



School District Employee Report (SDER) Webinar

School Finance

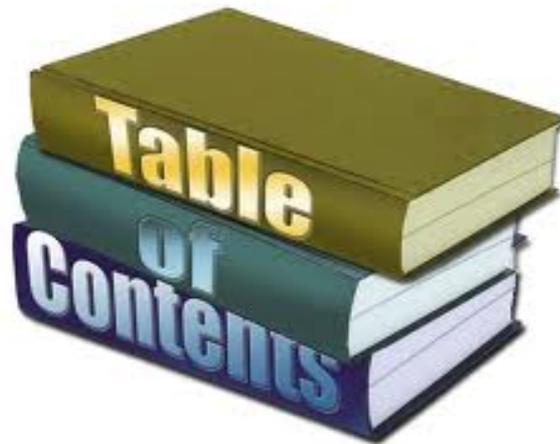
Arizona Department of Education



Presentation Contents



- What is the SDER?
- Deadlines
- SDER Submission Instructions
- Post-Webinar Q & A Information



What is the SDER?



- SDER is the School District Employee Report, collected pursuant to A.R.S.§15-941.
- The report contains data for employees as of Oct. 1 and include:
 - Certified
 - Classified
 - Purchased Services Personnel (PSP)
- The data is rolled over from the prior year. The data only needs to be reviewed and modified to reflect personnel changes that have occurred this year.
- The data is used for the following areas:
 - State Reporting
 - Teacher Experience Index (TEI), per A.R.S.§15-941
 - Superintendent's Annual Financial Report (SAFR)
 - Federal Reporting
 - EDfacts
 - National Education Association Statistics Survey
 - Teacher Compensation Survey
 - EEO-5 Survey

Deadlines

- **September**
 - ADE opens SDER for Submissions.
- **October 15**
 - All SDER data must be submitted. ADE closes SDER window for submissions.
- **February 1**
 - ADE notifies schools of preliminary TEI reports.
 - SDER opened for districts needing to correct data, on an as-requested basis.
- **March 1**
 - Corrected data must be submitted. ADE closes SDER.
 - ADE recalculates TEI based on corrected data and publishes by March 15.





SDER Submission Instructions

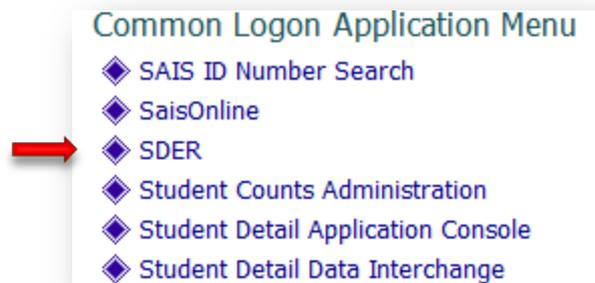
For additional guidance, please see [Memo 14-013](#)

SDER Submission Instructions

- **Step 1:** Access SDER Application through the Common Logon Menu. Then click on the SDER Application

- Link:

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



Important Note: If you do not have SDER access under the Common Logon menu, please have your business manager email Enterprise@azed.gov to have the access established under your login account.

SDER Submission Instructions, Continued

- Step 2:** After selecting the SDER application, your “Status Page” will appear. On this page, you can check the status of data reported by School, Total Number of Employees, New Employees and Deleted Employees.

ARIZONA DEPARTMENT OF EDUCATION

School District Employee Report

School District Employee Report for Chandler Unified District 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
		14	0	0	0	No
		8	0	0	0	No
		21	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
		66	0	0	0	No

Available Screens

School Names and CTDS Numbers

Status Of Data

SDER Submission Instructions, Continued

- Step 3:** There are two ways of submitting data, a file upload or manual input. To submit a file that contains a complete employee roster, go to the “File Import” screen. The file format can be found by clicking on “**School District Employee Report Text File Format.**” When the file is ready to be uploaded, click “**Browse**”, find the file on your computer, and then “**Upload File.**” Also this screen will show the status of the upload.

ARIZONA DEPARTMENT of EDUCATION

School District Employee Report

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.

Upload File Browse...

Import History

Submission ID	Submission Date	Submission Success Level	Submission Details
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

Important Notes:

- The file uploaded overwrites all existing data in SDER.
- After clicking “Upload File” do not click outside of the application until you receive confirmation the file processed. If the user clicks outside of the application, the file will fail before the file is fully uploaded.

SDER Submission Instructions, Continued

- **Step 4:** A user can choose various ways of displaying the information on the different SDER screens. After making the change, click on **“Update Settings.”**

The screenshot shows the 'School District Employee Report' interface from the Arizona Department of Education. The left sidebar contains a navigation menu with the following items: Status Page, Change School, Display Options (highlighted in yellow), Edit Details, Edit Positions, Edit Salaries, File Import, Reports, and Search Employee List. At the bottom of the sidebar are buttons for 'Common Logon Menu' and 'Logout'. The main content area displays the following information:

- A warning message: "Please note that the display options require that you have cookies enabled for this web site."
- 'Available Fiscal Years:' with a dropdown menu set to '2011'.
- 'Display Options' section with 'Number of Records per Page:' set to '10'.
- 'Classification Display:' with three radio button options: 'Show All Employees' (selected), 'Show Classified Only', and 'Show Certified Only'.
- A note: "Note: The Salary page ALWAYS shows only the Certified positions."
- An 'Update Settings' button at the bottom of the form.

Red arrows point to the '2011' dropdown, the '10' input field, the 'Show All Employees' radio button, and the 'Update Settings' button. A red arrow also points to the 'Display Options' menu item in the sidebar.

SDER Submission Instructions, Continued

- **Step 5:** To manually input employee data, select “Change School”. Then, select an entity (school site) under the school name column for the school to be modified.

ARIZONA DEPARTMENT OF EDUCATION

School District Employee Report

Please select a school below:

Change School

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
		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

School Names and CTDS Numbers

SDER Submission Instructions, Continued

- Step 6:** Select the “Edit Details” screen to add or modify an employee’s information. Click “Delete” or “Edit” to update the employee details. If an employee is deleted from the roster, the fields will turn yellow and remain on the page. If any employee details need to be revised, then select “Edit” and make the necessary changes. Then click “Save.” After the changes are saved, the employee’s information will turn green.

The screenshot displays the SDER submission interface. On the left is a navigation menu with options like 'Change School', 'Display Options', 'Edit Details', 'Edit Positions', 'Edit Salaries', 'File Import', 'Reports', 'Search Employee List', 'Common Logon Menu', and 'Logout'. The main area shows a table of employees and a detailed form for editing one employee's information.

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
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

The 'Edit Details' form for Kristin Awesome shows the following fields:

- Name: Kristin Awesome
- Employee ID: 1595
- Gender: Female
- Employment Start Date: 8/16/2011
- Ethnicity/Hispanic/Latino: No
- Race: American Indian or Alaskan Native, Asian, Black or African American, Native Hawaiian or other Pacific Islander, White

Buttons for 'Delete', 'Edit', 'Save', and 'Transfer' are visible in the interface.

SDER Submission Instructions, Continued

- **Step 7:** Select the “Edit Positions” screen to update employee position information or to add a new employee. On this screen, click on “**Edit**” to change an employee’s Position(s), FTE, Grade Assignment, and Education Level. Also, if an employee has a PSP Designation, this screen will allow the designation to be assigned.

ARIZONA DEPARTMENT OF EDUCATION

School District Employee Report

Page 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19

Status Page

Change School

Display Options

Edit Details

Edit Positions

Edit Salaries

File Import

Reports

Search Employee List

Common Logon

Menu

Logout

Add New Employee

Employees Name and IDs are here...

Name	PSP	ID	Position 1	FTE M&O 1	FTE Other 1	Position 2	FTE M&O 2	FTE Other 2	Degree	Grade	Action
			(Classified) 012-Bus Driver	0.78	0						Edit
			(Classified) 050-Administrative Assistant	1	0						Edit
			(Classified) 012-Bus Driver	0.97	0						Edit
			(Classified) 053-Bus Aid	0.75	0						Edit
			(Classified) 044-Director-Other	1	0						Edit
			(Classified) 044-Director-Other	1	0						Edit
			(Certified) 613-Professional Development	1	0						Edit
			(Classified) 012-Bus Driver	0.75	0						Edit
			(Classified) 056-Highly Qualified Paraprofessional Aides (Secondary)	0.88	0						Edit
			Position 1 056-Highly Qualified Paraprofessional Aides (Secondary)			Grade: Secondary					
			Position 1 FTE(M&O,CSF,IIF,FDK)			Education: BA + Over 51 Hrs					
			0.88			PSP Employee: Yes					Save
			Position 2								
			Position 2 FTE(M&O,CSF,IIF,FDK)								
			(Certified) 613-Professional Development	1	0						Edit

SDER Submission Instructions, Continued

- **Step 8:** Upon clicking “Add New Employee” from the previous screen, this screen will open. Here, the employee’s information such as Race/Ethnicity, Start Date, Position(s) and FTE can be submitted. After the employee’s information is entered, click “**Save Employee.**”

ARIZONA DEPARTMENT OF EDUCATION **School District Employee Report**

Status Page

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 Information

Position 2

Position 2 FTE M & O

Total FTE must be greater than 0.

Common Logon

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. (A.R.S. § 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. (A.R.S. §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.
 - $FTE = .38$ (i.e., $(15/40)$)

SDER Submission Instructions, Continued

- **Step 9:** Select the “Edit Salaries” screen to update an employee’s Experience, Benefits % and Total Salary. The salary update must include Classroom Site Fund (CSF), Instructional Improvement Fund (IIF), Career Ladder, Optional Performance Incentive Program (OPIP), and any state or federal grant, including EduJobs, monies. New employees can be added on this screen as well. Click “**Save Changes**” or “**Save Changes and Show Next 10 Employees.**”

ARIZONA DEPARTMENT OF EDUCATION School District Employee Report

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	Benefit %	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 >>

Important Note: Data Available on this screen is for Certified Employees Only. The salary data is not collected for Classified Employees.

SDER Submission Instructions, Continued

- **Step 10:** Return to the “Status Page” to submit the SDER data. Check the box to submit the employee data to ADE. By checking the box, the user is verifying the information is accurate. After the box is checked, the “Submitted” column will change to “Yes.”

ARIZONA DEPARTMENT OF EDUCATION

School District Employee Report for 2013

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?
		0	0	0	0	No
	School Names and CTDS Numbers	2	0	191	0	No
		2	0	191	0	No

Important Note: If a district chooses to upload a file, the box will automatically be checked; however, we still recommend verifying that the box has been checked. This must be checked in order for a TEI report to generate. Failing to do this may result in unexpected funding.

SDER Submission Instructions, Continued

- **Step 11:** Select the “Reports” screen to run various SDER reports. After you have chosen your parameters, click “**Create Report.**”

ARIZONA DEPARTMENT OF EDUCATION

School District Employee Report

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)

Done Local intranet | Protected Mode: Off 100%

Important Note: Once initially generated, these employee reports also can be located at: <http://www.ade.az.gov/sder/publicreports.asp>.

Post-Webinar Q & A Information

- A copy of this presentation is located at:
 - <http://publicportal.ade.az.gov/sites/SF/BusinessInformation/Business%20Rule%20Documents%20and%20Presentations/Forms/Business%20Rules%20vs%20Presentations.aspx>
- We would appreciate it if you would complete the short survey at the end of Webinar.
- Any additional questions or concerns? Please contact your [Account Analyst](#).

