

Teacher Salary Supplement Program

Frequently Asked Questions

Educator/Applicants

Review the following questions designed for both the Educator and LEA Approvers. If your question is not answered, please contact the Teacher Salary Supplement Program Specialist by email to tssp@schools.utah.gov.

1. Where and when can I submit an application? The application is submitted at <https://tssp.schools.utah.gov> and the application window starts in **October 1st** each program year and closes *based on the type of application submitted*. The 1st Trimester application deadline ends November 15th, the 1st Semester deadline ends on January 31st, and the Annual application and National Board for Professional Teaching Standard Certification (NBPTS) deadline **ends April 30th** of each program year. NBPTS reimbursement requests must be submitted before April 1st of the program year.
2. Can I pick any payment term? The payment “term” or cycle should match to your school’s schedule. If your LEA is structured with a semester cycle, you can only request a semester or annual payment. *Any term elected that does not match the LEA schedule will be automatically switched to an Annual payment term by either the LEA or USBE.* If you have elected or want to change your term, send an email to the TSSP Program Specialist at www.tssp@schools.utah.gov.
3. I had an account in the last TSSP system before 2016, do I have to reapply? Yes. You will need to first create an *Educator Profile* in the new system, confirm your email address and contact information and set up your password. The applications can then be submitted once the profile has been created. Once the educator profile is created in the TSSP Service Site, you will only need to submit a new application each program year.
4. I’ve been trying to access my account, but the system won’t let me in. The TSSP Service Site defaults to your email address but be sure that you are entering your **Username**. Remember that the Username and password are both case-sensitive. Use the “Forgot your Username” or “Forgot your Password?” options on the Log in page. <https://tssp.schools.utah.gov/Account/Login>
5. I submitted an application for this year, but my application does not show that I’m TSSP Qualified, why? To qualify for TSSP, the educator must meet ALL of the legislative requirements: 1. Qualified Teaching Assignment* in a public or charter school, 2. Hold a current endorsement for the qualified assignment, AND 3. Show a degree MAJOR in the applicable subject area in your CACTUS profile. To qualify for the National Board Certification bonus, you must have: 1. A current National Board Certification, 2. Hold a CLASSROOM assignment in a public/charter school. The National Board Certification bonus is not subject to the standard TSSP eligibility.
**Assignments in Special Education qualify after July 1, 2018.*
6. I missed the deadline for my application. Can I apply after the deadline has closed? Maybe. This depends upon the type of application you are submitting. If you have missed the Semester or Trimester Application deadline, you would still be eligible to submit an Annual Application. However, once the Annual Application Deadline has passed (after April 30th), no additional

applications can be submitted for that program year. Due to legislation and budget constraints, the USBE must determine if proration of bonuses will need to occur.

7. [Do I need to submit more than one application if I apply for a Semester or Trimester payment schedule?](#) No. In the new TSSP program, you will only need to submit ONE application and elect the payment term. Each LEA determines the payment cycle that matches the school schedules.
8. [When I review my CACTUS account, it does not show my degree. How do I get this posted?](#) The USBE must receive an ORIGINAL transcript or submit the transcript electronically. Paper transcripts are not required to be a “sealed” document but must be on the university parchment, however, electronic transcripts must be sent from the university’s clearing house DIRECTLY to the USBE at transcripts@schools.utah.gov. Please include the form "Posting of a Degree on CACTUS" found at <https://schools.utah.gov/file/fd015ed5-f69c-4eaa-8f7b-824705b8975e>. If submitting electronically, send an email to the TSSP Program Specialist at tssp@schools.utah.gov and alert them that an electronic transcript has been requested to post a degree.
9. [CACUS shows my degree major as "Other - See Transcript", how do I get this fixed?](#) The initial design of the CACTUS system only allows selection from a pre-existing list of degree majors. If your major does not *exactly* match one of these options, the use of "Other - See Transcript" would be defaulted. If you feel that your degree major is entered incorrectly, submit a "POSTING OF DEGREE ON CACTUS" form found at <https://schools.utah.gov/file/fd015ed5-f69c-4eaa-8f7b-824705b8975e>. However, if the degree major does not exist, you may need to consider submitting an appeal.
10. [I have confirmed with the USBE/LEA that my degree major is not available in CACTUS, how can my TSSP application be considered?](#) You will need to submit your initial TSSP application and then receive a "deny" notification email. Then refer to the [Appeal Process](#) for re-consideration of your application as an appeal, if you feel the degree can be considered “substantially equivalent”.
11. [My Special Education area is not listed as a Degree Major on my transcript. How is this fixed?](#) In the event your degree major is not listed as Special Education, but appears as either a *minor, concentration, emphasis, program, plan, or specialty*, we are unable to list these classifications as a major. The direction from the legislature has been very specific regarding this qualification. Because these alternative listings are not considered a degree, these may not be eligible for an appeal.
12. [How do I correct the CACTUS data in TSSP because my assignments/FTE are incorrect?](#) Contact your LEA/HR to make corrections to assignments, percentages, FTE or Intern Status.
13. [How do I know if my application has been approved?](#) The TSSP Service Site allows participants to log in anytime and view their current application status (and review historical applications starting 2017FY). The “Audit History” section will show when you, your LEA or USBE has viewed or made changes to your application. If an item is underlined in the “Type” column, you can hover over the item to see the system notation or processor’s notes.
14. [Why was my application denied?](#) All applications require the approval of both your LEA and the USBE. If either of these agencies denied the application, the system will show a reason/explanation with the date it was denied. If you feel this was an error, contact your LEA for assistance.

15. [How do I calculate the value of my TSSP bonus?](#) The basic formula is:
Eligible Assignment % x FTE x 4100 = "TSSP Award".
An additional amount is calculated for taxes that is funded to the LEA. This amount is listed as the "Benefit" amount that will be posted under the Employer Paid Benefits section on your paycheck. All awards are subject to tax and other elected deductions.
16. [When can I submit an Appeal?](#) An appeal can be submitted after the application has been created for that program year. The steps for submitting an appeal can be found at <https://schools.utah.gov/curr/licensing/tssp>. All appeals must include the completed and signed application, along with the ORIGINAL transcript (sealed documents are not required). **APPLICATIONS MUST BE RECEIVED BY USBE BY May 31st TO BE CONSIDERED.** Incomplete applications or applications missing transcripts will not be processed. Due to funding requirements and deadlines, late appeal applications cannot be accepted.
17. [What is my option if I do not agree with the Appeal Board decision?](#) All appeal applications are reviewed by a panel to verify the coursework and compliance with the current Legislative rules. All decisions are final.
18. [If I am submitting for payment installments \(Trimester or Semester\), what happens if my application is on an appeal and not approved by the deadline?](#) In the event an appeal is submitted and the decision not completed by the semester/trimester deadline, the application will be converted to an Annual application so that the educator does not lose the value of the first-payment cycle.
19. [How long does it take to receive my approved TSSP Bonus?](#) We anticipate 4-6 weeks from the deadline until the payment authorization is funded to the LEA. Traditionally, the USBE approval date in your application allocates the funding to your LEA at the end of that month electronically through the Monthly Allotment Memo. The distribution through your payroll will depend on your LEA's payroll cycle at the time the electronic deposit is received. Because of this, some teachers may receive their payment earlier than others.
20. [Am I able to submit 1st Semester or 1st Trimester applications after the deadline?](#) No. These application options will be disabled and cannot be submitted or approved. However, you are welcome to submit an Annual application for full payment to be distributed at the end of the program year.
21. [What is the difference between a TSSP Award, NBCT Award, Other, Benefit and the Total amount showing in my application?](#) The TSSP bonus is based on the formula: **Eligible Assignment% x FTE x 4100**. The **TSSP Award** amount is what the TSSP educator receives in their payroll before applicable taxes or deductions. The employer paid **Benefit** amount is the Bonus x Utah's Benefit Rate (0.3214) and includes percentages for Retirement, Workers Compensation, Medicare and Social Security. This employer-paid Benefit value is also included in the electronic transfer to your LEA. This Benefit money is designated to cover the employer-paid benefit portion so that the LEA does not have to find or be charged additional money when an educator participates in the program. These funds are listed as earnings for the employee and are reported in payroll under the "Employer-Paid Benefits" section on your paycheck. The payment **Total** is the value of all bonuses including the TSSP Award, National Board Certification Funds (if eligible), Title 1 (when applicable) and employer-paid **Benefit** Total.
22. [How do I know my course assignment qualifies for TSSP?](#) Course codes are based on the current Qualified Subject Areas for TSSP as defined by the Utah legislature. Once an application is

submitted, you will be able to review your CACTUS data in the TSSP Service Site for the current program year. The TSSP Service Site will highlight in **green** all course code assignments that qualify. If the assignment is highlighted in **yellow**, this indicates that it is an approved course, *but you do not meet the subject qualifications* (such as not having the endorsement or applicable degree major). Course codes not highlighted are not part of the TSSP program.

23. [I have one class assignment where I assist students with \(Math/Chemistry/Physics\) in “Student Study Skills”.](#) [Why is this assignment not part of the TSSP program?](#) Based on the Utah Legislature’s current definition regarding Course Assignments, Student Study Skills (25020000010) does not qualify for TSSP. Because the Student Study Skills class can support any number of subject areas and is not solely linked to Math, Computer Science, Physics, Chemistry or Special Education, we are unable to include this in the TSSP assignment codes and do not have the authority to make an exception.
24. [If I submitted an appeal last year, will I be required to submit another appeal?](#) No. Once your appeal has been reviewed by the Appeal Panel and the decision made, it is documented in the system. However, if your application will not process for a *different* subject area not previously reviewed on an appeal, you will need to submit a new appeal for the additional subject area.
25. [Does having any math or science-related endorsement qualify me for the bonus?](#) No. Although an endorsement typically confirms an individual's expertise and proficiency in a given field, it does not meet the acceptable requirements for a degree or a degree major alone, based on the current legislative rules.
26. [If I have a certification for another nationally recognized organization \(Example: ASHA\) am I eligible for the National Board bonus?](#) No. The legislature has only identified the National Board for Professional Teaching Standards certification as eligible for the TSSP program.
27. [Can I submit for partial reimbursement for the National Board Certification fees?](#) No. Reimbursements will only be processed for the initial certification fees OR the re-certification fees once the certification has been granted. No partial reimbursements can be considered.
28. [Do I need to notify TSSP or document something specific in my application to be considered for the National Board Certification bonus?](#) No. The TSSP system will validate your eligibility through CACTUS for this additional bonus area at the time your TSSP application is being processed at the end of the program year (during the Annual payment cycle).
29. [If I have a current assignment in a Title 1 school, what do I need to do to be eligible for the additional bonus?](#) The Title 1 bonus is awarded to educators who hold an assignment in a Title 1 school AND who have a current National Board for Professional Teaching Standards certification. There are no additional steps to qualify. The bonus will be awarded automatically at the end of the program year (during the Annual payment cycle) and is based on the percentage of your current classroom assignment in a Title 1 school.
30. [If part of my assignments are in an administrative/support role and the other portion is in a classroom assignment, do I qualify for all of the NBCert and/or Title 1 funds?](#) No. You would only be eligible to receive a percentage of the funding based on the classroom assignments.
31. [The Legislative code references an "integrated science" degree. How do I earn an Integrated Science degree?](#) An Integrated science degree is a historical degree which is no longer attainable or in existence but has been included in the program’s legislative rules.
32. [The Approval Deadline has passed, but I still have not received my bonus?](#) First, review your TSSP Application under the “History” section to confirm that your bonus was processed and

approved by both the LEA and USBE. Allow at least 2 weeks for funding to be allocated after the last day of the month in which your bonus was approved. If you still have not received funding by mid-month, contact your LEA Payroll department for distribution information.

LEA Approvers

1. [I am our LEA's designated approver for TSSP. How do I obtain access to our educator applications?](#) You will first need to create your profile in the new TSSP program, then contact USBE/TSSP program administrator at 801-538-7580 to have your administrative access granted.
2. [I am our LEA's designated approver for TSSP, but I don't have a CACTUS number. How do I create an approver account?](#) Contact the TSSP Program Administrator by email to tssp@schools.utah.gov.
3. [How often should I be reviewing applications submitted for TSSP?](#) It is recommended to review new applications monthly, and all applications at least 3 weeks prior to the end of each approval window. This will allow you time to identify any data correction necessary prior to the processing deadline and to allow educators time to complete the appeal submission recommendations, if applicable.
4. [What do I need to enter to DENY an application?](#) This will depend upon the reason for the denial. Elect the most appropriate reason from the list, then enter an explanation in the box. All information entered in the reason box **will be automatically sent via email to the educator once submitted**. You are encouraged to provide enough information to the participant to either explain the reason for the denial and/or how to resolve the denial, if applicable.
5. [I approved an application in error. How do I correct the entry?](#) Immediately notify the TSSP Program Specialist at tssp@schools.utah.gov by email indicating the CACTUS#, Name and type of error.
6. [I can see a number of applications, but I am unable to approve them.](#) LEA approvals are not available until *after* each cycle has closed and only applications for that window can be approved. The approval access is traditionally an 8-day window to review and approve each cycle's application. During the approval window, *every application for that cycle type* must be either PASSED or DENIED.
7. [How do I correct a CACTUS data error in the TSSP Service Site?](#) All CACTUS data that appears in the TSSP Service Site is pulled directly from CACTUS. Correcting the information in CACTUS will automatically correct in the TSSP system within a few minutes. You need only to refresh the TSSP screen for the update.
8. [How do I correct applications that do not qualify due to "degree"?](#) If the degree major posted shows as "Other – See Transcript", you should DENY the application so that the educator is notified and they can then review the list of acceptable degree majors and determine if this should be considered as "substantially-equivalent" degree. The educator should then submit an appeal if appropriate. LEAs can DENY an application at any time.
9. [I have missed the deadline for TSSP application approvals. Can I still review and approve pending applications?](#) If the deadline has passed and the TSSP application access is closed, contact the Utah State Board of Education TSSP Specialist immediately. If the window has closed, all unapproved applications may be "skipped" until the next payment cycle. Any missed payments will be caught up at the end of the program year. Approval windows cannot be "reopened" as they will delay funding for the entire funding term.

10. [An educator worked the first portion of the school year, and has terminated their employment \(retired/transferred/relocated out of the area\), can they still receive TSSP funding for the portion of the year they completed?](#) This will depend upon the reason they have left your employment AND when they terminated. If the educator left on good terms (not fired for cause or other types of reprimand) and they finished the semester/trimester, they may qualify for the bonus for the portion of the year they worked. Contact the TSSP Specialist for clarification prior to processing the termination in CACTUS.
11. [An educator has left my charter/district, but qualified for the TSSP for the time that they worked. Can the funding be transferred to another district/charter?](#) Funding should be distributed to the LEA who approved the TSSP application. This may require an additional payroll check being issued to the educator after they have left your employment. If the educator is now working in another LEA, the next payment would fall under the new LEA's responsibility for review, approval and any funding. Contact the USBE TSSP Program Specialist to coordinate the funding approval.
12. [When will the approved funding be sent to my LEA?](#) We anticipate 3-4 weeks from the close of the approval window following the USBE approvals. The payment is sent via the Monthly Allotment Memo at the end of the month and should be distributed in the next available payroll cycle.
13. [How long do I have to process the funds?](#) It is recommended that the TSSP funds be distributed to the educator during the next available payment cycle.
14. [I have an educator who qualifies for the National Board Certification reimbursement. What do I need to do to approve this?](#) The National Board Certification process will require the educator to complete the reimbursement form and submit their receipts for the various charges for a manual reimbursement from the Utah State Board of Education's TSSP Specialist. The reimbursement will NOT be processed through the educator's payroll but is sent directly from USBE Accounting to the educator and is NOT considered earnings.
15. [If an educator has an assignment in a Title 1 school, aren't they qualified for additional funds?](#) Yes, however, the Title 1 bonus is linked to the National Board for Professional Teaching Standard Certification. Qualified Title 1 educators must also hold a current National Board Certification and be in a classroom assignment to be eligible.
16. [How do I find out how much money has been sent to my LEA?](#) Funding reports are available in the TSSP Service Site. Select **Payments\$** from the menu and then click the eye icon  in the corresponding payment cycle that shows as "Allocated" for funding details. This will give you the total funds distributed to the LEA with a report under the Applications by LEA section.
17. [I have the total funds sent to my LEA, how do I determine the amount for each TSSP participant?](#) You must have been granted access to the "reports" found in the TSSP Service Site. This will allow you to determine the payroll amount for each educator. Log into the TSSP Service Site, select "\$Payments", then click on the "eye" icon  for the most recent to access the report for your LEA. The LEA Distributions report can be downloaded to an excel format using the arrow icon . The total distribution amount will also be posted on the Monthly Allotment Memo for the line item "USFR TEACHER SALARY SUPPLEMENT". If you are unable to access these reports, contact the TSSP Program Specialist.
18. [What portion of the funds goes to the educator, and what portion is for the taxes?](#) The funding that is awarded to the educator as salary includes: TSSP Award, NBCT Award and Other. Funds

listed under “Benefit” or “Employer-paid Benefit” should be listed under the employer-paid benefits portion of the payroll as these funds cover Retirement, Workers Compensation, Social Security and Medicare. All TSSP Award monies are subject to deductions such as health care, or state and local taxes.