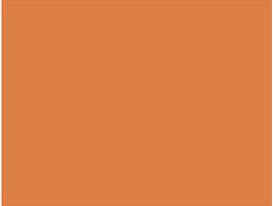


SDER WEBINAR

Arizona Department of Education

School Finance



SDER: School District Employee Report

presented by School Finance

Agenda



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

Post-Webinar Q & A Information



Please email your questions to:

SchoolFinance@azed.gov

Or

Directly To Your Account Analyst

**(Located On The School Finance Homepage Under The
LEA Account Analyst Link)**

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 2013 include:

New Facts For This Fiscal Year!

*This Data Can Also Be Found In The School Finance Memo #13-012 That Was Previously Distributed.

- Districts will now have the ability to designate PSP (Purchased Services Provider) employees. PSP columns will have a “Y” for yes and a “N” for no.
 - There will be a drop down within the Edit Details application for “Yes” or “No” for manual entries. The field will automatically default to “No.”
 - Only applicable and editable for Certified employees or for non-certified Superintendent positions.
- SDER will now only display the last four digits of an employee ID or Social Security Number “SSN”:
 - **Example:** If an employee’s Social Security Number is entered as “123-45-6789,” it would be displayed as “***-**-6789.”
- The verification of the accuracy of the SDER data will no longer be collected via the paper Signature Sheet and will instead be an electronic check box verification within the application.
- When an employee is flagged as “Deleted” on the Edit Details screen, the application will highlight the employee row in yellow but maintain the data in all rows. This displays throughout Edit Details, Edit Positions, and Edit Salaries.
- The Position Code 048-Food Service Director and Code 049-Data Processing Director are now categorized as “Manager Classified.”

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.

Common Logon Menu:

<https://www.ade.az.gov/CommonLogon/logon.aspx>

ARIZONA DEPARTMENT
of EDUCATION

COMMON LOGON

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

Change Profile | Logout

Click On The SDER Application

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Accessing Your District

ARIZONA DEPARTMENT
OF EDUCATION

COMMON LOGON

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

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Navigating Through SDER: Status Page

ARIZONA DEPARTMENT OF EDUCATION

School District Employee Report
District Name and CTDS

School District Employee Report for District Name for Fiscal Year 2011

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
		83	0	0	0	No
			0	0	0	No
			0	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
						No

Available Functions

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

School Names and CTDS Numbers

Status Of Data

Navigating Through SDER: Display Options

ARIZONA DEPARTMENT OF EDUCATION School District Employee Report

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.

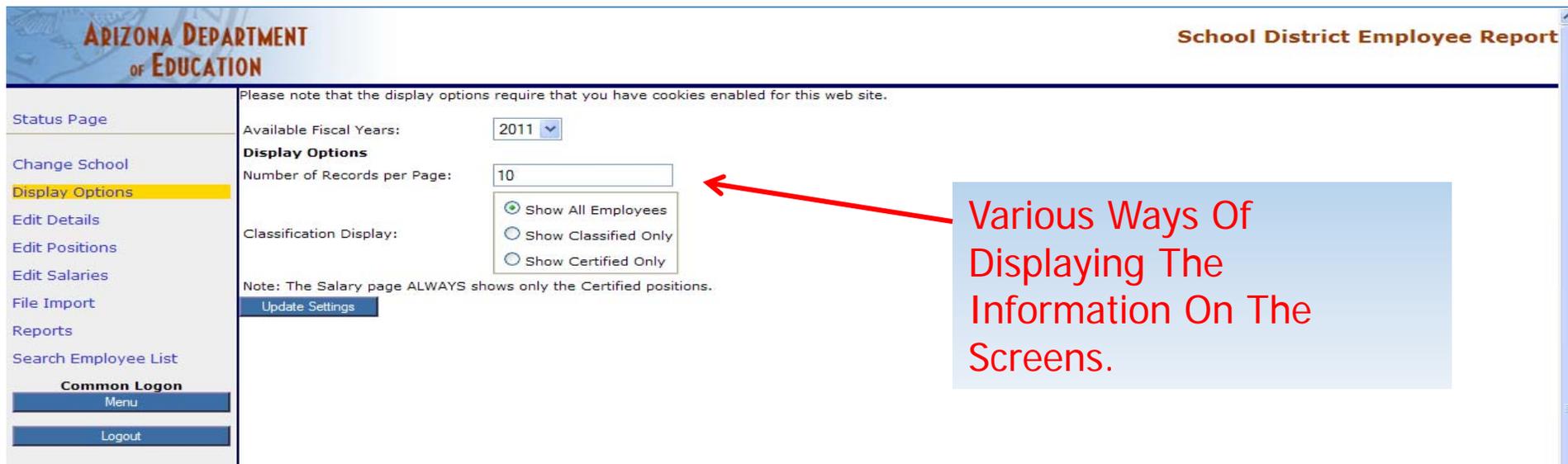
[Update Settings](#)

Status Page

- Change School
- Display Options**
- Edit Details
- Edit Positions
- Edit Salaries
- File Import
- Reports
- Search Employee List

Common Logon

- Menu
- Logout



Various Ways Of Displaying The Information On The Screens.

ARIZONA DEPARTMENT OF EDUCATION School District Employee Report

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

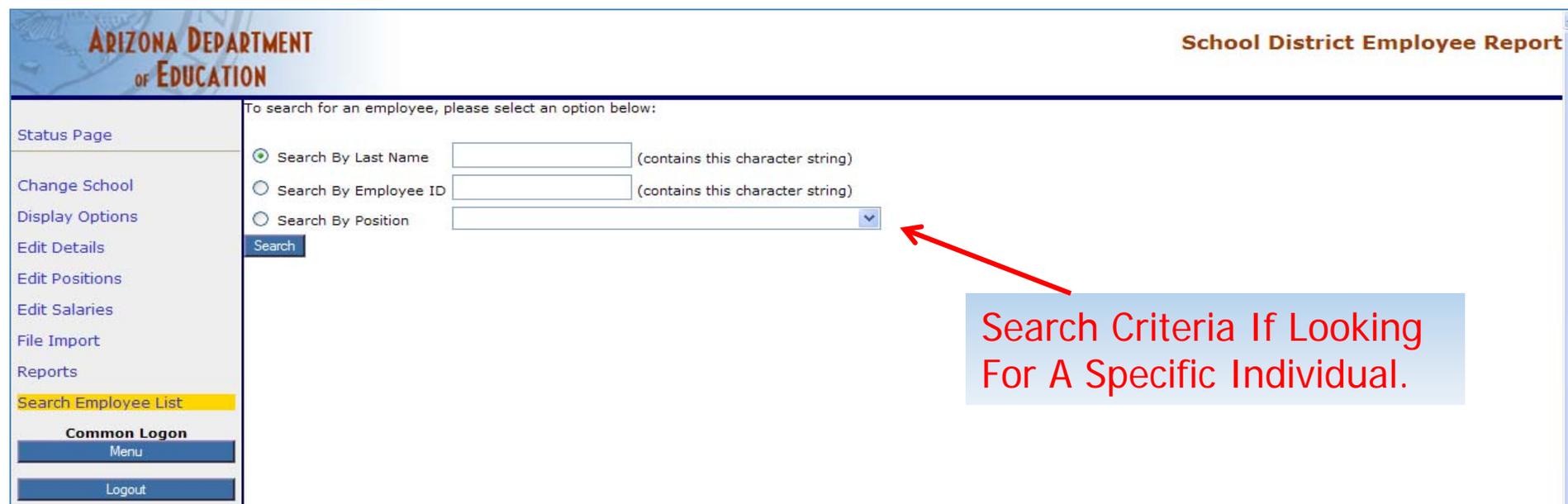
[Search](#)

Status Page

- Change School
- Display Options
- Edit Details
- Edit Positions
- Edit Salaries
- File Import
- Reports
- Search Employee List**

Common Logon

- Menu
- Logout



Search Criteria If Looking For A Specific Individual.

Navigating Through SDER: Change School

ARIZONA DEPARTMENT OF EDUCATION

School District Employee Report

Please select a school below:

Status Page

Change School

Display Options

Edit Details

Edit Positions

Edit Salaries

File Import

Reports

Search Employee List

Common Logon

Menu

Logout

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
		68	0	0	0
		68	0	0	0
		22	0	0	0
		50	0	0	0
		69	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

School Names and CTDS Numbers

Select An Entity For Detailed Employee Data

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

Edit Employee Positions: PSP Designation



ARIZONA DEPARTMENT
of EDUCATION

School District Employee Report

District Name and CTDS #

Page 1 2 3 4 5 6 7 8 9 10 11

Status Page	Name	PSP	ID	Position 1	FTE M&O 1	FTE Other 1	Position 2	FTE M&O 2	FTE Other 2	Degree	Grade	Action			
<ul style="list-style-type: none"> Change School Display Options Edit Details <li style="background-color: yellow;">Edit Positions Edit Salaries File Import Reports Search Employee List Common Logon <li style="background-color: #003366; color: white; padding: 2px;">Menu <li style="background-color: #003366; color: white; padding: 2px;">Logout 	Employee Name and ID			Certified) 404-Home Economics (Consumer Area)	0	1				BA + Over 51 Hrs	S	Edit			
				Classified) 050-Administrative Assistant	1	0									Edit
				Certified) 305-Specific Learning Disability	1	0							BA + Over 51 Hrs	S	Edit
				<div style="display: flex; justify-content: space-between;"> <div> <p>Position 1</p> <p>305-Specific Learning Disability</p> <p>Position 1 FTE(M&O,CSF,IFF,FDK) Position 1 FTE Other</p> <p>1</p> </div> <div> <p>Position 2</p> <p>Position 2 FTE(M&O,CSF,IFF,FDK)</p> </div> </div>										<p>Grade: Secondary</p> <p>Education: BA + Over 51 Hrs</p> <p style="border: 2px solid red; border-radius: 50%; padding: 2px; display: inline-block;">PSP Employee: Yes</p>	Save
				Certified) 218-Physical Education/Health	1	0							MA + 36 Hrs	S	Edit
				Certified) 204-Communication Arts (Language Arts-Lit., lng., Jnl., Spch.)	1	0							MA + 36 Hrs	S	Edit
				Certified) 606-Other	1	0									Edit
				Certified) 204-Communication Arts (Language Arts-Lit., lng., Jnl., Spch.)	1	0							BA	S	Edit
				Certified) 204-Communication Arts (Language Arts-Lit., lng., Jnl., Spch.)	1	0							BA + 39 Hrs	S	Edit
				Certified) 601-Guidance - Counselor	1	0									Edit
Classified) 024-Custodian/Maintenance	1	0									Edit				

FY13 Visual Changes

Page 1 2 3 4

First Name	MI	Last Name	ID	Gender	Hispanic/Latino	Race	PSP	New	Deleted	Action
Employee names are here			***.**-4321	Female	No	American Indian or Alaskan Native	No	No	No	Delete Edit
			***.**-6565	Female	No	White	Yes	No	Yes	Un-Delete Edit
			***.**-3913	Female	Yes	White	No	No	No	Delete Edit
			***.**-9550	Female	Yes	White, American Indian or Alaskan Native	No	No	Yes	Un-Delete Edit
			***.**-1212	Female	No	White, American Indian or Alaskan Native	No	No	No	Delete Edit
			***.**-2081	Female	No	White, American Indian or Alaskan Native	No	No	No	Delete Edit
			***.**-4394	Male	No	White	No	No	No	Delete Edit
			***.**-6358	Female	No	White	No	No	No	Delete Edit
			***.**-4785	Female	No	White	No	No	No	Delete Edit
			***.**-9521	Female	No	White	No	No	No	Delete Edit

Add New Employee



Yellow Indicates A Deleted Employee.

Green Indicates The Current Row Selected.

Edit Positions: Modifying Employee Positions

ARIZONA DEPARTMENT OF EDUCATION

School District Employee Report

School Name and CTDS

Page 1 2 3 4 5 6 7 8

Status Page	Name	PSP	ID	Position 1	FTE M&O 1	FTE Other 1	Position 2	FTE M&O 2	FTE Other 2	Degree	Grade	Action	
Change School	Employee names and IDs are here			(Certified) 304-Emotional Disability	1					MA	E	Edt	
Display Options				(Classified) 016-Food Service Worker	1								Edt
Edit Details				(Classified) 024-Custodian/Maintenance	0.5								Edt
Edit Positions				(Certified) 207-Elementary Classroom	0.5						BA	E	Edt
Edit Salaries				(Certified) 207-Elementary Classroom	1						MA	E	Edt
File Import				(Classified) 016-Food Service Worker	1								Edt
Reports				(Certified) 207-Elementary Classroom	1						BA + 3 Hrs	E	Edt
Search Employee List				(Certified) 207-Elementary Classroom	1						MA	E	Edt
Common Logon			(Certified) 305-Specific Learning Disability	0.5			(Certified) 307-Remedial Education	0.5		MA	E	Edt	
Menu			(Classified) 017-Cashier	1								Edt	
Logout	ID	Name	Employee name and ID	Position 1	017-Cashier		Position 2	1		Save			
				Position 1 FTE(M&O,CSF,LF,FDK)	1		Position 2	Position 2 FTE(M&O,CSF,LF,FDK)					

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**

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

Name: First Name MI Last Name
Employee ID:
Gender: Female
Ethnicity: No
Hispanic/Latino:
Race:
 American Indian or Alaskan Native
 Asian
 Black or African American
 Native Hawaiian or other Pacific Islander
 White
Employment Start Date:
Position 1: 051-Non-Certified Superintendent
If a position is selected, then an FTE must be entered.
Position 1 FTE M & O:
Position 2:
Position 2 FTE M & O:
Total FTE must be greater than 0.
Grade:
Certified employees must have a grade level specified.
Education:
Employee must have their education level specified.
PSP Employee: No
Experience: Years
Benefits: %
Salary: \$,00
Save Employee

You can easily select a race/ethnicity. Multiple races can be submitted.

PSP Employees can be designated on this page as well

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., $(15/40)$)

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

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	%	

Add Employee Save Changes Save Changes and Show Next 10 Employees >>

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

Change School

Display Options

Edit Details

Edit Positions

Edit Salaries

File Import

Reports

Search Employee List

Common Logon

Menu

Logout

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.

Browse...

Upload File

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

Status Page Verification & SDER Submission

ARIZONA DEPARTMENT OF EDUCATION

School District Employee Report

District Name and CTDS

School District Employee Report for District Name : for Fiscal Year 2013

Status Page

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. By checking the box, you are verifying that the information you are submitting is accurate.

School District Employee Report						
CTDS	School Name	Total Employees	New Employees	Deleted Employees	Teachers Missing Salary Information	Submitted?
	School Names and CTDS Numbers		0	0	0	No
			0	191	0	No
			0	191	0	No

VERY IMPORTANT: Check This Box To Submit Your Data To ADE. By Checking This Box, You are Verifying That The Information You Are Submitting Is Accurate. This Is In Place Of The Former Signature Page.

Upon Checking The Above Box, The "No's" Will Change to "Yes's".

SDER Reports

ARIZONA DEPARTMENT OF EDUCATION

School District Employee Report
School Name and CTDS

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:

Include Deleted Employees:

Grouping:

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)

Status Page

- Change School
- Display Options
- Edit Details
- Edit Positions
- Edit Salaries
- File Import
- Reports**
- Search Employee List

Common Logon

- Menu
- Logout

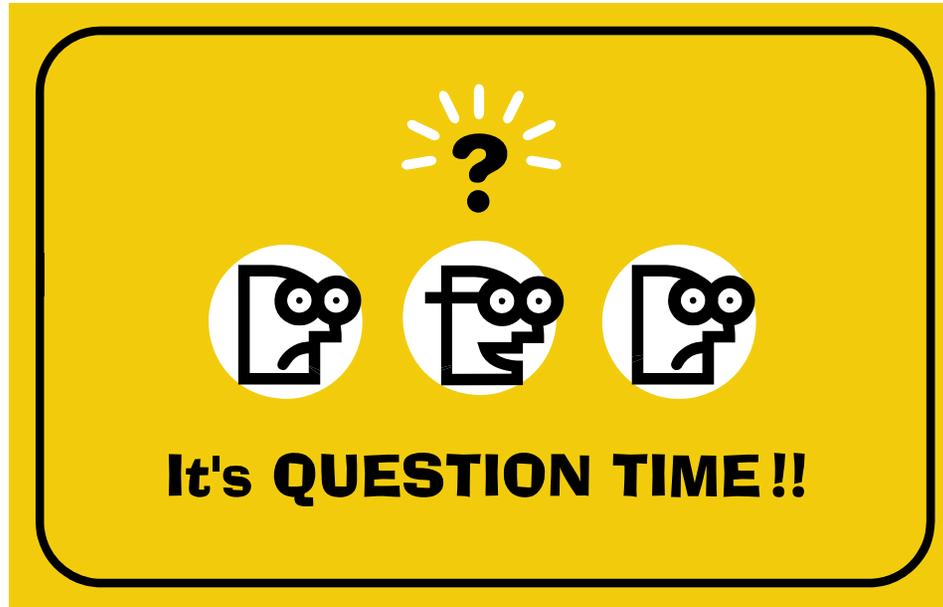
Select Appropriate Filter, Grouping And Report, Then Click CREATE REPORT To Generate The Report.

SDER Reports



- Available in two places:
 - ▣ SDER Application
 - ▣ The ADE website at <http://www.azed.gov/finance/Reports/>

SDER Q & A



Email additional questions to: SchoolFinance@azed.gov

Account Analyst Listing:

<http://www.azed.gov/Administrators/SF/Lists/LEAAccountAnalysts>