

Understanding Payroll Coding - LEAPS

Russell Raney, CFO

New Schools For Alabama

Payroll Small Group Training

February 2024



LEAPS

How does it affect funding?

- Two main sources of data determine funding through the Foundation Program
 - ADM (Average Daily Membership) - 20 days after Labor Day
 - LEAPS/SLEAPS Report
 - Personnel report with experience, degree and salary information
- If either of these data sources are inaccurate, then you could cost your system \$1,000s in potential funding
- Due Dates
 - Main File - October
 - Monthly Filing



Preliminary Work

- Payroll Coding
 - Certified employees to certified object codes (001-099)
 - Several different object codes
 - Support personnel to support object codes (100-199)
 - Fund Source - State, Federal or Local?
- While object codes generally stay the same from year to year, fund sources can change yearly
- Harris LEAPS Services
- Nextgen reports can be used to check coding

Regular Teacher	010
Resource Teacher	011
Alternative School Teacher	012
First Year Teacher Scholar	013
Teacher – Gifted	014
Teacher – Collab Spec Educ.	015
Teacher – Collaborative Other	016
Teacher – Retired	018
Teacher – Vacancy	019



YTD Distribution Report

- The YTD Distribution Report is very useful for checking the G/L coding of your employees
- Payroll
 - Miscellaneous Procedures
 - Misc P/R Reports
 - YTD Distribution Report
- This report should be run for the current fiscal year.
 - I would recommend running it for only active employees

RUN DATE: 08/12/2009 RUN TIME: 10.39PM		MCAI PAYROLL SYSTEM EMPLOYEE FISCAL YTD DISTRIBUTION REPORT CULLMAN CITY BOARD OF EDUCATION				Page 1 of 44 PRYTD	
FdC-Func-Obj-Cch-SFnd-Y-Prgr-Spec	CD	EMPLOYEE NAME	EMPLOYEE	JN	2010 BUDGET	2009 BUDGET	FISCAL YTD
11-5-1100-010-0010-1110-0-1500-0000		JOHNSON, KIMBERLY THORNHILL	105	1	0.00	0.00	43,978.00
11-5-1100-010-0010-1110-0-1500-0000		BEAN, LINDA N	275	1	0.00	0.00	54,426.88
11-5-1100-010-0010-1110-0-1500-0000		HALE, VERNIA C	341	1	0.00	0.00	5,691.09
11-5-1100-010-0010-1110-0-1500-0000		FORREST, ANITA S	350	1	0.00	0.00	42,133.83
11-5-1100-010-0010-1110-0-1500-0000		GRAGG, NICHOLAS SHON	355	1	0.00	0.00	38,303.87
11-5-1100-010-0010-1110-0-1500-0000		TURNER, CLARENCE G	510	2	0.00	0.00	33,308.88
11-5-1100-010-0010-1110-0-1500-0000		EVANS, VICKI LEANN	633	1	0.00	0.00	45,315.88
11-5-1100-010-0010-1110-0-1500-0000		SELLERS, SUSAN BOYD	675	1	0.00	0.00	47,011.25
11-5-1100-010-0010-1110-0-1500-0000		EARNEST, LINDA J	708	1	0.00	0.00	48,107.62
11-5-1100-010-0010-1110-0-1500-0000		PIPER, KRISTEN DANIELLE	800	1	0.00	0.00	33,308.88
11-5-1100-010-0010-1110-0-1500-0000		RICHTER, PHARIS MARIE	886	1	0.00	0.00	33,308.88
11-5-1100-010-0010-1110-0-1500-0000		TELKING, NATALIE KRISTIN YORK	904	1	0.00	0.00	44,854.43
11-5-1100-010-0010-1110-0-1500-0000		QUATTLEBAUM, CHRISTOPHER L	979	1	0.00	0.00	36,638.25
11-5-1100-010-0010-1110-0-1500-0000		YATES, MARY CALVERT	1010	1	0.00	0.00	52,328.97
11-5-1100-010-0010-1110-0-1500-0000		YATES, MARY CALVERT	1010	5	0.00	0.00	5,232.92
11-5-1100-010-0010-1110-0-1500-0000		PARRIS, PHILLIP EARL	1015	1	0.00	0.00	44,509.25
11-5-1100-010-0010-1110-0-1500-0000		CANADAY, KIMBERLY ANN	1017	1	0.00	0.00	49,891.13
11-5-1100-010-0010-1110-0-1500-0000		FREEMAN, MARTHA SUE	1029	1	0.00	0.00	51,280.63
11-5-1100-010-0010-1110-0-1500-0000		FREEMAN, MARTHA SUE	1029	3	0.00	0.00	5,134.03
11-5-1100-010-0010-1110-0-1500-0000		JUDKINS, JAMI LYNNE	1092	1	0.00	0.00	36,638.25
11-5-1100-010-0010-1110-0-1500-0000		HOPPER, MATTHEW L	1285	1	0.00	0.00	15,021.71
11-5-1100-010-0010-1110-0-1500-0000		SPURGEON, NANCY C	1484	1	0.00	0.00	45,375.88
11-5-1100-010-0010-1110-0-1500-0000		SMITH, AMIEE YVON	1556	1	0.00	0.00	40,253.35
11-5-1100-010-0010-1110-0-1500-0000		CAMPBELL JR, TYSON LEE	1648	1	0.00	0.00	43,978.00
11-5-1100-010-0010-1110-0-1500-0000		TURNER, BAMA HUNTER	1666	1	0.00	0.00	48,413.92
11-5-1100-010-0010-1110-0-1500-0000		DUKE, THOMAS PATRICK	1729	3	0.00	0.00	36,578.25
11-5-1100-010-0010-1110-0-1500-0000		SWINDALL, JOSHUA ALAN	1811	1	0.00	0.00	33,308.88
		GL TOTAL			0.00	0.00	1,009,332.31
11-5-1100-010-0010-1110-0-2400-0000		JONES, SUSAN WHITE	331	1	0.00	0.00	44,569.25
11-5-1100-010-0010-1110-0-2400-0000		PARKS, RACHEL	1664	1	0.00	0.00	36,638.25
		GL TOTAL			0.00	0.00	81,207.50
11-5-1100-010-0010-1110-0-3800-0000		ADAMS, KAREN K	96	1	0.00	0.00	39,259.00
11-5-1100-010-0010-1110-0-3800-0000		CHANDLER, BRIDGETTE WALKER	1323	1	0.00	0.00	17,988.75
11-5-1100-010-0010-1110-0-3800-0000		MCCOLLUM, LUCUS C	1328	1	0.00	0.00	50,230.62
		GL TOTAL			0.00	0.00	107,478.37
11-5-1100-010-0010-1110-0-4300-0000		SCHAFER, DEANN	413	1	0.00	0.00	600.00



Payroll Check Records By G/L Account

- This is another report that will help with checking your payroll coding
- Payroll
 - Misc Payroll Procedures
 - Misc Payroll Reports
 - P/R Chk Rec by G/L
- This report can be run based on a date range
- You can also specify a specific G/L component when running

RUN DATE: 08/12/2009		MCIA PAYROLL SYSTEM		Page 1 of 6	
RUN TIME: 10:54PM		PAYROLL CHECK RECORDS BY ACCOUNT NO. REPORT		PRCRLG	
		CULLMAN CITY BOARD OF EDUCATION			
		DATE RANGE: 08/01/2009 TO 08/31/2009			
<u>FdC_Func_OldChc_FndY_V_Prop_Sess</u>	<u>EMPLOYEE NAME</u>	<u>EMPLOYEE</u>	<u>GROSS WAGES</u>	<u>FED WAGES</u>	
11-5-1100-010-0020-1110-6-1500-0000	CARETTI JR, JAMES S	1117	1,166.87	1,166.87	
11-5-1100-010-0020-1110-6-1500-0000	YAGROW, JENNIFER SUSAN	750	3,028.08	2,060.00	
11-5-1100-010-0020-1110-6-1500-0000	AENEW, JOHNSA GLENN	1798	3,028.08	2,710.91	
11-5-1100-010-0020-1110-6-1500-0000	BANKSON, PAMELA	1716	3,028.08	2,747.53	
11-5-1100-010-0020-1110-6-1500-0000	EARNEST, ASHLEY MELINDA	1251	3,028.08	2,777.94	
11-5-1100-010-0020-1110-6-1500-0000	ROBINSON, MATTHEW E	887	3,028.08	2,840.32	
11-5-1100-010-0020-1110-6-1500-0000	JOHNSON, JAMES DANIEL	825	3,028.08	2,898.85	
11-5-1100-010-0020-1110-6-1500-0000	MCCUTCHEEN, SARAH E	892	3,028.08	2,863.17	
11-5-1100-010-0020-1110-6-1500-0000	PYLANT, MARY ELIZABETH	330	3,028.08	2,874.87	
11-5-1100-010-0020-1110-6-1500-0000	BRESSETTE, MISTI L	311	3,330.75	2,974.89	
11-5-1100-010-0020-1110-6-1500-0000	ARNOLD, MELISSA DEAN	389	3,880.00	3,144.75	
11-5-1100-010-0020-1110-6-1500-0000	DONALDSON, ACQUELINE MOORE	1118	3,587.25	3,157.09	
11-5-1100-010-0020-1110-6-1500-0000	HAYES, JONATHAN LYNN	561	3,109.58	2,957.57	
11-5-1100-010-0020-1110-6-1500-0000	MAULDIN, CHRISTY S	1668	3,730.75	3,162.31	
11-5-1100-010-0020-1110-6-1500-0000	CALVERT, SHEILA B	1322	3,534.47	3,192.75	
11-5-1100-010-0020-1110-6-1500-0000	GEISEN, CYNTHIA L	1485	3,800.33	3,223.78	
11-5-1100-010-0020-1110-6-1500-0000	MCGEE, TERESA SELLERS	233	3,715.58	3,252.24	
11-5-1100-010-0020-1110-6-1500-0000	HEPTINSTALL, DONNA L	837	3,847.89	3,407.89	
11-5-1100-010-0020-1110-6-1500-0000	NIX, GINA SUZANNE	1762	3,800.33	3,410.09	
11-5-1100-010-0020-1110-6-1500-0000	CHASTAN, RAOGAN BRACKIN	334	3,425.90	3,245.90	
11-5-1100-010-0020-1110-6-1500-0000	PUTMAN, DANNIA H	1312	3,660.00	3,485.55	
11-5-1100-010-0020-1110-6-1500-0000	PERRY, KAREN BENEFIELD	76	3,508.83	3,508.84	
11-5-1100-010-0020-1110-6-1500-0000	DRAKE, JOHN HANSEL	1511	3,800.33	3,513.97	
11-5-1100-010-0020-1110-6-1500-0000	PATTERSON, BRENT ANTHONY	778	3,886.00	3,561.39	
11-5-1100-010-0020-1110-6-1500-0000	BARNETT, BILLY CANNON	851	3,800.33	3,567.43	
11-5-1100-010-0020-1110-6-1500-0000	RAY, EMILY KATHRYN	1287	3,996.00	3,625.10	
11-5-1100-010-0020-1110-6-1500-0000	SPRINGER, AMY L	861	3,988.23	3,636.81	
11-5-1100-010-0020-1110-6-1500-0000	SPARKS, KARON DREW	882	3,996.00	3,655.67	
11-5-1100-010-0020-1110-6-1500-0000	HOWSE, LINDA ANN	1757	4,218.42	3,661.91	
11-5-1100-010-0020-1110-6-1500-0000	ROMME, JONATHAN E	1417	3,898.00	3,701.49	
11-5-1100-010-0020-1110-6-1500-0000	BOYD, SUSAN MARIE	965	4,190.25	3,717.03	
11-5-1100-010-0020-1110-6-1500-0000	BURROUGHS, DENISE DAVIS	1752	3,988.43	3,744.23	
11-5-1100-010-0020-1110-6-1500-0000	CALAHAN, JENNIFER B	428	4,262.83	3,815.30	
11-5-1100-010-0020-1110-6-1500-0000	PONDER, MARC C	422	4,190.25	3,844.40	
11-5-1100-010-0020-1110-6-1500-0000	ALLRED, JUDITH K	91	4,373.42	3,897.58	
11-5-1100-010-0020-1110-6-1500-0000	GLEATON JR., KENNETH W	375	4,125.00	3,850.69	
11-5-1100-010-0020-1110-6-1500-0000	FOX, DELIAH E	41	4,618.25	3,868.40	
11-5-1100-010-0020-1110-6-1500-0000	ASKEA, CRYSTAL	896	4,218.42	3,954.65	
11-5-1100-010-0020-1110-6-1500-0000	DEAN, MICHAEL ROY	904	4,328.50	3,961.10	
11-5-1100-010-0020-1110-6-1500-0000	BURKS, JON HENRY	180	4,274.08	3,960.67	
11-5-1100-010-0020-1110-6-1500-0000	BRYANT, JOEY L	325	4,423.33	4,046.33	
11-5-1100-010-0020-1110-6-1500-0000	MURPHREE, KAREN SUE	285	4,372.42	4,114.75	



Setting up FY 2025 G/L Records

- The first thing that needs to be done to start the LEAPS process is setting up/verifying the FY 2025 G/L records in payroll
 - This is accomplished through the Fiscal Year End Reorganization procedure
 - This procedure is located in payroll under the Fiscal Year End menu
 - You can change FY 2025 G/L codes without interfering with FY 2024 live payroll records
 - G/L codes and distribution percentages
 - Coaching Supplements - FTE



Fiscal Y/E Reorganization

MCAI DSN: SDE Install ID: Cenoff (ALSDE Board of Education) User: mcaisu (mcaisu)

File Edit MCAI Functions Toolbar Windows Help

Enter Default Last Delete Save Inquire Next Back Clear Search PrtScr Exit

PR/FYER: Fiscal Year End Reorganization (v3.03)

☒ Update GL Distribution ☐ Update Job Pay Records Not Available (Payroll Param-MaxAmt on GL)

Copy G/L Records to Fiscal Year ☐ Update Budget

General Ledger Distribution

☒ Copy GL Distribution From FY ☒ Zero FYTD Amounts in FY2013 ☐ Delete ALL Existing Records in FY2013

Employee Types		Salary Schedules		Pay Periods		Status	
Code	Description	Code	Description	Code	Description	Code	Description
<input checked="" type="checkbox"/> A4	AIDE 4HR/183	<input checked="" type="checkbox"/> A	TENURED TEACHER	<input checked="" type="checkbox"/> B	Bi-Weekly	<input checked="" type="checkbox"/> A	Active
<input checked="" type="checkbox"/> A5	AIDE 5HR/182	<input checked="" type="checkbox"/> A1	187 DAY TEACHER	<input checked="" type="checkbox"/> M	Monthly	<input checked="" type="checkbox"/> L	On Leave
<input checked="" type="checkbox"/> A6	Conversion	<input checked="" type="checkbox"/> A2	192 DAY TEACHER	<input checked="" type="checkbox"/> N	No Pay	<input checked="" type="checkbox"/> P	Applicant
<input checked="" type="checkbox"/> A7	AIDE 7 HR/182	<input checked="" type="checkbox"/> A3	202 DAY TEACHER	<input checked="" type="checkbox"/> S	Semi-Monthly	<input checked="" type="checkbox"/> R	Retiree Substitute
<input checked="" type="checkbox"/> A8	AIDE 8 HR/182	<input checked="" type="checkbox"/> A4	212 DAY TEACHER	<input checked="" type="checkbox"/> W	Weekly	<input checked="" type="checkbox"/> S	Substitute



[illegible]

The LEAPS Process

- Update Experience and Tenure Code
- Generate your SDE Work File
- Review SDE Report
- Review SDE Worksheet Report
- Do any Maintenance to your SDE Work File
- Review Create SDE Extract File/Report

The screenshot displays the MCAI system interface. On the left, a tree view under the 'MCAI' header shows the following structure:

- Human Resources
- Payroll (selected)
 - PR Setup
 - Employee Maintenance
 - PR Check Processing
 - Monthly Procedures
 - Quarterly Procedures
 - Calendar YE Procedures
 - Fiscal YE Procedures
 - Miscellaneous Procedures
 - Payroll Site Specific
 - AL Procedures
 - SDE Payroll Extract

On the right, a list titled 'Application or Transaction Name' contains the following items:

- Import SDE
- PR Account Codes Edit Report
- GL Account Codes Edit Report
- Generate SDE Extract File (highlighted)
- SDE Report
- SDE Extract Worksheet Report
- SDE Extract Data Maintenance
- Degree/Years Experience Matrix
- Create SDE Extract Mag Data
- PR Account Edit Maintenance



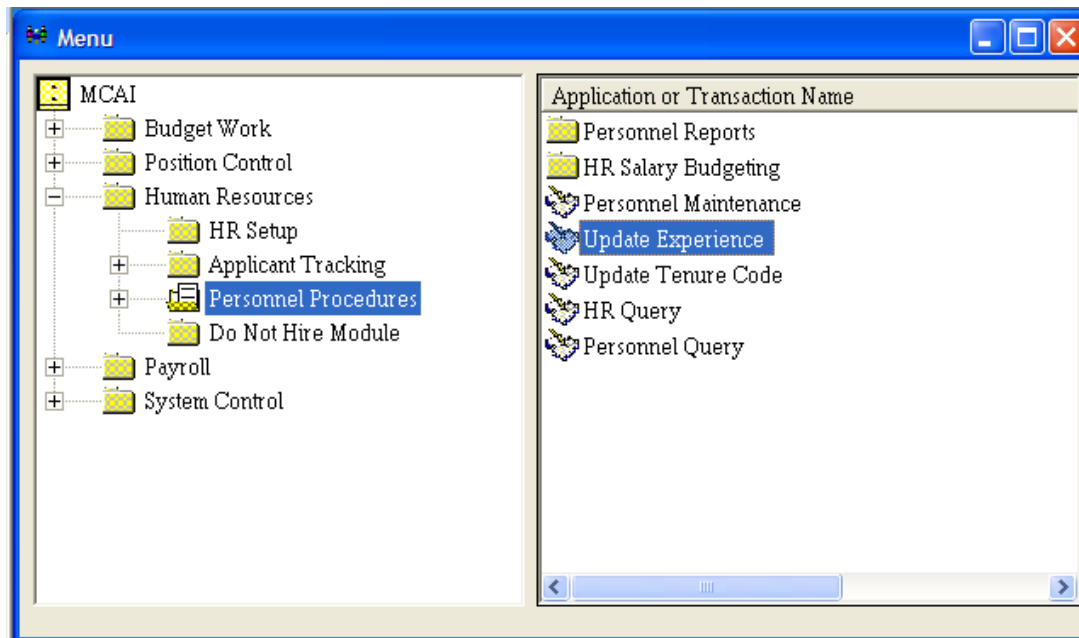
Increasing Experience Data

- **NOTE:** This does not increase Salary Schedule Steps or salaries on an employee. This menu item is used for updating “This System” and “Other Support” Experience types for LEAPS purposes.

[illegible]

Increasing Experience Data

- Go to Human Resources Folder
 - Personnel Procedures
 - Update Experience



Increasing Experience Data -Reviewing Data Only

- The “Skip Personnel Hired After” date is the cutoff for updating experience data. This date varies between sites. Be aware that any employees who were hired after this date, will not receive an experience increase. The hire date that will be used will be the ORIGINAL HIRE DATE found on the Personnel Data screen of employee maintenance.
- Select the “Personnel Status Codes” you want to increase experience. The transaction will look at the Person Status on the Personnel Data screen of employee maintenance.

HR/UPEX: Update Experience (v3.01)

Skip Personnel Hired After: 9/30/2023

☒ Report Only
☐ Update Retirement Credit
☐ Insert New Experience Types

Select Personnel Status Codes

Code	Description
<input checked="" type="checkbox"/> A	Active
<input checked="" type="checkbox"/> L	On Leave
<input type="checkbox"/> P	Applicant
<input type="checkbox"/> R	Retiree Substitute
<input type="checkbox"/> S	Substitute

Select Experience Types

Type	Description
<input checked="" type="checkbox"/> O...	Support Experience
<input checked="" type="checkbox"/> SYS	This System Experi...

Report Destination

☐ To Printer \\nt1\\Computer Room Laser HP4
☒ To Report Viewer
☐ To File

Setup

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

By selecting “Report Only”, you will receive a crystal report with selected employees for you to review. **IT WILL NOT INCREASE EXPERIENCE.** Other options will be grayed out.

Press Enter (F1) to produce a report. This report shows all employees who currently have experience data on their Experience Data screen in employee maintenance.



Increasing Experience Data

- Select the cutoff date and the status codes to update. Deselect the “**Report Only**” selection. This will open up the options for retirement credit and inserting new experience types.

HR/UPEX: Update Experience (v3.01)

Skip Personnel Hired After: 9/30/2023

☐ Report Only
☐ Update Retirement Credit
☒ Insert New Experience Types

Select Personnel Status Codes

Code	Description
<input checked="" type="checkbox"/> A	Active
<input checked="" type="checkbox"/> L	On Leave
<input type="checkbox"/> P	Applicant
<input type="checkbox"/> R	Retiree Substitute
<input type="checkbox"/> S	Substitute

Select Experience Types

Type	Description
<input checked="" type="checkbox"/> OTH	Support Experience
<input checked="" type="checkbox"/> SYS	This System Experi...

Report Destination:
☐ To Printer \\nt1\Computer Room Laser HP4
☒ To Report Viewer
☐ To File

Setup

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

Select the “**Insert New Experience Types**” to update those employees who do not have any experience currently on their experience screen.

Both the “**OTH**” and “**SYS**” types should be selected under experience types. The “Other Experience” is for experience earned by a non-certified employee and the “This System Experience” is for those employees who are certified and are earning experience. All other experience types are irrelevant for LEAPS reporting and can be kept up manually on the employee maintenance screen.

Press enter (F1) and the system will begin updating/inserting experience records. Depending on the size of your school system, this may take a few minutes.



Increasing Experience Data -Report

- Once the system is through updating and inserting, it will produce a report. This report will show all employees and their UPDATED experience.
- Note:** All employees will show on the report. However, only those that were hired before the cutoff date have had their experience increased

RUN DATE: 09/15/2008
RUN TIME: 10:08AM

MCAI HUMAN RESOURCES SYSTEM
PERSONNEL EXPERIENCE REPORT
NEXTGEN COUNTY SCHOOLS

Page 4 of 48
HRUPEX

PERS ID	NAME	SOC SEC NO	EMPL NO	RET CREDIT	TYPE	DESCRIPTION	YEARS	MONTHS
1112	JOHN TEST1112	111-00-1112	619		SYS	This System Experience	0.00	0.00
1113	SANDRA TEST1113	111-00-1113	225	4.00	OTH	Support Experience	0.00	0.00
	SANDRA TEST1113				SYS	This System Experience	28.00	0.00
1115	PAMELA TEST1115	111-00-1115	267	9.00	OTH	Support Experience	0.00	0.00
	PAMELA TEST1115				SYS	This System Experience	37.00	8.00
1116	TOMMIE TEST1116	111-00-1116	1007	9.00	OTH	Support Experience	0.00	0.00
	TOMMIE TEST1116				SYS	This System Experience	29.00	0.00
1117	SHERRY TEST1117	111-00-1117	1755	9.00	OTH	Support Experience	0.00	0.00
	SHERRY TEST1117				SYS	This System Experience	34.00	0.00
1120	CHRISTIE TEST1120	111-00-1120	848	9.00	OTH	Support Experience	1.00	11.00
	CHRISTIE TEST1120				SYS	This System Experience	39.00	0.00
1121	NANCY TEST1121	111-00-1121	5029	9.00	OTH	Support Experience	0.00	0.00
	NANCY TEST1121				SYS	This System Experience	32.00	0.00
1122	REGENA TEST1122	111-00-1122	1595	9.00	OTH	Support Experience	31.00	0.00
	REGENA TEST1122				SYS	This System Experience	0.00	0.00
1124	DARLENE TEST1124	111-00-1124	682	9.00	OTH	Support Experience	0.00	0.00
	DARLENE TEST1124				SYS	This System Experience	33.00	0.00
1132	WILLIAM TEST1132	111-00-1132	1222	9.00	OTH	Support Experience	26.00	6.00
	WILLIAM TEST1132				SYS	This System Experience	0.00	0.00
1135	KAREN TEST1135	111-00-1135	1845	9.00	OTH	Support Experience	1.00	0.00
	KAREN TEST1135				SYS	This System Experience	0.00	0.00
1136	GREGORY TEST1136	111-00-1136	1798	4.00	OTH	Support Experience	0.00	0.00
	GREGORY TEST1136				SYS	This System Experience	0.00	0.00
1137	THOMAS TEST1137	111-00-1137	5111	4.00	OTH	Support Experience	0.00	0.00
	THOMAS TEST1137				SYS	This System Experience	0.00	0.00
114	JUDITH TEST114	111-00-0114	248	4.00	OTH	Support Experience	0.00	0.00
	JUDITH TEST114				SYS	This System Experience	0.00	0.00
1140	SANDRA TEST1140	111-00-1140	7021	9.00	OTH	Support Experience	18.00	0.00
	SANDRA TEST1140				SYS	This System Experience	0.00	0.00
1141	JACOB TEST1141	111-00-1141	1214	9.00	OTH	Support Experience	1.00	0.00
	JACOB TEST1141				SYS	This System Experience	0.00	0.00
1143	TRACEY TEST1143	111-00-1143	5032	9.00	OTH	Support Experience	0.00	0.00
	TRACEY TEST1143				SYS	This System Experience	32.00	0.00
1147	GLEN TEST1147	111-00-1147	406	9.00	OTH	Support Experience	0.00	0.00
	GLEN TEST1147				SYS	This System Experience	27.00	0.00
	GLEN TEST1147		4406		OTH	Support Experience	0.00	0.00
	GLEN TEST1147				SYS	This System Experience	27.00	0.00



Updating Tenure Code

- Run the Update Tenure Code transaction to update employee tenure codes. You must run the transaction two times. Run the transaction once for employees with “This System Experience” and once for employees with “Support Experience”. You can find this transaction under the Human Resources menu, then under the Personnel Procedures menu. The transaction should be called “Update Tenure Code”.
- You can find the experience types for This System Experience and Support Experience in your payroll menu under PR Setup, then under HR Code Maintenance I, then under Tab #6 - Experience. This System Experience should be marked as State Code “T”. Support Experience should be marked as State Code “O”.
- Tenure Codes - Either 0,1 or 2
 - 0 = Zero to 11 months of experience
 - 1 = 12 to 35 months of experience
 - 2 = 36 and greater months of experience



Updating Tenure Codes

- Below are two print screens of how the transactions should be run. You must decide what cutoff date should be used. Anyone hired after the cutoff date selected will not update.

HR/UPTC: Update Tenure Code (v3.00)

Skip Personnel Hired After: 10/1/2023 From Months: Thru Months:

Experience Type: SYS Tenure Code: Add/Update Item

Personnel Status This System Experience

Code	Description	From Mo...	Thru Mo...	Tenure
<input checked="" type="checkbox"/> A	Active	0	11	0
<input checked="" type="checkbox"/> L	On Leave	12	35	1
<input type="checkbox"/> R	Retiree Substitute	36	999	2
<input type="checkbox"/> S	Substitute			
<input type="checkbox"/> T	Terminated			

Enter Selection Criteria, Click Enter(F1) To Execute Query

HR/UPTC: Update Tenure Code (v3.00)

Skip Personnel Hired After: 10/1/2023 From Months: Thru Months:

Experience Type: OTH Tenure Code: Add/Update Item

Personnel Status Support Experience

Code	Description	From Mo...	Thru Mo...	Tenure
<input checked="" type="checkbox"/> A	Active	0	11	0
<input checked="" type="checkbox"/> L	On Leave	12	35	1
<input type="checkbox"/> R	Retiree Substitute	36	999	2
<input type="checkbox"/> S	Substitute			
<input type="checkbox"/> T	Terminated			

Enter Selection Criteria, Click Enter(F1) To Execute Query



GENERATE SDE WORK TABLE

PR/GSDE: Generate SDE Extract File (v3.16)

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

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

Pay Period Type

Type	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

Add To SDE

☐ All Employees Not in Table

☐ One Employee

☒ Print Errors Report

- Pull Personnel Data from Current Employee Data
 - Current Employee Records - data is pulled from employee maintenance, you must select experience type that you wanted reported for system, state, public, private, and support
- 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.
- Select the job status to include
- Select the job pay period types to include



GENERATE SDE WORK TABLE

- Check to exclude account numbers with object codes greater than 179
- Select object code 197 and 198 to include coaching object codes
- Check to clear SDE tables, option is disabled when program has not been run for the S 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

Press Enter button (F1) →

File Edit MCAI Functions Toolbar Windows Help

Enter Default Last Delete Save Inquire Next Back Clear Search PRTSCR Exit

PR/GSDE: Generate SDE Extract File (v3.16)

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

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

Pay Period Type

Type	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

Add To SDE

☐ All Employees Not in Table

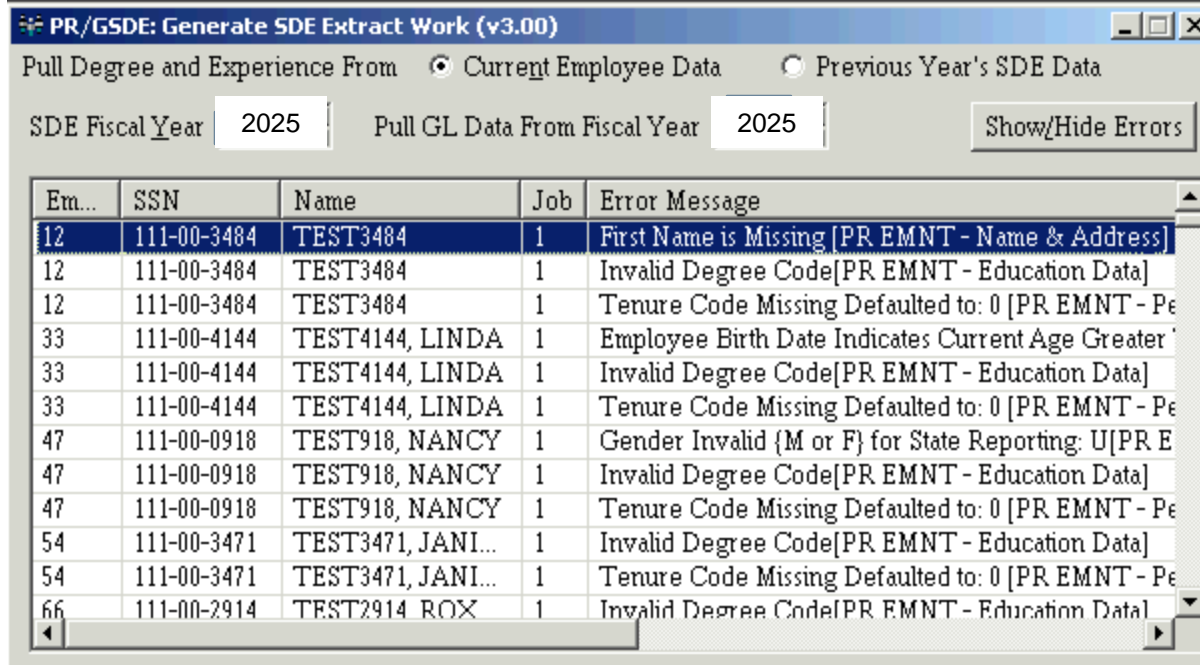
☐ One Employee

☐ Print Errors Report



GENERATE SDE WORK TABLE

- If an Error listing appears after the file has generated, correct all reported exceptions and generate again.
- The list of errors can be printed or exported to excel by pressing the PrtScr toolbar button (F11).
- The message is displayed under the Error Message heading. To the right of the message is a form name and a screen name in brackets.



PR/GSDE: Generate SDE Extract Work (v3.00)

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

SDE Fiscal Year 2025 Pull GL Data From Fiscal Year 2025 Show/Hide Errors

Em...	SSN	Name	Job	Error Message
12	111-00-3484	TEST3484	1	First Name is Missing [PR EMNT - Name & Address]
12	111-00-3484	TEST3484	1	Invalid Degree Code [PR EMNT - Education Data]
12	111-00-3484	TEST3484	1	Tenure Code Missing Defaulted to: 0 [PR EMNT - Pe
33	111-00-4144	TEST4144, LINDA	1	Employee Birth Date Indicates Current Age Greater
33	111-00-4144	TEST4144, LINDA	1	Invalid Degree Code [PR EMNT - Education Data]
33	111-00-4144	TEST4144, LINDA	1	Tenure Code Missing Defaulted to: 0 [PR EMNT - Pe
47	111-00-0918	TEST918, NANCY	1	Gender Invalid {M or F} for State Reporting: U [PR E
47	111-00-0918	TEST918, NANCY	1	Invalid Degree Code [PR EMNT - Education Data]
47	111-00-0918	TEST918, NANCY	1	Tenure Code Missing Defaulted to: 0 [PR EMNT - Pe
54	111-00-3471	TEST3471, JANL...	1	Invalid Degree Code [PR EMNT - Education Data]
54	111-00-3471	TEST3471, JANL...	1	Tenure Code Missing Defaulted to: 0 [PR EMNT - Pe
66	111-00-2914	TEST2914 ROX	1	Invalid Degree Code [PR EMNT - Education Data]



Extract – Error Listing

Employee Name		Job Error Message	
5	THORNTON, REBA	1	Acct#: 12-5-9140-101-9660-5351-0-4711-0000 Invalid G/L Cost Center [PR EMNT - Job G/L Dist]
91	ALLRED, JUDITH	4	Acct#: 11-5-1100-010-0020-6001-0-1500-0000 Full Time Equivalent Equals Zero [PR EMNT - Job G/L Dist]
184	STANSBERRY, ANGELA	4	Acct#: 11-5-1100-010-0020-6001-0-2400-0000 Full Time Equivalent Equals Zero [PR EMNT - Job G/L Dist]
195	ANDERSON, ANNA	1	Employment Date Cannot Be Blank [PR EMNT - Employee Data]
216	OAKS, CAROLYN	1	Acct#: 12-5-9140-101-9660-5351-0-4711-0000 Invalid G/L Cost Center [PR EMNT - Job G/L Dist]
260	CALLIGARIS, ELIZABETH	1	Annual Salary Equals Zero [PR EMNT - Job Pay Record]
260	CALLIGARIS, ELIZABETH	1	Acct#: 11-5-1100-010-0040-1110-0-1200-0000 Cannot Calculate Job Distribution [PR EMNT - Job G/L Dist]
320	BUTTS, JANICE	1	Acct#: 11-5-9130-134-0030-6001-0-4800-0000 Full Time Equivalent Equals Zero [PR EMNT - Job G/L Dist]
327	GRAVEMAN, CAROL	1	Acct#: 12-5-4120-161-9660-5351-0-8410-0000 Invalid G/L Cost Center [PR EMNT - Job G/L Dist]
338	WHITE, TAMARA	1	Acct#: 12-5-9140-129-9660-5351-0-4711-0000 Invalid G/L Cost Center [PR EMNT - Job G/L Dist]
340	CAVAZOS, GUDELIA	1	Contract Days Less Than or Equal to Zero [PR EMNT - Job Pay Record]
340	CAVAZOS, GUDELIA	1	Annual Salary Equals Zero [PR EMNT - Job Pay Record]
340	CAVAZOS, GUDELIA	1	Acct#: 11-5-2150-135-8210-6001-0-8210-0000 Full Time Equivalent Equals Zero [PR EMNT - Job G/L Dist]
340	CAVAZOS, GUDELIA	1	Acct#: 11-5-2150-135-8210-6001-0-8210-0000 Cannot Calculate Job Distribution [PR EMNT - Job G/L Dist]
384	BICE, LOIS	1	Acct#: 12-5-9140-101-9660-5351-0-4711-0000 Invalid G/L Cost Center [PR EMNT - Job G/L Dist]
437	ANDREWS, LORI	3	Acct#: 11-5-1100-010-0020-6001-0-2400-0000 Full Time Equivalent Equals Zero [PR EMNT - Job G/L Dist]
483	BAGLEY, WILLIAM	5	Acct#: 11-5-1100-010-0020-6001-0-1500-0000 Full Time Equivalent Equals Zero [PR EMNT - Job G/L Dist]
486	MANN, DEBORAH	2	Acct#: 12-5-4120-103-9660-5351-0-8410-0000 Invalid G/L Cost Center [PR EMNT - Job G/L Dist]
486	MANN, DEBORAH	3	Contract Days Less Than or Equal to Zero [PR EMNT - Job Pay Record]
486	MANN, DEBORAH	3	Annual Salary Equals Zero [PR EMNT - Job Pay Record]
486	MANN, DEBORAH	3	Acct#: 12-5-4120-161-9660-5351-0-8410-0000 Invalid G/L Cost Center [PR EMNT - Job G/L Dist]
486	MANN, DEBORAH	3	Acct#: 12-5-4120-161-9660-5351-0-8410-0000 Full Time Equivalent Equals Zero [PR EMNT - Job G/L Dist]
486	MANN, DEBORAH	3	Acct#: 12-5-4120-161-9660-5351-0-8410-0000 Cannot Calculate Job Distribution [PR EMNT - Job G/L Dist]
494	JACKSON, KRISTI	4	Acct#: 11-5-1100-010-0030-6001-0-1200-0000 Full Time Equivalent Equals Zero [PR EMNT - Job G/L Dist]
522	GREEN, SHARON	2	Acct#: 11-5-9130-134-0040-6001-0-4800-0000 Full Time Equivalent Equals Zero [PR EMNT - Job G/L Dist]
545	KILPATRICK, MICHAEL	1	Contract Days Less Than or Equal to Zero [PR EMNT - Job Pay Record]
545	KILPATRICK, MICHAEL	1	Annual Salary Equals Zero [PR EMNT - Job Pay Record]
545	KILPATRICK, MICHAEL	1	Acct#: 11-5-3900-159-0030-1110-0-8390-0000 Full Time Equivalent Equals Zero [PR EMNT - Job G/L Dist]
545	KILPATRICK, MICHAEL	1	Acct#: 11-5-3900-159-0030-1110-0-8390-0000 Cannot Calculate Job Distribution [PR EMNT - Job G/L Dist]



Including/Excluding Jobs

PR/EMNT Name: THORNTON, REBA J SSN: 417-64-7846 HQ: Not Approved Cert: Non-Certified (v3.77)

Employee #	Name (Last, First M)	SSN	Person Id	Current Form	Document
5	THORNTON, REBA J		4	Job Pay Record	

Job Number: 1 Employee Type: TA TEACHER AIDE Job Status: Terminated

Contract Days	183	State Salary Unit	0.00	Total of All Active Jobs Annual: 0.00 Monthly: 0.00
Percent Worked	100%	State Based Salary	0.00	
Annual Salary	19,369.00	Full Time Earnings	1,614.08	
Salaried Periods	12	Summer Pay Flag	N No Summer Pay Flag	
Pay Period Salary	0.00	<input checked="" type="checkbox"/> Include Job in LEAPS Reporting		Exempt From <input type="checkbox"/> 1. Federal Tax <input type="checkbox"/> 2. State Tax <input type="checkbox"/> 3. Social Security <input type="checkbox"/> 4. Medicare <input type="checkbox"/> 5. City Tax <input type="checkbox"/> 6. County Tax <input type="checkbox"/> 7. Retirement <input type="checkbox"/> 8. SUI <input checked="" type="checkbox"/> 9. Worker's Comp <input checked="" type="checkbox"/> Matching Insurance
Hourly/Daily Code	H	<input type="checkbox"/> Use Pay Dates <input type="checkbox"/> Use End Pay Date		
Hours Per Day	7.00	2 / 7 / 2017 Thru 2 / 7 / 2017		
Rate of Pay	15.12	<input type="checkbox"/> Use Contract Dates		
Overtime Rate	22.68	1 / 1 / 2005 Thru 1 / 1 / 2005		
Accrual Days	0.00	<input type="checkbox"/> Calculate Salaries		



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	

Education

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	1/1/2000	Yes	True
000021	UNIV OF AL	14			0	0	1994	0	1/1/2000	Yes	True
000227	LBW ST JR COLL...	14			0	0	1991	0	1/1/2000	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** 4 **Save**

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

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
☒ Semester ☐ Quarter

Credit Hours Earned 0

Extra Credit Hours 0

☒ Transcript Received Date Received 1/1/2006

☐ Unofficial Transcript Date 11/1/2006

3 **Add/Update Education**

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

23

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

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	Type	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 Approved

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

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 of 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 F
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: T TEACHER
Fiscal Year: 2006
G/L Acct: 11-5-1100-010-0010-1110-0-1200-0000
INSTRUCTION-TEACHER
Current Percent: 100%
Current Amount: 0.00 FTE: 1.00

- 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 approved is unchecked then the state reporting alias value 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

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

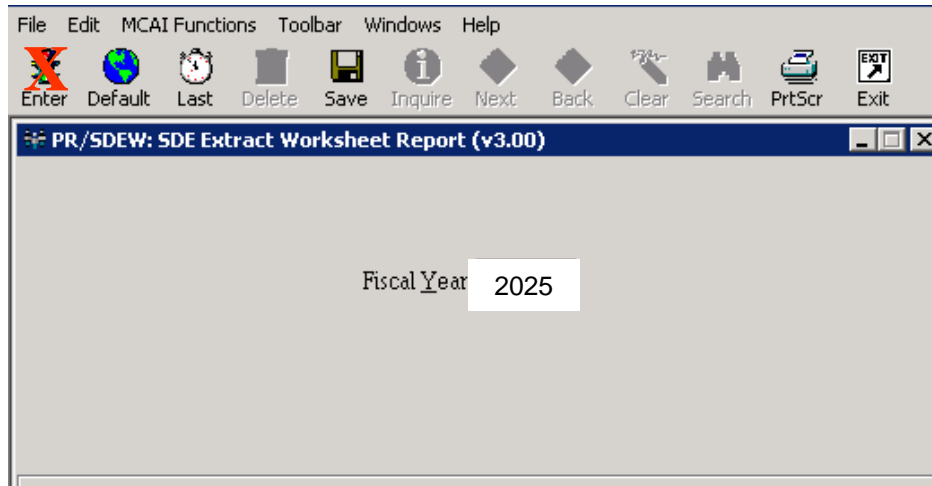
☒ State Approved ☐ Inactive Flag

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 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>SYSTEM</u>	<u>SYSTEM</u>	<u>SYSTEM</u>	<u>SYSTEM</u>	<u>SYSTEM</u>	<u>POSITION</u>
111-00-1050	TEST 1050, SHIRLEY	0001	1	24	-----	-----	-----	-----	0
111-00-1056	TEST 1056, BRENDA	0001	1	36	-----	-----	-----	-----	0
111-00-1065	TEST 1065, HAZEL	0001	1	180	-----	-----	-----	-----	0
111-00-1097	TEST 1097, NOEL	0001	1	228	-----	-----	-----	-----	0
111-00-0112	TEST 112, MICHAEL	0001	1	156	12	-----	-----	-----	0
111-00-1129	TEST 1129, DEANNA	0001	1	96	-----	-----	-----	-----	0
111-00-1133	TEST 1133, SHIRLEY	0001	1	204	-----	-----	-----	-----	0
111-00-1167	TEST 1167, PAULA	0001	1	72	-----	-----	-----	-----	0
111-00-1190	TEST 1190, TONYA	0001	1	-----	-----	-----	-----	-----	0
111-00-0012	TEST 12, MARY	0001	1	156	-----	192	-----	-----	0
111-00-1306	TEST 1306, EARL	0001	1	-----	-----	-----	-----	-----	0
111-00-1318	TEST 1318, CARRIE	0001	1	372	-----	-----	-----	-----	0
111-00-1343	TEST 1343, JOYCE	0001	1	144	84	-----	-----	-----	0
111-00-1357	TEST 1357, WALTER	0001	1	-----	72	-----	-----	-----	0



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

[illegible]

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)

File Edit MCAI Functions Toolbar Windows Help

Enter Add Change Delete Save Inquire Next Back Clear Search PRTSCR Exit

PR/MSDE: SDE Extract Data Maintenance (v3.06)

Fiscal Year 2012 Employee # 9668 SSN 418-77-9632 Search Work Tables

Last Name BROWN First Name JAMES Middle Name

Birth Date 2/27/1958 Tenured 0

Gender M MALE ☐ Speak Spanish

Ethnicity 1

Degree B BACHELOR

Report Loc 0350 McAleer Solutio

----- Experience In Months -----

System	State	Public	Private	Support
0	0	0	0	0

Job 1 Certified C Cnt Days 188 Hired 3/1/2012

Account # 11-5-1100-050-0350-1110-0-1100-0000 Amt 90,923.00 FTE 1.00 % of Sal 1.00

Click on a Record in the List to View An Employee's Data

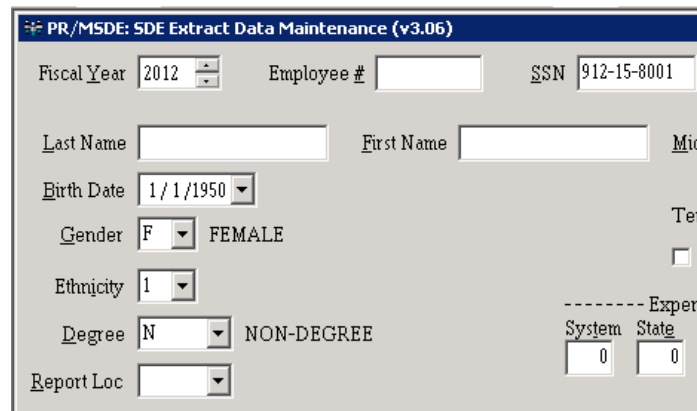


SDE WORK TABLE MAINTENANCE

- 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 (v3.06) form. The form displays default values for various fields: Fiscal Year (2012), Employee # (empty), SSN (912-15-8001), Last Name (empty), First Name (empty), Birth Date (1/1/1950), Gender (F), Ethnicity (1), Degree (N), and Report Loc (empty). The form also includes checkboxes for 'Ter' and 'S', and a section for 'System' and 'State' with values 0 and 0 respectively.

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 (v3.06)

Fiscal Year: 2024 Employee #: 0 SSN: 912-15-8001 Search Work Tables

Last Name: STAFF01 First Name: STAFF01 Middle Name:

Birth Date: 1/1/1950 Gender: F FEMALE Tenured: 0

Ethnicity: 1 ☐ Speak Spanish

Degree: B BACHELOR

Report Loc: 0070 McAleer Solutio

----- Experience In Months -----

System	State	Public	Private	Support
0	0	0	0	0

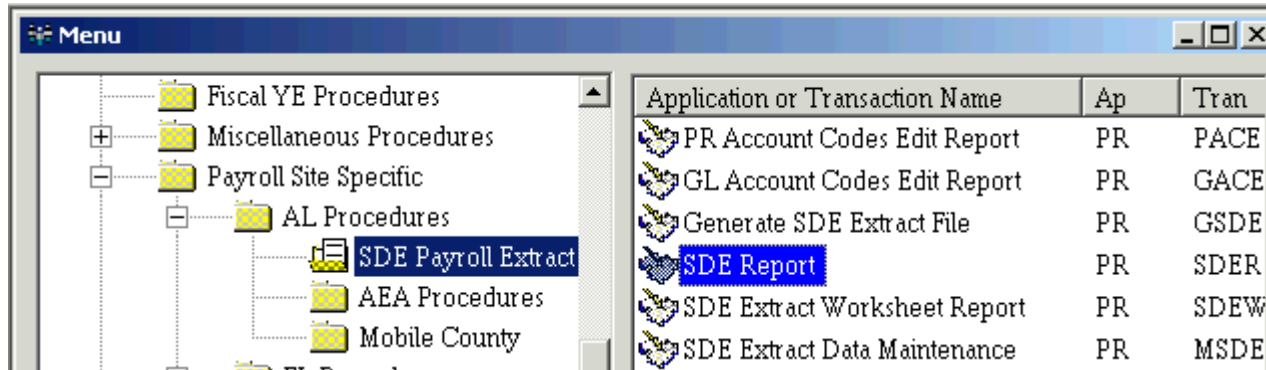
Job: 1 Certified: C Cnt Days: Hired: 4/25/2012

Account #: 11-5-1100-010-0070-1110-0-0000-0000 Amt: 32,000.00 FTE: 1.00 % of Sal: 1.00



LEAPS REPORT

- SDE report transaction (PR/SDER) located under the Generate SDE Work Table transaction on the menu



The screenshot shows the PR/SDER: SDE Report (v3.04) dialog box. It contains the following fields and options:

- Print Order: ☐ Last Name, ☐ Employee Number, ☒ Reporting Location, ☐ Social Security Number
- Fiscal Year: 2025
- Report Location From: ALL, Thru: ALL
- ☐ One Page Per Employee
- ☐ Mask SSN on Report
- ☒ Export Records To Excel
- ☒ Print Crystal Report
 - ☐ To Printer Office - Fred HP4
 - ☒ To Report Viewer
 - ☐ To File
- Setup button

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

- Select a print order
- SDE Fiscal Year
- Report Location Range
- Check to Export SDE Records to Excel (optional)
- Check to Print the Crystal 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 SDF table is in this

	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	GE	SD	RPT	SP	HI	CE	J	CON	CI	ANNUAL	MON	MON	MON	MC	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		X	Y	Z	AA					AE	AC	AD	AE	AF	AG
8	3129	TEST1133	SHIRLEY	A	111-00-1133	7/19/1963	F	8	0001	0	N	0	1	182	1	FTI	DISTR_A	M	SDE_ACCOUNT					CE	CLS	OBJ	CCTR	SFND	PROG
9	6162	TEST1167	PAULA	J	111-00-1167	10/3/1967	F	8	0001	0	N	0	1	240	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	

LEAPS REPORT

- If the crystal report box is checked, then the crystal report appears
 - Added a total FTE to the end of the report
 - Added an employee count to the end of the report

EMPLOYEE#	SOC.SEC.NUM.	NAME	SEX	RACE	RLOC	BIRTH DATE	DEGREE	SPAN										
2561	111-00-0962	TEST962, JANICE	F	4	0001	04/04/1955	N	N										
JOB	CNT DAYS	CERT	SYS	ST	PUB	PRV	SUP	HIRE DATE	TENURE	FUNC-OBJ-CCTR-SFND-PROG					CALC SAL	ANNUAL SAL	FTE	
1	182	N	216	0	0	0	0	02/12/1990	0	54120	161	8410	1310	8410	10,703.00	10,703.00	1.00	

7375	111-00-0972	TEST972, VELMER	F	08	0001	01/26/1960	N	N										
JOB	CNT DAYS	CERT	SYS	ST	PUB	PRV	SUP	HIRE DATE	TENURE	FUNC-OBJ-CCTR-SFND-PROG					CALC SAL	ANNUAL SAL	FTE	
1	182	N	0	0	0	0	0	08/04/2003	0	54120	161	8410	1310	8410	9,872.00	9,872.00	1.00	

FTE TOTAL: 206.00																		
EMPLOYEE COUNT: 210																		

* END OF REPORT ***

Degree/Years of Experience Matrix

The Matrix Report pulls directly from the work file created during the SDE File Extract

Prior Yrs Expr	Curr Yrs Expr	FTE/CNT	BA Prior	BA Curr	MA Prior	MA Curr	6Y Prior	6Y Curr	PhD Prior	PhD Curr	None Prior	None Curr
-	00	FTE	-	55.00	-	47.00	-	6.00	-	0.00	-	6.00
-	00	CNT	-	88	-	64	-	9	-	0	-	6
00	01	FTE	49.00	6.00	52.00	6.50	6.00	0.00	0.00	1.00	4.00	0.00
00	01	CNT	69	10	56	10	6	0	0	1	4	0
01	02	FTE	6.00	7.00	6.00	9.00	0.00	1.00	1.00	0.00	0.00	0.00
01	02	CNT	9	8	6	19	0	1	1	0	0	0
02	03	FTE	7.00	4.00	9.00	12.00	1.00	1.00	0.00	0.00	0.00	0.00
02	03	CNT	7	5	16	16	1	1	0	0	0	0
03	04	FTE	4.00	2.00	12.00	4.00	1.00	0.00	0.00	0.00	0.00	0.00
03	04	CNT	4	3	13	7	1	0	0	0	0	0
04	05	FTE	2.00	4.00	3.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00
04	05	CNT	3	7	3	1	0	0	0	0	0	0
05	06	FTE	4.00	0.00	1.00	1.00	0.00	2.00	0.00	0.00	0.00	0.00
05	06	CNT	7	0	1	1	0	2	0	0	0	0
06	07	FTE	0.00	2.00	1.00	3.00	2.00	0.00	0.00	0.00	0.00	0.00
06	07	CNT	0	2	1	3	2	0	0	0	0	0
07	08	FTE	2.00	1.00	3.00	4.00	0.00	1.00	0.00	0.00	0.00	0.00
07	08	CNT	2	1	3	6	0	1	0	0	0	0
08	09	FTE	0.00	2.00	4.00	0.00	1.00	1.00	0.00	0.00	0.00	0.00
08	09	CNT	0	2	4	0	1	1	0	0	0	0
09	10	FTE	2.00	1.00	0.00	3.00	1.00	1.00	0.00	0.00	0.00	0.00
09	10	CNT	2	1	0	3	1	1	0	0	0	0
10	11	FTE	0.00	0.00	3.00	0.00	1.00	1.00	0.00	0.00	0.00	0.00
10	11	CNT	0	0	3	0	1	1	0	0	0	0
11	12	FTE	0.00	0.00	0.00	6.00	1.00	0.00	0.00	0.00	0.00	0.00
11	12	CNT	0	0	0	11	1	0	0	0	0	0
12	13	FTE	0.00	0.00	6.00	4.00	0.00	1.00	0.00	0.00	0.00	0.00
12	13	CNT	0	0	9	4	0	2	0	0	0	0
13	14	FTE	0.00	0.00	3.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00
13	14	CNT	0	0	3	1	1	0	0	0	0	0
14	15	FTE	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
14	15	CNT	0	0	1	0	0	0	0	0	0	0
15	16	FTE	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00
15	16	CNT	0	0	0	1	0	0	0	0	0	0



CREATE SDE EXTRACT FILE

- Select the fiscal year to report
- Check to print the detail report
- Select the location to export the file
- Please do not change the file name
- Press Enter toolbar button (F1)
- If you have any errors you will get a pop up box. You can fix these problems in Employee Maintenance or SDE Maintenance if you want them corrected on the file.

PR/SDE: Create SDE Extract Mag Data (v3.11)

Fiscal Year: 2012 Period: Fall ☒ Print Detail Report

Export File: C:\LEAPS20120425141050.MAC

Report Destination:

☐ To Printer Office - Fred HP4

☒ To Report Viewer

☐ To File

Address: C:\

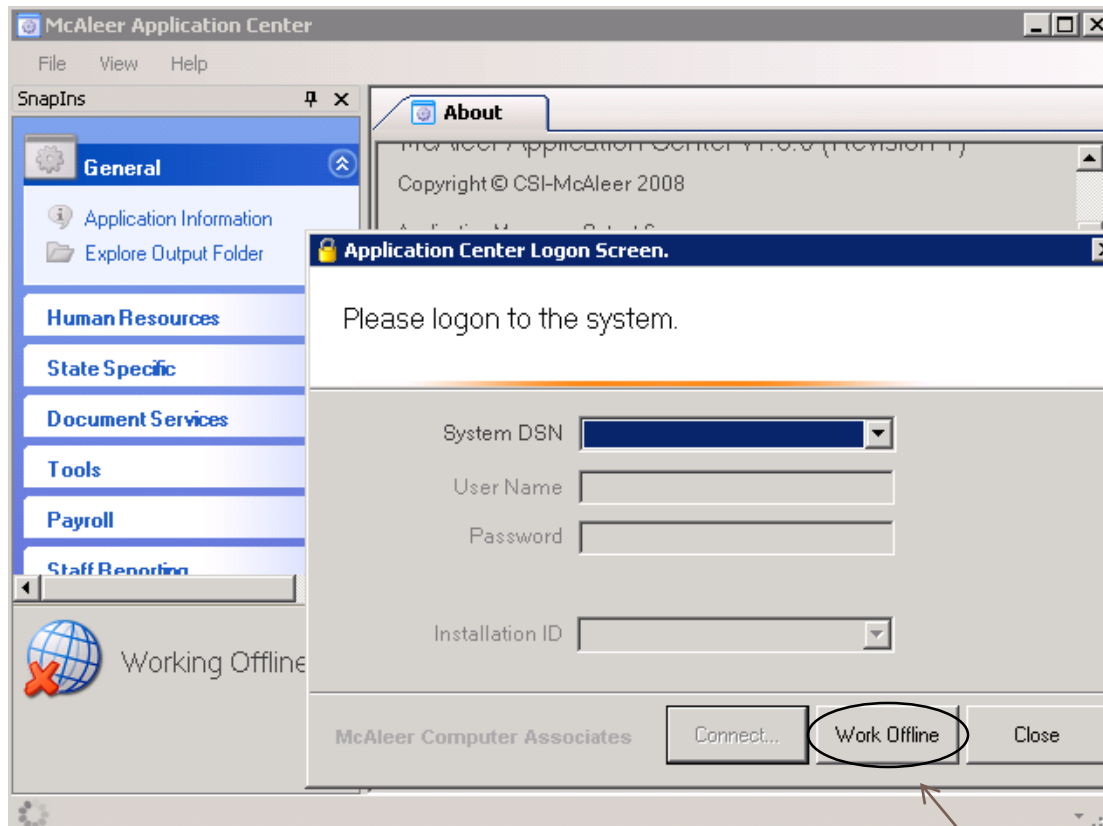
Folders	Name	Size	Type
Desktop	HooverCert.xls	53 KB	Micrc
	HooverCompTime.xls	54 KB	Micrc
	HooverMFPYLEAV.TXT	180 KB	Text
	INDEXSYS.txt	1 KB	Text
	InstallSDE.cmd	7 KB	Wind
	LEAPS20060829133658.MAC	135 KB	MacF
	LEAPS20061008100423.MAC	290 KB	MacF
	LEAPS20061017102327.MAC	88 KB	MacF
	LEAPS20061110141855.MAC	291 KB	MacF

"200", "111003801", "TEST3801	", "BARBARA	", "A	", "0E
"200", "111003926", "TEST3926	", "CAROL	", "O	", "0E
"200", "111003598", "TEST3598	", "QUENTIN	", "L	", "02
"200", "111001418", "TEST1418	", "GAIL	", "W	", "12
"200", "111004596", "TEST4596	", "CATENYA	", "R	", "04
"200", "111002815", "TEST2815	", "GREGORY	", "A	", "1C
"200", "111002684", "TEST2684	", "KEVIN	", "L	", "1C
"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*)



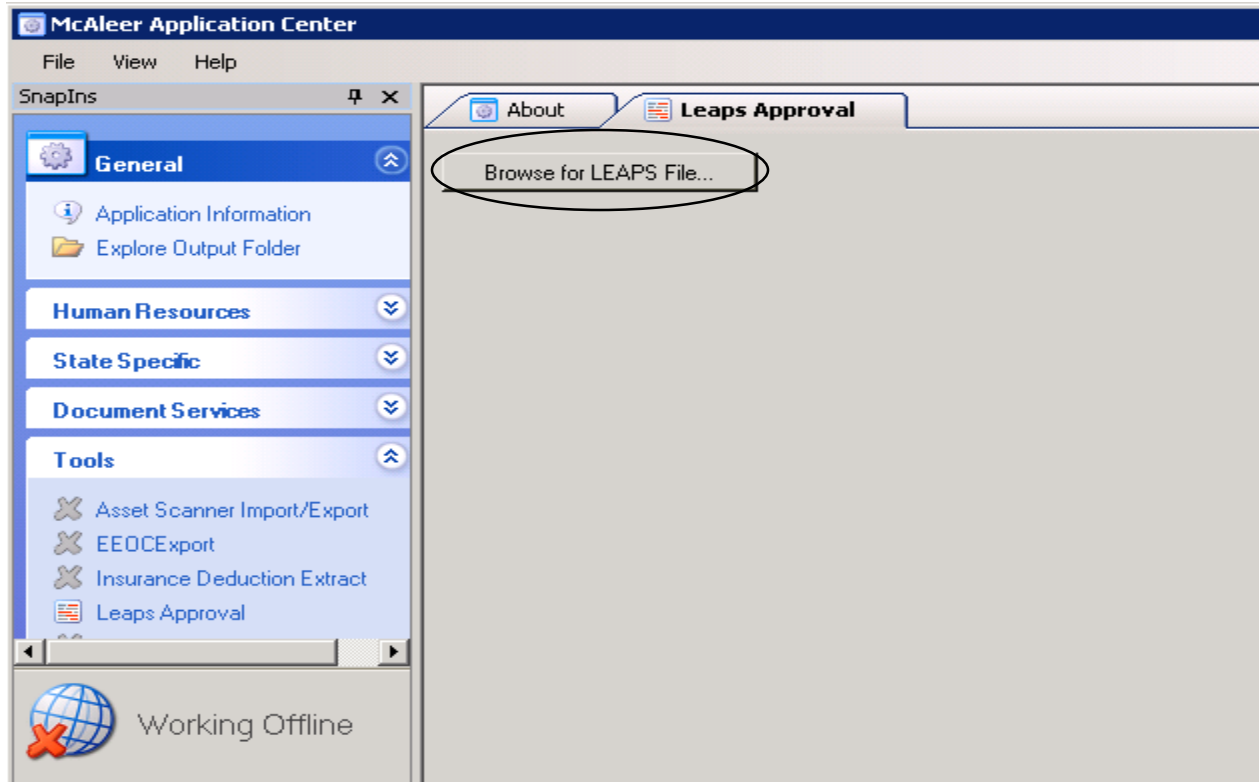
*Additional instructions will be provided to each district regarding starting the application center on their system in a separate document.

Once the Application Center is launched, select to “Work Offline”



APPROVE SDE LEAPS FILE

(Select the Approval Transaction)

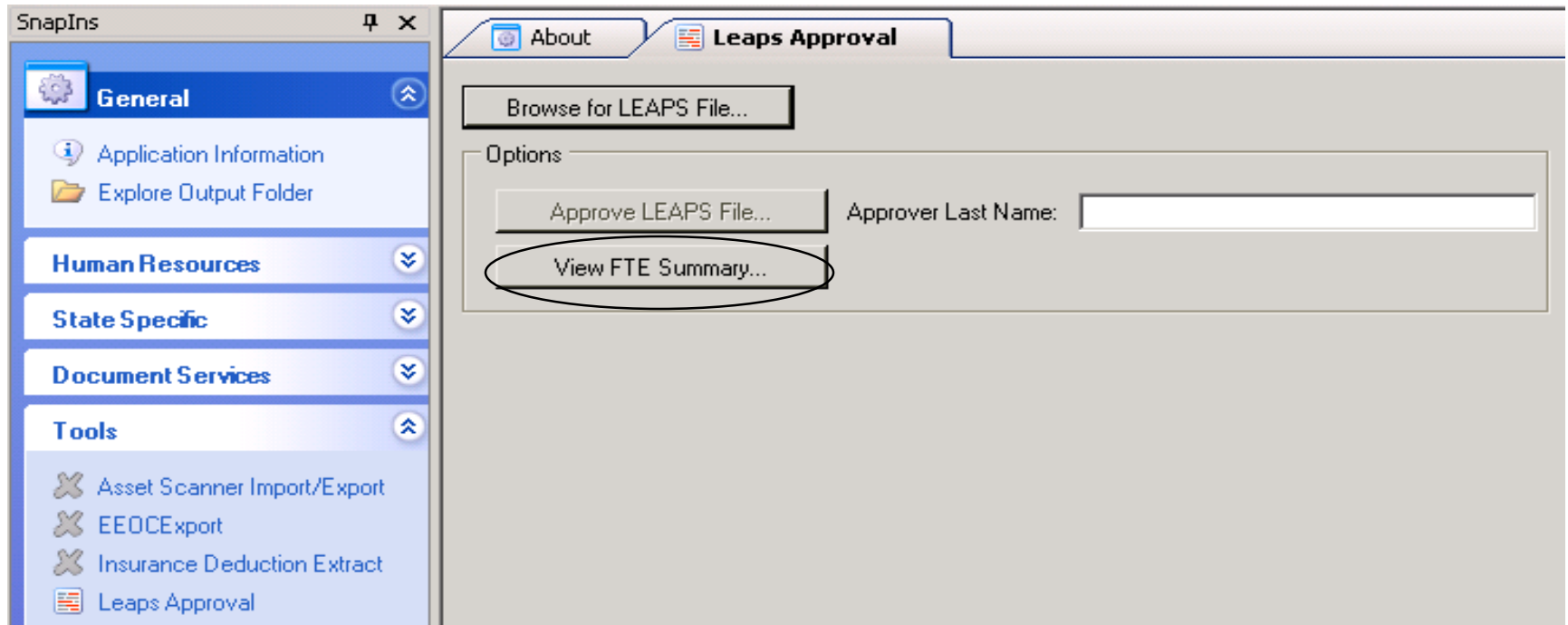


- Select State Specific and Alabama, on the left hand side of the screen
- Select Leaps Approval
- Then click the Browse for LEAPS File and locate the file.



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.



Questions?

