

Setting Up SDER

The School District Employee Report (SDER) is submitted to the Arizona Department of Education annually, due no later than October 15th. The primary purpose of the report is to calculate the Teacher Experience Index (TEI), which is used in the calculation of district Maintenance & Operation Fund budget limits and state equalization assistance.

To set up SDER:

Setup required to generate SDER data is described in the following table:

State Position Codes	<p>Using the latest documentation from the Arizona Department of Education, the SDER Position Codes should be entered in the State Position Codes screen. (Payroll/Human Resources, Master Positions, State Position Codes)</p> <p>If you decide not to use the SDER position codes for your state position codes, you can use the SDER position codes crosswalk utility to map the SDER codes to your position codes.</p> <p>In addition to the position codes defined by ADE, define the following code to identify employee positions/supplemental pay records that should not be included in SDER data.</p> <p>Code = 000</p> <p>Description = Not Reported</p> <p>Pay Table = Select the appropriate pay table</p>
Master Position State Code Assignments	<p>For all positions, review the State Code selections in the following screens for accuracy:</p> <ul style="list-style-type: none"> • Payroll/Human Resources module, Master Positions, Position Inventory screen, State Code field. • Payroll/Human Resources module, Employees, Employee Supplemental Pay screen, State Code field. <p>Positions that should not be included in the SDER should be assigned the 000 - Not Reported state position code.</p>
Ethnicity State Codes	<p>Using the latest documentation from the Arizona Department of Education, enter the SDER Ethnicity Codes in the Payroll/Human Resources module, Configuration, Ethnicity Codes screen, State Code field.</p>
Employee Ethnicity Code Assignments	<p>For all reportable employees, review the Ethnicity selection (Payroll/Human Resources modules, Employees, Employee Maintenance screen, Dates/Demographics tab Ethnicity field) for accuracy.</p>

Employee Years of Experience	For teaching employees, review the Years of Experience figures (Payroll/Human Resources modules, Employees, Employee Maintenance screen, Dates/Demographics tab, This Employer and Other Employer fields) for accuracy.
Master Position Funding - Unit Code	SDER employee data is organized and submitted by building site. To assist with the site-level reporting, Arizona public school districts are required to align the Unit element of their account code structure with the building codes defined by the Arizona Department of Education. To generate SDER position data at the building level, the Unit element in the following screens will be referenced: <ul style="list-style-type: none"> • Payroll/Human Resources module, Master Positions, Position Inventory, Position Funding screen, Account field. • Payroll/Human Resources module, Employees, Employee Supplemental Pay, Supplemental Pay Funding screen, Account field.
State Degree Code	The position funding Unit codes should be reviewed for accuracy before generating SDER data. Enter the 2-digit degree codes in the Degrees screen (Human Resources module, configuration, Education/Credentials, Degrees screen, State Code field).
Grade Level Code	For each position, select the grade appropriate level (Payroll/Human Resources modules, Master Positions, Position Inventory screen, AZ Data tab).
% of Benefits	Enter the Employee Benefit Percentage (Payroll module, Reports, AZ-SDER Processing, Actions menu, Employee Benefit %).
Classroom Site Fund Account Mask	Enter the appropriate site fund masks to identify account elements associated with Classroom Site Funds (Payroll module, Reports, AZ-SDER Processing, Actions menu, Classroom Site Funds).

Generating SDER Data

Once you have completed the setup needed before generating a SDER report, you can create the report data for the report.

To create the SDER report:

1. In the Payroll menu, double-click Reports to display the menu items.
2. Double-click AZ - SDER Processing. The system displays the AZ - SDER Processing grid.

3. From the Actions menu, select the Create SDER Report Data screen. The system displays the Employment Effective Date screen.
4. In the Report Name field, type a name for the report.
5. In the Effective Date field, type the date in MMDDYYYY format.
6. Click OK. The system generates report records based on combinations of reportable employees, master position/supplemental pay state codes, and pay source unit codes. Employees with a termination date before or a hire date after the employment effective date will be excluded from the report.

If there are any employees who have more than two state position codes per unit code, the system will display an error message and print a report of the employees who have the multiple positions. You will need to resolve the situation before generating SDER report data.

If there are not problems with multiple positions, the system generates the report data.

Editing SDER Data

Once you have generated the SDER report data, you can revise it as needed.

To edit SDER report data:

1. In the Payroll menu, double-click Reports to display the menu items.
2. Double-click AZ - SDER Processing. The system displays the AZ - SDER Processing grid.
3. In the Report Name field, use the drop-down list to select the report you want to work with and click Apply Selection. The system displays the data generated for the selected report.
4. Review the grid and select the record you want to work with.
5. Select the Edit command. The system displays the Edit SDER Report Data screen.
6. Make the revisions necessary.
7. Click OK to return the SDER Processing grid.

Creating the SDER File

Once you have generated the report data, edited, and finalized the data, you can create the file for the report.

To create the SDER file:

1. In the Payroll menu, double-click Reports to display the menu items.

2. Double-click AZ - SDER Processing. The system displays the AZ - SDER Processing grid.
3. In the Report Name field, use the drop-down list to select the report and click Apply Selection.
4. From the Actions menu, select the Create File for State option.

If a file has already been created for this report, the system will display a message asking if you want to overwrite the previous report. Click Yes to proceed.

The system displays the Create SDER File screen.

5. Review the information in the Destination field. This field specifies the name of the file and where the system will place the file once it is made. You can browse to select a different path if you wish.
6. Type the fiscal year of the filing in YYYY format (for example, 2005).
7. Click OK.