

## **A. School District Employee Report (SDER)**

The primary use of School District Employee Report (SDER) data is to calculate your district's Teacher Experience Index (TEI) pursuant to [A.R.S. § 15-941](#). This TEI calculation may have the effect of increasing your budget limit and equalization assistance (state aid) in the subsequent year. The SDER application is now available in [ADEConnect](#).

## **B. Required Employee Data**

All full-time and part-time district employees who are paid from the district budget must be reported. Individuals who are no longer employed by your district as of October 1 of the current school year must not be reported unless they are now filling a position in your district as a Purchased Service Personnel (PSP).

Do not include employees who began employment after October 1 of the current school year. If an employee is assigned to two schools, include the employee data for each school with the appropriate FTE. The employee's salary at each school should be based on the FTE allocation.

If your district has itinerant teachers meeting needs at multiple schools, these teachers may either be reported under one school or split between two.

Note that teachers who are employed in some capacity at the district level are excluded from the TEI calculation.

## **C. SDER Terms and Definitions**

### **C-1. Certified Teacher**

A certified teacher is a person who holds a certificate from ADE to work in Arizona schools and who is employed under contract with a school district in a position that requires certification. A teacher with an emergency teaching certificate must be included in SDER reporting. Teachers with substitute teaching certificates are to be excluded from SDER reporting. Other exceptions include a psychologist or an administrator devoting less than 50 percent of their time to classroom teaching ([A.R.S. § 15-501\(2\)](#)).

### **C-2. Employee Identification Number**

For certified employees, enter the number on the employee's certificate issued by the ADE Teacher Certification Unit or their Social Security Number (SSN). For classified employees, you may enter their SSN or another identifying ID number. The district may assign an alpha, numeric, or alpha/numeric ID (up to 9 characters) for each classified employee. Please make sure that no two employees have the same ID number.

### C-3. Ethnicity/Race

An Ethnicity designation was added that allows an employee to be identified as Hispanic/Latino or not Hispanic/Latino. The Race codes and definitions were modified as shown in the table below. Multiple races may be selected.

Code	Definition
<b>WH</b>	White: Person has origins in any of the original peoples of Europe, the Middle East, or North Africa.
<b>BL</b>	Black or African American: Person has origins in any of the black racial groups of Africa.
<b>AS</b>	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.
<b>AM</b>	American Indian or Alaska Native: 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.
<b>PI</b>	Native Hawaiian or Pacific Islander: Person has origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

### C-4. Position Code Details

To be submitted with a certified code, individuals must be certified through ADE’s Certification Unit. Otherwise, they must be reported with a classified code. Section D-1c contains additional information regarding all codes.

In the first position, use the code that identifies the assignment where the employee spends 50 percent or more of his or her time. If the employee spends an equal amount of time in two positions, the most critical position (in the district's opinion) should be used as the first position. The requirement to split FTE amounts between M&O, CSF, IIF, etc. and “Other” has been removed. The full FTE may be recorded under M&O, CSF, IIF, etc. If your reporting system breaks out the FTE by fund, you may continue to report the portion of FTE as indicated on SDER and split between the two fund types. All teachers, regardless of their funding source, will be included in the TEI calculation except for PSP teachers.

For the second position, use the code that identifies the assignment where the employee spends less than or the same amount of time as spent in the assignment identified in the first position. The second position must be a different code than the first position code. The SDER system now allows the entry of up to six positions for one employee and the above logic should be used for entry of any additional positions. If one position is a certified position and the other a classified position, (e.g., Code 207 - Elementary Teacher and Code 012 - Bus Driver), the employee should be submitted as both, however, only the certified listing will count towards TEI.

Code 108 Head Teacher may only be used in districts having fewer than five teachers.

If a principal (Code 103) or assistant principal (Code 104) also teaches ("...activities . . . which contribute to the instructional programs at the local school level." Arizona Administrative Code R7-2-901), that

person must be reported as having two positions with the appropriate FTE. For example: Code 104 Assistant Principal = .75 FTE and Code 217 Music Teacher = .25 FTE.

Code 225 for Early Childhood Handicapped (PSH) should be used to report a preschool teacher who holds certification for Early Childhood Handicapped. A certified teacher who teaches preschool will be reported under Code 223 Other.

Administrative Codes 100-107 and 109-111 should be used only for positions requiring an ADE administrator certificate (superintendent, principal, supervisor, etc.). If the position requires ADE certification (not administrator), is not a teaching position, and does not fit into one of the 600 – 605 codes, use Code 606 (Other Certified). Note that Position Code 064 for a non-certified superintendent was added to the Classified Personnel Codes in FY 2012.

It is extremely important that all employees, but especially teachers, be listed in the appropriate categorical codes. Please use the "Other" codes only when there is no specific code that accurately describes an individual's position in your district.

### **C-5. Full Time Equivalent (FTE)**

Full-time means staff 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\(3\)](#)). For purposes of computation, a certified teacher who is employed full-time is an FTE of 1.00. An employee should not be reported as greater than a 1.50 FTE. Teachers with one semester contracts shall be reported as 1.0 FTE if they are teaching full days.

If the teacher is employed less than full-time, divide the certified teacher's class load by the governing board approved full school day value or its equivalent to determine the FTE ([A.R.S. § 15-901\(B\)\(10\)](#)).

For example, if a teacher works two periods per day at a school where the full-time class load is five periods, the FTE should be reported as 0.40.

FTE for M&O includes those employees paid out of M&O, CSF, IIF or any state or federal grant. You are not required to separate FTE between M&O and other funds. However, if your system already breaks this information out, you may report it as such. Total FTE may be recorded under M&O, etc.

### **C-6. Grade Level Assignment**

Indicate the grade level assignment for all certified employees. Use one of the following codes:

E = Elementary (K-8)

S = Secondary (9-12)

C = Combination

### **C-7. Education Level - Degrees**

Complete this column for certified teachers using Position Code 108 and Codes 200 through 412.

### **C-8. Teacher Experience**

Complete this column for teachers only using Position Code 108 and Position Codes 200 through 412. You do not need to complete the Total Years' Experience field for other certified personnel (e.g., Principal, Special Education Director, etc.).

Number of years of experience means the number of years of classroom instruction conducted by a currently employed certified teacher in the school district. This number should also include the years of experience granted by the school district per the certified teacher salary schedule for experience outside of the school district ([A.R.S. § 15-941\(E\)](#)). A maximum of 15 years will be used in the Teacher Experience Index calculation ([A.R.S. § 15-941\(A\)](#)). For a first-year teacher, enter "1" for years of experience.

#### *Example 1*

A teacher has worked for your district for 7 years, including the current fiscal year. When she was hired, she received 6 years credit for prior teaching experience on your district's salary schedule. Therefore, her Total Years' Experience is 13 years.

#### *Example 2*

A teacher has been teaching at your school district for 10 years. However, he is only at a step on the salary schedule representing 7 years because for several years a step on the schedule was not granted by the Governing Board. For purposes of the SDER, this teacher has 10 years of experience.

### **C-9. Percent of Benefits**

Complete this column for teachers only (Position Code 108 and Position Codes 200 through 412). Enter the percentage of salary (e.g., 10%, 15%, etc.) that represents the cost of benefits. Benefits include health insurance, disability insurance, OASI, and retirement that your district provides teachers. Please report the benefits amount percentage rounded to the next whole percent. Use the same average benefits percentage for each teacher in your district. Please exclude any percentage benefits for PSP employees.

### **C-10. Salary**

Each teacher's salary shall reflect the actual salary paid for the reported FTE for each school.

If a teacher works in more than one school, multiply the teacher's salary by the FTE for each school. For example, assume that a teacher's salary is \$30,000. The teacher's FTE at School A is 0.40 and his FTE at School B is 0.60. The salary reported for School A would be \$12,000 ( $\$30,000 \times 0.40$ ), and the salary reported for School B would be \$18,000 ( $\$30,000 \times 0.60$ ).

### **C-11. Purchased Services Personnel (PSP)**

All full-time and part-time district employees who are paid from the district budget must be reported. You must identify all certified PSP employees in the corresponding field in the submitted file. Only certified employees and the non-certified (classified) superintendent position, if applicable, may be identified as PSP employees. All certified personnel employed through a purchased services contract (PSP) must be included in the SDER. The same information required for district employees must also be

included for these purchased services personnel (PSP) employees, except for the benefit percentage, which should not be entered for PSP employees. Please note that the total salary for a PSP employee is each position’s invoice amount from the vendor. While PSP teacher data is collected, these individuals will be excluded from the TEI calculation. Employees paid through an intergovernmental agreement must not be reported on the SDER. A substitute teacher should be listed only if under contract with the district. Retired teachers must be included if they are filling a position whether they are a PSP employee or they work for the district. Please review your SDER for accuracy of all information. This applies to Position Code 108 and Position Codes 200 through 412.

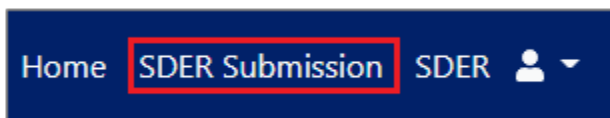
The same information required for district employees must also be included for PSP employees, except for the benefit percentage, which should not be entered for PSP employees. Please note that the total salary for a PSP employee is each position’s invoice amount from the vendor. While PSP teacher data is collected, these individuals will be excluded from the TEI calculation.

## D. Submitting SDER Data

All Districts must submit their data through ADEConnect by uploading data in an .xls file format. You can download the required file formatted template from within the SDER application at the top of the File Import page.

### D-1. Log in to SDER Application

1. Ctrl + click the following URL: <https://home.dev.azed.gov/IntegrationPortal/> or paste it into your browser.
2. On the menu bar, click **Applications**.
3. On the top menu bar, click **SDER Submission**.



**NOTE:** Upon opening the **SDER Submission** page, you’ll see a list of your school district files for the current fiscal year (where applicable).

Fiscal Year	Upload Date Time	File Name	Uploaded By	File Status	Action
2020		History		Current Usable File	
2019		History		Current Usable File	

The following describes what each column heading in the grid (shown above) represents:

Grid Column Headings	Description
Uploaded Date Time	Date and time the file was uploaded
File Name	The name of the uploaded file

Uploaded By	The name or login credentials of the person who uploaded the file
File Status	The status of the uploaded file NOTE: For information about file status, see Section D-e1

**TIP:** You can filter the file results by **Fiscal Year, Upload Date Time, File Name, Uploaded By, File Status, and Action.**

### D-1a. Download Template to Add Employee Data

1. On the **School District Employee Record (SDER)** page, download a new blank template by clicking **Download Template**.
2. In the downloaded Excel TEI submission template, enter the appropriate information for each employee.

### D-1b. SDER Template Requirements

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 or SSN. For classified employees, you may enter 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
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 = White, 0 = Non-White	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,	Select from drop down 1 = Asian, 0 = Non-Asian	At least one Race

	India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.		
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
Employment Start Date	Start date of employee. Data must be submitted for all employees filling a position in the District as of October 1 of current FY.	Numeric field must be reported as MM/DD/YYYY or M/D/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.	Enter numerical value	Yes
Position 1 Other FTE	Alternative FTE not paid from M&O funds	Enter numerical value	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	Enter numerical value	No
Position 2 Other FTE	Additional Alternative FTE not paid from M&O funds	Enter numerical value	No
Position Code 3	Additional staff position code as listed in Sheet 2	Select numerical value from drop down	No
Position 3 M&O FTE	Additional Full-time equivalency (FTE) of staff in listed position code from M&O funds	Enter numerical value	No
Position 3 Other FTE	Additional Alternative FTE not paid from M&O funds	Enter numerical value	No
Position Code 4	Additional staff position code as listed in Sheet 2	Select numerical value from drop down	No
Position 4 M&O FTE	Additional Full-time equivalency (FTE) of staff in listed position code from M&O funds	Enter numerical value	No
Position 4 Other FTE	Additional Alternative FTE not paid from M&O funds	Enter numerical value	No
Position Code 5	Additional staff position code as listed in Sheet 2	Select numerical value from drop down	No

Position 5 M&O FTE	Additional Full-time equivalency (FTE) of staff in listed position code from M&O funds	Enter numerical value	No
Position 5 Other FTE	Additional Alternative FTE not paid from M&O funds	Enter numerical value	No
Position Code 6	Additional staff position code as listed in Sheet 2	Select numerical value from drop down	No
Position 6 M&O FTE	Additional Full-time equivalency (FTE) of staff in listed position code from M&O funds	Enter numerical value	No
Position 6 Other FTE	Additional Alternative FTE not paid from M&O funds	Enter numerical value	No
Grade Level	Indicate the grade level assignment for all certified employees	Select from drop down C= Combined, E= Elementary, and S =Secondary	Certified = Yes Classified = No
Education Level	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	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	Enter the percentage of salary (e.g., 10%, 15%, etc.) that represents the cost of benefits.	Template formatted for percent	Certified = Yes Classified = No
Salary	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	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 = No

### D-1c. SDER Template Sheet 2

Sheet 2 of the downloaded template contains the code descriptors which should be used as a key when completing sheet 1.

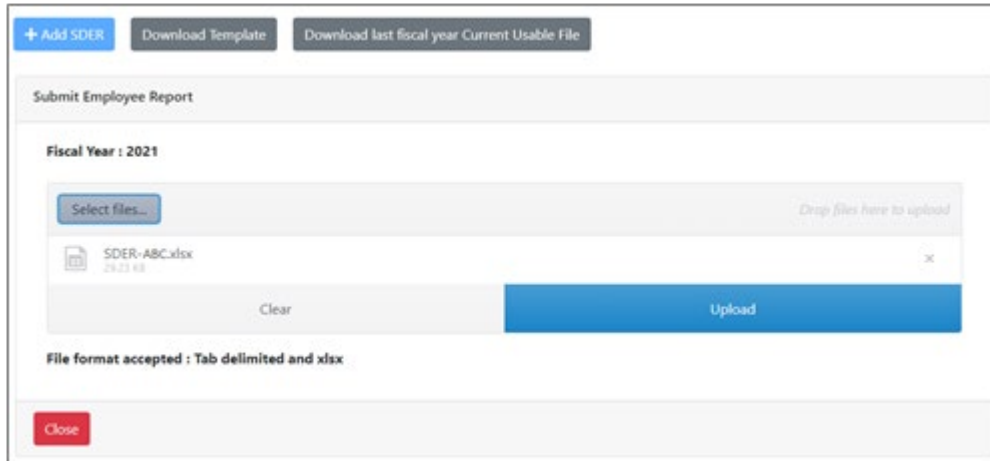


## D-1d. Upload Completed Template to Submit Employee Data

1. When you're finished entering employee data in the downloaded template, save it.

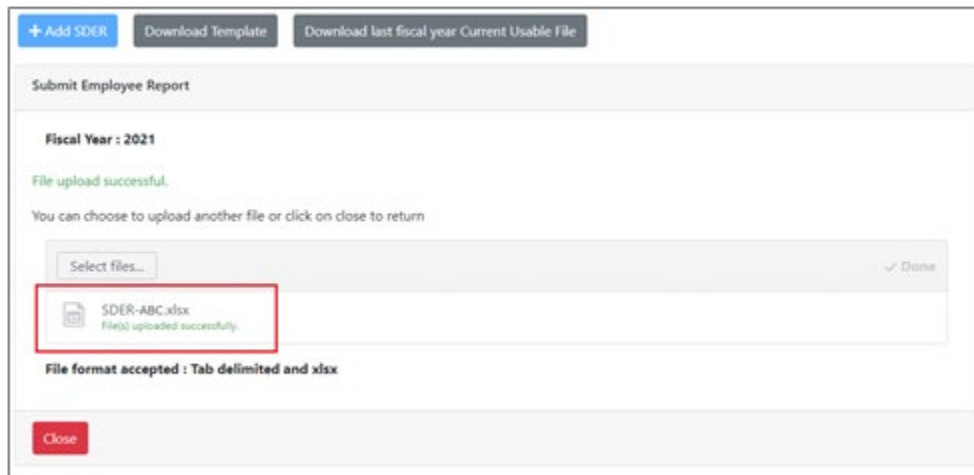
[+ Add SDER](#)

3. Click **Select files:**



4. Locate and click the file, and then click **Open**.
5. Click **Upload**.

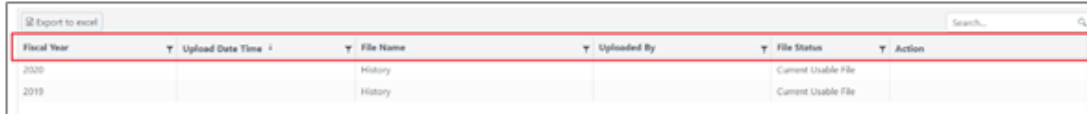
**NOTE:** When your file is uploaded successfully, the system will provide confirmation in green text. **A file can be uploaded successfully but still contain errors.** Please review section D-1F below for information on errors.



6. Click **Close**.

## D-1e. View Status of Uploaded Files

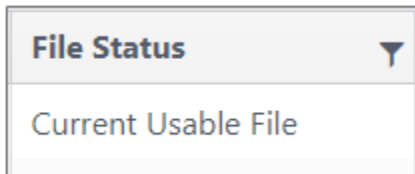
1. In the **SDER Submission** page, you will see a list of your school district files for the current fiscal year, displaying the most recent files at the top of the grid.



Fiscal Year	Upload Date Time	File Name	Uploaded By	File Status	Action
2020		History		Current Usable File	
2019		History		Current Usable File	

2. Select the **Fiscal Year** for the files you want to see.

**TIP:** See the **File Status** column to learn the status of each file.



3. The following table describes each possible status a file can have in the SDER application:

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

You can filter the file results by **Fiscal Year**, **Upload Date Time**, **File Name**, **Uploaded By**, **File Status**, and **Action**.

### D-1f. File Errors

A file can be successfully submitted but still result in errors that must be resolved. **It is imperative that you review a file with the status of Failed, correct all errors in your original file, and resubmit your original file with the corrected data.** You cannot re-submit a file that you've downloaded because Employee ID numbers are masked to protect SSN data that may have been submitted in lieu of a certification number or generic number. The errors and descriptions are below.

Error Message	Description
<b>The file is not delimited correctly and cannot be processed.</b>	Applicable for delimited text files only. A file delimited with commas instead of tab will result in this error.
<b>Columns do not match with that of template.</b>	The number of columns does not match with that of the template. When using tab delimited text file, each tab counts as a column.
<b>The {Column name} column is required and requires a datatype of {data type}</b>	A required column is not supplied with a value.
<b>The {Column name} column requires a datatype of {data type}. The data specified --&gt;{data}&lt;-- does not match this requirement.</b>	Invalid data. Entering text in date column will result in this error.
<b>The {Column name} column requires a datatype of {Data Type} and of minimum { Min Length required} characters long. The data specified --&gt;{data}&lt;-- does not match this requirement.</b>	Applicable only for string inputs. The file will fail when a value specified does not meet the minimum length requirement.
<b>The {Column name} column requires a datatype of {Data Type} and of maximum{ Max Length required} characters long. The data specified --&gt;{data}&lt;-- does not match this requirement.</b>	Applicable only for string inputs. The file will fail when a value specified does not meet the maximum length requirement.
<b>The {Column name} column requires a datatype of {Data Type} and of minimum { Min value}. The data specified --&gt;{data}&lt;-- does not match this requirement.</b>	Applicable only for number inputs (currency, percentage, etc.). The file will fail when the value specified is less than the minimum value required.
<b>The {Column name} column requires a datatype of {Data Type} and of maximum{ Max value}. The data specified --&gt;{data}&lt;-- does not match this requirement.</b>	Applicable only for number inputs (currency, percentage, etc.). The file will fail when the value specified is more than the maximum value required.
<b>No valid data was found in the uploaded file to process.</b>	Review the file to ensure data has been entered and saved then resubmit.
<b>The specified value of 2020 does not match to current Fiscal Year: 2022.</b>	The fiscal year must be current. Correct the data and resubmit.
<b>You are not authorized to upload data for CTDS: xxxxxxxx</b>	Contact your Entity Administrator to ensure you have the proper permissions in ADEConnect to submit SDER data.

<p><b>Found in row xx. Race information of the employee is required. Please enter at least one column (9 through 13) as 1</b></p>	<p>Race data is missing for an employee. Raca data must be submitted for each employee listed. Correct the data and resubmit.</p>
<p><b>Found in row xx column 14. The specified value of 01/01/0001 [user input] is not valid. Please enter the employee start date before {maxStartDateTime.Date:MM/dd/yyyy}.</b></p>	<p>You must enter a valid employee start date. Correct the data and resubmit.</p>
<p><b>Each staff member may only have one row of data per site: duplicateEntities</b></p>	<p>Do not enter multiple rows for a single employee. Consolidate all information into one row for the affected employee.</p>
<p><b>Demographic data for an Employee ID must be consistent, please verify columns C, D, E, G, H, I, J, K, L, M, N, AH and AI for Employee ID: duplicateEntities</b></p>	<p>Review the columns listed and ensure the appropriate demographic data is entered then resubmit.</p>
<p><b>Found in row &lt;rownumber&gt;. Education Level information of the employee is required for Certified Teachers</b></p>	<p>Education Level must be submitted for position codes 108 and 200-412. Correct the data and resubmit.</p>
<p><b>Found in row &lt;rownumber&gt;. Years of Experience information of the employee is required for Certified Teachers</b></p>	<p>Years of Experience must be submitted for codes 108 and 200-412. Correct the data and resubmit.</p>
<p><b>Found in row &lt;rownumber&gt;. PSP Employee information of the employee is required for Certified Teachers</b></p>	<p>PSP indicator must be submitted for position codes 108 and 200-412. Correct the data and resubmit.</p>
<p><b>Found in row &lt;rownumber&gt;. Salary information of the employee is required for Certified Teachers</b></p>	<p>Salary information must be submitted for position codes 100, 108, and 200-412. Correct the data and resubmit.</p>
<p><b>Found in row &lt;rownumber&gt;. Grade Level information of the employee is required for Certified Teachers</b></p>	<p>Grade Level information must be submitted for position codes 108 and 200-412. Correct the data and resubmit.</p>