***PSD/CSD: Frequently Asked Questions***

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# 1. What are the PSD/CSD reports and when are they due to KDE?

**A.** The Professional Staff Data (PSD) and Classified Staff Data (CSD) reports are the district’s only opportunity to report demographic and salary information on all of their employees to KDE. The reports are a snapshot of district employment on September 15th of each year and are used by various sources. The PSD report includes information on employees in positions that require a teaching certificate. The CSD report includes information on employees that do not require a teaching certificate.

The district will submit the PSD/CSD reports to KDE by October 1st. There are three files required to be submitted successfully for the PSD/CSD reports to be complete; a Salary Table File, a PSD File and a CSD File.

# 2. How do I send the PSD/CSD Files to KDE?

**A.** The district Salary Table File, PSD File and CSD File are submitted to KDE through the SEEK Data Web Submission Application. Here is the link to the secure website: [SEEK Web Submission Forms](https://opsupport.education.ky.gov/webforms/) You will need a user name and a password to log in and submit the files. Work with your district’s Chief Information Officer (CIO) and the KETS Service Desk (866-538-7435) for problems with logging in. The PSD File and CSD File can be submitted in any order, but the Salary Table File must be submitted prior to the PSD File.

# 3. What does “Highly Qualified” mean on the CSD record?

A. “Highly Qualified” is a designation for teaching assistants that meet certain guidelines as set by the federal government with No Child Left Behind (NCLB) in 2001. Follow the link for information about this terminology:

[Para-Professional Answer details from ed.gov](http://answers.ed.gov/app/answers/detail/a_id/59)

# 4. How do I mark a classified person as “Highly Qualified?”

**A.** Pull the classified employee up in the Employee Master F/M screen, select the **Detail** button and then double click on “User Defined Fields.” Select the **Add** icon and insert the employee number. The name will appear so that you can enter “NCLB” into the Field ID Code. The employee should now pull into the CSD with the “Highly Qualified” box checked after these steps are complete. You will have to either generate the entire CSD file again, which will overwrite any manual change entered on the CSD records or you can perform a recalc on that particular employee.

# 5. How do I set up an employee that is hired mid-year?

**A.** The job pay salary record for an employee hired mid-year should reflect a complete year of employment. The recurring pay record should be updated to reflect the annual salary and period salary that the employee will actually be receiving for their partial year of service. The reference salary on the PSD/CSD will be pulled from the job pay salary record while the annual salary will pull from the recurring pay record.

After setting up the mid-year hired employee, any changes to the job pay screen will result in the recurring pay screen changing back to the amounts on the job pay screen. Make sure to perform a print screen so you have the appropriate pay amounts before you make any changes to an employee that is a mid-year hire.

# 6. What is the difference between reference salary and annual salary?

**A.** The reference salary is pulled from the job pay salary screen for PSD/CSD records. It should be the full year salary for the position. The annual salary is pulled from the recurring pay screen and should be the salary the employee will actually make for the year. The only time these salary rates are different would be if an employee is a mid-year hire. The reference salary will be the full year salary for that position and the annual salary will be the amount the particular employee will make for their partial year of service. The annual salary can be lower than the reference salary; however the opposite should never occur. Most of the time, the reference and annual salary will match.

# 7. Why is there nothing in the hours per day and days per year fields on the CSD records?

**A.** This occurs when the district uses Positive Pay Basis, Calc Code 01. The hourly rate will be pulled from the Job Pay record and the other pay information will have to be manually entered on the CSD record for the employee to be reported.

# 8. When should allocations be used?

**A.** Allocations are only used with the same job class code when there are multiple locations or funding sources for the position. For example, a librarian that works in three schools. The FTE for the job class code is 1.0, while the allocation would be 33, 33 and 34. The 186 contract days will also need to be allocated between the records as 62, 62 and 62.

# 9. When will the FTE be adjusted?

**A.** FTE means full-time equivalent and 1 equals a full-time position. If a position is not a full-time position, the employee’s record would reflect a prorated FTE. For example, a position that is for 100 days of a 185 day contract year – the FTE would be .5405.

# 10. What are Group/BU codes?

1. Group/BU means group/bargaining unit. KDE has standard codes for Group/BU:

CERT – Certified Employee

CLAS – Classified Employee

STDT – Student Employee

BRDM – Board Members

PARA – Para-Professionals

RCER – Retired Certified Employee

RCLA – Retried Classified Employee

SUBS – Substitutes

These codes are shown on the Employee Master screen and each have acceptable summary code ranges and object codes. Here are some tips for certain employees:

* Retired teachers that are strictly substitutes should be coded as SUBS, with an additional job class code in the 4000 range.
* Retired teachers that are in a classified position should be coded as CLAS, with an additional job class code in the 8000 range.
* Retired teachers or retired classified employees that return to work in a classified position that requires a four-year degree should be coded as RCLA.

# 11. Who do I contact with PSD/CSD questions?

**A.** Send any questions on the PSD/CSD reports to finance.reports@education.ky.gov. Make sure to place PSD/CSD in the subject line. A response should be received within 24 hours. Any questions with logging in to the SEEK Data Web Submission Application contact KETS Service Desk at (866) 538-7435.

# 1**2. What steps should I take if it is necessary to resubmit a PSD file?**

**A.** Normally, KDE will only accept one Salary Table File, one PSD File and one CSD File. If the folks from EPSB contact your district and ask for a resubmission of the PSD File, you will need to contact either Carol Buell at carol.buell@education.ky.gov or Karen Conway at karen.conway@education.ky.gov. They will have to deny your original file to clear the path for a resubmission. If you must resubmit a Salary Table File, the PSD File will also be cleared and you will have to resubmit the PSD File.