Key Points to Remember

1. **BEFORE** entering information in the Survey pages, run the **CHT_CAE_STAFF_LISTING_BY_DEPT** query to ensure that only your current staff is listed.
   A. Terminate jobs in PeopleSoft for staff no longer working at your school.
   B. Create jobs in PeopleSoft for staff working at your school that are not listed.*
      (*You must have a completed Charter Authorization form.)*

2. **AFTER** entering information in the Survey pages, run the following queries to ensure all the information has been entered correctly:
   A. **CHT_DOESRVY_EVAL_CONTRACT**:  
      - Mid-Year Evaluation Codes should be entered for all newly hired teachers.  
        *(Note: New Schools must enter this for all teachers).*  
      - Contract information for Teachers, Principals and Assistant Principals.
   B. **CHT_DOESRVY_SUPPLEMENTS** - (The Annual monetary value of the supplement. Not the Per Paycheck amount, unless it is the full annual amount.)
   C. **CHT_DOESRVY_BENEFITS*** - (Employer-paid amount that appears on the paycheck closest to the Survey date. Must have at least Social Security and Medicare for each employee.)*
      *Check for “high” amounts and verify that they are per paycheck amounts, not YTD or full year.*
   D. **CHT_CAE_TCHRS_YRS_OF_EXP** - (Ensure that Teaching/Admin experience has been entered for newly hired teachers/Assistant Principals/Principals who did not have the information entered previously.)
In PeopleSoft, click on the **Human Capital Management** tile.

1. In the next window, click on the **NavBar** icon to bring up the **NavBar menu**.
   - A. Click on the **Navigator** icon to bring up the **Navigator Menu**.
   - B. Click on **Workforce Administration**
   - C. Click on **Charter DOE**
   - D. Click on **Charter DOE Survey 3**

   **The Charter DOE Survey 3 search page will display.**

2. Enter the Employee ID number in the **Empl ID** field OR enter the employee’s last name in the **Last Name** field.

   **TIP:** If the employee has more than one job at your school, complete these pages for each job.

3. Click the **Search** button.
Charter DOE Survey 3 pages

The Charter DOE Survey 3 pages will display with two tabs:

- PB Cht DOE Survey3
- PB Cht DOE Ben Sv3

Please note: The Charter DOE Experience page is a “stand-alone” page accessed via the Charter DOE menu. Once information has been entered into the Charter DOE Survey 3 pages, navigation to the Charter DOE Experience page is needed to access the input page. All teaching experience for newly hired Teachers or School Administrators must be entered on the Charter DOE Experience page).

Charter School DOE Staff Data section:

1. On the first tab/page (PB Cht DOE Survey3), the current Fiscal Year will display for new employees. Information will be entered on this page for new employees. For employees who have a prior fiscal year survey row, click on the “+” sign to add a new row displaying the new Fiscal Year. Note: For employees with more than one job at your school, you will need to enter the information for each job.
There are three sections on this page where you will enter information, if applicable.

- **Evaluation Code** (Newly hired teachers must have a Mid Year evaluation code)
- **Contract Status** (Teachers, Principals, and Assistant Principals)
- **Salary Supplements**

Each section has a dropdown menu to choose from. The Supplement section also includes a field to enter the projected Annual supplement amount. (Do not input a per paycheck amount unless it is the full annual amount.)
Evaluation Code section:

2. Click the **drop down arrow** to select the **Evaluation Code** for the newly hired teachers for your school for this school year. (New schools must enter the information for all teachers.)

![Evaluation Code image](image1)

**Contract Status section:**

3. Click the **drop down arrow** to select the **Instructional** or **School Administrative** (Teachers, Principals, Assistant Principals) employee’s current fiscal year contract status, as per the **Student Success Act, F.S. 1012.34**.

**TIP:** If the employee is new to your school this year, they will be on a **Probationary contract**.

![Contract Status image](image2)
Salary Supplements section:

4. Enter all employee supplement types and amounts paid to the employee. The Projected Annual monetary amount for each supplement should be entered. Do not enter a per paycheck amount unless it is the full Annual amount. (If no Supplements were paid, leave this section blank.)

Click the “+” to add additional supplements. If a Supplement Type is not listed, use Other Supplements. The Other Supplements choice can only be used one time. If there is more than one Supplement Type that is not listed, the supplement amounts must be combined before choosing Other Supplements.

5. Once all information has been entered, click the SAVE button at the bottom of the page.
Charter DOE Benefits page

1. Click on the **PB Cht DOE Ben Sv3** tab.

2. Enter the EMPLOYER-PAID benefits information (per pay period) for the employee in the Charter Benefits Section. For each Benefit, you must enter the following items listed below. *(Sample images are below and on the next page).*
   - Benefit Type
   - Benefit Amount
   - Benefit Frequency
   *(Please note: You must have at least **Social Security** and **Medicare** for each paid employee.)*

3. Click the “+” to enter additional benefits.

4. Once all information has been entered, click **SAVE**.
   Navigate back to the **Charter DOE Survey 3** Search page to enter a new employee. Do not use the **Return to Search** button.
• **Benefit Type choices**

![Diagram of Benefit Type choices]

- Cafe Plan
- Cafe-Admin
- FRS
- Health
- Ins Annuity
- Life Ins
- Medicare
- Other
- Social Security
- Unemployment Compensation
- Workers Compensation

• **Benefit Amount field** (Enter the Employer-paid per paycheck amount.)

• **Benefits Frequency choices** (You must choose a frequency.)

![Diagram of Benefits Frequency choices]

- Bi-monthly
- Bi-weekly
- Bi-monthly 24
- Monthly
Charter DOE Experience page

You will need to return to the Main Menu to choose the Charter DOE Experience page. This page is not included with the individual Survey Period pages.

This information must be entered* for each new Instructional employee or School Administrator hired within the Fiscal Year. (Note: The information will only need to be entered one time. The system will update, automatically, each year).

*If the information has been added as a part of the Job Creation process in PeopleSoft, you do not need to enter it during the Survey Periods.

From the Navigator Menu
1. Click on Workforce Administration
2. Click on Charter DOE
3. Click on Charter DOE Experience

The Charter DOE Experience Search page will display.

4. Enter the Employee ID number in the Empl ID field OR enter the employee’s last name in the Last Name field.
5. Click the Search button.
Charter DOE Experience page

Once the PB Cht DOE Exp page appears, you will need to enter the experience information for any new Teachers, Principals, or Assistant Principals. (NOTE: Once you have entered the information, you will NOT NEED to update it in other Survey Periods. The system will update the information each year).

1. Enter the complete information. (See requirements, below.)
   Enter completed years in double digits. (5 years complete = 05; 12 years complete = 12)
2. Click on the “+” to add each additional experience type.
3. Click SAVE.
   *NOTE: For teachers with “0” years for any of the categories, be sure to enter “00” before clicking SAVE. After the information has saved, the Exp Years field will look blank, but it is not. Once the system updates after the Fiscal Year is complete, the information will change to “1.”

DOE Experience Requirements:
For Teachers, the following information MUST be entered:
- Years Teaching in Current Job Code in District
- Years Teaching in the District
- Years Teaching in Florida Public Schools (Includes Charter. Excludes Private) Should be equal to or greater than Years Teaching in the District.

For Principals and Assistant Principals, the following information MUST be entered:
- Years in Administration in Education