

Staffing User Guide Frequently Asked Questions (FAQs)

1. How is salary defined?

Compensation earned by a permanent or temporary employee or persons substituting for those in permanent positions and paid by the school system as the employers.

2. What type of compensation shall be coded as salaries?

Compensation for routine work performed by permanent employees of a school system, which represents full-time, or part-time positions that represents the full time equivalency (FTE) of services being rendered.

3. What is extra compensation?

Compensation for work performed in addition to routine work performed.

4. What type of compensation shall be coded as extra compensation?

Compensation for overtime, or additional duties (such as coaching) in which the employee is compensated above their salary for additional work performed. These should be coded to EdLink 360 using object code 130. No annual minutes worked should be reported.

5. What is stipend pay?

One-time, non-recurring compensation paid to employees.

6. What type of compensation shall be coded as a stipend?

Compensation for one time supplements, such as a recruitment stipend, retention stipend, mentor stipend, resident stipend. These should be coded to EdLink 360 using object code 150. No annual minutes worked should be reported.

7. Should stipend pay compensation be included in staff compensation when reporting to the October 1 CLASS (budgeted) Staff data reporting?

No, one time, non-recurring compensation should not be included in the October 1 CLASS Staff data reporting. These should only be reported in the staff end of year reporting to reflect the actual stipend paid to the employee

8. Is it allowable for an individual employee to have an FTE greater than 1?

Yes, IF an individual employee is employed to perform duties in more than one position.

9. What are some examples of dual responsibilities?

If a full time teacher is also employed as a part time bus driver, then the employee is serving in multiple positions, which justifies dual responsibilities.

10. What is a vacancy?

A position that is a job or role within an organization that is currently unoccupied and available for someone to fill.

11. How does a position become vacant?

A position can become vacant due to someone resigning, retiring, being removed from a position, or creation of a new position.

12. How should a vacant position be reported within the EdLink staff data collection?

A vacant position must meet the following criteria in order to be reported within the EdLink staff data collection: 1) must be funded, 2) included in the budget adopted by the school board, 3) temporarily vacant (vacant less than one year) and 4) active recruiting efforts are underway to fill the position. A vacant position that is not intended to be filled or funded within the current school year and reporting cycle should be **excluded** from the EdLink staff data collection.

13. When do you report vacancies?

Fall Staff Vacancy Collection -

14. What data elements should be included in the Fall Staff Vacancy collection?

Data elements for the Fall Staff Vacancy collection can be found on the [EdLink 360 Support Page](#) in the section titled: [Samples, Layouts, and Reference Tables](#). In the Staff File Layouts resource, use the following extract layouts:

Vacant Staff

Vacant Staff Ext

Vacant Staff Assignments

Vacant Staff Assignments Ext

Vacant Staff Course Offering Link

Vacant Payroll LDOE

15. What positions should be reported to the Oct 1 CLASS Staff collection?

Please ensure that all staff scheduled to work at any time between 7/1/2025 and 6/30/2026 are included in your submission. Staff reporting is *not* based on Oct 1 assignments.

16. What are the rules for computing annual minutes when every day was an absence but the staff still received positive dollars paid for the ESL 65% remaining salary? Would it be proper to subtract absences from the minutes total or a portion of those minutes?

Example:

In August an employee is scheduled to work 240 hours per contract. In January, the employee goes on extended medical leave and will be off 20/240 days or work only 220 days.

Response:

If an employee uses its own sick leave or annual leave for absences, the employee could earn pay for and be compensated for the 240 contracted days.

If an employee uses extended medical leave and/or sabbatical leave, where the employee is paid 65% of their compensation, an absence should not be recorded for leave associated with extended medical leave and/or sabbatical leave. The employee contract days for using extended medical leave and/or sabbatical leave remains at 240 days. Since the 20 days are unpaid leave, then the minutes worked or paid to work would equal 220 days.

If an employee goes on Leave Without Pay (LWOP) and is not compensated for the 20 days of leave, then the employee was only compensated for 220 days.