

TO: ALL District CFOs and HR Staff
FROM: Karen Justice, LEA Data Support
DATE: November 1, 2023
SUBJECT: **TN Compass- December 1 Report**

The December 1 report captures salary and position data for all certified employees who are employed by your district as of December 1, 2023, and it should reflect the time you expect them to work during the school year. The report deadline is February 1, 2024.

The TN Compass Salary Management Guide will help with many common questions and is found [here](#) in the *Resources* section on the TN Compass home page.

The following steps outline the overall December 1 Report process.

Step 1) Create Salary Schedules (Administration/Salary Schedules)

At least one schedule is required each year. and the “Teacher and Principal” schedule should be chosen as your main one. These schedules should represent the base pay of licensed educators. You’ll need to choose how many years/steps to reflect for each schedule, along with which education degrees to reflect.

If you are not currently using a set schedule, you can use the state minimum schedule found on the State Board of Education website or create one based on the current salaries of your staff.

Step 2) Choose *District Supplements* to use for current year reporting (Administration/Salary Dashboard)

Step 3) Complete “December 1 Report”, two sections (Administration/Salary Dashboard)

- **Assignments** (all licensed employees)
- **Non-Licensed Headcount** (all non-licensed employees)
For this we don’t capture names but rather just a count of full-time positions held.
(See example at end of document.)

Special Notes:

1. The list of staff on December 1 comes directly from your certified staff roster.
 - a. If someone is not appearing but should be, make sure that they are staffed with your district for the current year. As soon as they are staffed, they will be available for entry.
 - b. If someone is showing but should not be, make sure they are no longer staffed for your school/district. Clear any assignment information that might be showing for them and mark them as inactive.
2. Report data can be entered by any combination of these methods:
 - a. Bulk copy from prior year (available on the *Salary Dashboard*)
 - b. Downloading then importing a template (both processes are performed in the *Import Wizard*).

- c. Manual entry on *Salary Dashboard*
- 3. The 2023-24 assignment code list may be found [here](#), on the home tab of TN Compass under *Resources*.
- 4. When reporting salary information, please be sure to report any **administrative, coaching, differential pay** and other supplemental pay where applicable.
- 5. *Certify December 1 reporting* on the Salary Dashboard must show Complete.

Non-Licensed Headcount
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<p>Custodians <input style="width: 60px;" type="text" value="6.5"/></p> <p>Plant Maintenance and Operations Personnel <input style="width: 60px;" type="text" value="2"/></p> <p>Food Service Personnel <input style="width: 60px;" type="text" value="19"/></p> <p>Transportation Personnel <input style="width: 60px;" type="text" value="9.5"/></p> <p>Vocational Aides <input style="width: 60px;" type="text" value="0"/></p> <p>Social Worker <input style="width: 60px;" type="text" value="0"/></p> <p>Central Office Administration <input style="width: 60px;" type="text" value="4"/></p> <p>Regular Instruction Aides <input style="width: 60px;" type="text" value="25.5"/></p> <p>Other Safety Personnel <input style="width: 60px;" type="text" value="0"/></p>	<p>Data Processing Personnel <input style="width: 60px;" type="text" value="0"/></p> <p>Special Education Aides <input style="width: 60px;" type="text" value="10"/></p> <p>Psychologist <input style="width: 60px;" type="text" value="0"/></p> <p>School Secretaries and Bookkeepers <input style="width: 60px;" type="text" value="7"/></p> <p>Library Aides <input style="width: 60px;" type="text" value="0"/></p> <p>Other Personnel <input style="width: 60px;" type="text" value="13"/></p> <p>Nurses <input style="width: 60px;" type="text" value="3"/></p> <p>School Resource Officer <input style="width: 60px;" type="text" value="1"/></p> <p>Other Health Personnel <input style="width: 60px;" type="text" value="1"/></p>
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