

Teacher Salary Supplement Program (TSSP)

Definitions

Active Endorsement – Information section found in the TSSP application that shows ALL historical endorsements posted in the Comprehensive Administration of Credentials for Teachers in Utah Schools (CACTUS) system. (Items highlighted in red are for previously expired endorsements and may not reflect the current endorsement status.)

Appeal – Option to have educator’s program eligibility reviewed. Appeals can only be submitted for review of employment/assignment history correction or degree equivalency.

Assignment – Description and course code listed in CACTUS based on contracted scheduled time in a Utah local education agency (LEA).

Audit History – Information section located in the TSSP Application that lists in order of process all actions taken on the application.

Benefit – TSSP funding percentage (or Tax Amount) provided to the LEA to cover the additional taxable bonus amounts that include Social Security, Retirement/401(k), Worker’s Compensation, and Medicare. The “Benefit Amount” is reported on the payroll under the “employer-paid benefits” section. The percentage is calculated on the approved URS rates. This portion is not paid directly to the educator but allocated to the appropriate benefit accounts.

CACTUS – Comprehensive Administration of Credentials for Teachers in Utah Schools. Database that tracks all teaching licensure information including USBE background checks, assignments, license areas, endorsements, degrees, and certifications.

DHRM – Department of Human Resource Management. Agency previously responsible for administration of the Teacher Salary Supplement Program.

Eligible Teacher - A teacher who has an assignment posted in CACTUS to teach in a subject area recognized by the TSSP program legislation.

Full-time Equivalency (FTE) – Total listed in the CACTUS system quantifying the full-time contract employment percentage.

Local Education Agency (LEA) – A public school district, or charter school in Utah.

Degree – Awarded by a regionally-accredited university. For the purposes of TSSP, the degree level can include a bachelor’s, master’s, or doctoral degree.

Degree Major - A major is a specific subject that students can specialize in while aspiring to a college degree. Typically, between one third and one half of the courses taken in college are in the major or related to it. By completing a major, students demonstrate sustained, high-level work in one subject.

Endorsement – Specialty field or area earned through completing required coursework or demonstrated competencies established by the Utah State Board of Education (USBE). The endorsement shall be listed on the professional educator license indicating the specific qualification(s) of the holder.

State Qualified – Assignment shows as USBE (USOE) qualified in CACTUS. Usually established by completion of the licensure and/or endorsement requirements.

LEA Pass – Status that LEA has *approved* the application.

LEA Verify – Status that the LEA has *reviewed* the application.

Payment Term – Based on a Fiscal Year or “school year” calendar running from July 1st to June 30th annually. The intervals are determined by the LEA for either *Semester* or *Trimester* terms and all LEAs are eligible for *Annual* terms.

Public Educator – A contracted charter or public-school educator in a Utah school. Private and accredited private schools do not qualify for the program.

Subject Area Requirement – Assignment must be identified as qualifying for the TSSP program and be USBE Qualified. (Qualified is usually established by holding the appropriate license area and endorsement for the assignment.)

Teacher or Educator - An individual employed by a Utah LEA is licensed under Title 53A, Chapter 6, Educator Licensing and Professional Practices Act and has an assignment to teach in a classroom.

Terms & Conditions – Contractual documentation of TSSP program requirements that must be agreed upon to participate in the bonus program.

TSSP Award – This award is the value reported as *payroll* and these are the monies that are sent to the LEA for each approved educator. Historically, this amount is “capped” at a maximum of \$4,100 annually but can be reduced in the event that there are more qualified applicants than funds available. The “TSSP Award” is the value of the TSSP bonus for the educator BEFORE TAXES that is reported in their paycheck and is subject to local, state, federal taxes, and elected deductions such as health insurance.

TSSP Service Site – [TSSP website](#) administered by the USBE. Designed for online applications for teachers to apply and receive the TSSP salary supplement as well as LEA Administrative access for approval and funding.

USBE (formerly USOE) – Utah State Board of Education (previously Utah State Office of Education).

USBE Pass – Status that the USBE has *approved* the application.

USBE Review – Status that the USBE has *reviewed* the application.

WPU - Weighted Pupil Unit is the foundation of Utah’s public education funding system. The WPU represents the common factor used to determine the “costs of a program on a uniform basis” (53A-17A-103) and to distribute program funding to the LEAs. This percentage was added to the TSSP funding formula during the 2023 Legislative session, and may increase the base value of the bonus, which is currently \$4100.

The legislative code may be reviewed at [53F-2-504](#).