IOWA™
Department of Education

Fall BEDS Staff User Guide

August 2026

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General Information

The goal of the staff data collection is to monitor a variety of requirements in the Iowa Code, including:

- All licensed/certified staff are highly qualified (credentials are verified with the Board of Educational Examiners – BOEE)
- Specific requirements such as a school nurse in every district and a principal in every building are validated
- Minimum teacher salaries, per Iowa Code
- Documentation of shared positions across districts for Operational Sharing funding

Contacts

For help or questions regarding data errors in the application (after clicking the 'check for errors and omissions' button), use the comment feature in the error list or the staff member's page. You will be able to view the comment history from either location. Check the Definitions and Validations spreadsheet for additional information regarding errors and warnings.

For general questions about the Fall BEDS Staff (FBS) application, email Shelly Wolterman at shelly.neese@iowa.gov. Please include your phone number and district/school.

For more specific questions regarding the following content areas, contact the Iowa Department of Education subject matter expert listed below.

Subject	Name	Email	Phone
Endorsements/BOEE	Josh Moser	josh.moser@iowa.gov	515-281-3587
Teacher Leadership and Compensation	Stephanie Langstraat	stephanie.langstraat@iowa.gov	515-402-8700
Operational Sharing	Ted Bauer	ted.bauer@iowa.gov	515-979-5468
Required Positions	Contact your School Improvement Consultant		

Supporting Documents

This FBS User Guide includes

- A Quick Tour of the Application
- Step-by-Step Instructions for FBS Reporting

In addition to this FBS User Guide, you will also want to refer to:

- FBS Code Sets - Includes positions and assignments with descriptions.
- A-Z Topics
- FBS File Layout (For importing data)
- Definitions and Validations
- Teacher Leadership and Compensation
- Reporting Shared Staff

Navigation

Home

This section is for a basic understanding of the FBS application.

The goal of the staff data collection is to monitor a variety of requirements in the Iowa Code, including:

- All licensed/certified staff are highly qualified (credentials are verified with the Board of Educational Examiners – BOEE)
- Specific requirements such as a school nurse in every district and a principal in every building are validated
- Minimum teacher salaries, per Iowa Code
- Documentation of shared positions across districts for Operational Sharing funding

The **home** page is intended for:

- Announcements
- Contact information
- System Status Updates – Please check for known system issues before you seek assistance on a specific instance of the problem and contact customer service only if your specific instance remains after the system wide issue has been resolved.

Hourly Tracking

Click the yellow Hourly Tracking button to open up a new page where the non-salaried staff data can be uploaded, along with the template and instructions.

To report hourly wage employee data, upload a **CSV (comma delimited) file** with the following information:

Local ID (alpha and numeric)
Last Name (alpha only)
First Name (alpha only)
Birth Date (month-year as Mmm-YY)
Position Code (3 digit)
Hourly Wage (XX.XX & < 100.00)
Projected Annual Hours (numeric four-digit limit)

Example of proper formatting:

	A	B	C	D	E	F	G
1	LocalStaffID	FirstName	LastName	BirthDate	PositionCode	HourlyWage	ProjectedAnnualHours
2	123XYZ	Shelly	Staff	Jan-65	101	18.00	1900

If you receive an error message, please double-check:

- The file is CSV, comma delimited (not an Excel workbook)
- Column headings did not change
- An appropriate number or value in every field and in the right format
- Hourly pay did not exceed 100.00

If you need to make changes to reported staff, simply upload a new file containing all hourly staff data - this file will replace the previously uploaded file.

Staff

Select the school from the associated drop-down box (if you have access to more than one). You can see all staff or you can filter by building or district-level staff (0000), depending upon your permissions.

You can also use the filters on the top right to display existing entries by specific positions, or shared status (you must click the **Search** button to activate the staff search).

Normal Mode

The list of staff meeting that filter requirement will appear in the table below the filters. In this example, there are more than 10 pages of alphabetized listings:

Salary Mode

In addition to the “Normal” mode (where you can enter new staff or edit existing staff individually), you can select the Salary Mode for easy salary data entry for multiple staff.

Import/Export

The Import/Export tab has a number of options to start out the new collection:

- The Import option will allow for full data or salary-only file import.
- The Export option will provide an import-friendly file with the data that is currently in the application.

Errors/Omissions

This tab includes a summary list of warning/errors as well as detailed listings that require local-level approvals or state-level overrides. You may run the error check anytime; results will be based on All or a specific school in the menu on the District/Staff tab. The comments history is in the errors/warnings list.

All errors must be resolved before a district can certify their data.

Certification

When your errors are cleared, you will have a **Certify** button. After clicking the certify button, you will see the **Certified** screen. There are also some summary reports on this page.

District Contact

Provide a contact or two for communication purposes. This does not affect who has access to the application.

Reports

Currently, there is one report – Staff Assignment. This provides a snapshot of demographic, salary, benefit, position, and assignment data captured in the Fall BEDS Staff database tables. This report can be searched online or downloaded to Excel. To get a report of the previous year’s data, run the report prior to importing new data or making manual changes.

Before You Begin – Choose Your Path

To complete Fall BEDs Staff, you will need to:

- **Remove staff** who are no longer in your school/district
- **Add compensation/benefits** information for all current staff (zeroed out for the new year)
- **Add new staff**, including their demographic data, positions, assignments and compensation
- **Edit existing staff**, including their demographic data, positions, assignments and compensation

The Department has kept the data you submitted last year and has made the following changes:

- **Salary/benefits** have been zeroed out
- **Sharing** information has been cleared out from last year
- **Errors, overrides and warnings/approvals** have been removed
- **Years of experience** have been incremented by 1

Select an Option

To begin your staff reporting, you need to decide the best method for your situation and identify the path you will follow. The most significant difference between working directly in the FBS application and using an export/import feature is that within the application all of the positions and assignments are selected using text-drop-down boxes. If you use the export/import options, you will need to work with the numeric codes instead.

Level of Difficulty	Importing	Import/Entry Detail	Go to
Option #1 Simplest	No Importing	Edit the data directly into the FBS application	Skip to FBS Reporting
Option #2 Intermediate	Import salaries only	Type compensation data into an Excel spreadsheet (or copy/paste them from other source documents you have), change to a text, tab-delimited file and import into FBS	Skip to FBS Reporting
Option #3 Advanced	Import all staff data using vendor-supported HR system.	Export data from a source system that can generate a mixed format extract and import into FBS	Continue to next section: Importing All Data

Import - Replace Staff Data

This option will replace all existing staff data. If there are staff that need to be added to FBS that are not in the import file, upload the file first then manually enter the other staff.

This is a 2-step process:

1. The first step allows you to browse your computer, find the file and upload it into our server. The file is then validated for file structure and data types. **This must be a text tab-delimited file.** If you do not advance to Step 2, there are likely errors showing up in red that need correcting before you can complete the import. Then attempt the import process again.
2. The second step loads the data into the application and will replace ALL existing staff data, including salaries. **If you are going to import salaries separately, make sure you import this file first.**

Import - Update Staff Salaries

This tab can be used if the district wishes to update salaries only. **Only records that match on local ID will be updated. This must be a text tab-delimited file.**

This is a 2-step process:

1. The first step allows you to browse your computer, find the file and upload it into our server. The file is then validated for file structure and data types.
2. The second step loads the data into the application. This step will retain existing staff and only update the existing staff that match on local ID.

If you imported a file using the Import - Replace Staff Data option and that file contained a local ID, this will become the new local ID. This ID must match the ID of the salary file being imported.

Note: Please refer to the Excel files for file specs on the Department website for all of the details you need to align with FBS.

Hint: Importers may report base salary and TSS separately or together. If they are separate, the application will combine them.

Once you have successfully completed importing all of your staff data (demographics, compensation, positions, and assignments) you will need to clear any errors before **Certifying** your data.

FBS Reporting Steps

This section is designed for users who are reporting manually through the FBS application and for users who will import salaries.

You will need to complete the following steps:

- Remove Existing Staff
- Add/Edit Staff Demographic Details
- Add/Edit Positions & Assignments
- Add/Edit Sharing Information across Districts
- Input Compensation Information or import them

Remove Existing Staff

From the District Page, you can find staff to be removed by listing them alphabetically (default). The drop-down box for School can be used to filter by building or district level or ALL staff. Similarly, you can use the filter options on the far right to find staff who are already in the system.

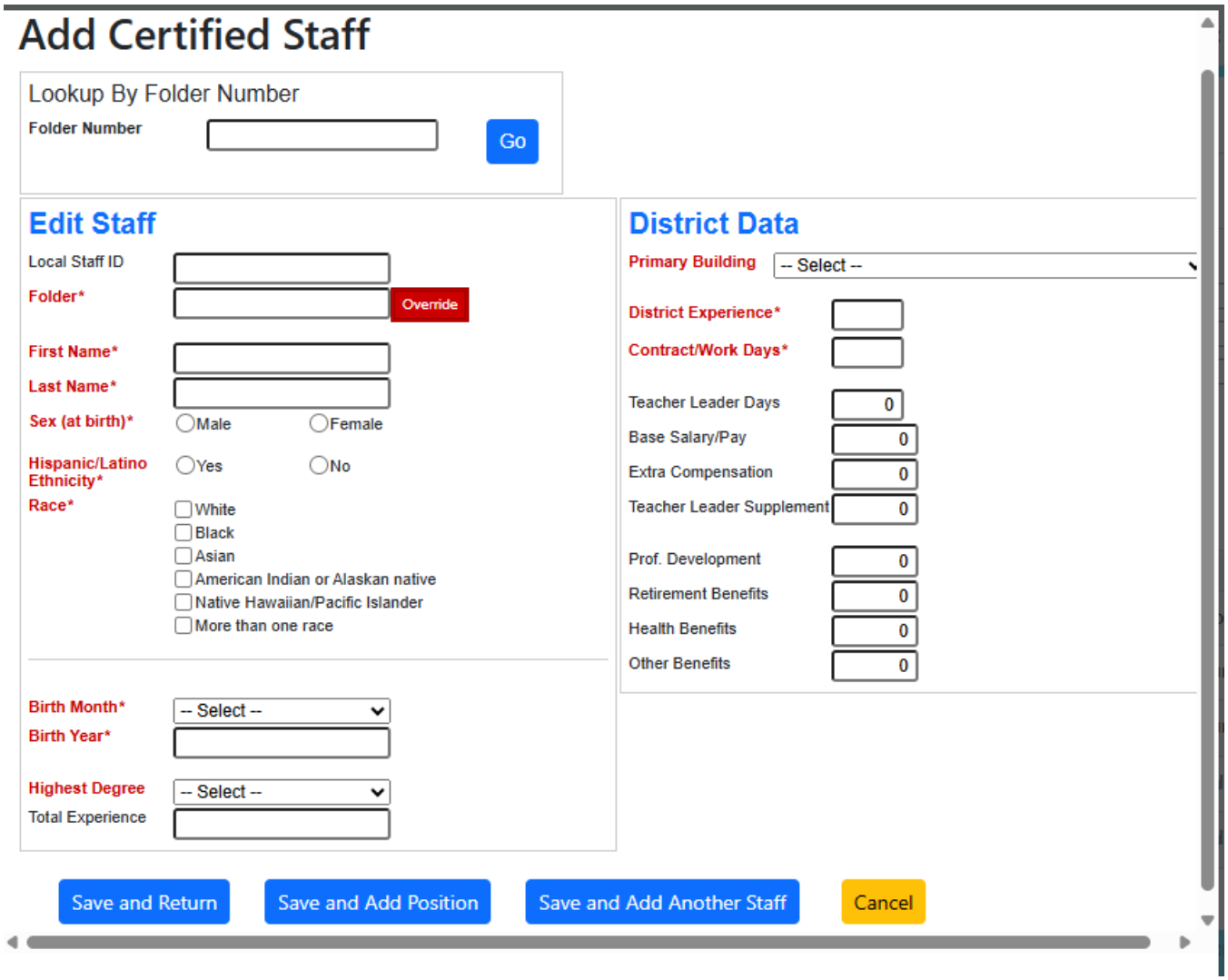
Depending on how many you need to find, the Search option is typically the fastest. In the Last Name/Folder, enter any portion of the last name you want to find and click on Search (note, the display will not change on the Search until you click **Search**).

Once you have found the record you want to delete, use the  in the View/Edit/Delete tool box to the left of the staff name to delete a record

Add/Edit Staff

There are two types of staff that are entered into FBS: certified and non-certified. Certified staff have a BOEE Folder Number that can be searched for on the BOEE License Search web page. To add a new staff person, therefore, you need to first select Add Certified Staff or Add Non-Certified Staff and the Staff Detail pop-up will open. Fields with an * are required.

Staff detail page



Hint on Compensation: You can enter compensation information here for new staff, or you can enter it in the Salary Mode along with all other staff OR you can import all staff salaries in Excel. For non-certified staff (no folder number) the Local Staff ID is the key to connect imported salary information. The local ID is generated locally, not by the Department.

Hint on Positions: You can enter positions with the Save and Add Position button or you can Save and Add Another Staff, or Save and Return to the district page. Go to Add/Edit Positions for those instructions.

Edit Existing Staff Details

To edit existing staff details, go to the Staff tab. Click on the Edit icon  in the left side of the staff person's row. You can use the search by last name feature.

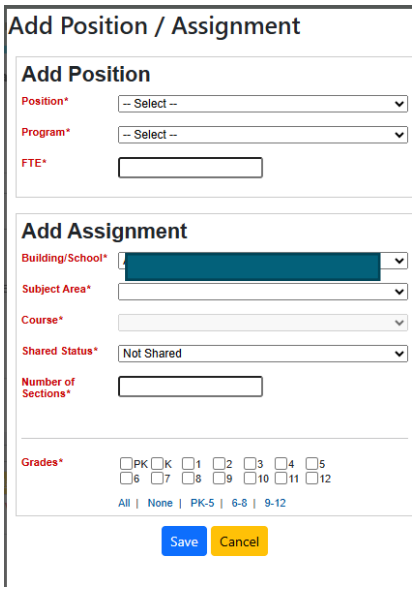
Staff Detail - Data Definitions for Demographics

Field Name	Required	Definition
Local Staff ID	No	Staff ID assigned by the local district in their HR system.
Folder	Yes	Folder number assigned by BOEE
First Name	Yes	Staff member first name
Last Name	Yes	Staff member last name
Sex	Yes	Sex assigned at birth
Hispanic/Latin Ethnicity	Yes	Yes/No question - ethnicity of the staff member. If staff member refuses to identify, user should attempt to identify.
Race	Yes	Race of the staff member. If staff member refuses to identify, user should attempt to identify.
Birth Month	Yes	Birth month of the staff member
Birth Year	Yes	Birth year, 4-year format
Highest Degree	Yes	Highest earned/completed degree of the staff member
Total Experience	No	Total years of experience, NOT counting the current school year.

Add/Edit Positions and Assignments

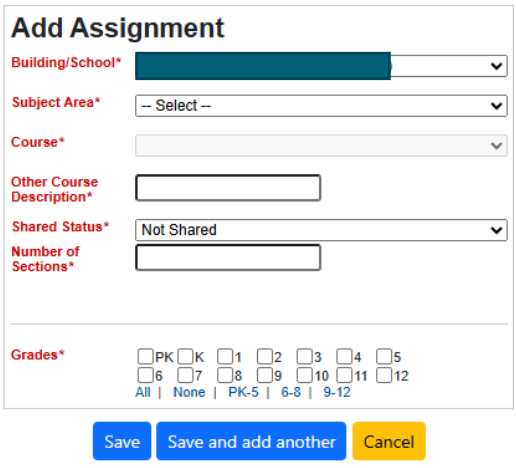
Each staff member is required to have at least one position and assignment. To add a position to a staff member from the district page, find the staff person you need and click the magnifying glass to View Detail Assignments.

From the Staff Detail page, click on the Add a Position link Located below the endorsements section to open a position dialog box.

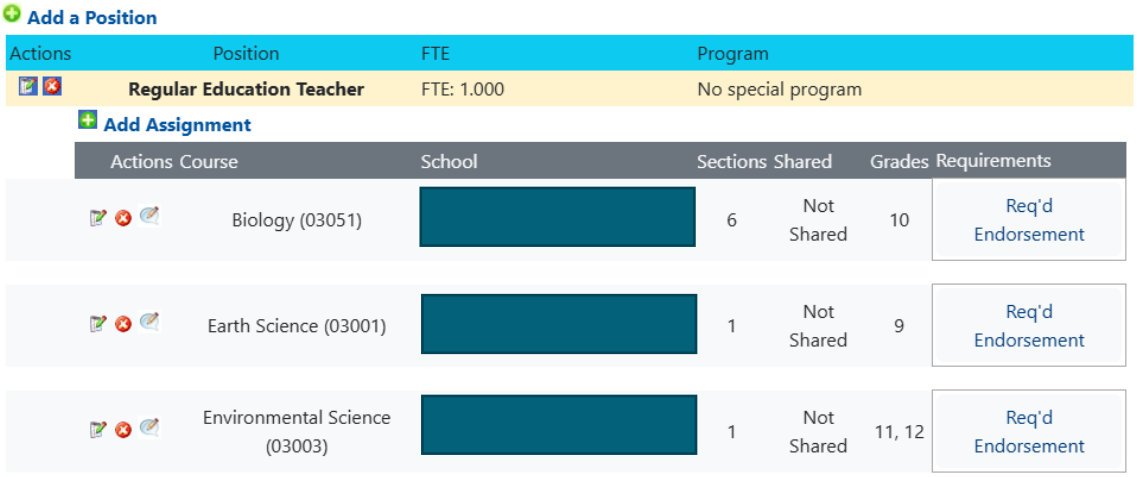


Hint: Always start with selecting the position first and work your way down, as the other drop-down menus will alter their menu options based on what the user selects. Program options are reflective of special funding streams.

To add additional assignments under one position, click the Add Assignment link.



Here is a sample entry of a teacher position with three assignments. The FTE and Program (funding) show up at the position level.



Position/Assignment Definitions

Yes* - There are separate positions for Nurses and Social Workers, depending on the staff member having an SPR from BOEE or not. If there is an SPR, use the certified position. If there is not an SPR, use the non-certified position; it will say 'no BOEE folder'. Also, please note that the BOEE folder number is **not** the same as the professional license number.

Field Name	Required	Definition
Position	Yes	Position assigned to staff member that matches or nearly matches the position definition outlined in FBS Code Sets.
Program	Yes	The funding source for the position (what funds are you using to pay the staff member for this position). No special program = General Fund
FTE (Full Time Employment)	Yes	Portion of full-time employment for each licensed and non-licensed staff member employed by the district. • Total FTE for multiple positions should NOT exceed 1.00 total • Formula to calculate: [(daily hours worked) / (standard work day)] / standard work week • For more details see FBS A-Z Special Topics
Building/School	Yes	Building/school where the assignment takes place
Subject Area	Yes	Academic subject area of the assignment (first 2 digits of the assignment code – in FBS Code Sets)
Course	Yes	Based on Subject Area selection - the list of available courses (last 3 digits of the assignment code – in FBS Code Sets)
Nurse License Number	Yes*	Every nurse hired by a school should have a nurse license # from the Department of Public Health (NOT BOEE).
Social Worker License Number	Yes*	License numbers must be put into the application; they can be found on the IDPH Bureau of Professional Licensure online services website.

Number of Sections	Yes	Number of sections taught must be entered for each teaching assignment. Assignments may vary according to grade level, curriculum assignment and/or building assignment. Use the following information for general guidance and information: ● General Elem. Classroom: report # of sections based on the # of different groups of students per assignment ● MS/HS Classroom: report # of sections based on the # of different groups of students per assignment ● At-Risk: report as 1 section ● Pull-out Programs: report as 1 section ● Overload/Early Bird Schedule: report as 1 section IF student earns credit (example: yearbook) ● Special Education: ○ Pull-out program: report as 1 section ○ Regular scheduled: report # of sections based on the # of different groups of students per assignment ○ SpEd Teacher in Reg. Ed. Classroom/Teacher: report # of groups the SpEd Teacher is working with.
Grades	Yes	Grade levels that will be taught for this assignment.

Endorsements

When you enter an assignment, the system will generate a list of endorsements that are required for that assignments. By clicking on the **Req'd Endorsement hyperlink** you will activate a pop-up window of possible endorsements. **Warning:** You may need to scroll to the right of your screen to see the endorsement list pop up, depending on the screen resolution you are using!

The FBS application compares both subject and grade level of the endorsements held by the staff against the list of Required Endorsements. Errors are generated if the staff person does not have the proper credentials for an assignment.

If you have an endorsement error that you need assistance with, enter the information into the **comments** option, which is monitored by and responded to by DE and BOEE staff. You will also see the comment history on the Errors tab, with a column that displays last comment date and name.



Alternatively, for more information on endorsements and other licensing questions, contact BOEE.

Hint: Endorsements typically apply to either secondary (grades 9-12) or primary (grades PK-8). If a teacher is crossing those grade boundaries, they will need to enter two assignments, one for the primary and one for the secondary. The license/endorsement section on the staff member's page lists all endorsements (active & expired) for the staff member (this is located below the Staff Details section.)

Warning: The Iowa Code requires all staff to be hold proper licenses and endorsements. Staff may need to request a conditional license from the BOEE. Please contact BOEE staff with questions or concerns.

Shared Arrangements

Sharing arrangements are cleared out of the application before each data collection and must be reported each year. See the Shared Staff document for more information.

Compensation – Salaries and Benefits

Compensation Field Name	Definition
Annuities:	The amount to be paid by the AEA for annuities. Only AEA's will be able to see this field in "Salary Mode."
Base Salary/Pay	The amount of gross salary/wages paid for normal work duties, before deductions, including the amount paid from Teacher Salary Supplement (TSS not TLC) funds. Note: If you use the import feature, these values are reported separately but added together in FBS.
Bonus Pay:	The amount of salary or wage to be paid by an AEA as Bonus pay. Only AEA's will be able to see this field in "Salary Mode."
Contract Days	Contract days are the number of days of employment specified in the contract. If not a contract employee, the number of days the employee is expected to work.
Extra Compensation	The amount of salary or wage to be paid for extra duties such as extracurricular activities, extended contract, bonus pay (other than AEA bonuses), incentive pay, performance pay, stipends, mentoring activities and other activities that are outside the regular salary schedule. Also include cash benefits, such as cash paid in lieu of insurance, if paid by the district and paid as salary. Do not include Teacher Leader Supplement here.
Health Benefits	The amount to be paid by the district for health benefits such as health insurance, dental insurance, disability insurance, vision insurance, and long-term care insurance. Include health-related annuities if paid by the district/AEA.
Other Benefits	The amount to be paid by the district for other benefits such as IRS value of housing allowance, IRS value of automobile allowances whether purchased or provided, pay for unused vacation/sick leave, life insurance, other insurance, cell phone contracts paid by the district/AEA and cell phone use reimbursements or cash allowances for non-compensatory business reasons.
Previous Pay	The sum of the base salary, professional development and extra compensation reported from the previous year.
Professional Development	The amount to be paid as salary from professional development supplement.
Retirement Benefits	The employer's amount paid to IPERS and for FICA (Social Security and Medicare); and the employer's share of other retirement benefits if paid by the district.
Teacher Leader Supplement	The amount of salary to be paid for teacher leadership functions (not used for replacement teachers)
Teacher Leader Days	The number of days the teacher will spend in the teacher leadership role. Note: For a .5 teacher and .5 teacher leader over 180 days, both Contract Days and Teacher Leader Days should reflect 180. These are not added together for validation checks.
Total Pay	This is a calculated field that includes base salary/pay, professional development, teacher leader supplement and extra compensation. For AEA's, this will also include bonus pay.

In addition to the "Normal" mode (where you can enter new staff or edit existing staff individually), you can select the Salary Mode for easy data entry of salary information for multiple staff.

Importing Salaries

Use the **Import – Update Staff Salaries**. **Remember** that you must save the file as a text (tab-delimited) format in order to do the upload into FBS.

The LocalID is the key variable that will link these salary data to the staff person and the rest of their information (demographics and assignments). The LocalID is provided by the organization.

Resolving Errors and Warnings

This section of the application is where you can address errors, process approvals, and submit override requests. **All errors will need to be resolved before you are allowed to Certify.** Warnings do not need to be resolved, but we strongly recommend reviewing all warnings and correct if necessary.

Error/Warning Summary

This section gives you a quick summary of the error/warning type and the count of those errors. By clicking on the error/warning description you can drill down and filter out the errors/warnings to only those in the selected group.

Error checking and validations are run behind the scenes nightly, but are also run when you make a correction on an error or update a staff member's data. You can also force the system to re-run the validations by clicking on the 'Check for Errors/Omissions' button below this section. This will clear any resolved errors/warnings and get you one step closer to certifying your data.

Error/Warning List

Below the Error/Warning summary section is a list of all errors/warnings for your district/school. You have a few filter options where you can hide Approved Warnings and you can also Hide State Overrides.

Some errors are a result of checking imported data that doesn't follow the business rules. Some errors may be typos – for example, typing in the wrong folder number so the license/endorsement data does not match the teaching assignment. Others may be from missing data such as salaries, contract days, positions, and sharing arrangement details.

Error/Warning Resolution Options

- Use the Definitions and Validations spreadsheet to better understand error/warning meanings and how to correct.
- Double-check the data submitted. A wrong course code or position may have been reported, for example. Edit staff details, positions, and assignments to resolve errors if there was a data issue due to importing new data or a manual change.
- Request a **State level override** by providing a written explanation why license/endorsement errors should be overridden in the Comments section (either in the Error list or on the Staff Member's page). In most cases, data needs to be corrected by the district or school, but there can be circumstances that warrant an override.
    - Some errors may need to be addressed by BOEE or the Department of Education staff.
    - Look for new comments (and review the comment history) for next steps
    - If an override has been done, the error will be removed from the list but will show as a checked item in the
- Approve the **district-level** warning by click on the **Approve** checkbox when appropriate (for example, bus drivers that truly are over the age of 70). If the data is incorrect, change the data and re-run the error check.
- New warnings are implemented this year to review possible data issues prior to certification.

Review and Certify

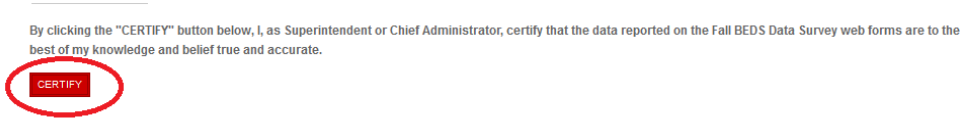
Please review your data before certifying!

Data Breakdowns:

- Error Count by School Table: *Lists # of errors per building*
- District Licensed Position Summary: *Count of each Licensed position and total FTE for that position*
- District Non-Licensed Position Summary: *Count of each Non-Licensed position and total FTE for that position*
- District Program/FTE Summary: *Breakdown of total FTE by funding source*
- District Licensed Demographic Summary: *Breakdown of licensed staff demographics*
- District Non-Licensed Demographic Summary: *Breakdown of non-licensed staff demographics*

Please review data for possible inaccuracies or omissions.

When your errors are resolved, you will have a **Certify** button.



Review and certify the Operational Sharing application in the Iowa Education Portal if needed. Any changes for staff regarding operational sharing need to be done in Fall BEDS Staff.