

BREWING CONFIDENCE COFFEE

HOUR QUICK FAQ

STAFF REPORTING & SUBSTITUTE QUESTIONS

Purpose: Condensed reference based on live Coffee Hour questions on April 7, 2026

Audience: HR, Data Stewards, Business Managers

Use this when: You need a fast answer or confirmation

****THIS QUICK FAQ SUMMARIZES QUESTIONS FROM A LIVE COFFEE HOUR SESSION AND DOES NOT REPLACE OFFICIAL GUIDANCE.**

STAFF REPORTING DATES

1. When does Staff Reporting open?

Staff Reporting typically opens at the beginning of August.

2. Is there a date required in August we should know about?

The state statutory due date is on or before September 15th of each year. The application is open for updates until June 30th of the following year.

FTE (FULL-TIME EQUIVALENT)

1. Do FTEs for one person need to total 100%?

Yes, if the staff person works full-time. FTE should reflect the portion of full-time employment for each position assignment code worked.

2. If someone only works a few days a week, are they 100%?

It depends on the job description for the position assignment code. For example, the paraprofessional job description may be five days a week from 8:00 a.m. to 3:00 p.m. If the person works five days a week from 8:00 a.m. to 3:00 p.m., then the FTE is 100%. If the person only works 2.5 days a week, the FTE is 50%.

If the job description is two days a week from 8:00 a.m. to 3:00 p.m. and the person works two days a week, then the FTE is 100%.

3. Should part-time staff always have less than 1.0 FTE?

Yes. Part-time staff should always be reported with FTE less than 1.0.

*FTE of 1.0 = 100%

4. How is FTE reported for substitute paraprofessionals?

A sub para is still a paraprofessional. FTE should be based on the portion of time worked compared to a full-time para schedule.

5. Do substitute teachers have an FTE?

No. Substitute teacher assignments use FTE = 0 because their work is reported in .5 increments of Days Worked.

6. What if a para subs as a teacher?

In this case, the staff person would have two assignments: a paraprofessional position with applicable FTE and a substitute teacher assignment (code 0-5190, FTE = 0). Reminder: the substitute teacher assignment code will report the days worked and requires an appropriate certificate.

7. If FTE changes mid-year or by semester, do we need multiple lines?

Yes. Each date range or FTE change must be reported on a separate Position Assignment line.

SUBSTITUTES & CERTIFICATION

1. Do paraprofessional substitutes need to be included in Staff Reporting?

A sub for a paraprofessional is reported as a paraprofessional. Some paraprofessionals hold substitute certificates. In this case, they would be reported as a substitute teacher, when subbing for a certified teacher.

2. Are student teachers reported in Staff Reporting if they sub for their coop teacher?

Yes, if they hold a valid substitute certificate and are being paid as a sub.

3. Is a [Local Substitute Certificate](#) acceptable?

Yes. Local substitute certificates may be used for substitute teacher assignments (0-5190) if allowed by district policy and NDE guidance.

4. Can a para with a [substitute certificate](#) sub for a teacher?

Yes. When substituting for a teacher, these staff are coded as a substitute teacher (0-5190), so they may have two Position Assignment Codes reported.

5. Do paras with a substitute certificate also need a [Paraprofessional Substitute Teaching Permit](#)?

No. If they already hold a valid substitute certificate, an additional permit is not required. The Paraprofessional Substitute Teaching permit is for staff who have worked as a Para in the District/System, who also want to substitute teach for a certified teacher and aren't already certified.

POSITION CODES & ASSIGNMENTS

1. What position code is used for substitute teachers?

All substitute teachers use position code 0-5190.

2. How does the public staff get the NDE Finance newsletter?

To receive the NDE Finance newsletter, a person must be reported as a Business Manager (2326) position assignment code.

STAFF DEMOGRAPHICS & IDS

1. Can teachers have multiple subjects listed in the demographic, then split the subjects by FTE?

No, the primary subject should be listed in the staff demographic section.

2. What email should be entered for substitutes without district email accounts?

Email is an optional field for substitutes and can be left blank.

3. What if a Social Security Number does not match when requesting an NDE Staff ID?

Contact the NDE Service Desk. The SSN may need to be verified or updated.

4. Should Staff Reporting reflect the same name as listed on the teaching certificate?

Staff Reporting should be using the current name of the staff member. The NDE Staff ID collection should be aligned with Staff Reporting records. It's the responsibility of the certified staff member to have their name updated on their certificate.

HELP & RESOURCES

[Staff Instruction Manual](#)

[Paraprofessional Substitute Teaching Permit – NDE](#)

[Submit case-specific questions via a Service Desk ticket](#)