

Teacher Salary Supplement Program

Payment Process

There are 2 types of bonus payments and a payment option for the National Board for Professional Teaching Standards (NBPTS) Certification Reimbursement program.

TSSP Standard Bonus: To qualify for the bonus linked to the classroom assignment(s) in Mathematics, Computer Science, Special Education or the Sciences (Physics, Chemistry, Integrated, and/or General Science), teachers must meet **all** of the program requirements outlined in the [Program Qualifications](#) document and Utah legislation. The TSSP Application indicates “TSSP Qualified” if each of the qualifications are met for the TSSP bonus under the “Qualification” section.

At each scheduled payment interval, the LEA Approver and the USBE will process all applications for that term. LEAs must confirm that the CACTUS data is correct, the teaching contract is met (to date) and that the most recent performance evaluation was satisfactory.

After the payment is processed, the value of the bonus is posted in the application under the “Payments” section. The **TSSP Award** bonus value is determined by:

$$FTE \times \text{Qualified Assignment \%} \times 4100$$

Funding is electronically allocated to the LEA at the end of the month in which the application term is processed and is distributed to the teacher during the next available pay cycle. The payment schedule is viewed at the [TSSP Service Site](#) “Home” page. *If the bonus was approved but not received through payroll, contact the Payroll Department for specific distribution times.*

National Board for Professional Teaching Standards Certification (NBPTS) Bonus: TSSP applications indicate “NBPTS Qualified” if the credentials meet the qualifications for the NBPTS bonus. This bonus is only paid at the end of the program year. **If the educator only qualifies for the NBPTS bonus, they should elect an annual term.** If the educator also qualifies for the TSSP Standard Bonus, they can elect any applicable payment term, but the NBPTS bonus portion is only paid at the end of the program year.

Benefit Bonus: An additional fund is added to all TSSP bonuses listed as the **Benefit** to cover employer-paid benefits including Retirement, Workers Compensation, Social Security and Medicare. This is applicable to both the TSSP Standard and the NBPTS bonuses.

Payment Terms

During the initial application submission, the teacher elects their *preferred* payment cycle. The “term” election should be based on your LEA/school’s schedule:

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Annual: All participants can elect an *annual* term which pays the full eligible value with the Benefit at the end of the program (July).

Semester: Electing a *semester* schedule (can be determined by the number of report cards issued as either 2 or 4 per school year) pays the eligible bonus value with the Benefit in 2 equal payments (March & July).

Trimester: Electing a *trimester* schedule (can be determined by the number of report cards issued as either 3 or 6 per school year) pays the eligible bonus value with the Benefit in 3 equal payments (January, April & July).

If you are unsure of the applicable payment term, contact your Human Resources.

If the teacher elects an incorrect term or changes their payment preference, they must contact either the LEA Approver or the USBE TSSP Specialist to have the term updated.

In the event a term is elected that is not offered through the LEA, the LEA and USBE have the authority to change the election to an applicable term including Annual.

Payment Errors/Delays

Educators are encouraged to **check the status and accuracy of their CACTUS and TSSP information throughout the program year**, as assignments, percentages and FTE can change at any time through your LEA. The eligibility criteria, application status, LEA review and approval, USBE approval and bonus processing details are all visible in the application. Additional details are found in the "Audit History" section. (Underlined items under the "Type" column have details listed that can be viewed by "hovering" over the item.)

Denial Notice:

In the event a submitted application does not meet all the qualifications before the semester or trimester deadline, this does not disqualify the application for the program year. The educator may receive a system-generated "DENY" courtesy email explaining the reason(s) for the temporary denial. If all requirements are met before the May 31st deadline, the teacher will be able to receive the full value of the bonus(es). **No additional reapplication or re-submission is necessary.**

LEA Approval Not Completed = DENY:

In rare instances, an LEA may not complete the required review for each application before the approval window closes. The "skipped" application will be denied by the USBE for that payment term. Any "missed" payment will be adjusted to the final payment cycle of that

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program year. The USBE is unable to approve any applications not pre-approved by the LEA. *If an approval was skipped, contact the LEA with any processing concerns.*

Withdrawn Application:

The TSSP application has an option to “Withdraw” an application. **This should only be used in the event the educator has no intention of receiving the bonus for that program year.** If an application is not showing as qualifying due to missing information or a data error, continue and submit the application and make any corrections through the LEA or the USBE as needed. **The TSSP system will automatically update any changes entered in CACTUS and refresh the eligibility status.** *Please note that withdrawing an application will disqualify the application for the entire program year.* To reactivate a withdrawn application, you must contact your LEA or the USBE TSSP Specialist.

Account Changes During the Program Year:

Assignments, FTE, assignment percentages, endorsements earned or expired, awarded degrees and Teaching Roles can change throughout a school year. In the event data was modified anytime during the school year, the TSSP system is programmed to adjust the **final payment** (up or down) based on funding previously received or missed.

Appeal or Corrections:

If an appeal or any payment correction is approved after the final distribution deadline in June, payments or adjustments will be allocated to the LEA during the Correction Cycle that next October *as funding is available.* The adjustment will be noted in the “Audit History” section and in the “Payments” section of the application.

Program-wide Payment Adjustments:

In the unlikely event the program receives a higher number of qualifying applicants that exceeds the allocation of the TSSP Restricted Account balance, the USBE will reduce all awards by the same ratio and proportion for all bonus values. Because all funds will have been exhausted, no “Correction” payment term will be available.

National Board for Professional Teaching Standards Certification Fee Reimbursement:

The TSSP program offers a reimbursement of previously paid program fees and a pre-payment program for educators earning their NBPTS certification. The requirements and application are found on the TSSP [NBPTS](#) tab. **Fee reimbursements are not subject to other TSSP bonus programs.** Because this fee reimbursement is not classified as pay/bonus, previously-paid funds are reimbursed to the educator by check issued by the USBE directly to the educator.

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However, because the reimbursement is allocated from the TSSP Restricted Account funds, this request is tracked through the TSSP Service Site, so an application must be submitted for the program year prior to manually submitting reimbursement request.

More information on the procedures to apply and be approved for the NBPTS certification will be updated on the website as the process is refined.