

SDER WEBINAR

Arizona Department of Education

School Finance

Agenda

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

Post-Webinar Q & A Information

- **School Data Employee Report (SDER) – Wendi Trudell**

- **Please email your questions to:**

schoolfinance@azed.gov

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 Wendi Trudell

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



Deadlines

- September 1
 - ▣ 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

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

- Search By Last Name
- Search By Employee ID
- Search By Position

Search



Search Criteria If Looking For A Specific Individual.

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 |
| | | | | | |
| | | 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

Page 1 2 3 4 5 6 7 8

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

| First Name | MI | Last Name | ID | Gender | Ethnicity | PSP | New | Deleted | Action |
|---------------------------------|----|-----------|----|--------|--|-----|-----|---------|-------------|
| Employee names and IDs are here | | | | Female | White (Not Hispanic) (W) | No | No | No | Delete Edit |
| | | | | Female | Hispanic or Latino (H) | No | No | No | Delete Edit |
| | | | | Female | Black or African-American (Not Hispanic) (B) | No | No | No | Delete Edit |
| | | | | Female | White (Not Hispanic) (W) | No | No | No | Delete Edit |
| | | | | Female | Hispanic or Latino (H) | No | No | No | Delete Edit |
| | | | | Female | Hispanic or Latino (H) | No | No | No | Delete Edit |
| | | | | Female | Asian or Pacific Islander (A) | No | No | No | Delete Edit |
| | | | | Female | White (Not Hispanic) (W) | No | No | No | Delete Edit |
| | | | | Female | White (Not Hispanic) (W) | No | No | No | Delete Edit |
| | | | | Female | White (Not Hispanic) (W) | No | No | No | Delete Edit |

Name:

Employee ID:

Gender:

Ethnicity:

Employment Start Date:

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

Click DELETE To Remove An Employee From The Roster.

If Transferring An Employee From One School To Another Within The District, Click TRANSFER And Follow Instructions on Screen.

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

| 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):

New Employees Are Added Through This Button. See Next Slide For New Employee Screen.

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

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

Name: First Name MI Last Name

Employee ID:

Gender:

Ethnicity:

Employment Start Date:

Position 1

Position 1 FTE M & O

Position Information

Position 2

Position 2 FTE M & O

Grade:

Education:

Experience: Years

Benefits: %

Salary: \$.00

See Next Slide For Instructions On Calculating FTE.

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

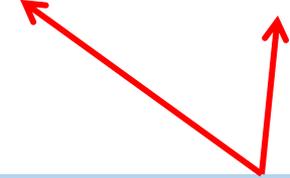
Common Logon
Menu

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. 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

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--Racial/Ethnic/Gender Grouping (SDER 31)
- Signature Sheet
- Teachers Degree and Years of Experience (SDER 40)
- Teacher Experience Index (TEI) (SDER 96)

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

Status Page

Change School

Display Options

Edit Details

Edit Positions

Edit Salaries

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Reports

Search Employee List

Common Logon

Menu

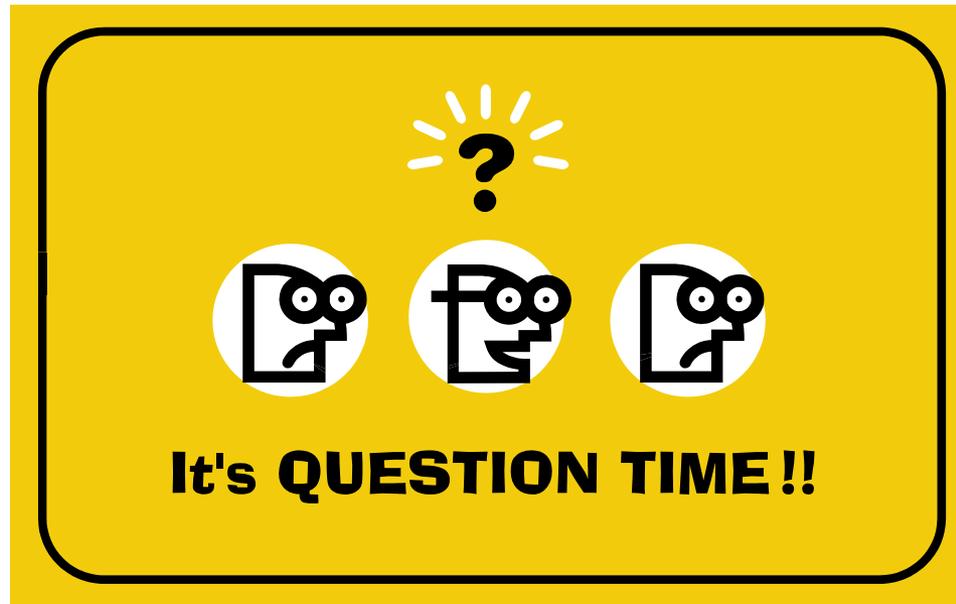
Logout

SDER Reports

- Available in two places:
 - SDER Application
 - School Finance Home Page, Reports Box, “SDER Reports”

<http://www.ade.az.gov/sder/publicreports.asp>

SDER Q & A



Email additional questions to schoolfinance@azed.gov