

## Form 2003 Verification Instructions

### Purpose:

The Form 2003 Verification program is designed as a tool to help districts manage their Form 2003 (teacher salary) data.

- It offers data verification and summary reports to help districts check their Form 2003 data.
- It formats the data to a text file for electronic transfer to Data Management.
- It also aids districts in determining the cost of teacher increments after September 30, 2009.

The costs of teacher salary increments occurring during the year are automatically generated when eligible teachers are marked with the month of their increment. This information will be used by the Ministry in recalculation of district operating grants.

### Running the Form 2003 Verification Program:

#### Technical Requirements:

- Microsoft Excel for Windows 2000 or greater
- Minimum hard disk space: 0.7 MB for empty file; 2-9 MB when data is loaded, depending on the size of the district.

Install the Microsoft Excel file "F2003Ver.xls" on your hard drive by downloading the file from the Ministry website

<http://www.bced.gov.bc.ca/k12funding>

Note there is only one file this year.

\* **Caution:** do not change the name of the main document from "F2003Ver". Tools are dependent on that name.

### Instructions:

You will need to the following information before you start:

- District teacher salary grid
  - Form 2003 data in one of the following forms:
    - a) in the electronic format for Data Management as specified in Appendix 1 of Form 2003; or
    - b) imported as columns into an Excel spreadsheet.
  - Increment Costs after September 30, 2009:
    - a) as a district summary of increment costs by month, or
    - b) as an extra field following the electronic Form 2003 data indicating the month in which the teacher receives a salary increment.
    - c) as a list of the months in which teachers receive a salary increment to input in the "3. Records" worksheet after the data is imported.
- Record months as follows: October = 02, November = 03, . . . June = 10. See "Increments" worksheet for details.
- Final September 30, 2009 FTE School-age Enrolment (including Distributed Learning).

### To start the Form 2003 Verification in Windows:

- Open the file in Microsoft Excel.
  - In Excel 2000 or higher, choose 'yes' to Enable Macros on "F2003Ver" document.

### Worksheets

Open "F2003Ver". Proceed through the ten worksheets in order.

1. Grid Enter school district number and district teacher salary grid(s).
2. Import Import records into "F2003Ver". Check data for global errors.
3. Records View the list of educator records.  
Note the Error column at the far right of the screen. Error codes are defined on the Verification worksheet.
4. Verification Verifies educator records against teacher salary grids and other criteria, and creates a list of errors.
5. Summary A Summarizes records by position code, special case code, and grid position.
6. Summary B Summarizes salaries and allowances by position code and special case code.
7. Export Exports data for transfer to the Data Management Unit.  
This file should be submitted to Data Management **by October 16, 2009**.
8. Increments Data collection of increments paid to eligible teachers after September 30, 2009  
- electronically generated.  
**Please note that this page does not need to be submitted to the Ministry of Education for 2009/10.**
9. Increment List List of teachers marked with salary increments after September 30.

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### Tools

The Form 2003 Verification workbook uses various tools to help generate information.

Tools may be used in two ways:

- go to the Tools menu, and choose the appropriate tool; or
- click the appropriate tool button on each worksheet.

\* **Caution:** Tools require the main document to be named "F2003Ver". Do not change that document's name.

1. Add Grid/Close Grid Adds and closes extra teacher salary grids as necessary.
2. Open Text File Opens a text file in Excel when file is in the 97 character format, as specified on Form 2003, Appendix 1. Also opens a text file in 99 character format, where the 2 additional characters indicate the month when the teacher receives a salary increment.  
Record increment months as follows: October = 02, November = 03, . . . June = 10.  
See "Increments" worksheet for details.  
This tool saves data in an Excel file.  
This temporary file may be deleted after the data is copied and pasted to the "Records" sheet.
3. Refresh Data Use this tool whenever records are added or deleted from the "Records" sheet.
4. Verify Data Verifies records against certain criteria and creates a list of errors.
5. Summarize Data Summarizes records by their categories and increments.
6. Export Data Exports data from the "Records" worksheet into a 97 character text file, in format specified on Form 2003, Appendix 1
7. Increment List Tool Lists all teachers marked on the "Records" worksheet as receiving an increment after September. It indicates by code which teachers qualify for their increment to be counted under the Supplement for Salary Differential.
8. Print Prints open worksheet.

### Help

If you have any questions about this Form 2003 Verification program, please contact:

Michael Lebrun by e-mail at <Michael.Lebrun@gov.bc.ca>, or by phone at (250) 356-0176.

If you have any questions regarding filling out the Form 2003, please contact:

Kathy Cordner by e-mail at <Kathy.Cordner@gov.bc.ca>, or at (250) 356-2441.

To allow for improvements of future releases, please provide suggestions and comments on the operation of this program.

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