

Missouri NEA

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CompTracker Login

<https://mnea.comptracker.org>

Find your User Name and Password in the email or letter addressed to your school district office.

Missouri NEA in cooperation with CompTracker is now collecting school district salary and compensation information through an online database utility. As a participating Missouri school district, you will have access to the information as well. Missouri school districts are asked to update their compensation and benefits data each year using an online wizard. In return, they will be able to see what other school districts pay and offer as a benefits package.

Prepare for Entry

It is best to enter all data within the same session, so there is no confusion of what data is new and what is old. You will notice that your information from the prior year will rollover, and you must update any new information. For example, if your salary schedule was frozen and you only changed the insurance funding, then you should only need to update the health insurance benefits section.

If you have collected all the necessary information, the entry should take no more than 30 minutes. To help you fill out the online wizard, fill out the Compensation Survey ahead of time. You only need to complete sections on the online wizards that match the Compensation Survey. If you would like to fill in more data, it is appreciated, but not required.

It is also beneficial to have your teacher salary schedule in a spreadsheet format, such as Excel. At the end when it asks for supporting documentation, you may want to upload the salary schedules for classified/support staff and extra-curricular stipend sheets. If you DO NOT finish your entry in one session, you may click to the end to "Finish," so your updates will be saved. Then, come back an begin on the tab where you left off.

Compensation Survey 2020-2021 School District Name: _____
 County District Code: _____
 District Contact: _____ Title: _____ Phone: _____

Salary, Work Days, Substitute Pay
 Please send or upload a copy of the following:
 1. 2020-21 certified/instructional salary schedule
 2. 2020-21 classified/support staff salary schedule

Student attendance days: _____ days per year
 Teacher contract days: _____ days per year, _____ hours per day (if you do not know, enter 7.5 hours)
 District attendance days: _____ days per year

Is determining compensation, which of the following does your district use?
 Collective Bargaining Merit and/or other Salary commensurate with employee representatives
 None of the above Which group(s) represents district employees? _____

Benefits
 Health Insurance: Blue Cross United Healthcare Self-Insured Other _____

Plan	RMO			PPO			High Deductible Plan with Health Savings Account (HSA)		
	Contract Code	Monthly Cost	Annual Deductible (Self/Other)	Contract Code	Monthly Cost	Annual Deductible (Self/Other)	Contract Code	Monthly Cost	Annual Deductible (Self/Other)
Employee Only Single	\$	\$	\$	\$	\$	\$	\$	\$	\$
Employee + Spouse/Partner	\$	\$	\$	\$	\$	\$	\$	\$	\$
Employee + Family	\$	\$	\$	\$	\$	\$	\$	\$	\$
Employee + Child(ren)	\$	\$	\$	\$	\$	\$	\$	\$	\$

Which of the following does your school district offer as supplemental cost? (check all that apply)
 Voluntary Employee Term Life Insurance Voluntary Long-Term Disability Insurance
 Voluntary Accidental Death and Dismemberment Insurance Voluntary Critical Illness Insurance
 Voluntary Vision Insurance Other _____

Work Days, Paid Leave, and Substitute Pay

Leave Type	Benefit Year	Max Accumulation	Leave Type	Benefit Year	Max Accumulation
Mental Health			Sick Leave		
Personal			Family Care		
Maternity/Paternity			Parental		
Professional Development			Voluntary Vacation		
Other Special Conditions			Substitute Pay: Daily Rate \$		

Additional Compensation
 Does your school district offer extra pay for sponsoring extracurricular activities? (coaching, speech & debate, etc.) Yes No
 Does your school district offer extra pay for National Board Certification or other certifications such as social worker, speech language pathologist or physical occupation therapist? Yes No
 If Yes, please explain: _____

Login and Launch Wizard

Log in at <https://mnea.comptracker.org>. Use log in credentials provided in your email or letter.

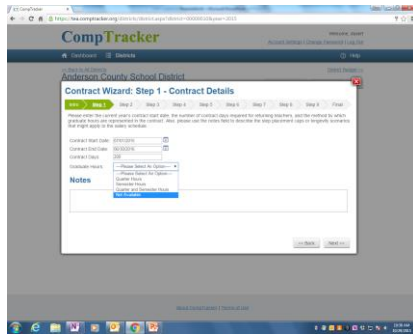


Once you have logged in to CompTracker you will see a “dashboard” page that looks like this. The school district you are assigned to will appear in the “submittal status” window and indicate whether you have completed the data entry for this year. If you click on the hyperlink in the “submittal status” box, you will be taken to your contract wizard launch page to begin the data entry.

First make sure the current school year appears in the drop-down menu at the top to the screen, if not, choose the school year you would like to enter data for. Then, click “Launch Contract Wizard” to begin entry for the current school year.

The contract Wizard will launch with the Welcome message. Click the “Next” button at the bottom of the screen to continue.

Step 1 - Contract Details



You will need to complete the “Contract Start Date”, “Contract End Date”, “Contract Days” and “Graduate Hours” boxes.

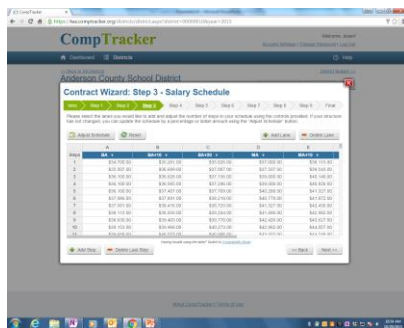
For our purposes the “contract year” is **always** the school year. The contract start date will always be Aug. 1 and the end date will always be July 31. The **contract days** are the number of teacher contract days for the school year. If you do not know this number, enter 180 days. For Graduate Hours. Typically, school districts in Missouri base their salary schedule on semester hours, but if yours is different, select the correct option from the drop-down menu.

Click “next” when you are ready to proceed.

Step 2 – Teacher Hours

The information on the “step 2” screen should already be completed. We always enter that the average work day for teachers in MO as 7.5 hours. You may adjust the hours if it is different in your school district.

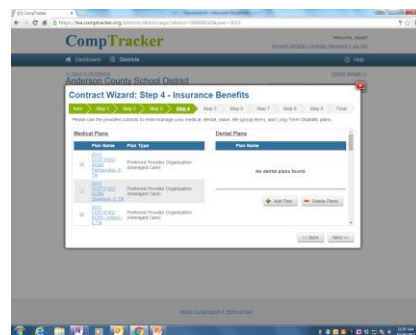
Step 3 – Salary Schedule



On the step 3 screen you should see a copy of the most recent salary schedule that we have in our system. Compare what is on the screen to the current year teacher salary schedule. You can click on any box to manually enter corrections. You can copy and paste you schedule into the spreadsheet. To copy, open your schedule in Excel and highlight cells. Choose the copy command (Ctrl-C), then on the first cell of the contract wizard spreadsheet, use the paste command (Ctrl-V) to place the new schedule in the database. You can also click on the “adjust schedule” button to apply a raise across all steps/lanes of the salary schedule. If you schedule has changed in the number of lanes or steps, click on the “Add” or “Delete” buttons to adjust the size.

Click “next” when you are ready to proceed.

Step 4 – Insurance Benefits



Missouri NEA only requires that you fill in the **Medical Plan** benefits at this time. If you wish you may complete plan information for Dental, Vision, Group Term Life and Long Term Disability.

If a plan currently exists in the system for your school district, click the Plan Name hyperlink to modify the details for the current year. The information we received from the previous year rolls over to the new year so if there have not been significant changes to your system’s insurance plans, you shouldn’t have to edit much., only confirm that what is there is still accurate. If you completed the Benefits section of the Compensation Survey, this entry should go fairly quickly. Please complete the **Premiums** and **Plan Design** tabs. The other tabs are optional. If you do not have the number of participating FTEs for each plan type, just leave those cells blank. Click the “Save” button when finished.



If no plan currently exists in the system, Click the “Add Plan” button and complete the company name, plan name and choose the plan type from the drop-down box. Finish completing the Premiums and Plan Design tabs using your completed Compensation Survey as a guide. Click “Save” when complete.

Click “next” when you are ready to proceed to the step 5.

Step 5 – Paid Leave



In the boxes provided please enter the days per that a certified employee is allowed. If there is a maximum amount that can be accumulated, please enter that in the “max accumulation” box.

Again, whatever was reported to us last year was carried over. If nothing has changed, simply check to make sure the information is still accurate. In the notes box you can add any notes about leave for classified employees or supervisors or if there are any special notes about how leave is used or accumulated in your district.

Click “next” when you are ready to proceed.

i Don't forget to enter the daily rate of Substitute Teacher pay.

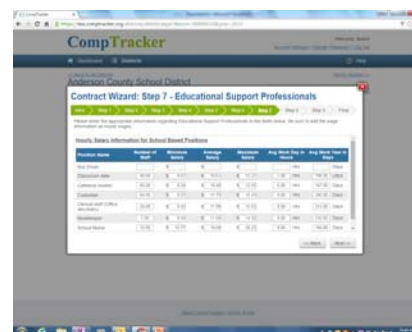
Step 6 – Extra Duties



Step 6 asks for the supplemental salary. This information has not yet been completed for the school districts, but will roll over from year to year after completed once. The information reported in the previous year rolls over. MNEA is asking school districts to provide the minimum and maximum *possible* for someone who holds this position. If the amounts are the same, you can just enter the amount in the Maximum column. If no stipend is allowed for the extra-curricular position or if the position does not exist, then leave blank.

Click “next” when completed.

Step 7 – Educational Support Professionals (Classified)



This section covers information about classified employees. For this screen, only report information for FULL-TIME employees and only for positions that are actually directly paid by your school system. In the example above, bus drivers are outsourced; therefore, information regarding bus drivers is not entered.

For each position, include minimum and maximum **hourly** salary, number of hours in a typical day and number of work days per year. If you know the number of staff and average salary for each position, please enter. Click “next” when you are ready to proceed.

Step 8 – Staff Reductions

This section is not collected by Missouri NEA. Click “Next” to continue.

Step 9 – Miscellaneous Benefits



This section asks for financial information and continues collection of the benefits that are offered by your school district. The first area asks to upload a copy of your school districts financial statement or the Annual Secretary of the Board Report. For the benefits, choose “Yes” from the drop-down menu for each benefit if your school district *offers* the benefit to employees. This does not mean the school district fully funds the cost for each benefit. If the school district does not offer the benefit, select “No.”

Be sure to scroll down the page and enter stipends if any for National Board Certification, other certifications and student attendance days. When finished, click “next” when you are ready to proceed.

Final – Complete Entry



You have completed the Wizard. If you would like to review your entries, you may click on the “Back” button to return to the previous steps. Otherwise, click on the 'Finish' button to save your entry to the system.

i *If you do not click “Finish” your entry will not be saved.*

After the Wizard closes, the information that you just provided will load in the District page. You can review the information you entered by clicking the green checkmark. We encourage you to enter the number of certified FTEs you have. You can make corrections if you need to.

Viewing Other School Districts

You may view, but not change the information for other school district. To view, choose the have completed the Compensation survey icon for the year you wish to view. You will have access to view teacher salary schedule, insurance benefits, paid leave, extra duty, classified support staff salaries, FTEs and miscellaneous stipends and benefits.

Send Information to Missouri NEA

i *Send copy of survey to MNEA.*

To ensure data is reliable, MNEA will be proofing CompTracker online entries. Please mail or email a copy of your completed compensation survey, teacher salary schedule and classified salary schedule for proofing purposes. Mail to MNEA Research, 1810 E Elm St., Jefferson City, MO 65109; or email to rishanda.richardson@mnea.org.

If you have any questions about how to complete the online survey, please contact MNEA Research Coordinator Rishanda Richardson M-F, 8 a.m. – 4 p.m. at (573) 644-9621 or by email at rishanda.richardson@mnea.org.