

# Support Records (School Personnel) (Oklahoma)

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**PATH:** *Human Resources > Reports > School Personnel > State Formatted Reports > Support Records*

The School Personnel Records report extracts demographic, salary, and benefit data for all district certified and support employees.

## **Before you Begin**

Use the Generate Salary Record Numbers tool to create the Salary Record Numbers (SRNs) for associating fringe benefits to salary records.

**School Personnel Records Reporting**

Reporting options in this tool include: Generate Salary Record Numbers, Certified Records, Support Records and Temporary Salaries Only.

**Please choose from the following options to proceed:**

Generate Salary Record Numbers  
 State Formatted Reports  
      Certified Records  
      Support Records  
 Temporary Salaries Only

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**Support Records Report Options**

To ensure data reporting integrity, first Generate SRNs (Salary Record Numbers). This will ensure all applicable records for reporting are captured.

Each Record Type must be generated separately, however, values in the Report Rules section should be selected prior to the first report generation. It includes the criteria for all three Record Types and will save upon choosing the Save Selections and Generate Button.

**1. Please select the Record Type to generate:**

▼

**2. Please select the SRN Assignment for this report:**

▼

**Report Rules**

Excel -  
Provides the report data to easily review and verify. If applicable, it may include additional data items, warnings and errors to assist with your audit procedures.

Fixed Width (State Format) -  
Provides the report data in the School Personnel accepted format for upload and submission.

**Output Format**

▼

Include Report Rules Detail

Save Selections and Generate

*Support Records Report Options*

# Report Logic

**PATH:** *Human Resources > Reports > School Personnel > State Formatted Reports > Support Records*

## All Support Records

- Currently, the Support Records report can only be used for the Initial Reporting Period.
- If a staff member has multiple records due to termination, leave, and/or rehire records in the reporting period, data reports from the most current employment record.
- To report, the staff member must have an active employment record and active Work Assignment as of or after July 1 of the reporting year. The reporting year is determined by the snapshot date chosen during the SRN Generation process.
- Staff members with termination dates prior to July 1 of the reporting year are excluded.
- State Crosswalk values report for GL Dimensions.

## Header Record Logic

- The Header Record reports one record per staff member.
- Staff that report in the Header record type can be included in the Salary record type. Staff that report in the Salary record type can be included in the Fringe Benefit report.

## Salary Record Logic

- Staff members may report multiple records but not duplicate records.
- If the Salary Amount is zero, a record does not report in the Fixed Width (State Format) file.
- Staff without Fringe Benefit records to report may still be included in the Salary Record.
- To report on the Salary Record, the staff member **MUST** also report on the Header Record.

## Fringe Benefit Record Logic

- If the Amount is zero, a record does not report in the Fixed Width (State Format) file.
- To report in the Fringe Benefit Record, the staff member **MUST** report in the Header **AND** Salary Records.
- All records that report must contain an SRN that is also on the Salary Record.
- Staff members may report multiple records but not duplicate records.

# Support Records Report Options

**PATH:** *Human Resources > Reports > School Personnel > State Formatted Reports > Support Records*

▶ [Click here to expand...](#)

#	Field	Description
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#	Field	Description
1	<b>Please select the Record Type to generate:</b>	<p><b>Header</b> - Records report based on active event records in the time period determined by the snapshot date selected as part of the SRN Generation process.</p> <ul style="list-style-type: none"> <li>• Since the fiscal school year is generally July 1 - June 30, this report looks for active employment records AND active work assignments as of or after July 1 of that year.</li> <li>• Staff with termination dates before July 1 are excluded.</li> <li>• One record reports for each staff member that meets the report requirements.</li> <li>• If a staff member has multiple records due to termination, leave, and/or rehire records in the reporting period, the report uses the most current employment record.</li> </ul> <p><b>Salary</b> - Salary records report  <b>Fringe Benefit</b> - Fringe Benefit records report</p>
2	<b>Please select the SRN Assignment for this report:</b>	The Salary Record Number (SRN) on which you want to report. The Salary Record Number (SRN) is used by the State Department of Education to tie fringe benefits to each job/salary record as appropriate.
See the following <a href="#">Report Rules</a> topic for information about fields in Report Rules section of the extract editor.		
-	<b>Output Format</b>	<p><b>Excel</b> - Provides the report data to easily review and verify. If applicable, it may include additional data items, warnings, and errors to assist with your audit procedures.</p> <p><b>Fixed Width (State Format)</b> - Provides the report data in the School Personnel accepted format for upload and submission.</p>
-	<b>Include Report Rules Detail</b>	<p><i>Applies to Excel Only</i></p> <p>When the Include Report Rules Detail checkbox is marked on the report extract editor, all values for each saved parameter are included in the Excel file for audit purposes.</p>
-	<b>Save Selections and Generate</b>	Creates the report in the selected format. Your selections in the Report Rules area are saved upon selecting the <b>Save Selections and Generate</b> button.

## Report Rules

Fields in the Report Rules section should be selected before you generate the report for the first time. The Report Rules section includes criteria for all three Record Types. After the initial setup, you are not required to change the Report Rules in order to generate the report.

## Header and Salary Records

▶ [Click here to expand...](#)

#	Field	Reports From
1	Please select the Support Staff Employment Types to report	Human Resources > Personnel > Personnel Master > HR General Information > Employment Type
2	Please select the Support Staff Position Codes to report as salary	Human Resources > Personnel > Personnel Master > Work Assignments > Position Code
3	Please select the Support Staff Position Codes to report as Salary in Lieu of Other Fringe Benefits	Human Resources > Personnel > Personnel Master > Work Assignments > Position Code

## Fringe Benefit Records

▶ [Click here to expand...](#)

#	Field	Reports From
1	Please select the Education Flexible Benefit Allowance Position Codes to report as a Fringe Benefit:	Human Resources > Personnel > Personnel Master > Work Assignments > Position Code
2	<p>Please add Insurance Fringe Benefit Information to report:</p> <p>Number of Pay Periods deductions are</p> <ul style="list-style-type: none"> <li>withheld</li> <li>Fringe Type</li> <li>Fringe Benefit Codes</li> <li>Pay Description Code (Object Code)</li> </ul> <p>Add Insurance Fringe Benefit Record</p>	Human Resources > Payroll > Setup > Benefits > Benefit/Deduction Codes Otherwise, not dynamically stored.
3	<p>Please define the calculation for the District-Paid Retirement Contributions Fringe Benefit:</p> <ul style="list-style-type: none"> <li>The regular contribution retirement calculation applies to staff with the following benefit codes</li> <li>Add to compensation the annualized fringe benefit amount for the following benefit code(s)</li> <li>Multiply retirement wages by the percentage of</li> <li>Pay Description Code (Object Code)</li> </ul>	Human Resources > Payroll > Setup > Benefits > Benefit/Deduction Codes Otherwise, not dynamically stored.

# Report Layouts

**PATH:** [Human Resources](#) > [Reports](#) > [School Personnel](#) > [State Formatted Reports](#) > [Support Records](#)

[Header \(Record Type\)](#) | [Salary \(Record Type\)](#) | [Fringe Benefit \(Record Type\)](#)

## Header (Record Type)

Element	Description	Type, Format, Length	Campus Location
<b>SRN Assignment</b>	<i>Excel Only</i> The Salary Record Number (SRN) selected on the extract editor. The Salary Record Number (SRN) is used by the State Department of Education to tie fringe benefits to each job/salary record as appropriate.	N/A	N/A
<b>Employment Types</b>	<i>Excel Only</i> The Employment Types selected on the extract editor.	N/A	Human Resources > Personnel > Personnel Master > HR General Information > Employment Type
<b>County Code</b>	The first 2 characters of the State District Number.	Alphanumeric, 2 characters	Human Resources > Administration > District Master > State District Number
<b>District Code</b>	The last 4 characters of the State District Number.	Alphanumeric, 4 characters	Human Resources > Administration > District Master > State District Number

Element	Description	Type, Format, Length	Campus Location
<b>Social Security Number</b>	The employee's tax number.	Numeric, 9 digits	Human Resources > Personnel > Personnel Master > HR General Information > Social Security Number
<b>Last Name</b>	The employee's last name.	Alphanumeric, 20 characters	Human Resources > Personnel > Personnel Master > HR General Information > Last Name
<b>First Name</b>	The employee's first name.	Alphanumeric, 12 characters	Human Resources > Personnel > Personnel Master > HR General Information > First Name
<b>Middle Initial</b>	The employee's middle initial.	Alphanumeric, 1 character	Human Resources > Personnel > Personnel Master > HR General Information > Middle Name
<b>Gender</b>	The employee's gender.	Alphanumeric M or F	Human Resources > Personnel > Personnel Master > HR General Information > Gender

Element	Description	Type, Format, Length	Campus Location
<b>Hispanic</b>	Indicates whether the employee is assigned the Hispanic racial status: Y = Yes, N = No.	Alphanumeric Y or N	Human Resources > Personnel > Personnel Master > HR General Information > "Is the Individual Hispanic/Latino?"
<b>American Indian</b>	Indicates whether the employee is assigned the American Indian or Alaska Native racial status: Y = Yes, N = No.	Alphanumeric Y or N	Human Resources > Personnel > Personnel Master > HR General Information > American Indian or Alaska Native
<b>Asian</b>	Indicates whether the employee is assigned the Asian racial status: Y = Yes, N = No.	Alphanumeric Y or N	Human Resources > Personnel > Personnel Master > HR General Information > Asian
<b>Black</b>	Indicates whether the employee is assigned the Black or African American racial status: Y = Yes, N = No.	Alphanumeric Y or N	Human Resources > Personnel > Personnel Master > HR General Information > Black or African American
<b>Pacific Islander</b>	Indicates whether the employee is assigned the Native Hawaiian or Other Pacific Islander racial status: Y = Yes, N = No.	Alphanumeric Y or N	Human Resources > Personnel > Personnel Master > HR General Information > Native Hawaiian or Other Pacific Islander



Element	Description	Type, Format, Length	Campus Location
<b>White/Caucasian</b>	Indicates whether the employee is assigned the White racial status: Y = Yes, N = No.	Alphanumeric Y or N	Human Resources > Personnel > Personnel Master > HR General Information > White
<b>Reason for leaving</b>	Reports Blank	N/A	N/A
<b>Email Address</b>	The employee's email address.	Alphanumeric, 70 characters	Human Resources > Personnel > Personnel Master > Contact Information > Work Email

## Salary (Record Type)

Staff can be reported on the Salary Record and not the Fringe Benefit Record. However, staff who report on the Fringe Benefit report must report on the Salary report.

Element	Description	Type, Format, Length	Campus Location
<b>SRN Assignment</b>	<i>Excel Only</i> The Salary Record Number (SRN) selected on the extract editor. The Salary Record Number (SRN) is used by the State Department of Education to tie fringe benefits to each job/salary record as appropriate.	N/A	N/A
<b>Salary Position Codes</b>	<i>Excel Only</i> The Support Staff Position Codes selected on the extract editor to report as Salary.	N/A	Human Resources > Personnel > Personnel Master > Work Assignments > Position Code

Element	Description	Type, Format, Length	Campus Location
<b>Salary in Lieu of Retirement Position Codes</b>	<i>Excel Only</i> The Support Staff Position Codes selected on the extract editor to report as salary in place of retirement.	N/A	Human Resources > Personnel > Personnel Master > Work Assignments > Position Code
<b>Last Name</b>	<i>Excel Only</i> The employee's last name.	N/A	Human Resources > Personnel > Personnel Master > HR General Information > Last Name
<b>First Name</b>	<i>Excel Only</i> The employee's first name.	N/A	Human Resources > Personnel > Personnel Master > HR General Information > First Name
<b>Position Code</b>	<i>Excel Only</i> The Position Code for the salary record being reported.	N/A	Human Resources > Personnel > Personnel Master > Work Assignments > Position Code
<b>Hire Date</b>	<i>Excel Only</i> The Hire Date from the most current Employment Date record.	Date	Human Resources > Personnel > Personnel Master > General Information

Element	Description	Type, Format, Length	Campus Location
<b>County Code</b>	The first 2 characters of the State District Number.	Alphanumeric, 2 characters	Human Resources > Administration > District Master > State District Number
<b>District Code</b>	The last 4 characters of the State District Number.	Alphanumeric, 4 characters	Human Resources > Administration > District Master > State District Number
<b>Site Code</b>	Reports the Site Code from the General Ledger account that associates the employee's salary and fringe benefit records, if applicable, via the SRN. The General Ledger account is entered on the employee's Work Assignment.	Alphanumeric, 3 digits	Human Resources > Personnel > Personnel Master > Work Assignments > GL Account Distribution > GL Account Number
<b>Social Security Number</b>	The employee's tax number.	Numeric, 9 digits	Human Resources > Personnel > Personnel Master > HR General Information > Social Security Number

Element	Description	Type, Format, Length	Campus Location
<b>Job Code</b>	The OCAS Job Classification Code from the General Ledger account that associates the employee's salary and fringe benefit records, if applicable, via the SRN. The General Ledger account is entered on the employee's Work Assignment.	Numeric, 3 digits	Human Resources > Personnel > Personnel Master > Work Assignments > GL Account Distribution > GL Account Number
<b>Filler</b>	N/A	N/A	N/A
<b>Days Employed per Year</b>	The number of days per year the employee is anticipated to work.	Numeric, 4 digits	Human Resources > Personnel > Personnel Master > Work Assignments > Wage Detail Records > Contract Days
<b>Hours Employed per Day</b>	The number of hours per scheduled work day an employee is anticipated to work.	Numeric, 4 digits	Human Resources > Personnel > Personnel Master > Work Assignments > Wage Detail Records > Hours Per Day

Element	Description	Type, Format, Length	Campus Location
<b>Days in Contract</b>	The total number of days the position is contracted to work for school year.	Numeric, 4 digits	Human Resources > Personnel > Personnel Master > Work Assignments > Wage Detail Records > Total Contract Days
<b>Salary Amount</b>	The salary amount the employee is anticipated to receive. The amount is rounded to the nearest whole dollar amount. If multiple records report for each position, the amount is pro-rated based on the GL dimensions.	Numeric, 6 digits	Human Resources > Personnel > Personnel Master > Work Assignments > Wage Detail Records > Calculated Base
<b>Object Code</b>	The OCAS Object Code from the General Ledger account that associates the employee's salary and fringe benefit records, if applicable, via the SRN. The General Ledger account is entered on the employee's Work Assignment.	Numeric, 3 digits	Human Resources > Personnel > Personnel Master > Work Assignments > GL Account Distribution > GL Account Number
<b>FICA</b>	Reports <b>Y</b> for all records.	Alphanumeric, 1 character	N/A

Element	Description	Type, Format, Length	Campus Location
<b>Federal Salary1</b> <b>Federal Salary2</b> <b>Federal Salary3</b> <b>Federal Salary4</b> <b>Federal Salary5</b> <b>Federal Salary6</b> <b>Federal Salary7</b>	The amount the employer paid for a salary that is tied to federal funding.	Numeric, 6 digits	N/A
<b>Federal Project1</b> <b>Federal Project2</b> <b>Federal Project3</b> <b>Federal Project4</b> <b>Federal Project5</b> <b>Federal Project6</b> <b>Federal Project7</b>	The OCAS project code representing the federal program from which all or a portion of the salary is expensed.	Numeric, 3 digits	Human Resources > Personnel > Personnel Master > Work Assignments > GL Account Distribution > GL Account Number
<b>SRN (Salary Record Number)</b>	The Salary Record Number (SRN). The Salary Record Number (SRN) is used by the State Department of Education to tie fringe benefits to each job/salary record as appropriate.	Numeric, 5 digits	N/A
<b>Data Warning</b>	<i>Excel Only</i> Any warning or error encountered during report generation.	N/A	N/A

## Fringe Benefit (Record Type)

Element	Description	Type, Format, Length	Campus Location
<b>SRN Assignment</b>	<i>Excel Only</i> The Salary Record Number (SRN) selected on the extract editor. The Salary Record Number (SRN) is used by the State Department of Education to tie fringe benefits to each job/salary record as appropriate.	N/A	N/A
<b>Flex Ben Position Codes</b>	<i>Excel Only</i> The Education Flexible Benefit Allowance Position Codes selected on the extract editor.	N/A	N/A
<b>Insurance Fringe Info</b>	<i>Excel Only</i> The corresponding Pay Description Code (Object Code) for the Insurance Fringe Benefit. This column reports the following: <ul style="list-style-type: none"> <li>• Number of Pay Periods Deductions are Withheld (entered on report editor)</li> <li>• Fringe Type</li> <li>• Benefit Code(s)</li> <li>• Pay Description Code (Object Code)</li> </ul>	N/A	N/A
<b>Retirement Calculation</b>	<i>Excel Only</i> The calculation for the District-Paid Retirement Contributions Fringe Benefit.	N/A	N/A
<b>Last Name</b>	<i>Excel Only</i> The employee's last name.	N/A	Human Resources > Personnel > Personnel Master > HR General Information > Last Name
<b>First Name</b>	<i>Excel Only</i> The employee's first name.	N/A	Human Resources > Personnel > Personnel Master > HR General Information > First Name

Element	Description	Type, Format, Length	Campus Location
<b>Position Code</b>	<i>Excel Only</i> The Position Code for the salary record being reported.	N/A	Human Resources > Personnel > Personnel Master > Work Assignments > Position Code
<b>Hire Date</b>	<i>Excel Only</i> The Hire Date from the most current Employment Date record.	N/A	Human Resources > Personnel > Personnel Master > General Information
<b>Deduction Code</b>	<i>Excel Only</i> The Deduction Code for the fringe benefit reported in the same row.	N/A	Human Resources > Payroll > Employee > Manage > Employees > Benefits > Benefits
<b>County Code</b>	The first 2 characters of the State District Number.	Alphanumeric, 2 characters	Human Resources > Administration > District Master > State District Number
<b>District Code</b>	The last 4 characters of the State District Number.	Alphanumeric, 4 characters	Human Resources > Administration > District Master > State District Number



Element	Description	Type, Format, Length	Campus Location
<b>Site Code</b>	Reports the Site Code from the General Ledger account that associates the employee's salary and fringe benefit records, if applicable, via the SRN. The General Ledger account is entered on the employee's Work Assignment.	Alphanumeric, 3 digits	Human Resources > Personnel > Personnel Master > Work Assignments > GL Account Distribution > GL Account Number
<b>Social Security Number</b>	The employee's tax number.	Numeric, 9 digits	Human Resources > Personnel > Personnel Master > HR General Information > Social Security Number
<b>Pay Description Code</b>	The OCAS Object or Project Codes. The Project Code reports from the GL Account Distributions on the Work Assignment. Otherwise, this column reports the Object Code selected on the report editor for each benefit.	Numeric, 3 digits	Human Resources > Personnel > Personnel Master > Work Assignment > (chosen) Position Codes > GL Account Distributions > Project Code Human Resources > Payroll > Employee > Manage > Employees > Benefits > Benefits

Element	Description	Type, Format, Length	Campus Location
<b>Job Code</b>	The OCAS Job Classification Code from the General Ledger account that associates the employee's salary and fringe benefit records, if applicable, via the SRN. The General Ledger account is entered on the employee's Work Assignment.	Numeric, 3 digits	Human Resources > Personnel > Personnel Master > Work Assignments > GL Account Distribution > GL Account Number
<b>Filler</b>	N/A	N/A	N/A
<b>Amount</b>	The annualized amount paid for fringe benefit rounded to the nearest dollar.	Numeric, 6 digits	Human Resources > Personnel > Personnel Master > Work Assignment > Wage Detail > Calculated Base Human Resources > Payroll > Employee > Manage > Employees > Benefits > Benefits > Calculations > Employer Cost (Value)

Element	Description	Type, Format, Length	Campus Location
<b>Federal Amount1</b> <b>Federal Amount2</b> <b>Federal Amount3</b> <b>Federal Amount4</b> <b>Federal Amount5</b> <b>Federal Amount6</b> <b>Federal Amount7</b>	The amount an employer paid for a fringe benefit that is tied to federal funding.	Numeric, 6 digits	N/A
<b>Federal Project1</b> <b>Federal Project2</b> <b>Federal Project3</b> <b>Federal Project4</b> <b>Federal Project5</b> <b>Federal Project6</b> <b>Federal Project7</b>	The OCAS project code representing the federal program from which all or a portion of the employer's costs are expensed.	Numeric, 3 digits	Human Resources > Personnel > Personnel Master > Work Assignments > GL Account Distribution > GL Account Number
<b>SRN (Salary Record Number)</b>	The Salary Record Number (SRN). This Salary Record Number (SRN) is used by the State Department of Education to tie fringe benefits to each job/salary record as appropriate.	Numeric, 5 digits	N/A
<b>Data Warning</b>	<i>Excel Only</i> Any warning or error encountered during report generation.	N/A	N/A

