



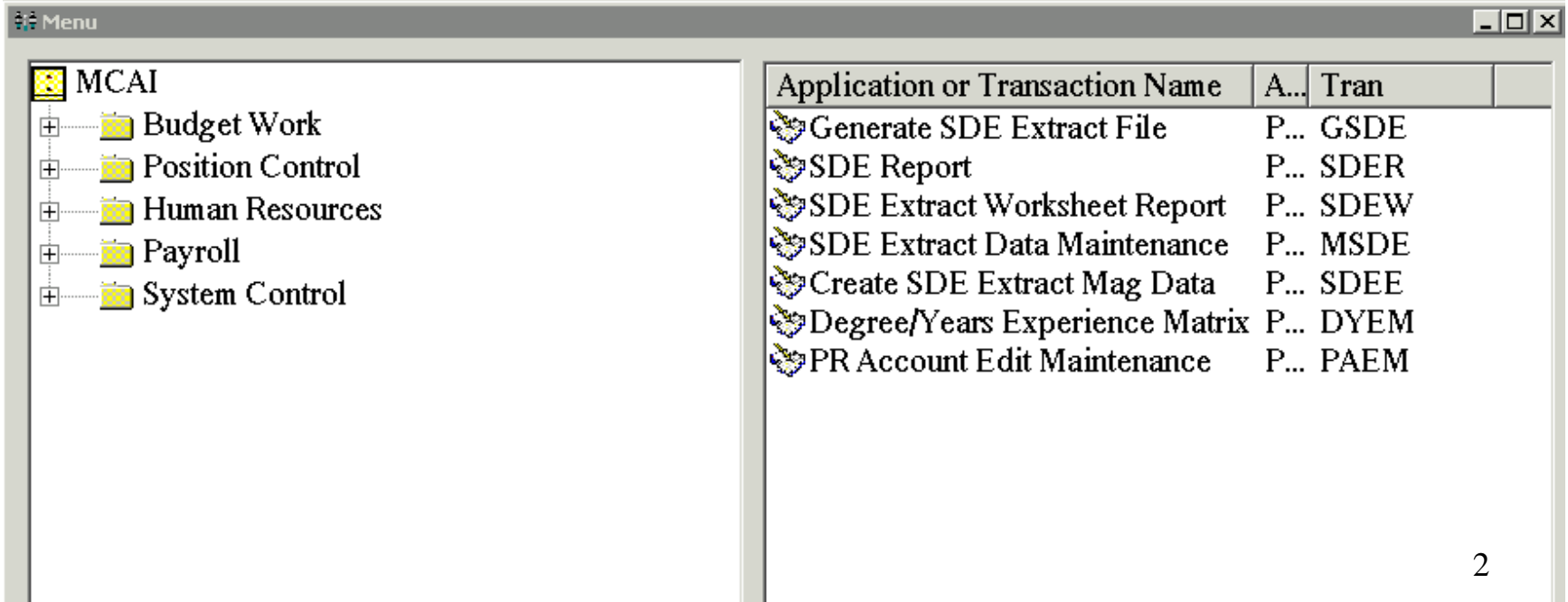
HARRIS
School Solutions

LEAPS/SDE REPORTING

2020

AGENDA

- Employee Job Pay Record maintenance
- Generate the SDE Work File
- Review SDE Report
- Maintenance to the SDE Work File
- Review Create SDE Extract File/Report



The screenshot shows a software menu window titled "Menu". On the left, there is a tree view under the "MCAI" folder, which includes sub-folders: Budget Work, Position Control, Human Resources, Payroll, and System Control. On the right, there is a list of application or transaction names with their corresponding codes. The list is as follows:

Application or Transaction Name	A...	Tran
Generate SDE Extract File	P...	GSDE
SDE Report	P...	SDER
SDE Extract Worksheet Report	P...	SDEW
SDE Extract Data Maintenance	P...	MSDE
Create SDE Extract Mag Data	P...	SDEE
Degree/Years Experience Matrix	P...	DYEM
PR Account Edit Maintenance	P...	PAEM

Employee Maintenance

- The user has the ability to EXCLUDE specific employee jobs from the generated LEAPs extract file. This can be controlled by deselecting the field “Include Job in LEAPs Reporting” on the Job Pay Record form of Employee/Personnel Maintenance.

PR/EMNT Name: LAST NAME 1130, CLAIRE SSN: 111-01-1130 HQ: Approved Cert: Certified (v3.88)

Employee #	Name (Last, First M)	SSN	Person Id	Current Form	Document
1405	LAST NAME 1130, CLAIRE	111-01-1130	1130	Job Pay Record	

Job Number: 1 Employee Type: T1 189 Teacher Job Status: Active

Contract Days: 189 State Salary Unit: 0.00 Total of All Active Jobs
Annual: 62,440.00
Monthly: 5,203.33

Percent Worked: 100% State Based Salary: 0.00

Annual Salary: 62,440.00 Full Time Earnings: 5,203.33

Salaried Periods: 12 Summer Pay Flag: N No Summer Pay Flag

Pay Period Salary: 5,203.33 Include Job in LEAPs Reporting

Hourly/Daily Code: D Use Pay Dates Use End Pay Date
9 / 17 / 2018 Thru 9 / 17 / 2018

Hours Per Day: 7.50 Use Contract Dates
1 / 1 / 2008 Thru 1 / 1 / 2008

Rate of Pay: 330.37 Calculate Salaries

Overtime Rate: 495.56

Accrual Days: 23.25

Exempt From:

- 1. Federal Tax
- 2. State Tax
- 3. Social Security
- 4. Medicare
- 5. City Tax
- 6. County Tax
- 7. Retirement
- 8. SUI
- 9. Worker's Comp
- Matching Insurance

Mass Change Employee Jobs

“Include Job in LEAPS Reporting” in an option in the transaction **Mass Change Employee Jobs (PR/CCDE)**. The user may check or uncheck this field to set the field in the Employee’s Job Pay Record. Specific employee types and job statuses can be selected.

PR/CCDE: Mass Change Employee Jobs (v3.09)

Employee Types			
Type	Description	Days	Cert
<input type="checkbox"/> 1A	Pre-School...	184	N
<input type="checkbox"/> 2A	Elem-Instr ...	184	N
<input type="checkbox"/> 3A	Secondary...	184	N
<input type="checkbox"/> 4A	Special Ed ...	184	N
<input type="checkbox"/> 6A	CO-Clerica...	0	N
<input type="checkbox"/> 6B	CO-Consul...	0	N
<input type="checkbox"/> 6C	CO-Financ...	0	N
<input type="checkbox"/> 6D	CO-Financ...	0	N

Job Status Codes	
Stat	Description
<input type="checkbox"/> A	Active
<input type="checkbox"/> L	On Leave
<input type="checkbox"/> P	Applicant
<input type="checkbox"/> R	Retiree Su...
<input type="checkbox"/> S	Substitute
<input type="checkbox"/> T	Terminated

Job Types	
Type	Description
<input type="checkbox"/> A	Additional J...
<input type="checkbox"/> P	Primary Job
<input type="checkbox"/> S	Supplemen...

Update Hourly/Daily Code Employee Job Service Hired Before 09/17/2018

Update (Reset) Salary Periods Include Jobs Terminations After 09/17/2018

Update Accrual Days

Update Hours/Day

Update Contract Dates

Include in LEAPS Reporting

Update Job Type

Update ACA Offer of Coverage

Update Contract Days

- From Employee Type
- From Salary Schedule

All Only if Less than Emp Type/Sal Sched

RSA Position Status RSA Contribution Group

Type of Units Worked Type of Rate of Pay

Scheduled Units Per Week

- Based on Hours Per Day (Hourly Only)
- Based on FT Units Per Week

Enter Selection Criteria, Click Enter(F1) To Generate Report

GENERATE SDE WORK TABLE

PR/GSDE: Generate SDE Extract File (v3.32)

Pull Degree and Experience From Current Employee Data Previous Year's SDE Data

Ending School Year Pull GL Data From Fiscal Year

System State Public Private Support

Employee Job Status

Ty...	Description
<input checked="" type="checkbox"/> A	ACTIVE
<input type="checkbox"/> L	ON LEAVE
<input type="checkbox"/> P	APPLICANT
<input type="checkbox"/> R	RETIREE SUB...
<input type="checkbox"/> S	SUBSTITUTE
<input type="checkbox"/> T	TERMINATED

Pay Period Type

Ty...	Description
<input checked="" type="checkbox"/> B	Bi-Weekly
<input checked="" type="checkbox"/> M	Monthly
<input checked="" type="checkbox"/> N	No Pay
<input checked="" type="checkbox"/> S	Semi-Monthly
<input checked="" type="checkbox"/> W	Weekly

Exclude Object Codes > 179
Except for Object Codes

Clear SDE Table Retain Vacancies

Add To SDE

All Employees Not in Table
 One Employee

Print Errors Report

- Pull Personnel Data from Current Employee Data or Previous Year's SDE Records
 - Current Employee Records – data is pulled from employee maintenance, you must select the experience type that you wanted reported for system, state, public, private, and support.
 - Previous Year's SDE Records – data is pulled from the SDE work table based on the selected fiscal year. You may increase the months experience, for system or support. The program will only pull records with a hire date previous to the Hired Before date selected.

GENERATE SDE WORK TABLE

- Ending School Year is the Fiscal Year for the Current SDE Work Table
- Pull GL Data From Fiscal Year where the GL information should pull from.
- Enter the codes representing the specific types of experience reported to the state
- Select the job status to include
- Select the job pay period types to include
- **Check to exclude account numbers with object codes greater than 179**
- Select object code 197 and 198 to include coaching object codes

PR/GSDE: Generate SDE Extract File (v3.32)

Pull Degree and Experience From Current Employee Data Previous Year's SDE Data

Ending School Year Pull GL Data From Fiscal Year

System State Public Private Support

Ty...	Description	
<input checked="" type="checkbox"/>	A ACTIVE	
<input type="checkbox"/>	L ON LEAVE	
<input type="checkbox"/>	P APPLICANT	
<input type="checkbox"/>	R RETIREE SUB...	
<input type="checkbox"/>	S SUBSTITUTE	
<input type="checkbox"/>	T TERMINATED	

Ty...	Description	
<input checked="" type="checkbox"/>	B Bi-Weekly	
<input checked="" type="checkbox"/>	M Monthly	
<input checked="" type="checkbox"/>	N No Pay	
<input checked="" type="checkbox"/>	S Semi-Monthly	
<input checked="" type="checkbox"/>	W Weekly	

Exclude Object Codes > 179
 Except for Object Codes

Clear SDE Table Retain Vacancies

Add To SDE

All Employees Not in Table

One Employee

Print Errors Report

GENERATE SDE WORK TABLE

- Check to clear SDE tables, option is disabled when program has not been run for the SDE Fiscal Year selected. You do not want to clear if you have done any SDE maintenance.
- Add Records to SDE Work File, all employees that are not already in the table or one employee at a time, option is disabled when program has not been run for the SDE Fiscal Year selected
- Retain Vacancies – If this is checked and the “Clear SDE Table” is also checked, when the user regenerates the SDE file after initial generation, any “VACANCIES” entered through SDE maintenance will be retained.
- Print Errors Report – check if a Crystal report listing all exceptions is wanted

PR/GSDE: Generate SDE Extract File (v3.32)

Pull Degree and Experience From Current Employee Data Previous Year's SDE Data

Ending School Year Pull GL Data From Fiscal Year

System State Public Private Support

Employee Job Status			Pay Period Type		
Ty...	Description		Ty...	Description	
<input checked="" type="checkbox"/>	A	ACTIVE	<input checked="" type="checkbox"/>	B	Bi-Weekly
<input type="checkbox"/>	L	ON LEAVE	<input checked="" type="checkbox"/>	M	Monthly
<input type="checkbox"/>	P	APPLICANT	<input checked="" type="checkbox"/>	N	No Pay
<input type="checkbox"/>	R	RETIREE SUB...	<input checked="" type="checkbox"/>	S	Semi-Monthly
<input type="checkbox"/>	S	SUBSTITUTE	<input checked="" type="checkbox"/>	W	Weekly
<input type="checkbox"/>	T	TERMINATED			

Exclude Object Codes > 179
 Except for Object Codes

Clear SDE Table Retain Vacancies

Add To SDE

All Employees Not in Table
 One Employee

Print Errors Report

GENERATE SDE WORK TABLE

- If a list view appears after the file has generated, correct all reported exceptions and generate again.
- Some exceptions will not have to be corrected if it is determined that the particular job does not have to be included in the LEAPS file.
- The list of errors can be printed or exported to excel by pressing the PrtScr toolbar button (F11).
- An explanation of the error is displayed under the Error Message heading. In brackets, to the right of the message is the form name within Employee Maintenance where the error can be corrected.

PR/GSDE: Generate SDE Extract File (v3.20)

Empl...	SSN	Name	J...	Emp Type	Error Message
1	424-82-...	SMITH, TINA	1	B	Error: Annual Salary Equals Zero [PR EMNT - Job Pay Record]
1	424-82-...	SMITH, TINA	1	B	Acct#: 11-5-1100-101-0380-1110-0-2300-0000 Error: Cannot Calculate
1	424-82-...	SMITH, TINA	1	B	Acct#: 11-5-1100-101-0380-1110-0-2300-0000 Error: Distributed Salary
94	410-20-...	SMITH, EDNA	2	B	Error: Employee Birth Date Indicates Age > 90 Years [PR EMNT - Pers...
94	410-20-...	SMITH, EDNA	2	B	Warning: Tenure Code Missing Defaulted to: 2 [PR EMNT - Personnel
427	419-11-...	SMITH, JENNI...	1	B	Error: Annual Salary Equals Zero [PR EMNT - Job Pay Record]
427	419-11-...	SMITH, JENNI...	1	B	Acct#: 11-5-1100-010-0380-1110-0-1200-0000 Error: Cannot Calculate
427	419-11-...	SMITH, JENNI...	1	B	Error: Employee Birth Date Indicates Age < 15 Years [PR EMNT - Pers...
427	419-11-...	SMITH, JENNI...	1	B	Error: Total Support Experience Too Large for Calculated Age
427	419-11-...	SMITH, JENNI...	1	B	Warning: Invalid Degree Code[PR EMNT - Education Data]
427	419-11-...	SMITH, JENNI...	1	B	Acct#: 11-5-1100-010-0380-1110-0-1200-0000 Error: Distributed Salary
1772	423-90-...	SMITH, MELA...	1	B	Warning: Invalid Degree Code[PR EMNT - Education Data]
2706	416-25-...	SMITH, ERICKA	1	B	Warning: Invalid Degree Code[PR EMNT - Education Data]
3223	409-23-...	SMITH, TERESA	1	B	Error: Annual Salary Equals Zero [PR EMNT - Job Pay Record]
3223	409-23-...	SMITH, TERESA	1	B	Acct#: 11-5-1100-010-9101-1110-0-2200-0000 Error: Cannot Calculate
3223	409-23-...	SMITH, TERESA	1	B	Acct#: 11-5-1100-010-9101-1110-0-2200-0000 Error: Distributed Salary
3489	417-02-...	SMITH, VICKIE	1	B	Warning: Invalid Degree Code[PR EMNT - Education Data]
3781	434-29-...	SMITH, STEP...	1	B	Warning: Invalid Degree Code[PR EMNT - Education Data]
3882	423-96-...	SMITH, NANCY	1	B	Warning: Invalid Degree Code[PR EMNT - Education Data]

GENERATE SDE WORK TABLE

- Error messages on list view will indicate the severity of the problem:

Critical, Error, or Warning.

- **Warning:** Employee record WILL be written to LEAPS file
- **Error:** Employee record WILL NOT be written to LEAPS file
- **Critical:** LEAPS file will not be created during the transaction PR/SDEE – Create SDE Extract Mag Data

PR/GSDE: Generate SDE Extract File (v3.20)

Empl...	SSN	Name	J...	Emp Type	Error Message
1	424-82-...	SMITH, TINA	1	B	Error: Annual Salary Equals Zero [PR EMNT - Job Pay Record]
1	424-82-...	SMITH, TINA	1	B	Acct#: 11-5-1100-101-0380-1110-0-2300-0000 Error: Cannot Calculate
1	424-82-...	SMITH, TINA	1	B	Acct#: 11-5-1100-101-0380-1110-0-2300-0000 Error: Distributed Salary
94	410-20-...	SMITH, EDNA	2	B	Error: Employee Birth Date Indicates Age > 90 Years [PR EMNT - Pers
94	410-20-...	SMITH, EDNA	2	B	Warning: Tenure Code Missing Defaulted to: 2 [PR EMNT - Personnel
427	419-11-...	SMITH, JENNI...	1	B	Error: Annual Salary Equals Zero [PR EMNT - Job Pay Record]
427	419-11-...	SMITH, JENNI...	1	B	Acct#: 11-5-1100-010-0380-1110-0-1200-0000 Error: Cannot Calculate
427	419-11-...	SMITH, JENNI...	1	B	Error: Employee Birth Date Indicates Age < 15 Years [PR EMNT - Pers
427	419-11-...	SMITH, JENNI...	1	B	Error: Total Support Experience Too Large for Calculated Age
427	419-11-...	SMITH, JENNI...	1	B	Warning: Invalid Degree Code[PR EMNT - Education Data]
427	419-11-...	SMITH, JENNI...	1	B	Acct#: 11-5-1100-010-0380-1110-0-1200-0000 Error: Distributed Salary
1772	423-90-...	SMITH, MELA...	1	B	Warning: Invalid Degree Code[PR EMNT - Education Data]
2706	416-25-...	SMITH, ERICKA	1	B	Warning: Invalid Degree Code[PR EMNT - Education Data]
3223	409-23-...	SMITH, TERESA	1	B	Error: Annual Salary Equals Zero [PR EMNT - Job Pay Record]
3223	409-23-...	SMITH, TERESA	1	B	Acct#: 11-5-1100-010-9101-1110-0-2200-0000 Error: Cannot Calculate
3223	409-23-...	SMITH, TERESA	1	B	Acct#: 11-5-1100-010-9101-1110-0-2200-0000 Error: Distributed Salary
3489	417-02-...	SMITH, VICKIE	1	B	Warning: Invalid Degree Code[PR EMNT - Education Data]
3781	434-29-...	SMITH, STEP...	1	B	Warning: Invalid Degree Code[PR EMNT - Education Data]
3882	423-96-...	SMITH, NANCY	1	B	Warning: Invalid Degree Code[PR EMNT - Education Data]

GENERATE SDE WORK TABLE

- A crystal report can be generated after the file has been generated, listing all exceptions for jobs that satisfy the criteria of the LEAPS file generation.
- Correct all exceptions and generate again.
- Some exceptions will not have to be corrected if it is determined that the particular job does not have to be included in the LEAPS file.
- To the right of the error message is a form name and a screen name in brackets. This is the form within Employee Maintenance where the exception needs to be corrected.
- The crystal report also lists the severity of the exception: Warning, Error, or Critical

RUN DATE: 09/18/2012
 RUN TIME: 10:09PM

MCAI PAYROLL SYSTEM
 GENERATE SDE DETAIL REPORT
 MCALEER BOARD OF EDUCATION

Page 1 of 2
 PRGSDER

EMPLOYEE#	SOC.SEC.#	NAME	JOB	EMP TYPE	ERROR MESSAGE
9668		BROWN, M	1	B	Critical: Object Code 050 Is No Longer Valid [PR EMNT - Job G/L Dist]
9652		GRADY, J	1	B	Error: Employee Birth Date Indicates Age < 15 Years [PR EMNT - Personnel Data]
9652		GRADY, J	1	B	Error: Total Support Experience Too Large for Calculated Age
9652		GRADY, J	1	B	Warning: Tenure Code Missing Defaulted to: 2 [PR EMNT - Personnel Data]
9666		James, M	1	B	Error: Total Support Experience Too Large for Calculated Age
9666		James, M	1	B	Warning: Invalid Degree Code[PR EMNT - Education Data]
9666		James, M	2	S2	Error: Total Support Experience Too Large for Calculated Age
9667		MOORE, J	1	B	Acct#: 11-5-1100-010-0010-1110-0-1200-0000 Error: Full Time Equivalent Equals Zero [PR EMNT - Job G/L Dist]
6502		SMITH, J	1	I	Acct#: 11-5-3200-171-0360-1110-0-8300-0000 Error: Full Time Equivalent Equals Zero [PR EMNT - Job G/L Dist]
8264		SMITH, C	1	B	Warning: Invalid Degree Code[PR EMNT - Education Data]

GENERATE SDE WORK TABLE

- A Critical message will occur when an employee's job "Hours Per Day" total is greater than 15
- Jobs with Object codes 197 or 198 do not require an Annual Salary on the Job Pay Record in order to pull to the LEAPs file
- Jobs with Object codes 197 or 198 do not require contract days in the LEAPs file and Contract Days are not required when accessing the job through the Table Maintenance transaction (PR/MSDE)
- When an Employee's only job has an object code of 197 or 198, the "Generate SDE File" (PR/GSDE) transaction pulls a Total Salary of \$0.00 and the % of Salary is 0%. This will no longer generate a Critical Error during the "Create SDE Extract File" transaction (PR/SDEE)
- If a Reporting location is not listed in the Valid Schools file provided by the State Department, the "Generate SDE File" transaction (PR/GSDE) will do the following:
 - If location is 8600-8699, "0000" will pull
 - If location is anything else not listed and not 8600-8699, "0001" will pull
 - Error message will state: "Warning: Work Center not a Valid School Code, will set Code to xxxx".
xxxx represents either 0000 or 0001

GENERATE SDE WORK TABLE

- If a comma is present in the FIRST NAME or LAST NAME field of an employee, it will be stripped out of the file during the “Create SDE Extract File “ transaction (PR/SDEE)
- The Function Code / Object Code” have had some changes/additions added to the matrix.
 - Object codes 099 & 168 are valid for Function Code 4110
 - Object codes 167 & 168 are valid for Function Code 4120
 - Object code 167 is valid for Function Codes: 4121, 4140, 4141, 4180, 4181, 4183, 4184, 4185, 4187, 4188 & 4189
 - Object code 167 & 168 are valid for Function Codes: 4130, 4131, 4132, 4182 & 4186
 - Object code 168 is valid for Function Code 4170

Function Code/Object Code Table for Transportation Funding

The table below will detail out the edit checks. The object code(s) listed under each function code are the only ones allowed. Incorrect coding can result in a loss of transportation funding.

Function Codes	4110	4120	4121	4130	4131	4132	4140	4141	4170	4180	4181	4182	4183	4184	4185	4186	4187	4188	4189
Object Codes	054	103	161	103	103	103	161	161	115	161	161	103	161	161	161	103	161	161	161
	113	121		121	121	121			151			121				121			
	117	131		131	131	131			159			131				131			
	139	151		161	161	161			173			161				161			
	141	169							176										

GENERATE SDE WORK TABLE

- If you have any employees that have more than one degree code marked as highest degree, an error listing will appear. You must correct these records before proceeding.

The following employees have more than one degree marked as highest degree.
 The SDE work file will not be generated until these errors are corrected.
 Please print this list, and correct the data on the education data screen of employee maintenance.
 Call MCAI, if you need assistance.

SSN	Name	Person Id
111-00-1877	ANITA C TEST1877	1877
111-00-1881	MELVIN KEITH TEST1881	1881
111-00-1929	TERESA J TEST1929	1929

- Go to employee maintenance, pull up the employee and select the Education Data form

PR/EMNT Name: TEST1877, ANITA C SSN: 111-00-1877 HQ: Not Approved Cert: Certified

Employee #	Name (Last, First M)	SSN	Person Id	Current Form	Document
6629	TEST1877, ANITA C	111-00-1877	1877	Education Data	

Next Previous

Show/Add Education

College	Description	Degree	Begin	End	Yrs Earn	Hrs Earn	Graduated	Extra	Transcript	Highest	Semest
000001	U OF A	14			0	0	2000	0	1/1/200	Yes	True
000021	UNIV OF AL	14			0	0	1994	0	1/1/200	Yes	True
000227	LBW ST JR COLL...	14			0	0	1991	0	1/1/200	No	True

GENERATE SDE WORK TABLE

- Press Change Button (F3)
- Select the college degree that is inappropriately marked as highest degree and uncheck Highest Degree Earned.

1 Change (F3) 4 Save (F5)

PR/EMNT Name: TEST1877, ANITA C SSN: 111-00-1877 HQ: Not Approved Cert: Certified

Employee # 6629 Name (Last, First M) TEST1877, ANITA C SSN 111-00-1877 Person Id 1877 Current Form Education Data Document []

College 000021 UNIV OF AL Degree 14

2 Highest Degree Earned

Dates Attended From 11/2006 Thru 11/2006

Year Graduated 1994

Years Earned 0

Hours Earned Credit Hours Earned 0

Semester Quarter Extra Credit Hours

Transcript Received Date Received 1/1/2006 Unofficial Transcript Date 11/1/2006

3 Add/Update Education

Major Cd	Description	Major	Minor
MGMT INFO	MGMT INFO SYS...	Yes	No

- Press Add/Update Education
- Press Save Button (F5)

College	Description	Degree	Graduated	Extra	Transcript	Highest
000001	U OF A	14	2000	0	1/1/2006	Yes
000021	UNIV OF AL	14	1994	0	1/1/2006	No
000227	LBW ST JR COLL...	14	1991	0	1/1/2006	No

GENERATE SDE WORK TABLE

- Based on Current Employee Data, the following fields are pulled from employee maintenance

- Name & Address Screen

- Social Security Number
- Last Name
- First Name
- Middle Name

PR/EMNT Name: TEST4370, NANCY SSN: 111-00-4370 HQ: Not Approved Cert:

Employee #	Name (Last, First M)	SSN	Person Id	Current Form
1	TEST4370, NANCY	111-00-4370	4370	Name & Address

Social Security # 111-00-4370 Title MRS Address Type
First Name NANCY Address
Middle/Initial
Last Name TEST4370 City

- Personnel Data Screen

- Gender
- Birth Date
- Ethnicity
- Spanish Speaking defaults to N
- Tenure

PR/EMNT Name: TEST3484, LAMANDA HAHN SSN: 111-00-3484 HQ: Not Appr

Employee #	Name (Last, First M)	SSN	Person Id	Current Form
12	TEST3484, LAMAND	111-00-3484	3484	Personnel Data

Gender F Female
Birth Date 1/15/1958
Ethnicity 1 Asian Race Code

- Employee Data Screen

- Employee Number
- Hire Date

PR/EMNT Name: TEST3484, LAMANDA HAHN SSN: 111-00-3484 HQ: Not Approved C

Employee #	Name (Last, First M)	SSN	Person Id	Current Form
12	TEST3484, LAMAND	111-00-3484	3484	Employee Data

Original Hire Date 1/3/1980
Term Code/Date 11/6/2006
Reporting Loc. 0010 ALBERTA ELEMENTARY

GENERATE SDE WORK TABLE

– Education Data Screen

- Pulls the state degree code of the degree marked as the highest degree earned, if blank set to “N”

PR/EMNT Name: TEST3484, LAMANDA HAHN SSN: 111-00-3484 HQ: Not Approved

Employee #	Name (Last, First M)	SSN	Person Id	Current Form
12	TEST3484, LAMAND	111-00-3484	3484	Education Data

College: 999999 Unknown College

Degree: 2

Major/Minor: Major

Highest Degree Earned

HR/HRND: HR Code Maintenance III

1. PC Status	2. PC Type	3. PC Appr
11. User Fields	12. PC Reason	13. NHire Rea
6. College Code	7. Degree Code	8. Major/Minor

Degree: 2

Local Description: Bachelor of Science Degree

Degree Abbreviation: B.S.

State Degree: B

– Experience Data Screen

- Pulls the number of months experience (based on the experience types selected)

- System
- State
- Public
- Private
- Support

PR/EMNT Name: TEST3484, LAMANDA HAHN SSN: 111-00-3484 HQ: Not Approved

Employee #	Name (Last, First M)	SSN	Person Id	Current Form
12	TEST3484, LAMAND	111-00-3484	3484	Experience Data

Type	Description	Yrs	Mns	Date Began	Date End
OTH	OTH	0	0		
PRV	PRV	0	0		
PUB	PUB	0	0		
ST	ST	0	0		
SYS	SYS	28	0		

GENERATE SDE WORK TABLE

– Job Pay Record Screen

- Job Number
- Contract Days
- Annual Salary
- Salaried Periods
- Pay Period Salary
- Hourly/Daily Code
- Hours Per Day
- Hourly Daily Rate
- Certified Flag Code from Employee Type

PR/EMNT Name: TEST3484, LAMANDA HAHN SSN: 111-00-3484 HQ: Not Approved

Employee #	Name (Last, First M)	SSN	Person Id	Current Form
12	TEST3484, LAMAND	111-00-3484	3484	Job Pay Record

Job Number	1	Employee Type: T	TEACHER
Contract Days	182	State Salary Unit	0.00
Percent Worked	100%	State Based Salary	0.00
Annual Salary	44,757.00	Full Time Earnings	3,729.75
Salaried Periods	12	Summer Pay Flag	N No Sum
Pay Period Salary	3,729.75	<input checked="" type="checkbox"/> Include Pay in Gross Salary Re	
Hourly/Daily Code	D	<input type="checkbox"/> Use Pay Dates	<input type="checkbox"/> Use E
Hours Per Day	7.00		11/6/2006 Thru 11/6/20
Rate of Pay	245.92	<input type="checkbox"/> Use Contract Dates	1/1/2006 Thru 1/1/20

PR/ETPM: Employee Type Maintenance

1. Employee Type	2. Leave Information	3. Mandatory Dec
Employee Type T	Position Desc	TEACHER
Certified Code C	Contract Days	182
Work Hrs/Day 7.00	Work Months/Year	9.0

GENERATE SDE WORK TABLE

– Job GL Distribution Screen (based on the GL Fiscal Year)

- Current Percent
- Current Amount
- FTE

PR/EMNT Name: TEST3484, LAMANDA HAHN SSN: 111-00-3484 HQ: Not Approved

Employee #	Name (Last, First M)	SSN	Person Id	Current Form
12	TEST3484, LAMAND	111-00-3484	3484	Job G/L Dist

Job Number: 1 Employee Type: T9 TEACHER 9 M
 Fiscal Year: 2011
 G/L Acct: 11-5-1100-010-0160-1110-0-1602-0000
 INSTRUCTION-TEACHER
 Current Percent: 100% Budget Total: 0.00
 Current Amount: 0.00 FTE: 1.00

GL/CVAL: Component Maintenance

1. Component 2. Cost Center 3. ...

Component Name: ClassFunc
 Value: 51100
 Short Description: INSTRUCTION
 State Short Description: INSTRUCTION
 Long Description: INSTRUCTION
 State Reporting Alias: 51100
 State Approved Inactive Flag

- The following components are pulled from the account number and are looked up in component maintenance to determine if the state reporting alias should be used. If state approved is unchecked then the state reporting alias value is reported.

- Class/Function
- Object
- Cost Center
- Source of Funds
- Program

Value	54199
Short Description	OTH TRANSP SERVICES
State Short Description	OTH TRANSP SERVICES
Long Description	OTHER TRANSPORTATI
State Reporting Alias	54190
<input type="checkbox"/> State Approved	<input type="checkbox"/> Inactive Flag

Work Location is set to the employee's reporting location. If this value is within 8600-8699, the value is set to 0000. Otherwise, if the value is greater than 6994, it is set to 0001.

SDE REPORT (PR/SDER)

PR/SDER: SDE Report (v3.10)

Print Order

Last Name Employee Number Reporting Location Social Security Number

Fiscal Year 2021

Report Location From ALL Thru ALL

Print Crystal Report Export Records To Excel

To Report Viewer To Grid To File

To Printer Milton (redirected)

Enter Selection Criteria, Click Enter(F1) To Generate Report

- Select a print order; Last Name, Employee Number, Reporting Location, Social Security Number
- SDE Fiscal Year
- Report Location Range
- Check to Export SDE Records to Excel (optional)
- Check to print One Page Per Employee
- Check to Mask SSN on Report

SDE REPORT

- Press Enter toolbar button (F1)

- If export to excel box is checked, then an excel worksheet will appear and start to fill. Every field that is currently saved in the SDE table is in this excel spreadsheet.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y			
1	EMPL	LAST_NA	FIRST_N	MID_N	SS_NO	BIRTH_DAT	GEI	SD	RPT_	SP	HI	CE	J	CON	CI	ANNUAL	MON	MO	MO	M	C	M	HIRE_DATE	TEI	FTI	DISTR_A		
2	7816	TEST1050	SHIRLEY		111-00-1050	5/8/1972	F	8	0001	0	N	0	1	182	N	9518	24	0	0	0	0	9/14/2004	0	1	9518			
3	7131	TEST1056	BRENDA	J	111-00-1056	2/12/1955	F	8	0001	0	N	0	1	182	N	7601	36	0	0	0	0	11/19/2002	0	1	7601			
4	3654	TEST1065	HAZEL	D	111-00-1065	1/21/1959	F	8	0001	0	N	0	1	182	N	15967	180	0	0	0	0	11/2/1992	0	1	15967			
5	2034	TEST1097	NOEL	A	111-00-1097	7/15/1959	M	4	0001	0	N	0	1	240	N	38048	228	0	0	0	0	6/27/1989	0	1	38048			
6	5043	TEST112	MICHAEL	J	111-00-0112	7/13/1973	M	4	0001	0	N	1	1	240	N	84731	156	12	0	0	0	8/1/2002	0	1	84731			
7	6361	TEST1129	DEANNA	D	111-00-1129	8/16/1978	F	8	0001	0	N	0	1	182	N													
8	3129	TEST1133	SHIRLEY	A	111-00-1133	7/19/1963	F	8	0001	0	N	0	1	182	N													
9	6162	TEST1167	PAULA	J	111-00-1167	10/3/1967	F	8	0001	0	N	0	1	240	N													
																X	Y	Z				AA	AE	AC	AD	AE	AF	AG
																1	FTI	DISTR_A	M	SDE_ACCOUNT			CECLS	OBJ	CCTR	SFND	PROG	
																2	1	9518	0	11-5-4130-161-8410-1310-0-2900-0000		C	54130	161	8410	1310	2900	
																3	1	7601	0	11-5-4130-103-8410-1310-0-2900-0000		C	54130	103	8410	1310	2900	
																4	1	15967	0	12-5-1100-101-0001-3210-0-2400-0000		C	51100	101	0001	3210	2400	
																5	1	38048	0	11-5-3400-152-8300-1110-0-8300-0000		C	53400	152	8300	1110	8300	
																6	1	84731	0	11-5-6430-117-8620-6001-0-8620-0000		C	56430	117	8620	6001	8620	
																7	1	10415	0	11-5-4130-161-8410-1310-0-2900-0000		C	54130	161	8410	1310	2900	
																8	1	10703	0	11-5-4120-161-8410-1310-0-8410-0000		C	54120	161	8410	1310	8410	
																9	1	28257	0	11-5-6220-141-8620-6001-0-8620-0000		C	56220	141	8620	6001	8620	

SDE REPORT

- If the crystal report box is checked, then the crystal report appears
 - FTE Total at the end of the report
 - Employee Count at the end of the report

<u>EMPLOYEE#</u>	<u>SOC_SEC#</u>	<u>NAME</u>	<u>SEX</u>	<u>RACE</u>	<u>BIRTH_DATE</u>	<u>HIRE_DATE</u>	<u>DEGREE</u>	<u>SPAN</u>	<u>TEN</u>	<u>SYS</u>	<u>ST</u>	<u>PUB</u>	<u>PRV</u>	<u>SUP</u>
12152	111-22-0504	SANDRA, SANDRA	F	1	04/18/1968	08/03/2010	N	N	1	0	0	0	0	266
		<u>JOB</u>			<u>CNT_DAYS</u>	<u>CERT</u>	<u>RLOC</u>	<u>FUNC-OBJ-CCTR-SFND-PROG</u>	<u>CALC SAL</u>	<u>FTE</u>	<u>% OF SALARY</u>			
		1			182	N	0090	51100 101 0090 1110 2300	16,177.00	1.00	1.00			

9853	111-22-1585	TAMIKA, TAMIKA	F	2	07/23/1968	08/16/2002	N	N	2	0	0	0	0	62
		<u>JOB</u>			<u>CNT_DAYS</u>	<u>CERT</u>	<u>RLOC</u>	<u>FUNC-OBJ-CCTR-SFND-PROG</u>	<u>CALC SAL</u>	<u>FTE</u>	<u>% OF SALARY</u>			
		1			182	N	0030	51100 101 0030 1110 1200	19,047.00	1.00	1.00			

9759	111-22-2474	VIRGINIA, VIRGINIA	F	1	02/28/1956	08/02/2007	N	N	2	0	0	0	0	300
		<u>JOB</u>			<u>CNT_DAYS</u>	<u>CERT</u>	<u>RLOC</u>	<u>FUNC-OBJ-CCTR-SFND-PROG</u>	<u>CALC SAL</u>	<u>FTE</u>	<u>% OF SALARY</u>			
		1			182	N	0030	51100 101 0030 1110 2300	19,161.00	1.00	1.00			

9333	111-22-2108	WILLIAM, WILLIAM	M	1	04/02/1983	08/04/2009	N	N	2	0	0	0	0	48
		<u>JOB</u>			<u>CNT_DAYS</u>	<u>CERT</u>	<u>RLOC</u>	<u>FUNC-OBJ-CCTR-SFND-PROG</u>	<u>CALC SAL</u>	<u>FTE</u>	<u>% OF SALARY</u>			
		1			182	N	0082	51100 101 0082 6001 2400	17,909.00	1.00	1.00			

FTE TOTAL: 57.00

EMPLOYEE COUNT: 56

*** END OF REPORT ***

SDE EXTRACT WORKSHEET REPORT

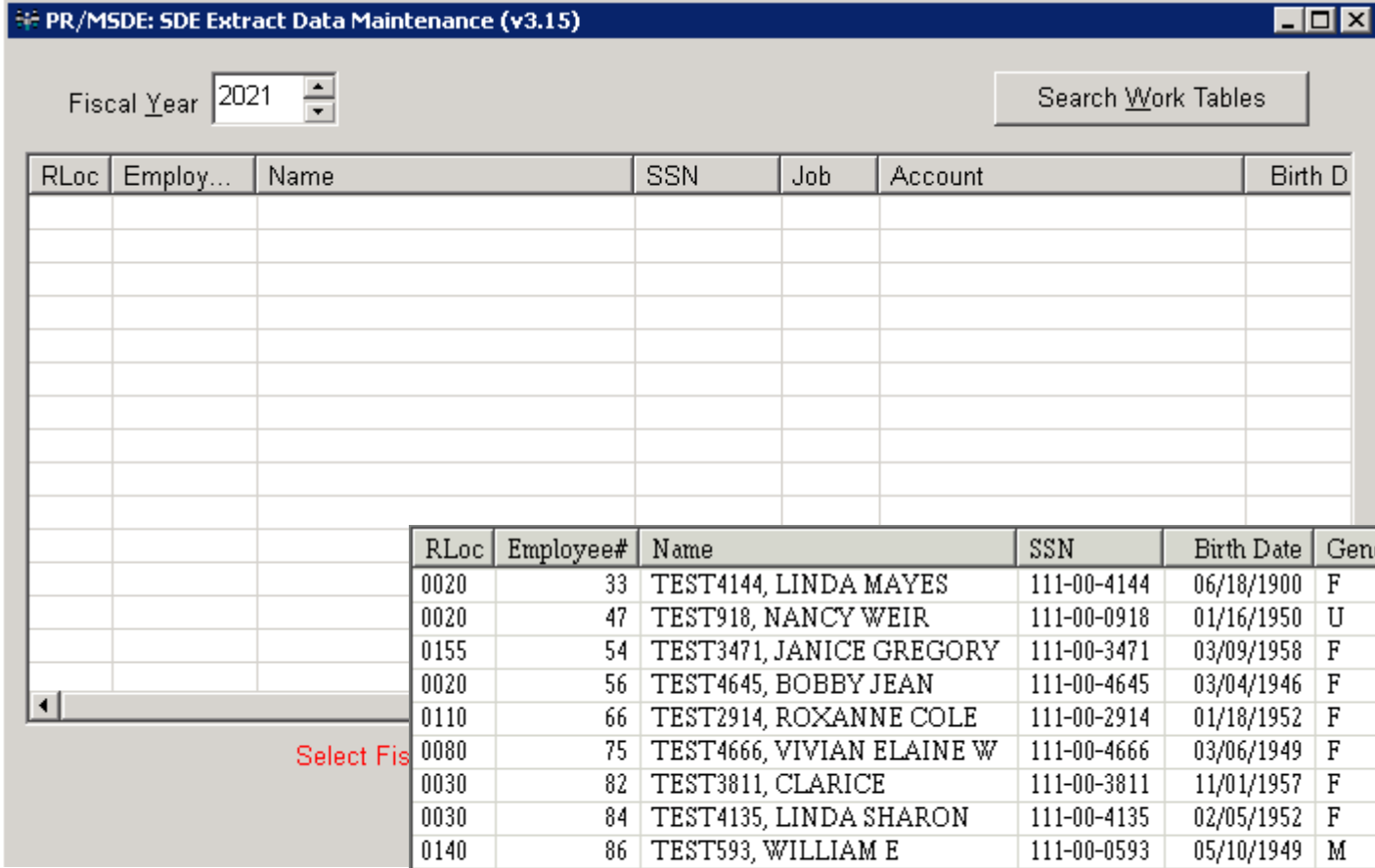
- Select the Fiscal Year to report and press Enter toolbar button (F1)

Report is printed in report location, last name, first name order

<u>SOC.SEC.#</u>	<u>EMPLOYEE</u>	<u>CNTR</u>	<u>JN</u>	<u>THIS</u>	<u>OTHER</u>	<u>OTHER</u>	<u>PRIVATE</u>	<u>SUPPORT</u>	<u>TENURE</u>	<u>SPANISH</u>	<u>HIGHEST</u>
				<u>SYSTEM</u>	<u>ALABAMA</u>	<u>PUBLIC</u>	<u>SYSTEM</u>	<u>SYSTEM</u>	<u>POSITION</u>	<u>SPEAKING</u>	<u>DEGREE</u>
111-22-1556	JANE, JANE	0010	1	_____	_____	_____	_____	288	2	N	N
111-22-0157	RHONDA, RHONDA	0010	1	_____	_____	_____	_____	84	2	N	N
111-22-1974	ROSS, ROSS	0010	1	_____	_____	_____	_____	288	2	N	N
111-22-2729	APRIL, APRIL	0020	1	60	12	_____	_____	_____	2	N	M

SDE WORK TABLE MAINTENANCE

- Select the Fiscal Year to view and press the Enter toolbar button
- The list fills with all records in the SDE work table



RLoc	Employee#	Name	SSN	Birth Date	Gender	Ethnic	Spani
0020	33	TEST4144, LINDA MAYES	111-00-4144	06/18/1900	F	4	No
0020	47	TEST918, NANCY WEIR	111-00-0918	01/16/1950	U	4	No
0155	54	TEST3471, JANICE GREGORY	111-00-3471	03/09/1958	F	4	No
0020	56	TEST4645, BOBBY JEAN	111-00-4645	03/04/1946	F	08	No
0110	66	TEST2914, ROXANNE COLE	111-00-2914	01/18/1952	F	4	No
0080	75	TEST4666, VIVIAN ELAINE W	111-00-4666	03/06/1949	F	4	No
0030	82	TEST3811, CLARICE	111-00-3811	11/01/1957	F	08	No
0030	84	TEST4135, LINDA SHARON	111-00-4135	02/05/1952	F	08	No
0140	86	TEST593, WILLIAM E	111-00-0593	05/10/1949	M	08	No
0075	91	TEST465, KAY E	111-00-0465	08/13/1943	F	4	No
0110	97	TEST2559, ANGIE FAYE	111-00-2559	10/02/1954	F	08	No
0195	105	TEST1798, TRACY MUNDY	111-00-1798	09/29/1960	F	4	No
0090	108	TEST1775, LUCILE BYRD	111-00-1775	03/25/1955	F	08	No

SDE WORK TABLE MAINTENANCE

- Click on a record in the list to view
- It is **PREFERRED** that all data corrections are made in employee maintenance. However, the SDE records can be altered by pressing the Change toolbar button (F3), making the data correction, and pressing the Save toolbar button (F5)

PR/MSDE: SDE Extract Data Maintenance (v3.15)

Fiscal Year: 2021 employee #: 1267 SSN: 111-01-1008 Search Work Tables

Last Name: LAST NAME 1008 First Name: BROOKLYN Middle Name:

Birth Date: 11/17/1972 Tenured: 2

Gender: F Female Speaks Spanish

Ethnicity: 1 WHITE

Degree: 6 CLASS AA CERTIF

Report Loc: 0060 CCTR 0060

----- Experience In Months -----
System State Public Private Support
228 12 0 0 0

Job: 1 Certified: C Cnt Days: 240 Hired: 8/18/1997 Hrs Per Day: 8.00

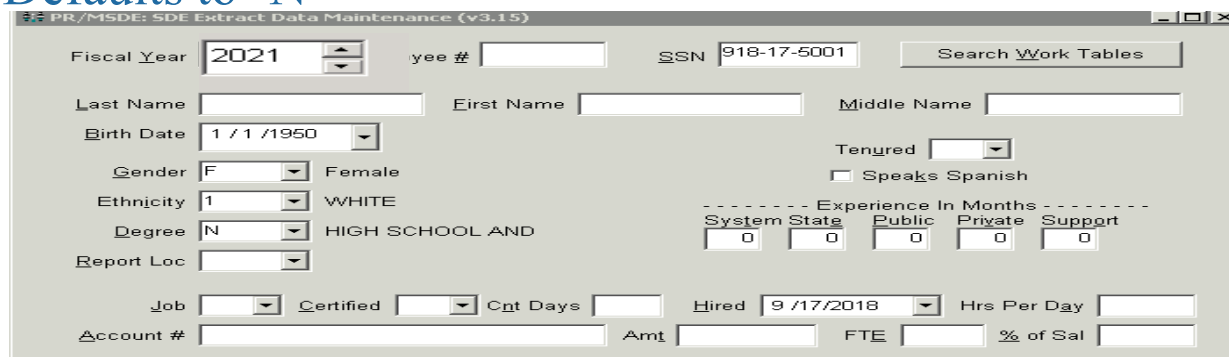
Account #: 11-5-2310-034-0060-1110-0-1500-0000 Amt: 86,752.00 FTE: 1.00 % of Sal: 1.00

SDE WORK TABLE MAINTENANCE

- To Add a Vacancy, press the drop down arrow next to the Add toolbar button and click Add Vacancy.



- The forms clears except for the default values
 - SSN – Defaults to 9 + the last two digits of the fiscal year + state reporting code + sequence number
 - Birth Date – Defaults to 01-01-1950
 - Speak Spanish – Defaults to unchecked/'N'
 - Gender – Defaults to the first in the list which is 'F'
 - Ethnicity – Defaults to first in the list
 - Degree – Defaults to 'N'

A screenshot of the 'PR/MSDE: SDE Extract Data Maintenance (v3.15)' form. The form contains several input fields and dropdown menus. The 'Fiscal Year' is set to 2021. The 'Birth Date' is 1/1/1950. The 'Gender' is 'F' (Female). The 'Ethnicity' is '1' (WHITE). The 'Degree' is 'N' (HIGH SCHOOL AND). The 'SSN' is 918-17-5001. There are also fields for 'Last Name', 'First Name', 'Middle Name', 'Report Loc', 'Job', 'Certified', 'Cnt Days', 'Hired' (9/17/2018), 'Hrs Per Day', 'Account #', 'Amt', 'FTE', and '% of Sal'. A 'Search Work Tables' button is located at the top right.

SDE WORK TABLE MAINTENANCE

- Key in the rest of the data for the vacancy and press the save toolbar button (F5)
- Employee Number is no longer a required field for a vacancy so leave it blank
- If you have multiple vacancies you will need to click Add Vacancy for each new position.

PR/MSDE: SDE Extract Data Maintenance (v3.15)

Fiscal Year: 2021 Employee #: [] SSN: 918-17-5001 Search Work Tables

Last Name: [] First Name: [] Middle Name: []

Birth Date: 1 / 1 / 1950 Tenured: []

Gender: F Female Speaks Spanish

Ethnicity: 1 WHITE

Degree: N HIGH SCHOOL AND

Report Loc: []

----- Experience In Months -----
System State: 0 Public: 0 Private: 0 Support: 0

Job: [] Certified: [] Cnt Days: [] Hired: 9 / 17 / 2018 Hrs Per Day: []

Account #: [] Amt: [] FTE: [] % of Sal: []

CREATE SDE EXTRACT FILE

- Select the fiscal year to report
- Period – User is NOT able to change this date per request by State Dept.
- Check Print Detail Report if copy of SDE report is needed at this time
- Export File: Path Can be changed but NOT File Name
- File Name is Site ID + Calendar Year + Calendar Month
- Press Enter toolbar button (F1)
- If there are any errors, they will display in a list view. Errors will need to be fixed in Employee Maintenance or in SDE Maintenance Table. If corrected in Employee maintenance, SDE File will need to be regenerated.

PR/SDEE: Create SDE Extract Mag Data (v3.25)

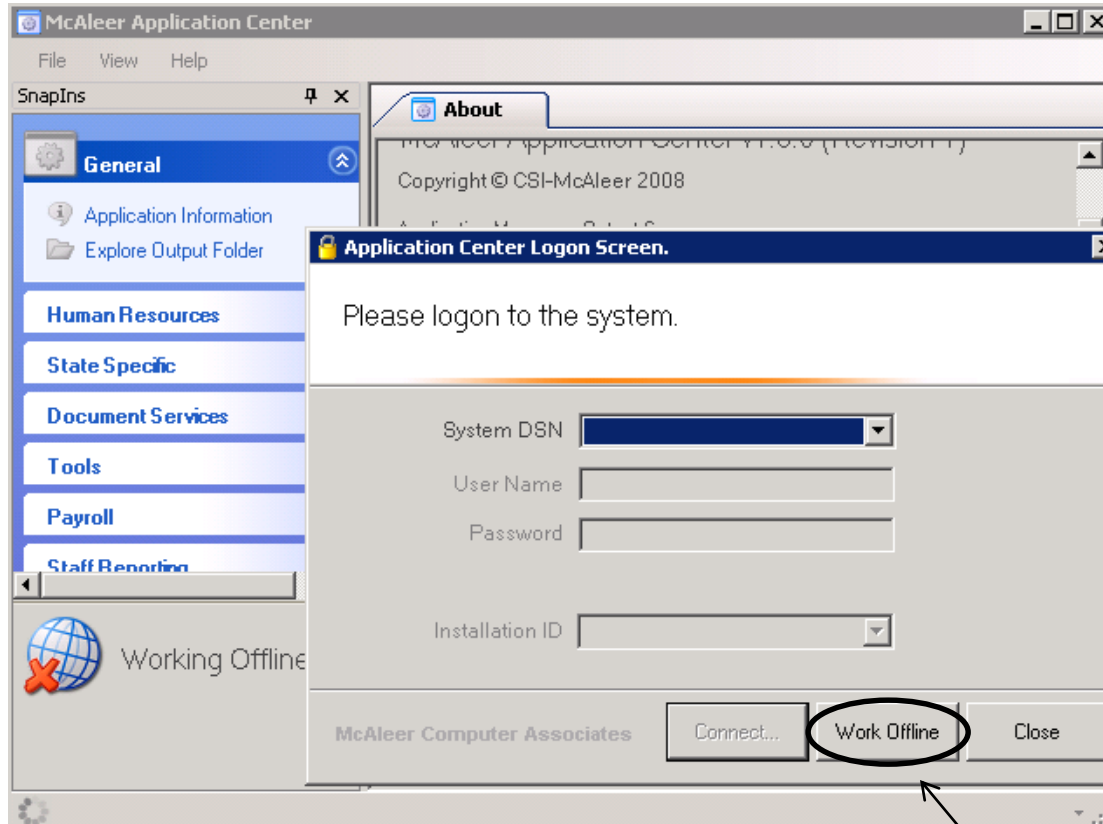
Fiscal Year: 2021 Period: 9 / 1 / 2020 Print Detail Report

Export File: C:\Users\mcaisu\My Documents\051202009.txt

"200", "111003801", "TEST3801	", "BARBARA	", "A	", "05
"200", "111003926", "TEST3926	", "CAROL	", "O	", "08
"200", "111003598", "TEST3598	", "QUENTIN	", "L	", "02
"200", "111001418", "TEST1418	", "GAIL	", "W	", "12
"200", "111004596", "TEST4596	", "CATENYA	", "R	", "04
"200", "111002815", "TEST2815	", "GREGORY	", "A	", "10
"200", "111002684", "TEST2684	", "KEVIN	", "L	", "10
"200", "111002456", "TEST2456	", "TAIWO	", "A	", "12
"200", "111001306", "TEST1306	", "EARL	", " ", "12/27/1942"	", "M",
"200", "111004678", "TEST4678	", "ASHLEY	", "A	", "04
"200", "111002796", "TEST2796	", "DEBORAH	", "J	", "02
"200", "111003597", "TEST3597	", "STANJUARNIA	", "S	", "03
"200", "111002352", "TEST2352	", "KIMBERLY	", "A	", "01
"200", "907200001", "STAFF01	", "Testing	", " ", "01/01/1950"	", "F",

APPROVE SDE LEAPS FILE

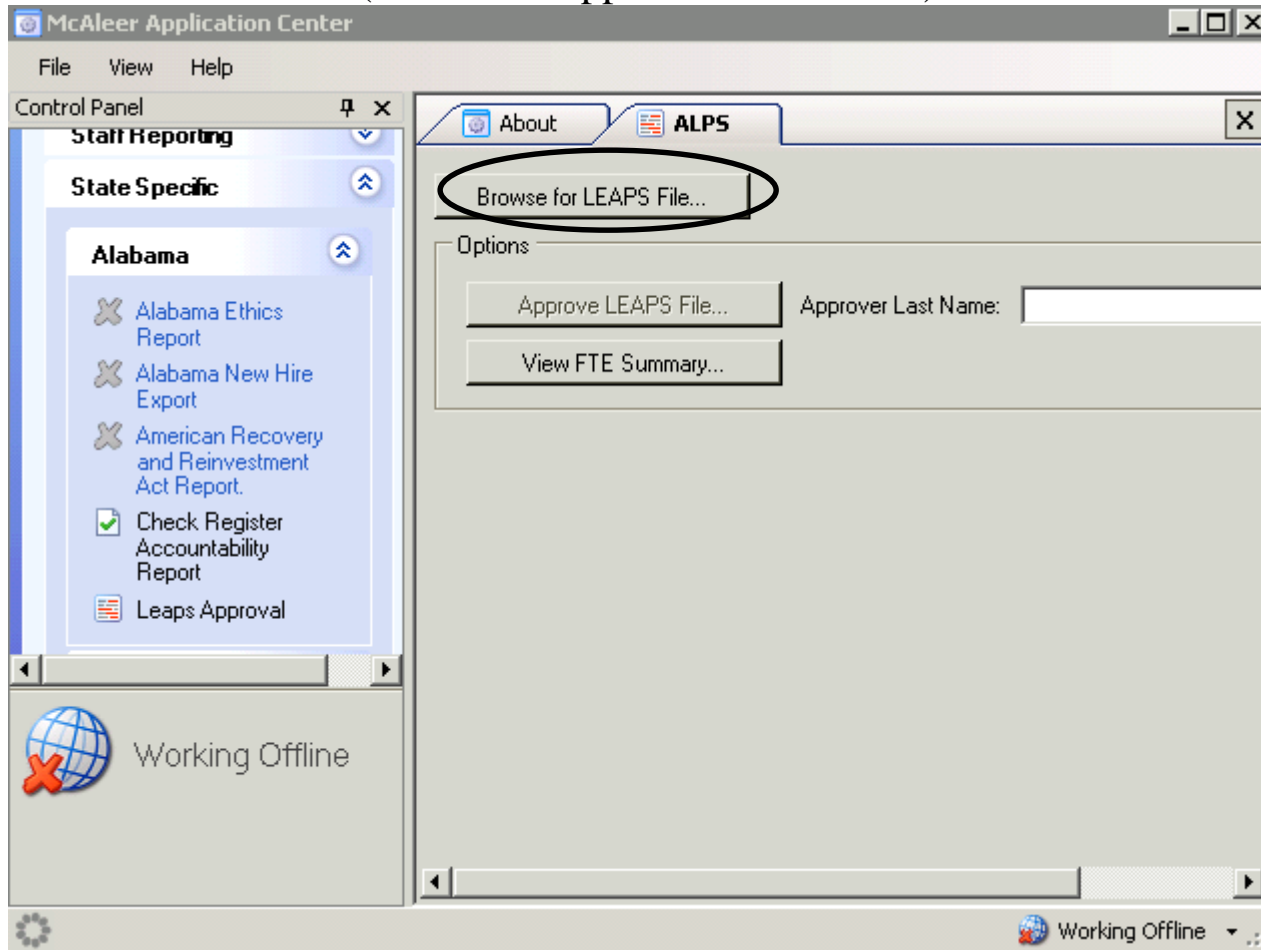
(Launch the Application Center*)



Once the Application Center is launched, select to "Work Offline"

APPROVE SDE LEAPS FILE

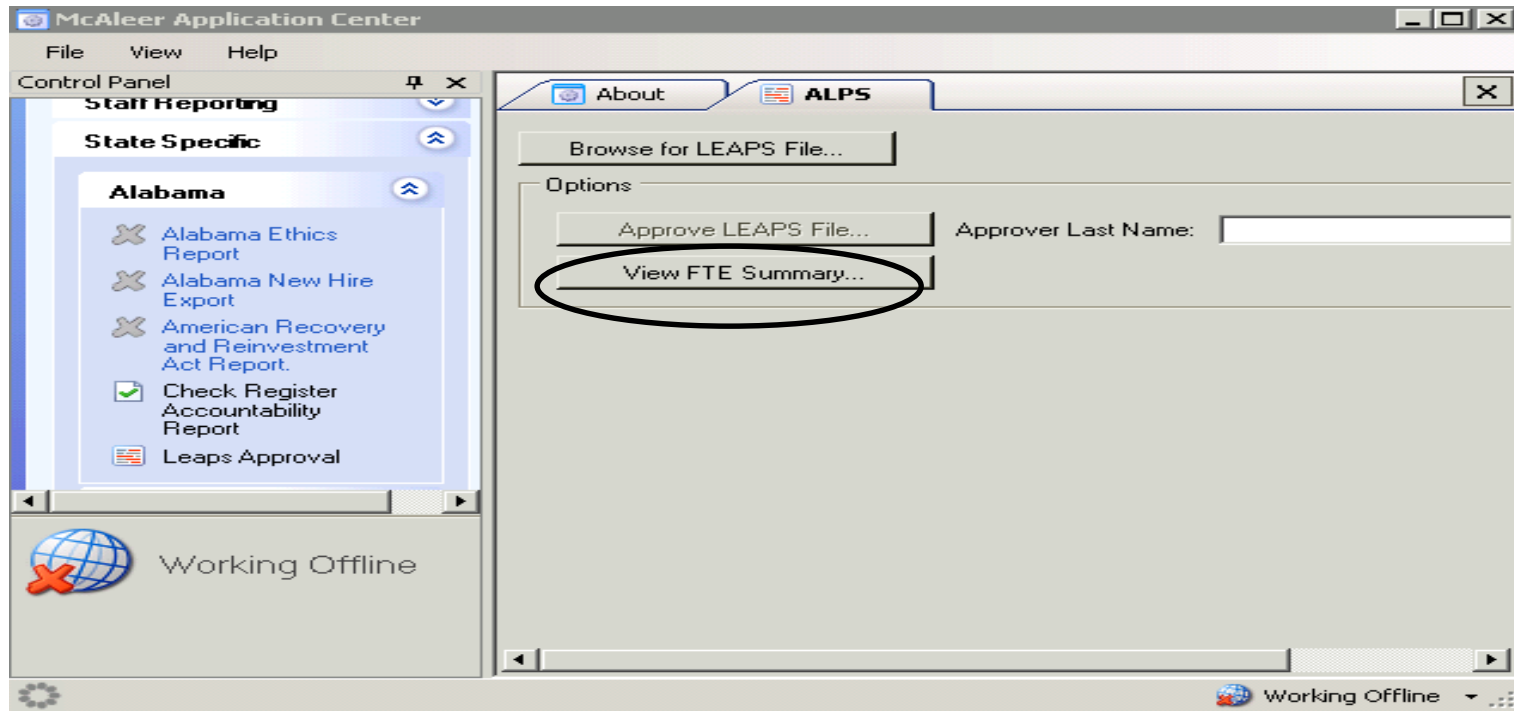
(Select the Approval Transaction)



- Select State Specific, on the left hand side of the screen
- Select Alabama
- Select Leaps Approval
- Then click the Browse for LEAPS File and locate the file.

APPROVE SDE LEAPS FILE

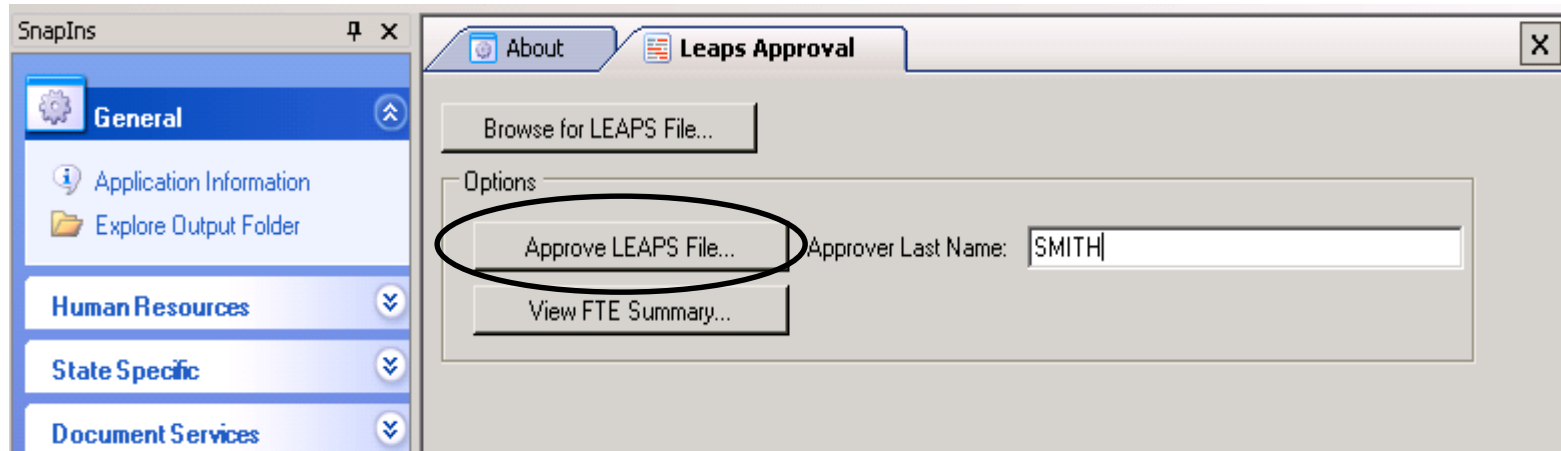
(View the Summary FTE Summary Data)



- Click the View FTE Summary button to view a recap of FTE's by Cost Center and Object Code.
- The data can be exported to Excel by clicking on the “Save” button and selecting a path to save the data.

APPROVE SDE LEAPS FILE

(Mark the file as Approved)



- Enter the last name of the person approving the file. This name is validated against the State Department of Education's Superintendent Directory
- Click the Approve LEAPS File
- The file will be marked as approved and is then ready to be submitted to the State.
- The Approval Process will only have to be done in October