

Staff EPS FTE Reports by SAU

The Staff EPS FTE Reports provide information by SAU pertaining to current Staff data as entered into the NEO Staff reporting system and used in the EPS subsidy calculation.

As your SAU begins to put the FY 17 Staff data into the NEO staff reporting system, these reports will be populated. These reports will update and change *nightly* every time new data is entered or changed until we freeze the data on November 30th for the upcoming FY 18 EPS subsidy calculation – then it will only show that frozen data even if you make changes in the NEO staff system. The reports reflect what is used in the EPS calculation only, you should continue to enter and make changes to the NEO staff data throughout the year as you would in the past, even after we freeze the data to use in the EPS calculation.

We hope that these reports will give you the ability to see possible errors in reporting prior to the staff data being frozen on November 30th and downloaded on December 1st for use in the EPS Funding calculation.

Log into NEO <https://neo.maine.gov/DOE/neo>

Click on STAFF (if you do not see this option on your menu, and are a Superintendent, Business Manager, or Administrative Assistant, please contact the MEDMS Helpdesk (MEDMS.Helpdesk@maine.gov – 207-624-6896) for access.

The reports are located under the “Reports” tab.

1) FTE by Person

- a. Select Organization – Fiscal Year (FY 17 Staff are in Fiscal Year 2018) – Position – click View Report
- b. Individual Staff information as entered into NEO Staff by the SAU is reported.
- c. Actual FTE for each Staff Position are entered into NEO staff by the SAU.
- d. The Actual FTE for EPS Positions is not to exceed 1.0.
- e. The ED 279 Actual FTE w Title I column is the FTE entered by the SAU for EPS positions held by a staff member – no staff member can work more than 1.0 FTE for EPS positions.
- f. The ED 279 Actual FTE w/out Title I column excludes the FTE amount if the staff member is identified as Title I staff – *this is for information purposes only*.
- g. Title I column – Indicates the staff member is paid out of Federal Title I funds.
- h. Multiple Positions column – indicates the staff member holds multiple positions.
- i. EPS Salary column is the EPS calculated salary based on the salary matrix, this is not available on this report until after the EPS subsidy calculation process has begun.
- j. The Total FTE w Title I amount at the end of the report is what will be used in the FTE EPS calculation for your SAU on page 1 of the ED 279 report when calculating subsidy.

2) Staff with Multiple Positions Report

- a. Select Organization – Fiscal Year (FY 17 Staff are in Fiscal Year 2018) – click View Report
- b. This report shows all the staff positions that a specific staff member is listed as holding according to the NEO staff system.
- c. The report shows all the SAUs where a staff member is currently employed if they are employed at more than one SAU.
- d. The EPS FTE calculation for a staff person for all EPS positions held can never be more than 1.0 – therefore it is important to determine the FTE based on all positions; often those positions are in a different position category and are not seen on the individual reports.
- e. The EPS Position notation refers to a position that is part of the FTE calculation used in the EPS funding calculation. Not all positions listed on the Multiple Positions report are considered EPS positions, but they should be used to determine the correct FTE to use in the EPS calculation.