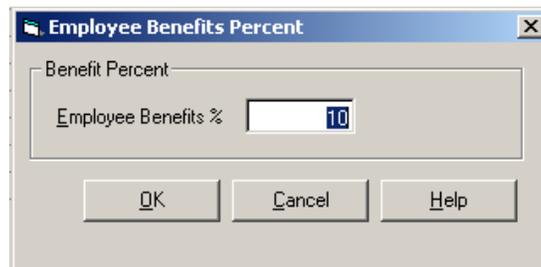


SDER Reporting

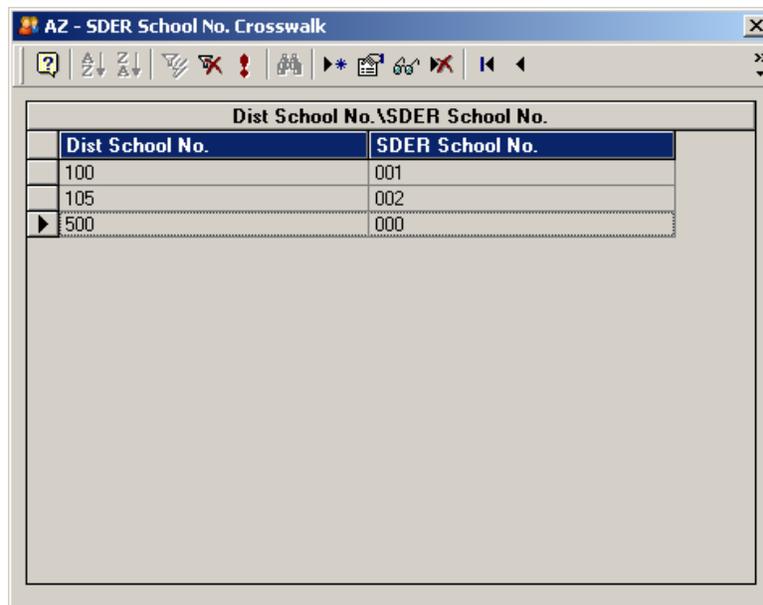
Please Note: This should be used as a supplemental guide in addition to the SDER Memo published by ADE. This Memo typically comes out during the last half of September and can typically be found on ADE's Website at: <http://www.ade.state.az.us/schoolfinance/Memos/>

Before generating your SDER Report, there are a couple of things you may need to check first.

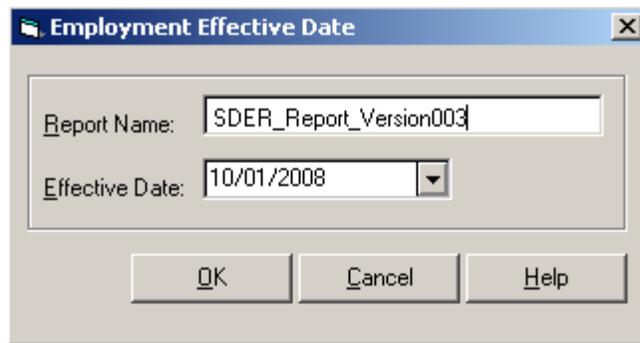
- 1) In *Payroll > Reports > AZ – SDER Processing* you'll need to go to *Actions > Employee Benefit Percent*. Here you will assign a percentage amount that reflects how much of your employee's Gross Salary goes towards benefits. For example, if an Employee has a gross wages of \$42,000 a year, but your ASBAIT premium is \$2,500 a year (employee portion ONLY) then you calculate $2500/42000 = 5.95\%$. Of course, this is only for one employee so you'll need to get an average for ALL reportable employees.



- 2) Next you'll need to go to *Actions > AZ – SDER School No. Crosswalk*. In this screen you will create a crosswalk to cross reference your Unit code from the account string with the Site from your CTDS number. For example, if you have the a school that shows up as "100" in the unit code of the account, but is actually site 001, then you'll enter those numbers into the crosswalk.



- Once your crosswalk is complete, you may then generate your first SDER Report. Do this by going to **Actions > Create SDER Report Data**. Enter in a report name and some sort of increment or time stamp to keep track of your reports. The Effective Date should always be **10/01/2008**. This Effective Date indicates the date you are reporting your employee population for. So if an employee terminates on 9/30, you should not be reporting them. In addition, anyone hired after 10/1 is not reported either... Only people actually employed on 10/1/2008 should appear on the SDER.



Once that is complete a message will pop up indicating that your SDER Records were Created and the grid will then populate with your new information.

- Once your report records are generated, go to **Actions > Verification Report**. This report will give you a run down on any data that may be missing when generating your records. Fix any problems and then regenerate your SDER Report Data.

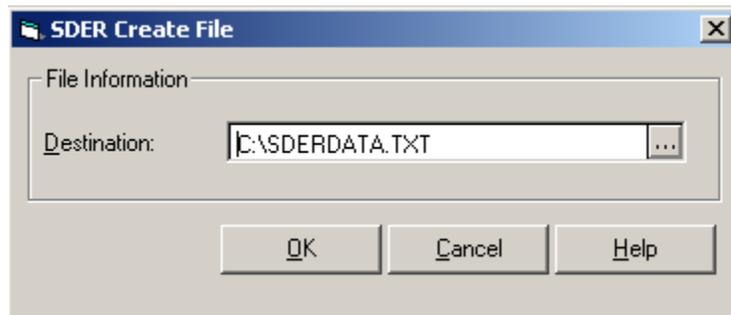
Maricopa Training #999					
SDER Verification Report					
Fiscal Year: 2007-2008					
Last Name	First Name	MI	Employee ID	SSN	Missing Data
BALL	CRYSTAL		BA87424	732274440	Ethnicity ,Experience ,Degree
BAUM	ADAM		BA85440	273518261	Experience ,Degree
BAUM	ADAM		BA85440	273518261	Experience ,Degree
Espinoza	Angelica		ES358	358888888	Experience ,Degree
MONY	SARA		MO60376	453707424	Ethnicity
ORINN	MARGE		OR25266	797993053	Experience ,Degree
End of Report					

- 5) Before you get to the final step to create your file for ADE you'll need to review the grid and make any manual changes to the records. You should have only ONE record per employee on this grid. If you see an employee appearing more than once you will need to delete the extra records and modify the remaining record accordingly.

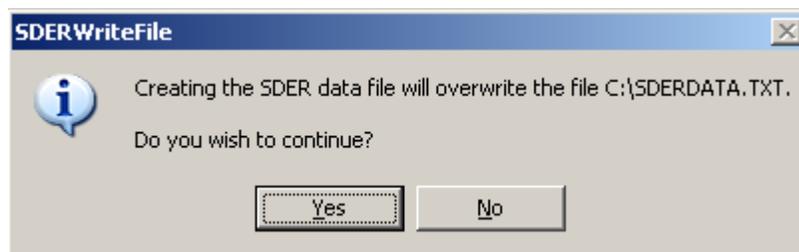
For Example: Jim Bob works at 4 different schools within your district and is split funded between 4 different account codes. Because the Unit code on these accounts are different, the SDER picks these up as 4 different sites and splits the position up 4 times on the SDER Grid. So instead of appearing once for \$40,000, he appears 4 times for \$10,000 a piece. You will need to manually roll up these amounts by taking one of the records and changing it to \$40,000, then deleting the other 3.

You should keep track of all the changes you need to manually make because when you have to regenerate and resubmit your SDER file to ADE these manual changes will need to be re-entered.

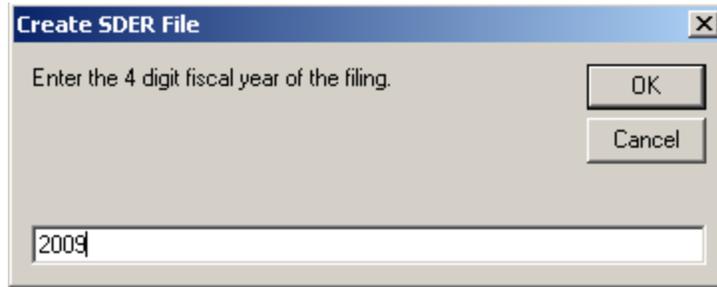
- 6) Once all your data has been verified and everything looks ok, you should be ready to send your first submission to ADE. Go to *Actions > Create File for State*. Next, click on the "... " button to choose a location to save the file to (Remember, always save to someplace where you can easily get to it!). I like to save it to the root of my C:\ drive.



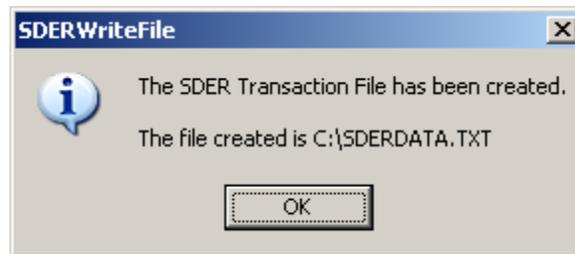
If you have a previous SDER data file on your computer, you may be prompted to overwrite it.



Next, you'll enter the 4 digit Fiscal Year.



Finally, you'll get a prompt telling you the file was created. Once created you will log into ADE and submit the file online.



SDER Reporting

Here is a list of the fields included on the SDER Report.

Field Name	Where it Comes From
First Name	PR > Employees > Employee Maintenance
MI	PR > Employees > Employee Maintenance
Last Name	PR > Employees > Employee Maintenance
Report Name	Generated by You!
Employee ID	PR > Employees > Employee Maintenance
SSN	PR > Employees > Employee Maintenance
School #	PR > Employees > Employee Position & Pay (Comes from Unit code of the Funding Line)
Gender	PR > Employees > Employee Maintenance
Ethnicity	PR > Employees > Employee Maintenance
Hire Date	PR > Employees > Employee Maintenance
Main Pos Code	PR > Employees > Employee Position & Pay (Information Tab)
Main M/O FTE	PR > Employees > Employee Position & Pay (FTE * Funding % from 001)
Main Other FTE	PR > Employees > Employee Position & Pay (FTE * Funding % from non M&O)
2 nd Position Code	PR > Employees > Employee Position & Pay (Information Tab)
2 nd M/O FTE	PR > Employees > Employee Position & Pay (FTE * Funding % from 001)
2 nd Other FTE	PR > Employees > Employee Position & Pay (FTE * Funding % from non M&O)
Experience	PR > Employees > Employee Maintenance (State Reportable field)
Grade Level	PR > Employees > Employee Position & Pay (State Data Tab)
Salary	PR > Employees > Employee Position & Pay (Position Amount field)
Fringe Ben %	Generated by You! This is the % of the employee's salary that is spent on benefits.
Degree	HR > Employee Demographics > Employee Education