP - Reciprocity		200	1.00	1
2012 - 2013	Earned	RECP - Reciprocity		200	1.00	1

If you have any questions regarding the Experience box, please reach out to the Office of Educator Services.

Setting 135 Day Completion Flag

This is used when districts have completed their 135-Day updates. Users will click “135 Day Update Complete” on the SCDE Compensation Page/Notification Center



The screenshot shows the SCDE Compensation Notification Center interface. At the top, there is a navigation bar with links: Home, District Overview, Salary Schedule, Staff, Reports, Notification Center (with a red badge), and Admin. The main content area has a header with the SCDE logo and a breadcrumb trail: Home / Notification Center. On the right side of the header, a button labeled "135 Day Update Complete" is circled in black. Below the header, there is an "Alerts" section with a message about the 135 Day Funding Deadline for PCS Staff Updates. Below the alerts, there is a "Messages" section with a red badge indicating 3 messages. A table lists three messages with columns for Date, Subject, and Actions. The messages are dated 11/13/2017 and 11/6/2017, with subjects related to Position Code 36-School Nurse, PCS Staff Record - Notes Field, and Positions That Do not Go Into PCS. Each message has a "View" link in the Actions column. At the bottom left of the messages section, there is a "Read All" button.

Date	Subject	Actions
11/13/2017	Position Code 36-School Nurse	View
11/6/2017	PCS Staff Record - Notes Field	View
11/6/2017	Positions That Do not Go Into PCS	View

A confirmation message will prompt the user to confirm setting the 135-Day completion flag.



The image shows a confirmation dialog box with a title bar. The title is "Please Confirm". Below the title, the text "Are you sure?" is displayed. At the bottom right of the dialog, there are two buttons: "Cancel" and "Ok". The "Ok" button is highlighted with a red circle.

Clicking the **OK** button indicates that the district's 135 day update is **complete**. A 135-update message appears indicating your update is completed.

If the Compensation User decides that their 135-Day update **is not complete**

The screenshot shows the SCDE Compensation system interface. At the top, a green banner reads "✓ 135 Update is Complete". Below this, a dark blue header bar contains the text "2017 - 2018 School Year" and a location icon next to "District Name". The main navigation bar includes the SCDE logo, a "Home" link, and a dropdown menu with "Staff", "Reports", "Messages" (with a red notification badge), "Admin", and "User Name". The main content area has a "Home" link and a button labeled "135 Day Update is Complete", which is circled in red. To the right of this button is a button labeled "Set 135 Day Update Uncomplete". Below the main content area is an "Alerts" section with a red-bordered box containing text about the 135 Day Funding Deadline for PCS Staff Updates.

after initially setting the 135-Day completion flag, they may click the **135-Day Update Uncomplete** button. The SC Educator system **will default back to Set 135-Day Update Complete** status.

The screenshot shows the SCDE Compensation system interface. At the top, a green banner reads "✓ 135 Update Uncompleted". Below this, a dark blue header bar contains the text "2017 - 2018 School Year" and a location icon next to "District Name". The main navigation bar includes the SCDE logo, a "Home" link, and a dropdown menu with "Staff", "Reports", "Messages" (with a red notification badge), "Admin", and "User Name". The main content area has a "Home" link and a button labeled "135 Day Update Complete". Below the main content area is an "Alerts" section with a red-bordered box containing text about the 135 Day Funding Deadline for PCS Staff Updates.

135-Day Update Uncomplete button indicates 135-Day updates have not been completed.

Reports – Staff Listing Search

Home / Staff Listing Search

Staff Listing Search

District: 0404 - Anderson 4 School: Position Code:

Show Terminated Staff Only? No Show Staff In Multiple Districts Only? No

Search Reset

Export to Excel

D.	S.	S.	N.	P.	G.	R.	S.	P.	D.	L.	C.	Y.	M.	A.	F.	F.	F.	T.	T.	P.	P.	N.	C.	C.	C.	T.	T.
----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----

District: This field should only be the user's district

School: This field allows users to select the school(s) they are wanting to run a report on. If there is one or more schools, users can click on the school/district office one by one. If all schools are needed to be seen in the report, nothing needs to be selected.

Show Terminated Staff Only?: This Yes or No drop-down field allows users to select whether or not they would like to see only terminated staff.

Show Staff in Multiple Districts Only?: This Yes or No drop-down field allows users to select whether or not they would like to see only staff that are showing up in another district. (Please contact the State Coordinator if there are employees showing up on this report that you know belong in your district only)

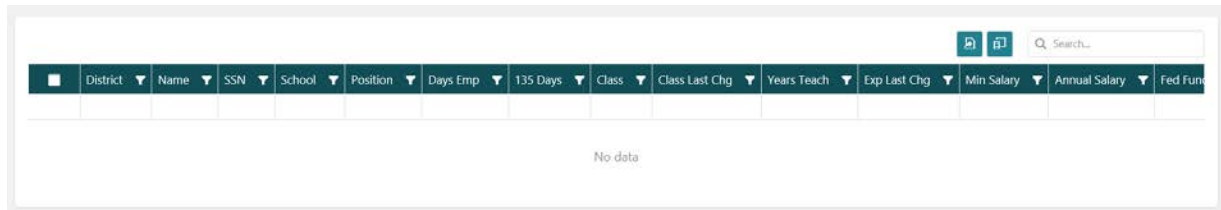
Position Code: This field allows users to select the position(s) they are wanting to run a report on. If there is one or more position codes, users can click on the position codes one by one; Or by typing in either the number of the position code or the name of the position to select the results. If all position codes are needed to be seen in the report, nothing needs to be selected. To remove your selection(s) from the position code field, click the **X**. *To collapse the position code drop down list, move your cursor away from the list and click anywhere on your screen.*

To run a full Staff Listing Search report for your district, leave the school and position code field blank then select **Search**.

The first page of the Staff Listing Search results will be in alphabetical order by last name. Each page displays ten employees.

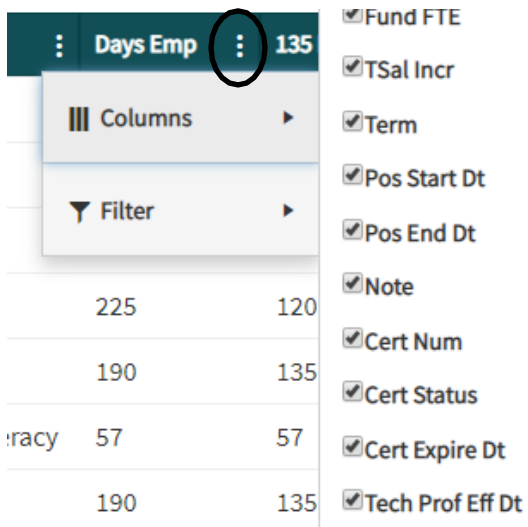
Filtering the Staff Listing Search

The headers of the Staff Listing Search results are able to be moved around in the order the user wants them to be in. For instance, if the user wants the “Name” header to be first, they will click and drag “Name” before the “District” header.



The screenshot shows the Staff Listing Search interface. At the top right, there is a search bar with a magnifying glass icon and the text "Search...". Below the search bar is a table with the following headers: District, Name, SSN, School, Position, Days Emp, 135 Days, Class, Class Last Chg, Years Teach, Exp Last Chg, Min Salary, Annual Salary, and Fed Fund. The table is currently empty, and the text "No data" is displayed in the center.

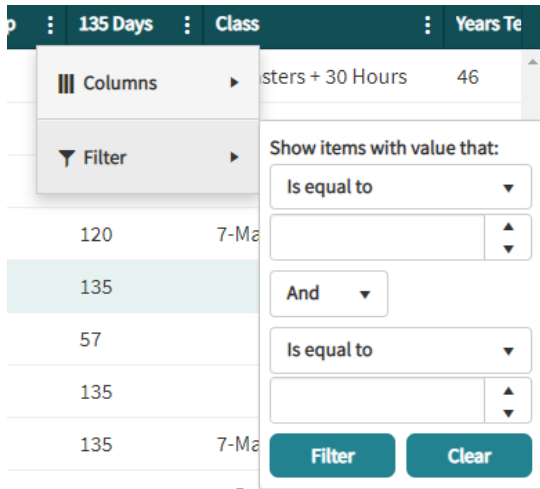
The headers can also be removed from the current Staff Listing Search by clicking the three dots next to any header title, selecting “Columns” and unchecking any headers that are not needed.



The screenshot shows the Staff Listing Search interface with the 'Columns' menu open for the 'Days Emp' header. The menu has two options: 'Columns' and 'Filter'. The 'Columns' option is selected, and a list of columns is displayed on the right side of the menu. The columns are: Fund FTE, TSal Incr, Term, Pos Start Dt, Pos End Dt, Note, Cert Num, Cert Status, Cert Expire Dt, and Tech Prof Eff Dt. The 'Days Emp' header is circled in red.

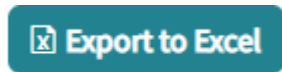
Days Emp	135
225	120
190	135
57	57
190	135

Users may also filter a specified column by using the filter option under the three dots. (Show items with value that: is equal to, is not equal to, is less than, is null, etc.)

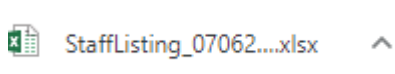


Exporting the Staff Listing Search to Excel

With one click, users can export the Staff Listing Search to Excel. The report will be the same as a Staff Listing Report from PCS.



The Excel Report will generate and show up at the bottom of the screen.

















Click on the Excel report to open with Microsoft Excel. Be sure to save the report.

Staff Listing Saved Searches

New Feature

The saved searches are the searches that the State PCS/SC Educator looks over to ensure that the employees are in the system as accurate as possible. The districts should look over the saved searches to verify their employee staff records. This is one of the most helpful tools in SC Educator!

Staff Listing Search	
Saved Searches	
Name	
Termination Date <= 7/1/2021	
Annual Salary <=1	
Class Code Changes During the School Year	
Classroom Teacher (Position Code 08) working in administration location	
Federal Funds > Salary	
FTE < 0.1 OR >1.0	
No Certificate but HAS Educator Id for persons in a certified position (3,4,5,6,7,8,10, 11, 17,85)	
No Certificate or Educator Id for persons in a certified position (3,4,5,6,7,8,10, 11, 17,85)	
No TSS for employees in a certified position (3,4,5,6,7,8,10, 11, 17, 85)	
Nurses (Position Code 36) having an annual salary > \$60,000	
ROTC (Position Code 18) with no Federal Funds	
Staff in certified position (3,4,5,6,7,8,10,11,17,85) with an Expired Certificate	
Termination Date < 06/30/2022 and Days Employed >= 190	
Total Day Employed = 0	

Class Code Changes During the School Year

This report shows the employees who have received an updated degree or certification during the current school year. To update the information for **certified employees**, the district will need to update the salary for both (or all) positions based on their district calendar dates and the date the class code change occurred for that position as well as updating the number of days employed and first 135 days fields. The salary should be updated based on the number of days

the employee worked in that class code for that position. Currently, the split of the positions due to class code changes is going by the Richland One school calendar (hopefully within the next two years SCDE will be able to add all district calendars in the system to better calculate the two fields). The salary on the newest position with the most up-to-date degree should be updated if there is a salary change. The position codes that require this change are: 03, 04, 05, 06, 07, 08, 10, 11, 17, and 85.

To update the information for **non-certified employees**, districts will need to update the salary for both (or all) positions based on their district calendar dates and the date the class code change occurred for that position as well as updating the number of days employed and first 135 days fields. For instance, if John Doe is a retired teacher (09) and just received his Bachelors + 18, a district will adjust the salary and number of days for both the Bachelors and the Bachelors + 18. The salary would be adjusted for both positions based off of the number of days worked for each. The position codes that require this change are: 09, 18, 36, 37, 39, and 40.

These changes are very important for funding purposes.

Reports Tab – Staff Listing Report

The screenshot shows the 'Staff Listing Report' form. At the top, there is a breadcrumb trail: 'Home / Staff Listing Report'. The form title 'Staff Listing Report' is prominently displayed. Below the title, there are three input fields: 'District' (pre-filled with '0404 - Anderson 4'), 'School' (empty), and 'Position Code' (empty). Underneath these are two dropdown menus: 'Show Terminated Staff Only?' (set to 'No') and 'Show Staff in Multiple Districts Only?' (set to 'No'). To the right of these dropdowns is another 'School' label with an empty input field. At the bottom right of the form are three buttons: 'Search' (in a teal box), 'Reset' (in a light gray box), and 'Export -' (in a teal box with a dropdown arrow).

The Staff Listing Report works the same way as the Staff Listing Search except it cannot be filtered by the column headers. This is a PDF only version of the Staff Listing Search report.

District: This field should only be the user's district

School: This field allows users to select the school(s) they are wanting to run a report on. If there is one or more schools, users can click on the school/district office one by one. If all schools are needed to be seen in the report, nothing needs to be selected.

Show Terminated Staff Only?: This Yes or No drop-down field allows users to select whether or not they would like to see only terminated staff.

Show Staff in Multiple Districts Only?: This Yes or No drop-down field allows users to select whether or not they would like to see only staff that are showing up in another district. (Please contact the State Coordinator if there are employees showing up on this report that you know belong in your district only)

Position Code: This field allows users to select the position(s) they are wanting to run a report on. If there is one or more position codes, users can click on the position codes one by one; Or by typing in either the number of the position code or the name of the position to select the results. If all position codes are needed to be seen in the report, nothing needs to be selected. To remove your selection(s) from the position code field, click the **X**. *To collapse the position code drop down list, move your cursor away from the list and click anywhere on your screen.*

To run a full Staff Listing Report for your district, leave the school and position code field blank then select **Search**.

The **Search** navigation button generates the Staff Listing Report based on the search criteria.

The example below contains searchable data from a high school with position codes 06 – Special Education (Self-Contained) and 07 – Special Education (Resource).

		<input type="text"/> 1 of 2 ?				<input type="text"/> 100%			<input type="text"/>	Find Next
--	--	-------------------------------	--	--	--	---------------------------	--	--	----------------------	-------------

Run date: 3/7/2019

SC Dept of Education - Professional Certified Staff

Staff Listing - Funding

Fiscal Year 2018-2019

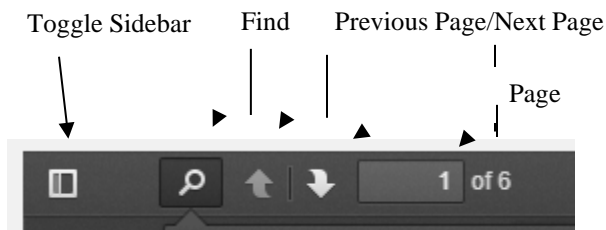
District: 0000 District Name

School: 012-School Name

Name	SSN	School	Position	Days Emp	135 Days	Cert Id	Cert Exp	Class	Years Teach	NBC Exp Dt	Min Salary	Annual Salary	Fed Funds	FTE	Fund FTE	TSal Incr	Term Dt
	5254 012-		06-Special Education (Self-Contained)	190	135			7 (04/17)	12 (02/19)		48,815	56,159	0	1.00	1.00	3,570	
	0923 012-		07-Special Education (Resource)	183	128							34,450	0	1.00	1.00		
	2627 012-		07-Special Education (Resource)	190	135			1 (09/11)	7 (02/19)		41,211	47,324	0	1.00	1.00	3,014	
	2763 012-		07-Special Education (Resource)	190	135			2 (09/04)	16 (02/19)		45,165	58,112	0	1.00	1.00	3,303	
	4370 012-		06-Special Education (Self-Contained)	190	135							35,768	0	1.00	1.00		
	1923 012-		07-Special Education (Resource)	190	135			3 (05/15)	3 (02/19)		32,756	37,463	0	1.00	1.00	2,395	
	8011 012-		07-Special Education (Resource)	190	135			1 (06/15)	23 (02/19)		53,432	69,512	0	1.00	1.00	3,907	
	3530 012-		07-Special Education (Resource)	190	135			7 (01/16)	3 (02/19)		40,603	46,612	0	1.00	1.00	2,969	
	5342 012-		06-Special Education (Self-Contained)	190	135			1 (03/04)	23 (02/19)		53,432	68,129	0	1.00	1.00	3,907	
	6977 012-		07-Special Education (Resource)	190	135			7 (12/14)	13 (02/19)		49,727	67,051	0	1.00	1.00	3,636	
	9131 012-		07-Special Education (Resource)	190	135			7 (01/15)	12 (02/19)		48,815	62,957	0	1.00	1.00	3,570	

Report Navigation Bar

Left Side of Navigation Bar:



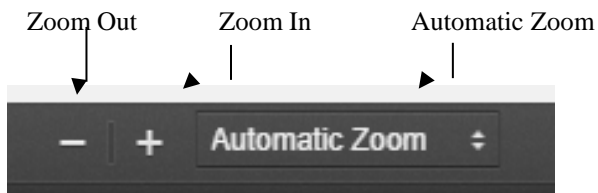
Toggle Sidebar – the Toggle Sidebar allows users to view the pages on a sidebar as thumbnail view

Find – the Find button allows users to find specific words/values throughout the report

Previous Page/Next Page – the Previous Page and Next Page buttons allow users to go to the previous or next page of the report

Page – the Page field allows users to enter the page number of the report they are wanting to view

Middle of Navigation Bar:

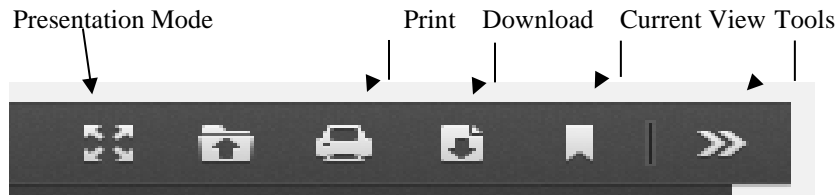


Zoom Out – the Zoom Out button allows users to zoom out of the report

Zoom In – the Zoom In button allows users to zoom in to the report

Automatic Zoom – the Automatic Zoom button allows users to select the size of the report, from a drop-down menu, they would like to view

Right Side of Navigation Bar:



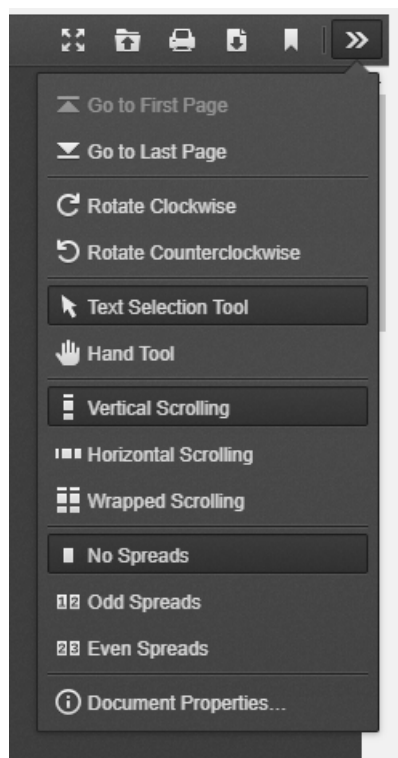
Presentation Mode – the Presentation Mode allows users to view the report in presentation view

Print – the Print button allows users to print the Staff Listing Report as a PDF only

Download – the Download button allows users to download the Staff Listing Report as a PDF only

Current View – the Current View button allows users to view the report in a new window by right clicking and selecting “Open in New Tab” or “Open in New Window”

Tools – the Tools button allows users to select other options from an open menu



Downloading Search Results

The Staff Listing Report can be exported in Excel or as a PDF by using the Export button.

Staff Listing Report

School Year: 2019 - 2020 District: School: Show Terminated Staff Only? No Show Staff in Multiple Districts Only? No Position Code:

Search Reset **Export**

If the user selects to download the report to Excel, the file will show up at the bottom of the screen. Select the file to open it in Excel.

3lovpxw - Excel

File Home Insert Page Layout Formulas Data Review View SAS Tell me what you want to do...

Clipboard Font Alignment Number

A1

SC Dept of Education - Professional Certified Staff

Staff Listing - Final Funding Complete

Fiscal Year 2019-2020

District:

Name	SSN	School	Position	Days Emp	Days	Cert Num	Cert Exp	Class	Years Teach	NBC Exp Dt	Min Salary	Annual Salary	Fed Funds	FTE	Fund FTE	TSal Incr	Term Dt
		000-ADMINISTRATION	20-Director, Finance/Business	240	135				46			86,410	0	1	1	0	
		010-DENMARK-OLAR ELEM	08-Classroom Teacher	190	135				3			38,007	0	1	1	5,337	
		008-DENMARK-OLAR MIDDLE	01-Principal	225	120				18			68,437	0	1	1	0	
		008-DENMARK-OLAR MIDDLE	01-Principal	225	120				18			68,437	0	1	1	0	
		010-DENMARK-OLAR ELEM	91-Child Development Aide	190	135				0			15,696	0	1	1	0	
		010-DENMARK-OLAR ELEM	83-Coordinator, Parenting/Family Literacy	57	57				0			7,500	7,500	1	0	0	10/19
		010-DENMARK-OLAR ELEM	93-Special Education Aide	190	135				0			14,588	14,588	1	0	0	
		010-DENMARK-OLAR ELEM	06-Special Education (Self-Contained)	190	135				19			56,967	0	1	1	6,160	
		008-DENMARK-OLAR MIDDLE	11-Guidance Counselor	200	135				34			72,518	0	1	1	7,396	
		010-DENMARK-OLAR ELEM	08-Classroom Teacher	190	135				20			58,094	0	1	1	6,221	
		007-DENMARK-OLAR HIGH	08-Classroom Teacher	190	135				13			52,616	0	1	1	5,625	
		010-DENMARK-OLAR ELEM	08-Classroom Teacher	190	135				6			37,591	0	1	1	3,991	
		010-DENMARK-OLAR ELEM	94-Instructional Aide	190	135				0			14,421	0	1	1	0	
		000-ADMINISTRATION	24-Supervisor, Payroll	240	135				24			59,567	0	1	1	0	
		008-DENMARK-OLAR MIDDLE	01-Principal	12	0				26			3,962	0	1	1	0	07/19
		008-DENMARK-OLAR MIDDLE	01-Principal	12	0				26			3,962	0	1	1	0	07/19
		008-DENMARK-OLAR MIDDLE	01-Principal	12	0				26			3,962	0	1	1	0	07/19
		008-DENMARK-OLAR MIDDLE	08-Classroom Teacher	190	135				30			51,667	0	1	1	5,522	
		007-DENMARK-OLAR HIGH	08-Classroom Teacher	190	135				14			50,401	0	1	1	5,384	
		010-DENMARK-OLAR FIFM	05-Kindergarten	190	135				6			45,974	0	1	1	4,903	

You can choose to save the excel document, (Excel>File>Save As>Browse>Name your document>Save) or click on the **X** in the upper right-hand corner of your computer screen to close Excel. The screen will default back to the SC Educator Staff Listing Report screen. Select the **Reset** button to clear searched data.

Teacher Supply Listing Report

This report is used to distribute funds for all position codes that are eligible to receive Teacher Supply Funds.

The screenshot shows the SCDE Compensation website interface for the 2017-2018 School Year. The top navigation bar includes links for Home, Staff, Reports, Notification Center (with a red badge showing 0), Admin, and User Name. The Reports dropdown menu is open, showing options for Staff Listing Report, Teacher Supply Listing Report (which is highlighted), and Salary Schedule Report. The main content area is titled 'Teacher Supply Listing Report' and contains a search form. The form has four fields: 'District' (a text input), 'School' (a dropdown menu with 'Select School' as the placeholder), 'Show Terminated Staff Only?' (a dropdown menu with 'No' selected), and 'Show Staff in Multiple Districts Only?' (a dropdown menu with 'No' selected). At the bottom right of the form are 'Search' and 'Reset' buttons.

District: This field should only be the user's district

School: This field allows users to select the school(s) they are wanting to run a report on. If there is one or more schools, users can click on the school/district office one by one. If all schools are needed to be seen in the report, nothing needs to be selected.

Show Terminated Staff Only?: This Yes or No drop-down field allows users to select whether or not they would like to see only terminated staff.

Show Staff in Multiple Districts Only?: This Yes or No drop-down field allows users to select whether or not they would like to see only staff that are showing up in another district. (Please contact the State SC Educator Coordinator if there are employees showing up on this report that you know belong in your district only)

Once “Search” is selected, the District Name and Total Staff will appear in the report. To generate the report that shows employees that are eligible to receive Teacher Supply Funds, select the arrow to the left of the District Name.

District Name	
▶	Abbeville
▶	Aiken
▶	Allendale
▶	Anderson 1
▶	Anderson 2
▶	Anderson 3
▶	Anderson 4
▶	Anderson 5
▶	Anderson 80
▶	Anderson Alternative

District Name

Total Staff

Abbeville

223

Person Id	Name	SSN	School	Position	Terminate Date	Termination Reason
			019 - Diamond Hill Elementary	08 - Classroom Teacher		
			001 - Abbeville High	08 - Classroom Teacher		
			019 - Diamond Hill Elementary	08 - Classroom Teacher		
			020 - Long Cane Primary	08 - Classroom Teacher		
			007 - John C. Calhoun Elementary	08 - Classroom Teacher		

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1 - 5 of 223 items

District Summary Report

The District Summary Report shows the demographics for the user's district.

The screenshot shows the SCDE Compensation web application. At the top, a dark teal header bar contains the text "2019 - 2020 School Year". Below this, the SCDE Compensation logo is on the left, and navigation links for Home, Staff, Reports, Notification Center (with a red badge showing "3"), and Admin are on the right. The main content area has a light gray background with the breadcrumb "Home / District Summary Report". The title "District Summary Report" is prominently displayed. Below the title is a teal button labeled "Export to Excel". A table with a teal header and white body shows summary data. The table has columns for District Code, District Name, Days Employed, First 135 Days, and Teacher Salary Increase. The data row shows values: 18,359, 12,528, \$409,111.00, 95, and \$309,487.00. A dropdown menu is open under the Reports link, listing options: District Summary Report, Salary Schedule Report, Staff Listing Report, Staff Listing Search, Teacher Supply Listing Report, and Technology Proficiency Analysis Report.

District Code	District Name	Days Employed	First 135 Days	Teacher Salary Increase
		18,359	12,528	\$409,111.00 95 \$309,487.00

This report can be exported to Excel by clicking the Export to Excel button.

Salary Schedule Report

To view the State Minimum Salary Schedule, the district users can select Salary Schedule Report under Reports. The Salary Schedule drop-down gives users the option to select the State Minimum Salary Schedule by the year it was created.

Select the year then select View.

The screenshot shows the SCDE Compensation web application. At the top, the SCDE Compensation logo is on the left, and navigation links for Home, Staff, Reports, Notification Center (with a red badge showing "3"), and Admin are on the right. The main content area has a light gray background with the breadcrumb "Home / Salary Schedule Report". The title "Salary Schedule Report" is prominently displayed. Below the title is a form with a label "Salary Schedule" and a dropdown menu with the text "Select Official Salary Schedule". To the right of the dropdown is a teal button labeled "View".

National Board Certificates Report

To view the current list of NBC certified employees in your district that are eligible to receive NBC funds, select National Board Certificates Report under the Reports tab. This report can be viewed by school or ran for the entire district by selecting Search.

National Board Certificates Report

District

School

0404 - Anderson 4

Search

Reset

Export to Excel

Reset


Person id	Name	Nbc Effective Date	Nbc Expire Date	Nbc Code	Area Name	Gender	Race
-----------	------	--------------------	-----------------	----------	-----------	--------	------

This report can be exported to Excel by clicking the Export to Excel button.

Technology Proficiency Analysis Report

The Technology Proficiency Analysis Report shows the District Code, District Name, Total Number of Required Employees that need to be Technology Proficient, Required and Not Expired, Required and Not Expired Percent, Required and Expired, Required and Expired Percent, Required and Missing, and Required and Missing Percent.

2019 - 2020 School Year



Home Staff Reports Notification Center 3 Admin

Home / Technology Proficiency Analysis Report

Technology Proficiency Analysis Report

Export to Excel

District Code	District Name	Required	Required and Not Expired	Required And Not Expired Percent	Required and Expired	Required And Expired Percent	Required and Missing	Required and Missing Percent
63		0	0	0	0	0	63	100

This report can be exported to Excel by clicking the Export to Excel button.

Technology Proficiency

To view the entire Technology Proficiency list for your district, click on the **Search** button.

Technology Users can perform specific searches by selecting any or a combination of the following search criteria: *school, position code(s), last name, first name, technology proficiency expiration date, SSN and Visa/International ID.

The screenshot shows the SCDE Compensation website's Technology Proficiency search page. At the top, there's a header with the school year '2018 - 2019 School Year' and a 'District Name' dropdown. Below the header is a navigation bar with links for Home, Staff, Reports, Notification Center, Admin, and User Name. A sidebar menu on the left lists 'Search Staff', 'Add Staff', 'Technology Proficiency' (which is circled in red), and 'Upload Staff'. The main content area is titled 'Technology Proficiency' and contains a search form with the following fields: District, School, Position Code, Last Name, First Name, Technology Proficiency Expiration Date (format MM/DD/YYYY), Social Security Number, Visa / International ID, and Technology Proficiency (a dropdown menu currently set to 'Any'). There are 'Search' and 'Reset' buttons at the bottom right of the form.

District: This field should only be the user's district

School: This field allows users to select the school(s) they are wanting to run a report on. If there is one or more schools, users can click on the school/district office one by one. If all schools are needed to be seen in the report, nothing needs to be selected.

Position Code: This field allows users to select the position(s) they are wanting to run a report on. If there is one or more position codes, users can click on the position codes one by one; Or by typing in either the number of the position code or the name of the position to select the results. If all position codes are needed to be seen in the report, nothing needs to be selected. To remove your selection(s) from the position code field, click the **X**. *To collapse the position code drop down list, move your cursor away from the list and click anywhere on your screen.*

Last Name: This field is optional. Users may look for an employee's Technology Proficiency information by their Last Name.

First Name: This field is optional. Users may look for an employee's Technology Proficiency information by their First Name.

Technology Proficiency Expiration Date: This field is optional. Users may look for employees with expired Technology Proficiency dates by entering a specified date.

Social Security Number: This field is optional. Users may look for an employee's Technology Proficiency information by their Social Security Number.

Visa/International ID: This field is optional. Users may look for an employee's Technology Proficiency information by their Visa/International ID.

Technology Proficiency: This True/False field is optional. Users may look for employees that have Technology Proficiency dates entered (True) and employees that do not have Technology Proficiency dates entered (False). If users would like to see all employees that are required to be Technology Proficient, they will select ANY.

Search results screen.

Name	School	District	Technology Effective Date	Technology Expiration Date	Action
	037 - Bethel Elem	2301 - Greenville 01			
	000 - Administration	2301 - Greenville 01			
	612 - Langston Charter Middle	2301 - Greenville 01			

To edit the Technology Proficiency Effective Date and the Technology Proficiency Expiration Date, users will select the **pencil** under the Action column. This will open up the fields so that the accurate dates may be entered.

Export

Name	School	District	Technology Effective Date	Technology Expiration Date	Action
Freeland, Allison	034 - AUGUSTA CIRCLE ELEM	2301 - GREENVILLE 01	06/30/2013	06/30/2018	

Name	School	District	Technology Effective Date	Technology Expiration Date	Action
	037 - Bethel Elem	2301 - Greenville 01	<input type="text" value="01/01/1900"/>	<input type="text" value="01/01/1900"/>	<div>Save</div> <div>Cancel</div>

A calendar box appears when users click on **Technology Effective Date** or the **Technology Expiration Date** fields.

The **Technology Expiration Date** field will automatically set the expiration date to **Five Years**.

Search Results

Edit Multiple Staff

Export

Name	School	District	Technology Effective Date	Technology Expiration Date	Action
	034 - AUGUSTA CIRCLE ELEM	2301 - GREENVILLE 01	<input type="text" value="07/01/2018"/>	<input type="text" value="07/01/2023"/>	<div>Save</div> <div>Cancel</div>

Click **SAVE**.

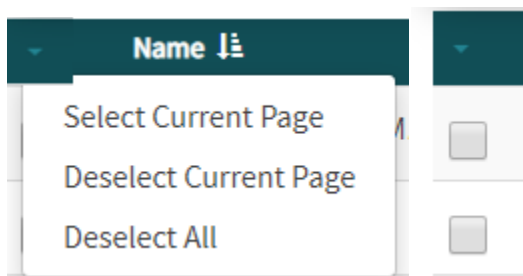
Edit Multiple Staff Button

You can edit multiple employee records using the same technology proficiency effective date by selecting the Edit Multiple Staff button.

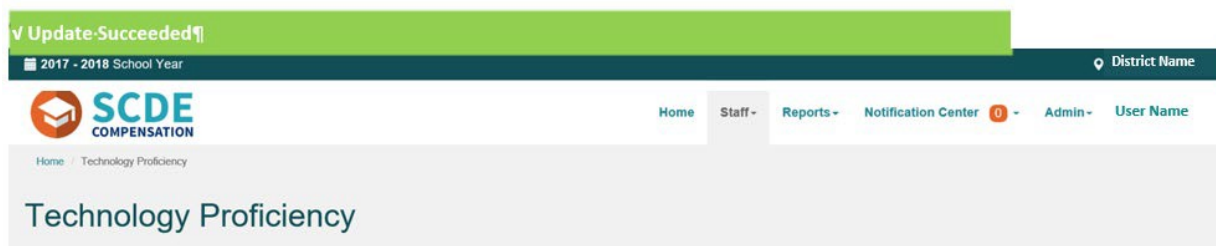
The screenshot shows a web interface titled "Search Results". In the top right corner, there is a button labeled "Edit Multiple Staff" which is circled in red. Below this, there is an "Export" button. The main section is titled "Update Technology Proficiency Dates" and contains two input fields: "Effective Date" (with the value "07/01/2018") and "Expiration Date" (with the value "07/01/2023"). To the right of these fields is a label "Total Selected: 0". Below the input fields are "Save" and "Cancel" buttons. At the bottom, there is a table with the following columns: "Name", "School", "District", "Technology Effective Date", "Technology Expiration Date", and "Action". The table contains two rows of data, both with checkboxes in the "Name" column and edit icons in the "Action" column.

Name	School	District	Technology Effective Date	Technology Expiration Date	Action
<input checked="" type="checkbox"/>	038 - BLYTHE ACADEMY	2301 - GREENVILLE 01	06/30/2013	06/30/2018	
<input checked="" type="checkbox"/>	038 - BLYTHE ACADEMY	2301 - GREENVILLE 01	06/30/2013	06/30/2018	

To select more than one employee, click the small arrow next to the Name column. Users will have the option to Select Current Page employees, Deselect Current Page employees, or Deselect All employees. Users also have the option of selecting the selection box of each employee they would like to edit. These selection boxes will only display when the Edit Multiple Staff button is selected.



Click **SAVE**. An update succeeded message appears. Employee name drops off the search results list.

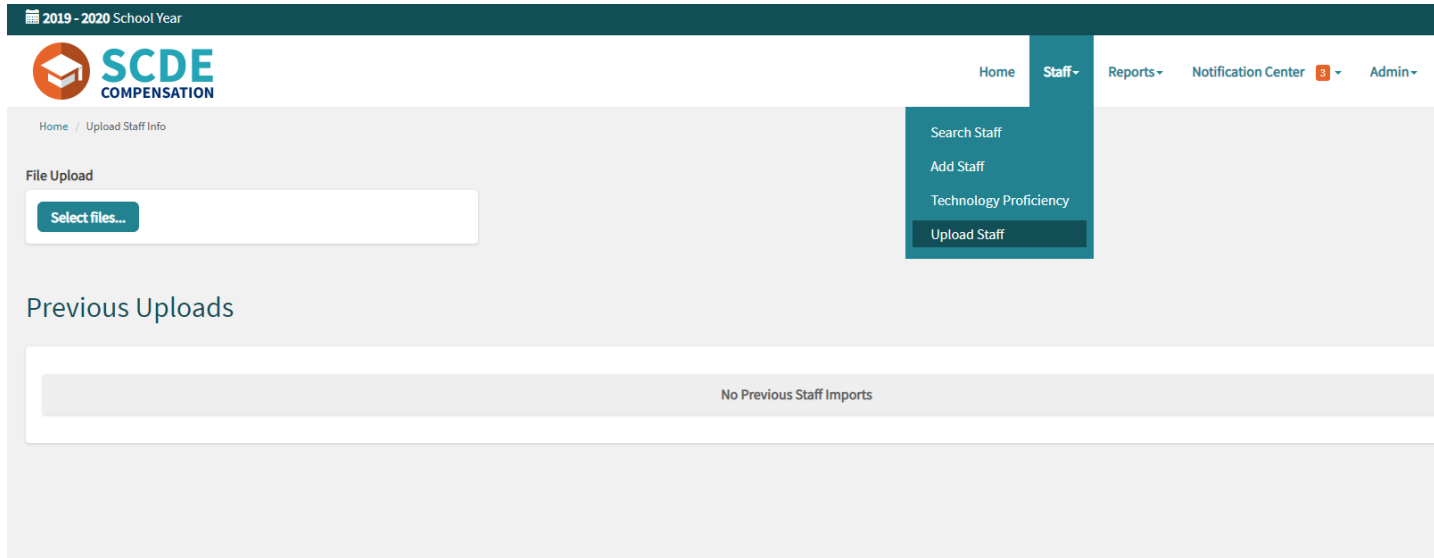


This report can be exported to Excel by clicking the Export button.

Uploading Staff to SC Educator

Only a Compensation District Coordinator has access to upload **XML** files that are generated from their accounting system.

Select Upload Staff under the Staff tab.



You will then select the XML file that is to be uploaded into SC Educator by selecting Select Files. Once you select the file to be uploaded, the system will read the file and produce listings of what was detected from the uploaded file.

Errors – Shows any errors and the reason that were found within the data in the file

Added – Shows all the records marked with the ‘Add’ Action from the XML file

Updated – Shows all the records marked with the ‘Update’ Action from the XML file

Deleted – Shows all records marked with the ‘Delete’ Action from the XML file

Terminated – Shows all records that have a Termination Date from the XML file

Missing – Shows all records that are in SC Educator that are not on the XML file.

- These records will remain in SC Educator

2019 - 2020 School Year
Allendale 01

Home Staff Reports Notification Center Admin Test User1

Home Upload Staff Info Staff Import Detail

StaffImport_TestData.xml
Accept Reject

10 Errors 0 Added 0 Updated 0 Deleted 0 Terminated 100 Missing

SSN	Name	District	School	Error	Import Action
***-**-0005	Brown, Charlie			Invalid ProfessionalLicenseType 31.	Add
***-**-6789	Test, Invalid District Update			Invalid district code: XXXX	Update
***-**-6789	Test, Invalid District Update			No person found with this last name, SSN or international number.	Update
***-**-6789	Test, Invalid District Update			Invalid school code: 001	Update
***-**-6789	Test, Invalid District Update			Invalid school code: 001	Update
***-**-6789	Test, Invalid District Update			Invalid ProfessionalLicenseType 31.	Update
	Test, Missing SSN and international number delete			SSN or International Number is required.	Delete
	Test, Missing SSN and international number delete			Invalid ProfessionalLicenseType 31.	Delete
***-**-6789	Testerson, Test			A person was found with a different last name, SSN or international number.	Add
***-**-6789	Testerson, Test			Invalid ProfessionalLicenseType 31.	Add

Page 1 of 1

The Accept button allows the records to be moved from the XML file into SC Educator (except for the records that had an error). The Reject button will terminate the upload completely.

2019 - 2020 School Year
Allendale 01

Home Staff Reports Notification Center Admin Test User1

Home Upload Staff Info

File Upload
Select files...

Previous Uploads

Imported Date	File Name	Add	Update	Delete	Terminate	Errors	Missing	Status	Action
7/22/2020	PCS0402Test.XML	1	5	0	0	3	108	Accepted	
7/22/2020	StaffImport_TestData.xml	0	0	0	0	10	108	Rejected	

Page 1 of 1

Import from School District Accounting Software – Instructions

There will be **no limit** to how many records can be imported.

There will be **no limit** on how many positions can be imported for one staff member.

Import Record Layout

IMPORT RECORD LAYOUT			
Field	Value Type	Required	Notes
Action	Add, Update, Delete		
Gender	String (1)		See Gender Code tab for valid values.
Race	String (1)		See Race Code table for valid values.
SSN	String (9)	Either SSN or International Number will be required.	Only digits -- no dashes.
International Number	String (20)	Either SSN or International Number will be required.	Only digits -- no dashes.
First Name	String (50)	Yes	
Middle Name	String (50)	No	
Last Name	String (50)	Yes	
District Code	String(10)	Yes	See District and School Codes table for valid values.
Termination Date	DateTime	No	
Tech Prof Effective Date	DateTime	No	NEW FIELD (Available if this information is captured in your accounting software)
Tech Prof Expire Date	DateTime	No	NEW FIELD (Available if this information is captured in your accounting software)
ProfessionalLicenseRecord (Array)		No	Multiples records can exists for one staff record.
Professional License Type	String	No	NEW FIELD (used to capture license type for nurses etc.) See Professional License Type for valid values.
Professional License Number	String	No	NEW FIELD (used to capture license number for nurses etc.)
PositionRecord (Array)			
Position Code	String(4)	Yes	Multiples records can exists for one staff record. See Position Code tab for valid values.
CertificateNumber	String		Certificate Number for the position. This is important when a person has 2 certificates with 2 different class codes. We need to know what certificate they are using for this position.
School Code	String(10)	Yes	*Changing how we are capturing school, in the existing system they only entered one school -- their 'Primary School'. In the new system we are asking they send the school code where they are working that position.
FTE	decimal	Yes	*New REQUIRED field. Must be less than or = 1.
Salary	decimal	Yes	1-29-19 Local Teacher Supplement will be required.
Federal Funds	decimal	Yes	
Local Teacher Supplement	decimal	No	
First 135 Days Employed	int	Yes	
Total Days Employed	int	Yes	
Position Start Date	DateTime	Yes	NEW FIELD to capture the date of when the staff member was assigned a position code.
Position End Date	DateTime	No	NEW FIELD to capture the date of when the staff member ended a position code.
Notes	String	No	

Gender Codes

GenderCode	Description
M	Male
F	Female
U	Unknown

Race Codes

RaceCode	Description
B	Black - not Hispanic
I	American Indian
A	Asian or Pacific Islander
H	Hispanic
W	White - not Hispanic
U	Unknown

Professional License Types

ProfessionalLicenseType	Description
1	Accountant
2	Architect
3	Athletic Commission
4	Auctioneer
5	Barber
6	Boiler Inspectors
7	Building Codes Council
8	Burglar Alarm, Fire Alarm & Fire Sprinklers
9	Cemetery
10	Certified Fire Marshal
11	Chiropractic
12	Contractors - Commercial
13	Cosmetology
14	Counselors
15	Dentistry
16	Dietetics
17	Engineers and Local Surveyors
18	Environmental Certification Board
19	Fire Marshal Blasters
20	Fire Marshal Fire Equipment
21	Fire Marshal Pyrotechnic
22	Forestry
23	Funeral Board
24	Geologist
25	Landscape Architects
26	Long Term Health Care Administrators
27	LP Gas
28	Manufactured Housing
29	Massage Therapy
30	Medical/Physician Assistant/Respiratory Care
31	Nursing
32	Occupational Therapy
33	Opticians
34	Optometry
35	Pharmacy
36	Physical Therapy
37	Podiatry
38	Psychology
39	Real Estate Appraisers
40	Real Estate Commission

Staff Import Schema

```
<?xml version="1.0" encoding="utf-8"?>
<xs:schema elementFormDefault="qualified" xmlns:xs="http://www.w3.org/2001/XMLSchema">
  <xs:element name="Actions" type="Actions" />
  <xs:simpleType name="Actions">
    <xs:restriction base="xs:string">
      <xs:enumeration value="Add" />
      <xs:enumeration value="Update" />
      <xs:enumeration value="Delete" />
    </xs:restriction>
  </xs:simpleType>
  <xs:element name="StaffRecords" nillable="true" type="PCCSStaffImportRecord" />
  <xs:complexType name="PCCSStaffImportRecord">
    <xs:sequence>
      <xs:element minOccurs="1" maxOccurs="1" name="Action" type="Actions" />
      <xs:element minOccurs="1" maxOccurs="1" name="Gender" nillable="true" type="xs:string" />
      <xs:element minOccurs="1" maxOccurs="1" name="Race" nillable="true" type="xs:string" />
      <xs:element minOccurs="0" maxOccurs="1" name="SSN" type="xs:string" />
      <xs:element minOccurs="0" maxOccurs="1" name="InternationalNumber" type="xs:string" />
      <xs:element minOccurs="0" maxOccurs="1" name="FirstName" type="xs:string" />
      <xs:element minOccurs="0" maxOccurs="1" name="MiddleName" type="xs:string" />
      <xs:element minOccurs="0" maxOccurs="1" name="LastName" type="xs:string" />
      <xs:element minOccurs="0" maxOccurs="1" name="DistrictCode" type="xs:string" />
      <xs:element minOccurs="1" maxOccurs="1" name="TerminationDate" nillable="true" type="xs:dateTime" />
      <xs:element minOccurs="1" maxOccurs="1" name="TechProfEffectiveDate" nillable="true" type="xs:dateTime" />
      <xs:element minOccurs="1" maxOccurs="1" name="TechProfExpireDate" nillable="true" type="xs:dateTime" />
      <xs:element minOccurs="0" maxOccurs="1" name="Professionallicenses" type="ArrayOfProfessionalLicenseRecord" />
      <xs:element minOccurs="0" maxOccurs="1" name="Positions" type="ArrayOfPositionRecord" />
    </xs:sequence>
  </xs:complexType>
  <xs:complexType name="ArrayOfProfessionalLicenseRecord">
    <xs:sequence>
      <xs:element minOccurs="0" maxOccurs="unbounded" name="ProfessionalLicenseRecord" nillable="true" type="ProfessionalLicenseRecord" />
    </xs:sequence>
  </xs:complexType>
  <xs:complexType name="ProfessionalLicenseRecord">
    <xs:sequence>
      <xs:element minOccurs="0" maxOccurs="1" name="ProfessionalLicenseType" type="xs:string" />
      <xs:element minOccurs="0" maxOccurs="1" name="ProfessionalLicenseNumber" type="xs:string" />
    </xs:sequence>
  </xs:complexType>
  <xs:complexType name="ArrayOfPositionRecord">
    <xs:sequence>
      <xs:element minOccurs="0" maxOccurs="unbounded" name="PositionRecord" nillable="true" type="PositionRecord" />
    </xs:sequence>
  </xs:complexType>
  <xs:complexType name="PositionRecord">
    <xs:sequence>
      <xs:element minOccurs="0" maxOccurs="1" name="PositionCode" type="xs:string" />
      <xs:element minOccurs="0" maxOccurs="1" name="CertificateNumber" type="xs:string" />
      <xs:element minOccurs="0" maxOccurs="1" name="SchoolCode" type="xs:string" />
      <xs:element minOccurs="1" maxOccurs="1" name="FTE" type="xs:decimal" />
      <xs:element minOccurs="1" maxOccurs="1" name="Salary" type="xs:decimal" />
      <xs:element minOccurs="1" maxOccurs="1" name="FederalFunds" type="xs:decimal" />
      <xs:element minOccurs="1" maxOccurs="1" name="LocalTeacherSupplement" type="xs:decimal" />
      <xs:element minOccurs="1" maxOccurs="1" name="First135DaysEmployed" type="xs:int" />
      <xs:element minOccurs="1" maxOccurs="1" name="TotalDaysEmployed" type="xs:int" />
      <xs:element minOccurs="1" maxOccurs="1" name="PositionStartDate" type="xs:dateTime" />
      <xs:element minOccurs="1" maxOccurs="1" name="PositionEndDate" nillable="true" type="xs:dateTime" />
      <xs:element minOccurs="0" maxOccurs="1" name="Notes" type="xs:string" />
    </xs:sequence>
  </xs:complexType>
  <xs:element name="ProfessionalLicenseRecord" nillable="true" type="ProfessionalLicenseRecord" />
  <xs:element name="PositionRecord" nillable="true" type="PositionRecord" />
</xs:schema>
```

Formulas for TSS

Certified Positions that Receive TSS

Code	Desc
03	Special Education (Itinerant)
04	Prekindergarten (Child Development)
05	Kindergarten
06	Special Education (Self-Contained)
07	Special Education (Resource)
08	Classroom Teacher
10	Library Media Specialist
11	Guidance Counselor
17	Speech Therapist
85	Psychologist

Certified TSS Formula

$$(\text{First 135 Days Employed} / 135) * \text{FTE} * ((\text{Annual Salary} - \text{Federal Funds}) / \text{Annual Salary}) * (\text{TSS Amount from Salary Schedule})$$

****If the 135 days equals 135 and there are no Federal Funds, locate the employee's number of years and class code to compare it to the State Minimum Salary Schedule to get the total amount of TSS that the employee should be receiving****

Formula Breakdown for Certified TSS

1. Determine percentage (decimal amount) of the number of days worked in the first 135 days

$$\text{First135DaysEmployed} / 135$$

2. Determine the Funded FTE

$$\text{FTE} * (\text{Salary} - \text{Federal Funds} / \text{Salary})$$

3. Multiply Steps 1 and 2

4. Find the TSS amount on the State Minimum Salary Schedule on the employee's total years of experience and class code

5. Multiply the results from Step 3 by Step 4

Non-Certified Positions

Code	Desc	Note
09	Retired Teacher	Must have current certificate to receive funding
18	ROTC Instructor	
36	School Nurse	
37	Occupational/Physical Therapist	
38	Orientation /Mobile Instructor	
39	Audiologist	
40	Social Worker	

Non-Certified TSS Formula

$$((\text{Salary} - \text{Federal Funds}) * \text{current EIA Factor}) / 1 + \text{current EIA Factor}$$

The EIA Factor can be found on the current State Minimum Salary Schedule posted on ed.sc.gov



PCS User Request Form

Office of Financial Services
1429 Senate Street
Columbia, SC 29201

Email | mcooper@ed.sc.gov

- This form is for District employees to receive access to PCS. Please refer to page 4 in the PCS User Manual for a detailed description of each user role (<https://ed.sc.gov/finance/financial-services/manual-handbooks-and-guidelines/>). You may also reach out to your State PCS Coordinator, Desiree Williams, if you have any questions or concerns about the roles.
- An authorized signature by the immediate supervisor of the employee requesting access is needed.
- Please allow 24 hours for any requests to be processed.

Please print the information legibly

District Name: _____

District Number:

Employee Name: _____

Email Address: _____

Phone Number: _____

Job Title: _____

Type of Request:

Add Remove Update

User Role:

District Coordinator Update User Guest User Technology User

**Authorized
Signature**

Date