

School District Employee Report (SDER)

ADEConnect Application

FY 2022

Presented by

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Agenda

ADEConnect Transportation

- Deadlines
- Users Manual
- New Reporting System
 - ADEConnect Roles
 - SDER

SDER Template

What is SDER

- **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.
- **Data Usage**
 - 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 9/15
- **October 15**
 - All SDER data must be submitted. ADE closes SDER for submissions and preliminary TEI calculated
- **February 1**
 - Modification window open by request
- **March 15**
 - ADE notifies schools of final TEI calculations

Users Manual

- Work in progress will be available September 15th
- Posted on Knowledge Center website
- Human Resource Directors will be notified via email

New Reporting System: SDER

ADEConnect Roles

- ADE will assign the new role of "SDER - LEA User" in ADEConnect as follows:
- Users with the existing role to access the SDER application in Common Logon and an active ADEConnect account under the same LEA will be assigned the new role.
- If there is no user at your LEA that meets the criteria above, ADE will assign the new role to anyone at your LEA listed as an [Entity Administrator](#) in ADEConnect.
- If no Entity Administrator is listed for your LEA in ADEConnect, you'll receive a direct communication from School Finance prior to the training to establish an Entity Administrator and that user will have the ability to assign the role of "SDER - LEA User" to others as needed.

ADEConnect

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ADEConnect

Common Logon



COVID-19 Guidance & Suggestions

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SDER Application



ADEConnect

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Applications

Use

Chandler Unified District #80 (4242)

[-]

Event Management System (EMS)



SDER



SDER Submission



ADE School District Employee Report

School District Employee Report (SDER) Application

4242 - Chandler Unified District #80 (070280000)

No Submission window available for the fiscal year 2022.

SDER Submission

SDER Submission Instructions Goes Here...

[Go](#)

Download Template




ADE School District Employee Report

School District Employee Report (SDER)

4242 - Chandler Unified District #80 (070280000)

Download Template

 Export to excel

Fiscal Year



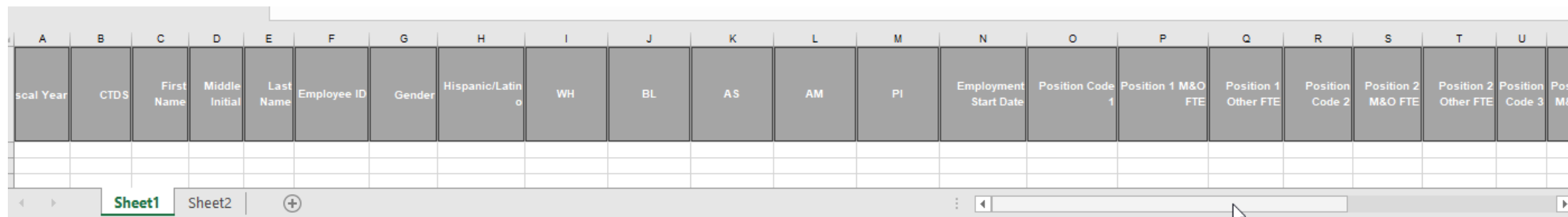
Upload Date Time



File Name

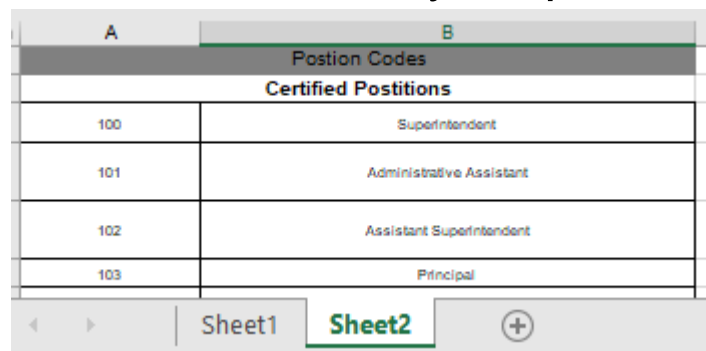
SDER - Template

Sheet 1 is where you will detail of employee data



A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
iscal Year	CTDS	First Name	Middle Initial	Last Name	Employee ID	Gender	Hispanic/Latino	WH	BL	AS	AM	PI	Employment Start Date	Position Code 1	Position 1 M&O FTE	Position 1 Other FTE	Position Code 2	Position 2 M&O FTE	Position 2 Other FTE	Position Code 3	Position 3 M&O FTE

Sheet 2 is the key for position codes and education level



A	B
Position Codes	
Certified Positions	
100	Superintendent
101	Administrative Assistant
102	Assistant Superintendent
103	Principal

SDER - Template

Data Field	Definition	Data Format	Required
Fiscal Year	Current Fiscal Year	Numeric field XXXX	Yes
CTDS	Assigned CTDS number for district or school site.	Numeric field, must be 9 digits XXXXXXXXX	Yes
First Name	First name of staff	Text field	Yes
Middle Initial	Middle name of staff	Text field	No
Last Name	Last name of staff	Text field	Yes
Employee ID	For certified employees, enter the number on the employee's certificate issued by the ADE Teacher Certification Unit or their Social Security Number. For classified employees, you may enter their Social Security Number (SSN) or another identifying ID	Text or Numeric field up to 9 characters	Yes
Gender	Select gender as reported on staff ID	Select from drop down M = Male F= Female	Yes

SDER - Template

Data Field	Definition	Data Format	Required
Hispanic/Latino	Ethnicity of employee to be identified as Hispanic/Latino or not Hispanic/Latino	Select from drop down 1 = Hispanic/Latino, 0 = Non Hispanic/Latino	Yes
WH	Race identified as White. Person has origins in any of the original peoples of Europe, the Middle East, or North Africa.	Select from drop down 1 = Hispanic/Latino, 0 = Non Hispanic/Latino	At least one Race
BL	Race identified as Black or African American. Person has origins in any of the black racial groups of Africa	Select from drop down 1 = Black or African American, 0 = Non Black or African American	At least one Race
AS	Race identified as Asian. Person has origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.	Select from drop down 1 = Asian, 0 = Non Asian	At least one Race
AM	Race identified as American Indian. Person has origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.	Select from drop down 1 = American Indian, 0 = Non American Indian	At least one Race
PI	Race identified as Pacific Islander. Person has origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands	Select from drop down 1 = Pacific Islander, 0 = Non Pacific Islander	At least one Race

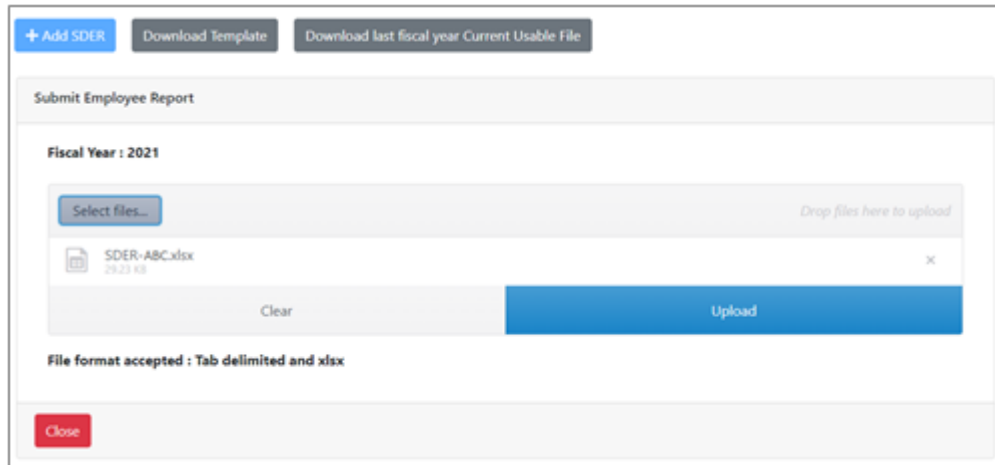
SDER - Template

Data Field	Definition	Data Format	Required
Employment Start Date	State date of employee. Data must be submitted for all employees filling a position in the District as of October 1, Current FY	Numeric field must be reported as M/D/YYYY or MM/DD/YYYY	Yes
Position Code 1	Staff position code as listed in Sheet 2	Select numerical value from drop down	Yes
Position 1 M&O FTE	Position Full time equivalency (FTE) for M&O includes those employees paid out of M&O, CSF, IIF or any state or federal grant.	Select numerical value from drop down	Yes
Position 1 Other FTE	Alternative FTE not paid from M&O funds	Select numerical value from drop down	Yes
Position Code 2	Additional staff position code as listed in Sheet 2	Select numerical value from drop down	No
Position 2 M&O FTE	Additional Full-time equivalency (FTE) of staff in listed position code from M&O funds	Select numerical value from drop down	No

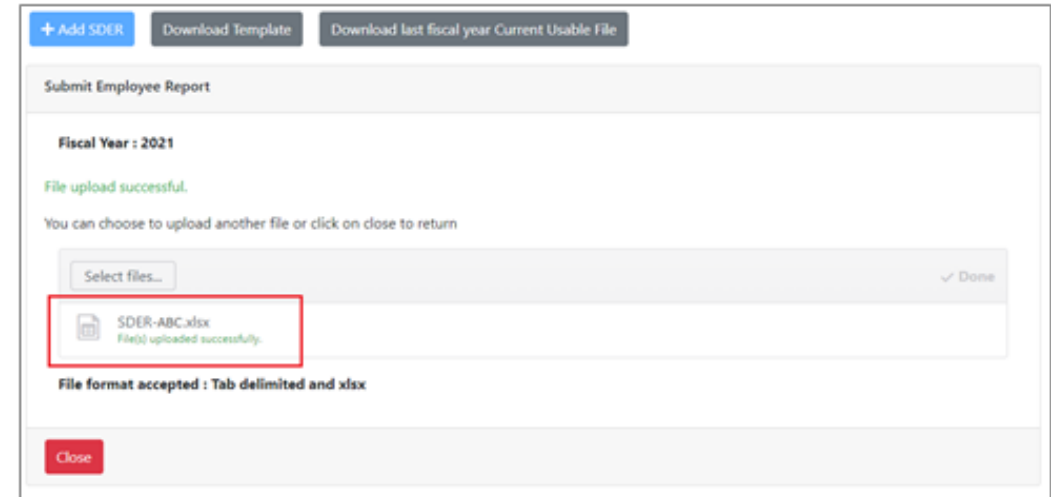
SDER - Template

Data Field	Definition	Data Format	Required
Grade Level	Classified staff: Indicate the grade level assignment for all certified employees	Select from from drop down C= Combined, E= Elementary, and S =Secondary	Certified = Yes Classified = No
Education Level	Classified staff: Education level of staff using position Code 108 and Codes 200 through 412.*	Select from drop down box, numerical value from key in Sheet 2	Certified = Yes* Classified = No
Years of Experience	Classified staff: Number of years of experience means the number of years of classroom instruction conducted by a certified teacher in the school district in which the certified teacher is currently employed including the number of years of experience of the certified teacher granted by the school district for the certified teacher on the district's salary schedule	Numerical value	Certified = Yes Classified = No
Benefits	Classified staff: Enter the percentage of salary (e.g., 10%, 15%, etc.) that represents the cost of benefits.	Numerical value only. No symbols such as %	Certified = Yes Classified = No
Salary	Classified staff: Each teacher's salary shall reflect the actual salary paid for the reported FTE for each school.	Numerical value. Do not include \$	Certified = Yes Classified = No
PSP Employee	Classified staff: Purchased Services Personnel (PSP). Only certified employees and the non-certified (classified) superintendent position, if applicable, may be identified as PSP employees.	1 = PSP Employee, 0 for non-PSP employee. For classified employees it should be 0	Certified = Yes Classified = 0

Upload the file




The screenshot shows the 'Submit Employee Report' form. At the top, there are three buttons: '+ Add SDER' (blue), 'Download Template' (grey), and 'Download last fiscal year Current Usable File' (grey). Below these is a header 'Submit Employee Report' and a sub-header 'Fiscal Year : 2021'. A file upload area contains a 'Select files...' button and a 'Drop files here to upload' instruction. A file named 'SDER-ABC.xlsx' (29.23 KB) is shown in the upload area. Below the file list are 'Clear' and 'Upload' buttons. At the bottom, it says 'File format accepted : Tab delimited and xlsx' and a 'Close' button.



The screenshot shows the 'Submit Employee Report' form after a successful upload. The 'Fiscal Year : 2021' sub-header is present. A green message says 'File upload successful.' Below it, text reads 'You can choose to upload another file or click on close to return'. The file upload area now shows a 'Select files...' button, a 'Done' button with a checkmark, and a confirmation message for 'SDER-ABC.xlsx' stating 'File(s) uploaded successfully.' Below this, it says 'File format accepted : Tab delimited and xlsx' and a 'Close' button.

Note: File will overwrite all existing data. Only one “Current Usable File” is allowed.

File Submission Status

 ADE School District Employee Record

School District Employee Record (SDER)

[Download Template](#) [Download last fiscal year Current Usable File](#)

[Export to excel](#)

Fiscal Year	Upload Date Time	File Name	Uploaded By	File Status	Action
2021	05/04/2021 08:14 AM	SDER-Test.xlsx	DVAZED\SUserEXT8	Failed	Download View Errors

File Status

File Status	Status Description
Submitted	A file that has been uploaded but has not been processed yet.
Current Usable File	This is the status when the file passes all the validation checks. Use this file for the TEI calculations unless it was rejected by School Finance.
Replaced	If a file with the status Current Usable File exists, and you upload a new file, which is processed without validation errors, the status of the Current Usable File is changed to Replaced.
Failed	This is a file that was processed but has validation errors. NOTE: In the Action column, click View Errors to learn more about the validation errors.
Rejected	This file was rejected by School Finance. NOTE: See the Action column as it provides the reasoning for a rejection, as entered by the approver for the rejected file.

File Errors

- The template has validation errors that checks for data integrity.
- Errors can be viewed and downloaded from the application

The screenshot displays a file management interface. At the top right, there is a search bar labeled "Search...". Below it is a table with the following columns: "Upload Date Time", "File Name", "Uploaded By", "File Status", and "Action".

Upload Date Time	File Name	Uploaded By	File Status	Action
08/25/2021 11:37 AM	SDER-Template (4) Chandler UAT.xlsx	AZED\mpaz	Current Usable File	Download
08/25/2021 11:32 AM	SDER-Template (4) Chandler UAT.xlsx	AZED\mpaz	Failed	Download View Errors

A modal window titled "File Processing Errors" is open, showing "Validation errors in file uploaded". It includes an "Export to Excel" button and a search bar. The error messages listed are:

- Error FMT102: Found in row 2, column 10. The BL column is required and requires a datatype of Integer.
- Error FMT102: Found in row 6, column 13. The PI column is required and requires a datatype of Integer.
- Error FMT102: Found in row 6, column 12. The AM column is required and requires a datatype of Integer.
- Error FMT102: Found in row 6, column 11. The AS column is required and requires a datatype of Integer.

Validation Errors

- Error code and error message included in Error Log
- Most common errors in testing environment

Error Code	Error Message	Description
FMT100	The file is not delimited correctly and cannot be processed.	Applicable for delimited text files only. Eg: A file delimited with commas instead of tab.
FMT101	Columns do not match with that of template.	The number of columns does not match with that of the template. When using tab delimited text file, each tab counts as a column.
FMT102	The <i>{Column name}</i> column is required and requires a datatype of <i>{data type}</i>	A required column is not supplied with a value.
FMT103	The <i>{Column name}</i> column requires a datatype of <i>{data type}</i> . The data specified --> <i>{data}</i> <-- does not match this requirement.	Invalid data. Eg: entering text in date column.

Questions

School Finance

- (602) 542-5695
- SchoolFinance@azed.gov
- <http://www.azed.gov/finance/>

SF Account Analysts
Phone Option 3

- <http://helpdeskexternal.azed.gov>
 - Student Data
 - School District Employee Report
 - Instructional Calendars
 - Transportation Reporting
 - 915s

SF Payments Team
Phone Option 1

- SFPaymentTeam@azed.gov
 - APOR
 - CHAR
 - CSF
 - IIF

SF Budget Team
Phone Option 2

- SFBudgetTeam@azed.gov
 - Expenditure Budgets
 - Annual Financial Reports
 - BUDG25, BUDG75, BUDGAGD