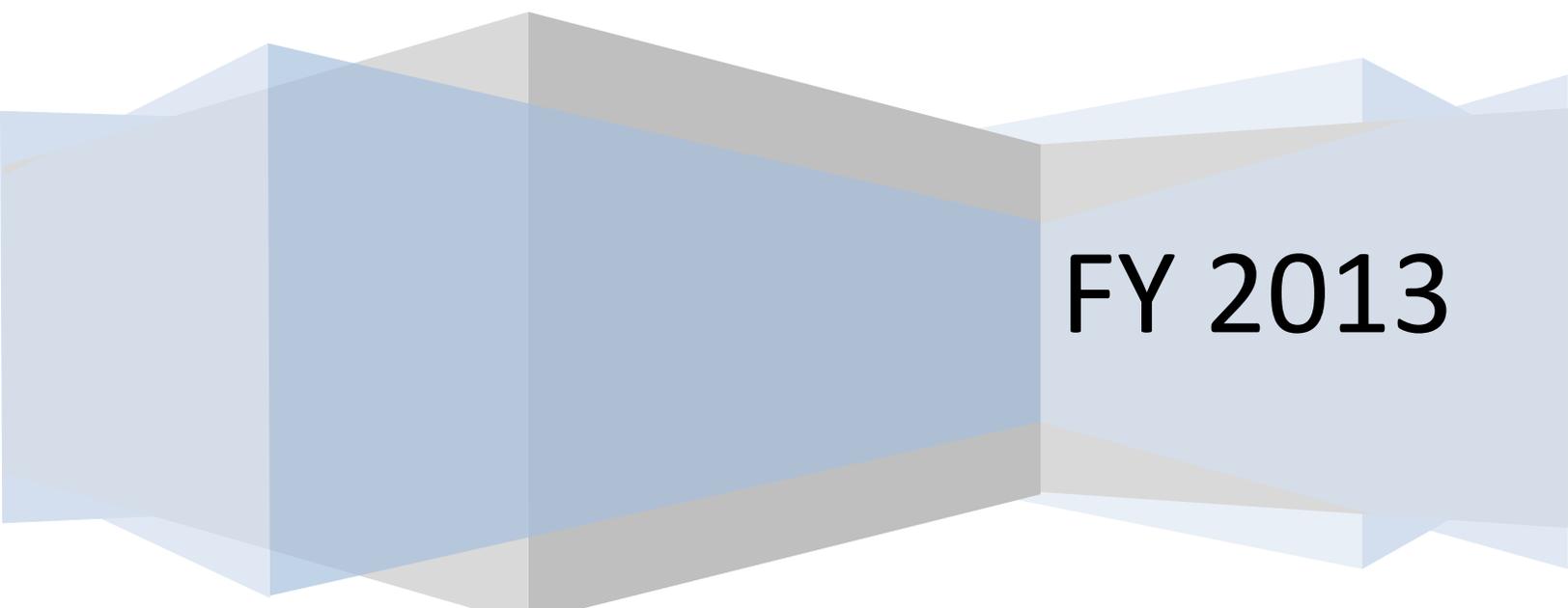


Arizona Department of Education

FY 2013 SDER Updates

Business Rules

Provided by School Finance



FY 2013

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1 Overview

1.1 Mission

- 1.1.1 Update the School District Employee Report (SDER) to allow districts to identify Purchased Services Personnel (PSP).
- 1.1.2 Modify SDER reports to display only the last four digits of an employee's School ID or Social Security Number.
- 1.1.3 Convert verification of accuracy of data submissions from paper to electronic. Eliminate the Signature sheet and provide a checkbox for a District to verify that information is correct.
- 1.1.4 Modify the Position Code Category for two positions.
- 1.1.5 Make modifications to certain SDER reports and screens.

2 Governing Statutes, Rules and Resources

2.1 A.R.S. § 15-941

- 2.1.1 This statute requires school districts to submit teacher experience data to ADE and defines how the TEI is calculated.

2.2 A.R.S. § 15-501

- 2.2.1 This statute contains definitions applicable to SDER, e.g., Administrator, Superintendent, Certificated Teacher.

2.3 A.R.S. § 15-901

- 2.3.1 This statute contains definitions of Certified Teacher and Full-Time Equivalent (FTE) Certified Teacher.

3 Business Rules for SDER Updates

3.1 Purchased Services Personnel (PSP)

- 3.1.1 On the Add New Employee screen in the SDER application on Common Logon, create a field to allow the District to identify a PSP employee.
 - 3.1.1.1 Create a drop down box labeled “PSP Employee” with options of “Yes” and “No.”
 - 3.1.1.2 The default will be “No.”
 - 3.1.1.3 This field is only editable for Certified employees or for the non-certified Superintendent position.
 - 3.1.1.4 This field is not collected for classified employees with the exception of the non-certified Superintendent position.
- 3.1.2 Modify the Edit Positions screen to allow the District to identify a PSP employee as described in 3.1.1.1, 3.1.1.2, 3.1.1.3, and 3.1.1.4.
- 3.1.3 Modify upload file specifications to allow a District to identify a PSP employee.
 - 3.1.3.1 Add validation in file upload process that all certified employees and the non-certified Superintendent position be identified as a PSP employee with either “N” for No or “Y” for Yes.
- 3.1.4 Add a “PSP Employee” column to the Employee List report and display “Yes” when the employee is flagged as Purchased Services Personnel.

3.2 Identification of employees on reports and screens

- 3.2.1 Display only the last four digits of an employee’s School ID Number or Social Security Number on the Employee List report and the Edit Details, Edit Position, and Edit Salaries screens in the SDER application on Common Logon.
- 3.2.2 All other digits should be replaced by an “*.”
 - Example:** If an employee’s Social Security Number is entered as “123-45-6789,” it would be displayed as “***-**-6789.”
- 3.2.3 When the user clicks on the “Edit” button on the Edit Details screen, display all digits of the employee’s School ID Number or Social Security Number and allow the user to edit all digits.

3.3 Signature Sheet

- 3.3.1 Verification of the accuracy of the SDER data will no longer be collected via the paper Signature Sheet and will instead be an electronic verification.

3.3.2 Remove the Signature Sheet and the Signature Sheet option from the drop down box on the Reports screen in the SDER application on Common Logon. (See Figure 1 below.)

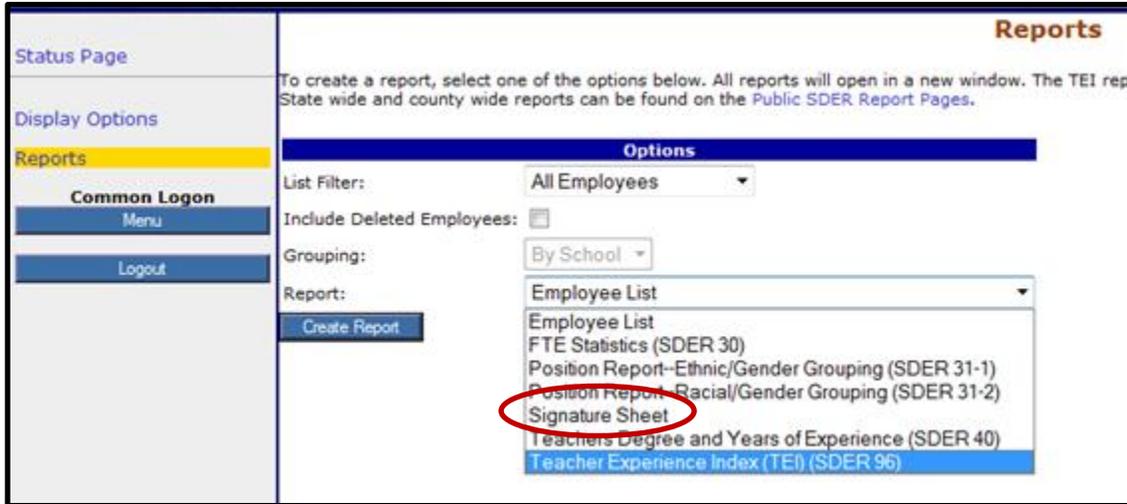


Figure 1

3.3.3 Modify the wording for the checkbox the District must check on the Status Page in the SDER Application on Common Logon in order to submit its SDER data. (See Figure 2 below.)

3.3.3.1 The new wording should state: “Check the box to submit your School District Employee Report to ADE. **By checking the box, you are verifying that the information you are submitting is accurate.**”

3.3.3.1.1 Bold face the sentence beginning “By checking the box . . .”

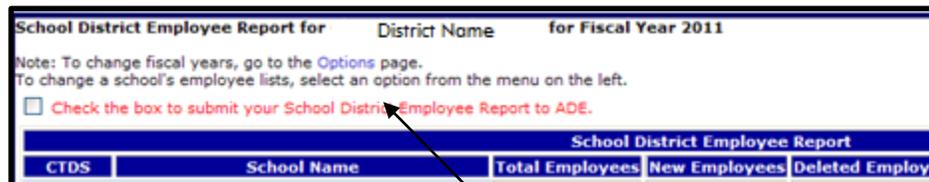


Figure 2

Modify wording here

3.4 Deleted employees

- 3.4.1 When an employee is flagged as “Deleted” on the Edit Details screen, highlight the employee row in yellow but maintain the data in all rows. (See Figure 3 below.)
- 3.4.2 The row containing the deleted employee’s data should be highlighted in yellow on the Edit Details, Edit Positions, and Edit Salaries screens.

First Name	MI	Last Name	ID	Gender	Hispanic/Latino	Race	PSP	New	Deleted	Action
John		Smith	1234	Male	No	American Indian or Alaskan Native	No	No	Yes	<input type="button" value="Delete"/> <input type="button" value="Edit"/>

Figure 3

Row is highlighted in yellow after clicking Delete button.

- 3.4.3 A deleted employee must not be included in the data on the FTE Statistics report (SDER 30).

3.5 Position codes

- 3.5.1 Move Position Code 048 – Food Service Director and Position Code 049 – Data Processing Director from the “Other Classified” Category to the “Manager Classified” Category.
- 3.5.2 Keep the same Position Code number, other categories and description for both positions.

4 Known Affected Applications/System Areas

4.1 Applications/System Areas impacted by SDER changes

- 4.1.1 SDER Application available through Common Logon
- 4.1.2 SDER Administration Tool
- 4.1.3 SDER Reports

5 Glossary

Term

Is Defined As:

PSP

Purchased Services Personnel. Personnel who work at a District but are employed and paid by an outside personnel agency.

SDER

School District Employee Report. The primary purpose of SDER data is to calculate the district's Teacher Experience Index (TEI) pursuant to A.R.S. § 15-941. The SDER lists data for all full-time and all part-time employees who function within the district and are paid from the district budget. SDER data is also used for federal reporting purposes.

TEI

Teacher Experience Index as defined in A.R.S. §15-941.