

SDER WEBINAR

Arizona Department of Education

School Finance



The logo consists of a solid orange square on the left, followed by a horizontal bar that is blue on the left and white on the right. The letters "SDER" are written in white on the blue portion of the bar.

SDER

presented by Hilda Salazar

Agenda

- Welcome
- Introduction
- SDER (School District Employee Report)
- SDER Questions

Post-Webinar Q & A Information

- **Please email your questions to:**

schoolfinance@azed.gov

- **Answers will be posted on School Finance Home Page:**

<http://www.ade.az.gov/schoolfinance/FAQs/Default.asp>

SDER Data Collection

- **What: Certified and Classified Employee Data**
 - Includes all Certified, Classified and PSP employees at the district office and district schools who are employed as of Oct 1.
 - Data is rolled over from the prior year. Need only to review data and modify details, or add/delete individual employees.

- **Data Usage**
 - Teacher Experience Index (TEI), per A.R.S. § 15-941
 - State Reporting
 - Superintendent's Annual Financial Report (SAFR)
 - Federal Reporting
 - EDFacts
 - National Education Association Statistics Survey
 - Teacher Compensation Survey
 - EEO-5 Survey



Key changes for FY 2012 include:

New Facts For This Fiscal Year!

*This Data Can
Also Be Found In
The School
Finance Memo
#12-018 That
Was Previously
Distributed.

- The addition of a non-certified (classified) superintendent position.
- Any amount may be entered for a superintendent's salary, whether certified or non-certified
- Changes to the Race/Ethnicity fields to conform to FY 2011 federal changes.
- New "Positions by Ethnicity and Gender" (SDER 31-1) and "Positions by Race and Gender" (SDER 31-2) reports. They replace the historical "Positions by Race and Gender" report.
- Change to the Teacher Experience field to not allow a value of "0" to be entered for a first-year teacher.
- Changes to the TEI calculation to:
 - Exclude any teacher employed at the district level and any teacher at a district-sponsored charter school.
 - Reduce a teacher's total FTE to 1.0 only if a district reports an FTE of greater than 1.0. This applies only to the TEI calculation.

Deadlines

- September
 - ▣ ADE opens SDER for submissions.
- October 15
 - ▣ All SDER data must be submitted. ADE closes SDER for submissions.
- March 15
 - ▣ ADE notifies schools of TEI calculations. SDER opened for districts needing to correct data.
- April 15
 - ▣ Corrected data must be submitted. ADE recalculates TEI based on corrected data. ADE closes SDER.

The gateway to secure data transactions and information

Common Logon Application Menu

- ◆ Academic Achievement Reports
- ◆ Assessment Administration
- ◆ AZ LEARNS / Adequate Yearly Progress (NCLB)
- ◆ AZSafe
- ◆ Charter Estimated Counts
- ◆ Enterprise
- ◆ LEA Calendar
- ◆ LEA Profile
- ◆ OELAS
- ◆ SAIS ID Number Search
- ◆ SaisOnline
- ◆ School Report Cards
- ◆ SDER
- ◆ SEI Budget Request Application 2.0
- ◆ State Tutor Fund
- ◆ Student Counts Administration
- ◆ Student Detail Data Interchange
- ◆ Student Detail Transaction History
- ◆ Transportation Routes
- ◆ Vehicle Inventory

Click On The SDER Application

Change Profile Logout

The gateway to secure data transactions and information

Please enter a School or District CTDS to proceed:

CTDS

Continue

Logout

Enter CTDS Number And
Click Continue

School District Employee Report for District Name for Fiscal Year 2011

- Status Page
- Change School
- Display Options
- Edit Details
- Edit Positions
- Edit Salaries
- File Import
- Reports
- Search Employee List
- Common Logon**
- Menu
- Logout

Note: To change fiscal years, go to the [Options](#) page.
 To change a school's employee lists, select an option from the menu on the left.
 Check the box to submit your School District Employee Report to ADE.

School District Employee Report						
CTDS	School Name	Total Employees	New Employees	Deleted Employees	Teachers Missing Salary Information	Submitted?
		539	0	0	0	No
		78	0	0	0	No
		94	0	0	0	No
			0	0	0	No
				0	0	No
				0	0	No
				0	0	No
		60	0	0	0	No
		70	0	0	0	No
		68	0	0	0	No
		68	0	0	0	No
		22	0	0	0	No
		50	0	0	0	No
		69	0	0	0	No
		66	0	0	0	No
		78	0	0	0	No
		80	0	0	0	No
		59	0	0	0	No
		303	0	0	0	No
		13	0	0	0	No
		56	0	0	0	No
		71	0	0	0	No
		84	0	0	0	No
		49	0	0	0	No
		85	0	0	0	No
		26	0	0	0	No
		60	0	0	0	No
		52	0	0	0	No
		83	0	0	0	No
		37	0	0	0	No
		181	0	0	0	No
		79	0	0	0	No
		76	0	0	0	No
		88	0	0	0	No
		65	0	0	0	No
		64	0	0	0	No
		90	0	0	0	No
		96	0	0	0	No
		62	0	0	0	No
		72	0	0	0	No

Status Of Data

Available Functions

School Names and CTDS Numbers

- Status Page
- Change School
- Display Options
- Edit Details
- Edit Positions
- Edit Salaries
- File Import
- Reports
- Search Employee List
- Common Logon
 - Menu
 - Logout

Please note that the display options require that you have cookies enabled for this web site.

Available Fiscal Years: 2011

Display Options

Number of Records per Page: 10

Classification Display:

- Show All Employees
- Show Classified Only
- Show Certified Only

Note: The Salary page ALWAYS shows only the Certified positions.

Update Settings



Various Ways Of Displaying The Information On The Screens.

- Status Page
- Change School
- Display Options
- Edit Details
- Edit Positions
- Edit Salaries
- File Import
- Reports
- Search Employee List
- Common Logon
 - Menu
 - Logout

To search for an employee, please select an option below:

- Search By Last Name (contains this character string)
- Search By Employee ID (contains this character string)
- Search By Position

Search



Search Criteria If Looking For A Specific Individual.

- Status Page
- Change School**
- Display Options
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Please select a school below:

School District Employee Report					
CTDS	School Name	Total Employees	New Employees	Deleted Employees	Teachers Missing Salary Data
		539	0	0	0
		78	0	0	0
		94	0	0	0
		83	0	0	0
		210	0	0	0
		100	0	0	0
		257	0	0	0
		60	0	0	0
		70	0	0	0
		22	0	0	0
		50	0	0	0
		69	0	0	0
		66	0	0	0
		78	0	0	0
		80	0	0	0
		59	0	0	0
		303	0	0	0
		13	0	0	0
		56	0	0	0
		71	0	0	0
		84	0	0	0
		49	0	0	0
		85	0	0	0
		26	0	0	0
		60	0	0	0
		52	0	0	0
		83	0	0	0
		37	0	0	0
		181	0	0	0
		79	0	0	0
		76	0	0	0
		88	0	0	0
		65	0	0	0
		64	0	0	0
		90	0	0	0
		96	0	0	0
		62	0	0	0
		72	0	0	0
		68	0	0	0
		86	0	0	0
		90	0	0	0



Select An Entity For Detailed Employee Data

School Names and CTDS
Numbers

Edit Employee Details

Click DELETE To Remove An Employee From The Roster-The Fields Will Turn Yellow and Remain On The Page. Click Edit To Edit The Employee Details. Be Sure To Click the Save Button When Done

Status Page

[Change School](#)

[Display Options](#)

[Edit Details](#)

[Edit Positions](#)

[Edit Salaries](#)

[File Import](#)

[Reports](#)

[Search Employee List](#)

Common Logon

[Menu](#)

[Logout](#)

First Name	MI	Last Name	ID	Gender	Hispanic/Latino	Race	PSP	New	Deleted	Action
Kristin		Awesome	1595	Female	No	Asian, Native Hawaiian or other Pacific Islander	No	Yes	No	Delete Edit

Name:

Employee ID:

Gender:

Employment Start Date:

Ethnicity:

Race: American Indian or Alaskan Native
 Asian
 Black or African American
 Native Hawaiian or other Pacific Islander
 White

[Save](#) [Transfer](#)

James	J	Jimmy	7575526	Male	No	Black or African American, Asian	No	No	No	Delete Edit
Jesamine		Jontehiem	222-22-2222	Male	Yes	White	No	No	No	Delete Edit
Jesamine		Jontehiem	222-22-2223	Male	Yes	Asian	No	No	No	Delete Edit
John	Q	O'Leary	111-11-1111	Male	No	Asian	No	No	No	Delete Edit
Final		Qa	1212	Female	No	Asian, American Indian or Alaskan Native	No	No	No	Delete Edit
Second		QAtest	121236	Male	Yes	White, Black or African American	No	No	No	Delete Edit
Cert		Super	777-99-8888	Female	Yes	Black or African American	No	No	No	Delete Edit

- Status Page
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Name	PSP	ID	Position 1	FTE M&O 1	FTE Other 1	Position 2	FTE M&O 2	FTE Other 2	Degree	Grade	Action	
Employee names and IDs are here			(Certified) 304-Emotional Disability	1					MA	E	Edit	
			(Classified) 016-Food Service Worker	1							Edit	
			(Classified) 024-Custodian/Maintenance	0.5							Edit	
			(Certified) 207-Elementary Classroom	0.5					BA	E	Edit	
			(Certified) 207-Elementary Classroom	1					MA	E	Edit	
			(Classified) 016-Food Service Worker	1							Edit	
			(Certified) 207-Elementary Classroom	1					BA + 3 Hrs	E	Edit	
			(Certified) 207-Elementary Classroom	1					MA	E	Edit	
			(Certified) 305-Specific Learning Disability	0.5			(Certified) 307-Remedial Education	0.5		MA	E	Edit
			(Classified) 017-Cashier	1							Edit	

ID: Name Employee name and ID

Position 1

 Position 1 FTE(M&O,CSF,IIF,FDK)

Position 2

 Position 2 FTE(M&O,CSF,IIF,FDK)

[Save](#)

[Add New Employee](#)

Upon Clicking EDIT, Can Update An Individual's Data. Click SAVE After Update Is Complete.

New Employees Are Added Through This Button. See Next Slide For New Employee Screen. You Need To Include Contracted Employees As Well.

New Employee Entries

ARIZONA DEPARTMENT
OF EDUCATION

School District Employee Report

Mesa Unified District (07020400)

Status Page

Change School

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Edit Details

Edit Positions

Edit Salaries

File Import

Reports

Search
Employee List

Common Logon

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Logout

Name:

First Name MI Last Name

Employee ID:

Gender:

Female ▾

Ethnicity

Hispanic/Latino:

No ▾

Race

- American Indian or Alaskan Native
- Asian
- Black or African American
- Native Hawaiian or other Pacific Islander
- White

Employment Start Date:

Position 1

At least one position must be supplied.

Position 1 FTE M & O

Position 2

Position 2 FTE M & O

Total FTE must be greater than 0.

Position Information

Save Employee

The Changes for FY12 allow you to easily select a race/ethnicity. Multiple races can be submitted.

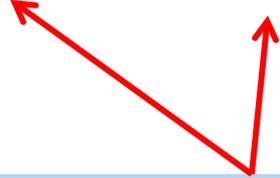
Calculating FTE

- ▣ "Full-time" means employed for a full school day, or its equivalent, or for a full class load, or its equivalent, as determined by the governing board. (ARS 15-501(3))
- ▣ If the teacher is employed less than full-time, multiply 1.00 by the percentage of a full school day, or its equivalent, or a full class load, or its equivalent, for which the teacher is employed as determined by the governing board. (ARS §15-901(B))
- ▣ Examples:
 - Certified Employee
 - Assumptions: District full class load is 5 courses. Teacher teaches 4 courses.
 - **FTE = .8** (i.e., $1.0 * (4/5)$)
 - Classified Employee
 - Assumptions: District full-time equivalency is 40 hrs/week. Employee works 15 hrs/week.
 - **FTE = .375** (i.e., $(15/40)$)

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Only certified employees are shown.
Page 1 2 3 4 5

Name	PSP	ID	Total FTE	Experience	Benefits	Total Salary
Employee names	No	IDs	1.00	10 Years	%	Salaries
	No		0.50	2 Years	%	
	No		1.00	14 Years	%	
	No		1.00	6 Years	%	
	No		1.00	10 Years	%	
	No		1.00	6 Years	%	
	No		1.00	9 Years	%	
	No		1.00	12 Years	%	
	No		1.00	10 Years	%	
	No		1.00	14 Years	%	



New Employees May Also Be Added Through This Button.

An Individual's Experience, Benefits % and Salary Are Updated Here. Salary Includes 301 & Federal Grant Monies. SAVE Changes After Update Is Complete.

NOTE: Data Available On This Screen Is For Certified Employees Only. This Data Is Not Collected for Classified Employees.

- Status Page
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The file format has changed! Please check the appropriate file format documents to ensure that your file complies with the new file format.

School District Employee Report Text File Format
School District XML Schema

To import a new file, click on browse below and select the file, then click on upload.

Import History

1 2 3 4 5 6

Submission ID	Submission Date	Submission Success Level	Submission
2702	12/3/2009 1:13:18 PM	Import Process Incomplete.	Show Details
2703	12/3/2009 1:13:18 PM	Import Process Completed.	Show Details
2700	12/3/2009 1:05:57 PM	Import Process Incomplete.	Show Details
2701	12/3/2009 1:05:57 PM	Import Process Completed.	Show Details
2698	12/3/2009 12:54:23 PM	Import Process Incomplete.	Show Details
2699	12/3/2009 12:54:23 PM	Import Process Completed.	Show Details
2697	12/3/2009 11:24:33 AM	Import Process Failed.	Show Details
2696	12/3/2009 11:23:41 AM	Import Process Failed.	Show Details
2695	12/3/2009 11:19:20 AM	Import Process Failed.	Show Details
2694	12/3/2009 10:40:53 AM	Import Process Failed.	Show Details

Instead Of Uploading Data Individual By Individual Through This Tool, A File Containing All Additions/Deletions/Modifications Can Be Uploaded.

File Submission Status

Reports

To create a report, select one of the options below. All reports will open in a new window. The TEI report will only be available as an option when TEI has been calculated for the state. State wide and county wide reports can be found on the [Public SDER Report Pages](#).

Options

List Filter: All Employees
Include Deleted Employees:
Grouping: By School
Report: Employee List
Create Report

- Employee List
- FTE Statistics (SDER 30)
- Position Report-Ethnic/Gender Grouping (SDER 31-1)
- Position Report-Racial/Gender Grouping (SDER 31-2)
- Signature Sheet
- Teachers Degree and Years of Experience (SDER 40)
- Teacher Experience Index (TEI) (SDER 96)

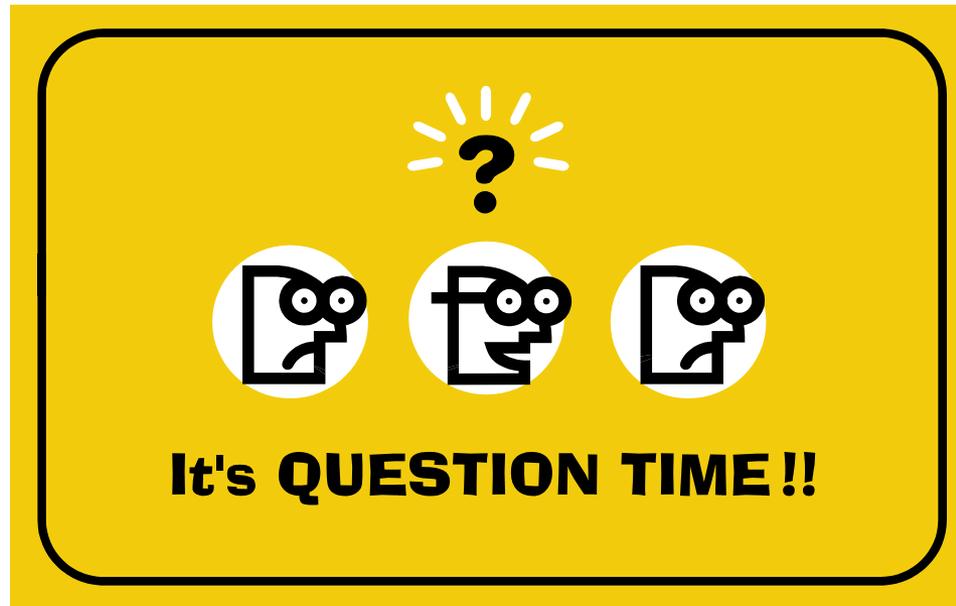
Left Navigation: Status Page, Change School, Display Options, Edit Details, Edit Positions, Edit Salaries, File Import, Reports, Search Employee List, Common Logon Menu, Logout

Select Appropriate Filter, Grouping And Report, Then Click CREATE REPORT To Generate The Report. There is a new post/race report as well.

SDER Reports

- Available in two places:
 - SDER Application
 - <http://www.ade.az.gov/sder/publicreports.asp>

SDER Q & A



Email additional questions to schoolfinance@azed.gov