

Understanding Payroll Coding - LEAPS

Russell Raney, CFO

New Schools For Alabama

Payroll Small Group Training

February 2023



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 | | MCAI PAYROLL SYSTEM | | | | Page 1 of 44 | |
| RUN TIME: 10.39PM | | EMPLOYEE FISCAL YTD DISTRIBUTION REPORT | | | | PRYTD | |
| | | CULLMAN CITY BOARD OF EDUCATION | | | | | |
| 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

09/31/2009

MCAL PAYROLL SYSTEM

Page 1 of 2

RUN DATE: 10:54PM

PAYROLL CHECK RECORDS BY ACCOUNT NO. REPORT

PRCRLG

CULLMAN CITY BOARD OF EDUCATION

DATE RANGE: 09/31/2009 TO 09/31/2009

| PAID | PLANS | CHK | CON | FUND | YR | PROG | SSN | EMPLOYEE NAME | EMPLOYEE | GROSS WAGES | FED WAGES |
|------|-------|-----|------|------|----|------|------|-----------------------------|----------|-------------|-----------|
| 11-5 | 1100 | 010 | 0020 | 1110 | 0 | 1500 | 0000 | CARETTI JR, JAMES S | 1117 | 1,166.67 | 1,166.67 |
| 11-5 | 1100 | 010 | 0020 | 1110 | 0 | 1500 | 0000 | YEAGER, JENNIFER SUSAN | 750 | 3,028.08 | 2,680.60 |
| 11-5 | 1100 | 010 | 0020 | 1110 | 0 | 1500 | 0000 | AGNEW, JOSHUA GLENN | 1708 | 3,028.08 | 2,710.91 |
| 11-5 | 1100 | 010 | 0020 | 1110 | 0 | 1500 | 0000 | BAKESON, PAMELA | 1716 | 3,028.08 | 2,717.53 |
| 11-5 | 1100 | 010 | 0020 | 1110 | 0 | 1500 | 0000 | EARNEST, ASHLEY MELINDA | 1251 | 3,028.08 | 2,777.94 |
| 11-5 | 1100 | 010 | 0020 | 1110 | 0 | 1500 | 0000 | ROBINSON, MATTHEW E | 887 | 3,028.08 | 2,840.32 |
| 11-5 | 1100 | 010 | 0020 | 1110 | 0 | 1500 | 0000 | JOHNSON, JAMES DANIEL | 828 | 3,028.08 | 2,888.15 |
| 11-5 | 1100 | 010 | 0020 | 1110 | 0 | 1500 | 0000 | MCUTCHEEN, SARA E | 820 | 3,028.08 | 2,888.17 |
| 11-5 | 1100 | 010 | 0020 | 1110 | 0 | 1500 | 0000 | PLYANT, MARY ELIZABETH | 330 | 3,028.08 | 2,874.87 |
| 11-5 | 1100 | 010 | 0020 | 1110 | 0 | 1500 | 0000 | BRESSETTE, MISTI L | 311 | 3,330.75 | 2,974.89 |
| 11-5 | 1100 | 010 | 0020 | 1110 | 0 | 1500 | 0000 | ARNOLD, MELISSA DEAN | 389 | 3,680.00 | 3,144.75 |
| 11-5 | 1100 | 010 | 0020 | 1110 | 0 | 1500 | 0000 | DONALDSON, JACQUELINE MOORE | 1118 | 3,587.25 | 3,157.09 |
| 11-5 | 1100 | 010 | 0020 | 1110 | 0 | 1500 | 0000 | HAYES, JONATHAN LYNN | 501 | 3,157.57 | 2,815.57 |
| 11-5 | 1100 | 010 | 0020 | 1110 | 0 | 1500 | 0000 | MAULDON, CHRISTY S | 1658 | 3,330.75 | 3,192.31 |
| 11-5 | 1100 | 010 | 0020 | 1110 | 0 | 1500 | 0000 | CALVERT, SHELBA B | 1322 | 3,534.47 | 3,192.75 |
| 11-5 | 1100 | 010 | 0020 | 1110 | 0 | 1500 | 0000 | GEISEN, CYNTHIA L | 1485 | 3,830.33 | 3,223.78 |
| 11-5 | 1100 | 010 | 0020 | 1110 | 0 | 1500 | 0000 | MCCEE, TERESA SELLERS | 937 | 3,715.68 | 3,252.24 |
| 11-5 | 1100 | 010 | 0020 | 1110 | 0 | 1500 | 0000 | HEPPESTALL, DONNA L | 837 | 3,587.25 | 3,407.89 |
| 11-5 | 1100 | 010 | 0020 | 1110 | 0 | 1500 | 0000 | NIX, GINA SUZANNE | 1762 | 3,830.33 | 3,418.09 |
| 11-5 | 1100 | 010 | 0020 | 1110 | 0 | 1500 | 0000 | CHASTAN, RAAGAN BRACKIN | 347 | 3,830.33 | 3,426.90 |
| 11-5 | 1100 | 010 | 0020 | 1110 | 0 | 1500 | 0000 | PUTMAN, DANNIA H | 1312 | 3,669.00 | 3,486.55 |
| 11-5 | 1100 | 010 | 0020 | 1110 | 0 | 1500 | 0000 | PERRY, KAREN BENEFIELD | 79 | 3,698.83 | 3,508.64 |
| 11-5 | 1100 | 010 | 0020 | 1110 | 0 | 1500 | 0000 | DRAKE, JOHN HANSEL | 1511 | 3,830.33 | 3,513.97 |
| 11-5 | 1100 | 010 | 0020 | 1110 | 0 | 1500 | 0000 | PATTERSON, BRENT ANTHONY | 778 | 3,886.00 | 3,561.39 |
| 11-5 | 1100 | 010 | 0020 | 1110 | 0 | 1500 | 0000 | BARNETT, BILLY CANNON | 801 | 3,830.33 | 3,587.43 |
| 11-5 | 1100 | 010 | 0020 | 1110 | 0 | 1500 | 0000 | RAY, EMILY KATHRYN | 1287 | 3,998.00 | 3,626.10 |
| 11-5 | 1100 | 010 | 0020 | 1110 | 0 | 1500 | 0000 | SPRINGER, AMY L | 851 | 3,830.33 | 3,608.81 |
| 11-5 | 1100 | 010 | 0020 | 1110 | 0 | 1500 | 0000 | SPARKS, ANDREA DREW | 882 | 3,998.00 | 3,655.67 |
| 11-5 | 1100 | 010 | 0020 | 1110 | 0 | 1500 | 0000 | HOWSE, LINDA ANN | 1757 | 4,218.42 | 3,681.91 |
| 11-5 | 1100 | 010 | 0020 | 1110 | 0 | 1500 | 0000 | ROMNE, JONATHAN E | 1417 | 4,896.00 | 3,701.49 |
| 11-5 | 1100 | 010 | 0020 | 1110 | 0 | 1500 | 0000 | BOYD, SUSAN MARIE | 886 | 4,186.25 | 3,717.03 |
| 11-5 | 1100 | 010 | 0020 | 1110 | 0 | 1500 | 0000 | BURROUGHS, DENISE DAVIS | 1752 | 3,968.00 | 3,774.43 |
| 11-5 | 1100 | 010 | 0020 | 1110 | 0 | 1500 | 0000 | CALAHAN, JENNIFER B | 428 | 4,262.83 | 3,815.30 |
| 11-5 | 1100 | 010 | 0020 | 1110 | 0 | 1500 | 0000 | PONDER, MARC K | 422 | 4,190.25 | 3,844.40 |
| 11-5 | 1100 | 010 | 0020 | 1110 | 0 | 1500 | 0000 | ALLRED, JUDITH K | 911 | 4,317.42 | 3,850.49 |
| 11-5 | 1100 | 010 | 0020 | 1110 | 0 | 1500 | 0000 | GLEATON JR, KENNETH W | 375 | 4,125.08 | 3,857.08 |
| 11-5 | 1100 | 010 | 0020 | 1110 | 0 | 1500 | 0000 | FOX, DELIAH E | 91 | 4,478.25 | 3,896.49 |
| 11-5 | 1100 | 010 | 0020 | 1110 | 0 | 1500 | 0000 | ASKEA, CRYSTAL | 896 | 4,218.42 | 3,954.65 |
| 11-5 | 1100 | 010 | 0020 | 1110 | 0 | 1500 | 0000 | DEAN, MICHAEL ROY | 428 | 4,326.50 | 3,983.10 |
| 11-5 | 1100 | 010 | 0020 | 1110 | 0 | 1500 | 0000 | BURKS, JOHN HENRY | 910 | 4,274.48 | 3,969.47 |
| 11-5 | 1100 | 010 | 0020 | 1110 | 0 | 1500 | 0000 | BRYANT, JOY L | 325 | 4,242.33 | 4,042.56 |
| 11-5 | 1100 | 010 | 0020 | 1110 | 0 | 1500 | 0000 | MURPHY, KAREN SUE | 288 | 4,372.08 | 4,114.75 |



Setting up FY 2024 G/L Records

- The first thing that needs to be done to start the LEAPS process is setting up/verifying the FY 2024 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 2024 G/L codes without interfering with FY 2023 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 application interface. On the left, a tree view shows the hierarchy: MCAI > Payroll > SDE Payroll Extract. The 'Payroll' folder is expanded, and 'SDE Payroll Extract' is selected. 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 in blue), SDE Report, SDE Extract Worksheet Report, SDE Extract Data Maintenance, Degree/Years Experience Matrix, Create SDE Extract Mag Data, and PR Account Edit Maintenance.

| Application or Transaction Name |
|----------------------------------|
| Import SDE |
| PR Account Codes Edit Report |
| GL Account Codes Edit Report |
| Generate SDE Extract File |
| SDE Report |
| SDE Extract Worksheet Report |
| SDE Extract Data Maintenance |
| Degree/Years Experience Matrix |
| Create SDE Extract Mag Data |
| PR Account Edit Maintenance |



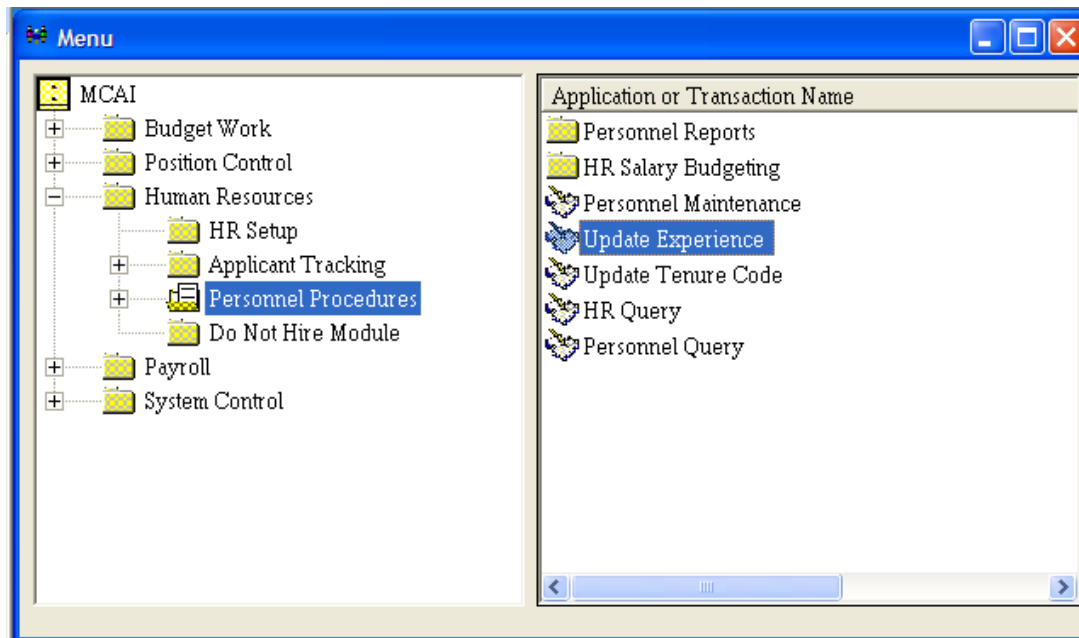
Increasing Experience Data

- **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: 9/30/2022

☒ 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: 9/30/2022

☐ 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: 10/1/2022 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: 10/1/2022 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

| 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 |

| 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 | | Pay Period Type | |
|---------------------------------------|------------------|---------------------------------------|--------------|
| Type | Description | Type | 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 SUBST... | <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

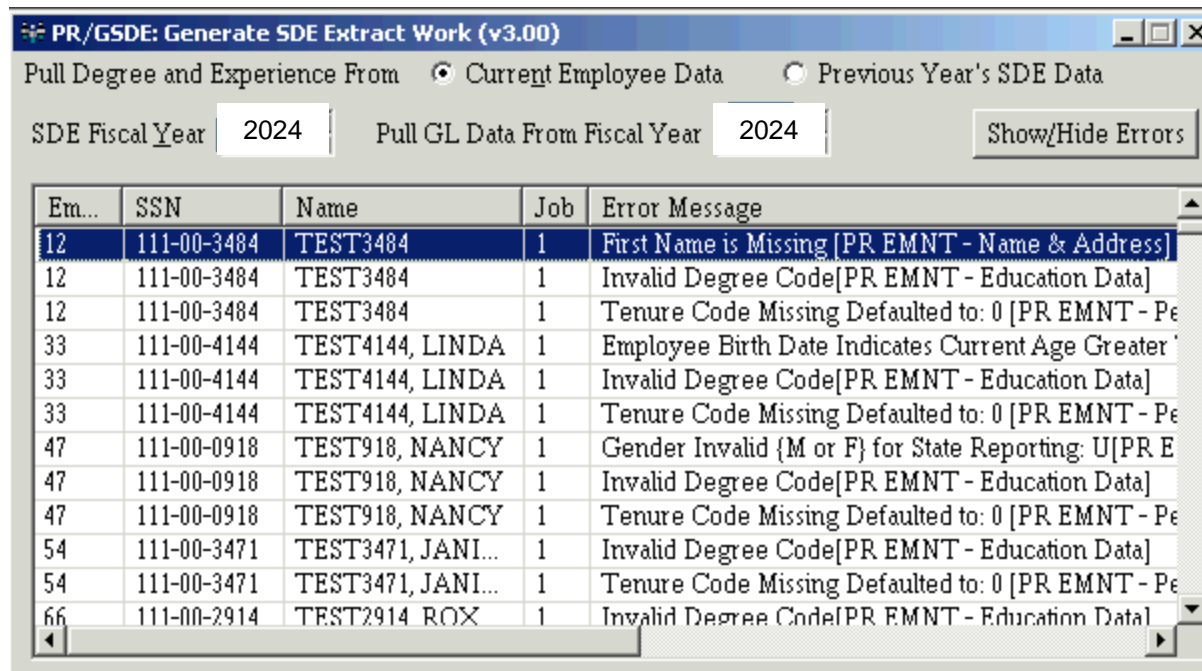
Add To SDE
☐ All Employees Not in Table
☐ One Employee

☐ 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 2024 Pull GL Data From Fiscal Year 2024 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 | Percent Worked | Annual Salary | Salaried Periods | Pay Period Salary | Hourly/Daily Code | Hours Per Day | Rate of Pay | Overtime Rate | Accrual Days |
|---------------|----------------|---------------|------------------|-------------------|-------------------|---------------|-------------|---------------|--------------|
| 183 | 100% | 19,369.00 | 12 | 0.00 | H | 7.00 | 15.12 | 22.68 | 0.00 |

| State Salary Unit | State Based Salary | Full Time Earnings | Summer Pay Flag |
|-------------------|--------------------|--------------------|----------------------|
| 0.00 | 0.00 | 1,614.08 | N No Summer Pay Flag |

Total of All Active Jobs
Annual: 0.00
Monthly: 0.00

☒ Include Job in LEAPS Reporting

☐ Use Pay Dates ☐ Use End Pay Date
2 / 7 / 2017 Thru 2 / 7 / 2017

☐ Use Contract Dates
1 / 1 / 2005 Thru 1 / 1 / 2005

☐ Calculate Salaries

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



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 | 1/1/200 | 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** 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 Credit Hours Earned 0
☐ Quarter 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 | | City | | |
| Last Name | TEST4370 | | | |

- 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 Rec |
| 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 C

| 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

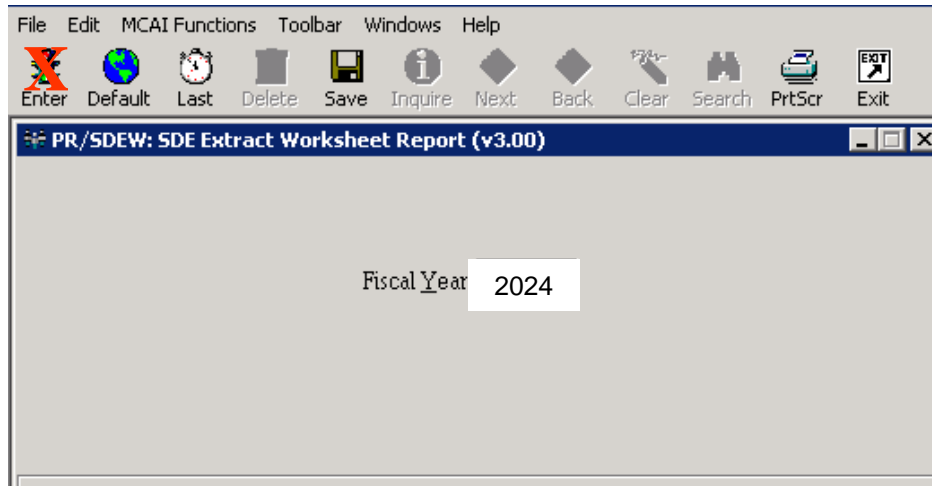
☒ State Approved ☐ Inactive Flag

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

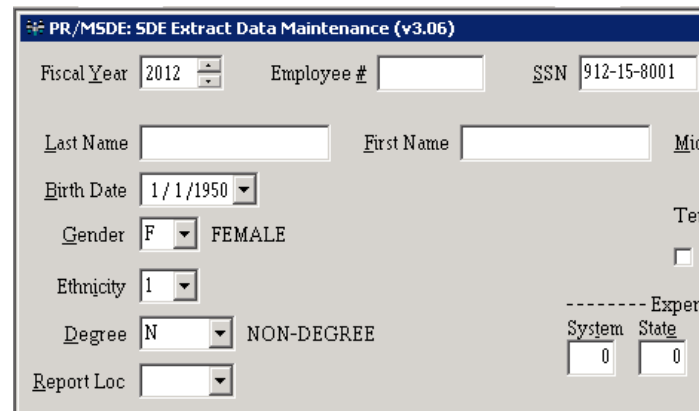


SDE WORK TABLE MAINTENANCE

- 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 |

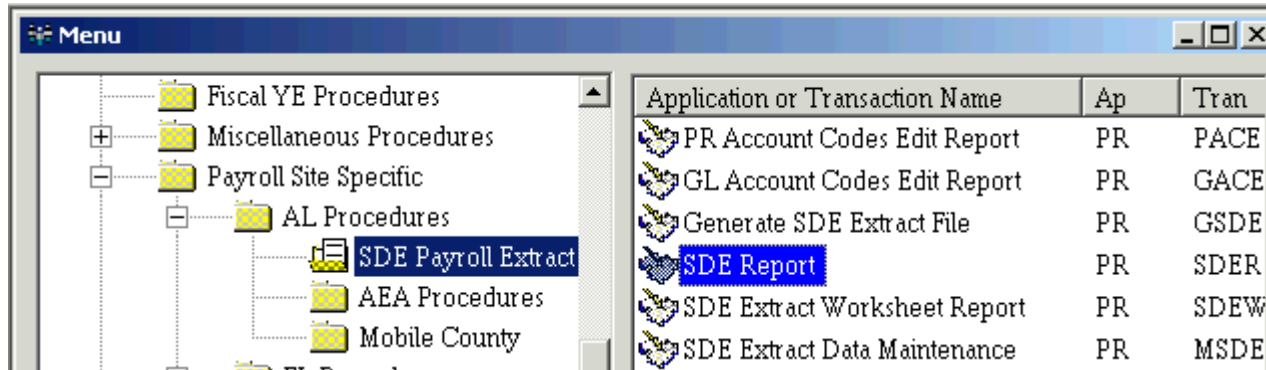
Job: 1 Certified: C Cnt Days: Hired: 4/25/2012

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:** Radio buttons for Last Name, Employee Number, Reporting Location (selected), and Social Security Number.
- Fiscal Year:** Text box containing '2024'.
- Report Location From:** Dropdown menu set to 'ALL'.
- Thru:** Dropdown menu set to 'ALL'.
- One Page Per Employee:** Unchecked checkbox.
- Mask SSN on Report:** Unchecked checkbox.
- Export Records To Excel:** Checked checkbox.
- Print Crystal Report:** Checked checkbox.
- To Printer:** Radio button (disabled).
- To Report Viewer:** Radio button (selected).
- To File:** Radio button (disabled).
- 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



LEAPS REPORT

- Press Enter toolbar button (F1)

File Edit MCAI Functions Toolbar Windows Help

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

PR/SDER: SDE Report (v3.04)

Print Order

☐ Last Name ☐ Employee Number ☒ Reporting Location ☐ Social Security Number

Fiscal Year **2024**

☐ One Page Per Employee

☐ Mask SSN on Report

Report Location From **ALL** Thru **ALL**

☒ Export Records To Excel

☒ Print Crystal Report

☐ To Printer Office - Fred HP4

☒ To Report Viewer

☐ To File

Setup

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

- 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 | MO | MO | MC | M | HIRE_DATE | TEI | FT | 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 | FTDISTR_A | M | SDE_ACCOUNT | | | | | CECLS | 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:\

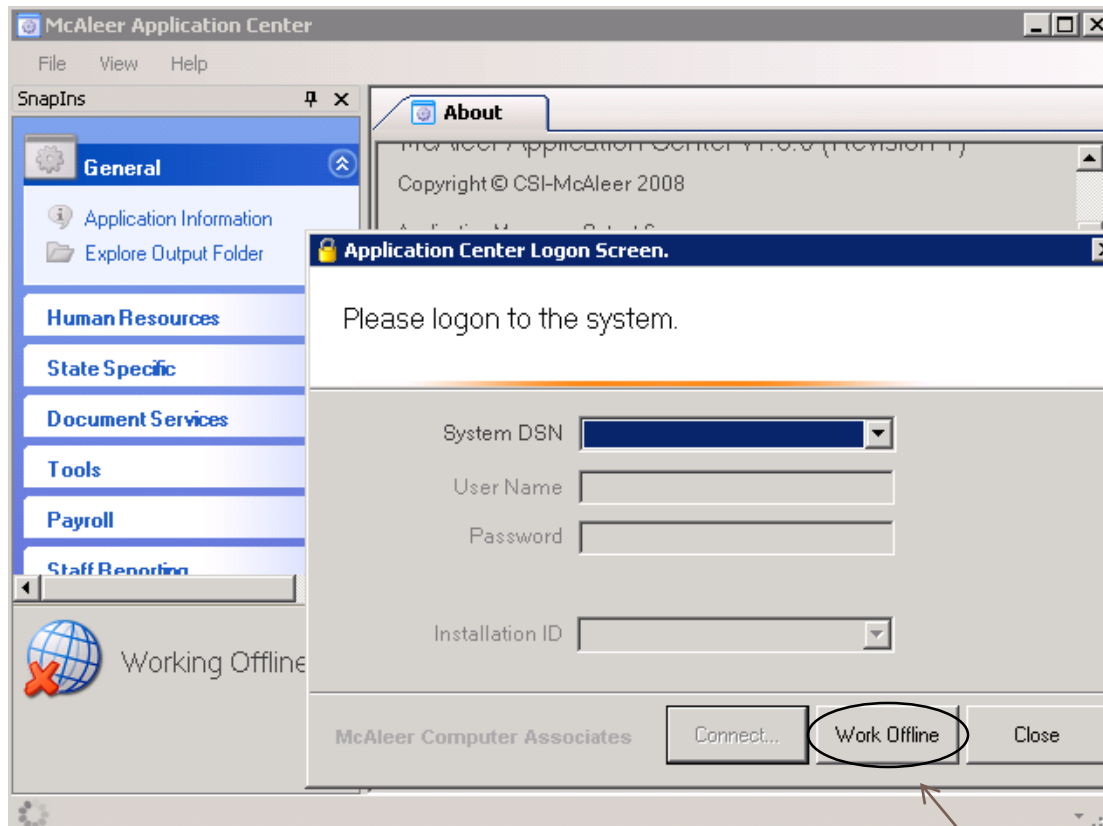
| Folders | Name | Size | Type |
|---------|-------------------------|--------|-------|
| Desktop | HooverCert.xls | 53 KB | Micrc |
| | HooverCompTime.xls | 54 KB | Micrc |
| | HooverMFPYLEAV.TXT | 180 KB | Text |
| | INDEXSYS.txt | 1 KB | Text |
| | InstallSDE.cmd | 7 KB | Wind |
| | LEAPS20060829133658.MAC | 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*)



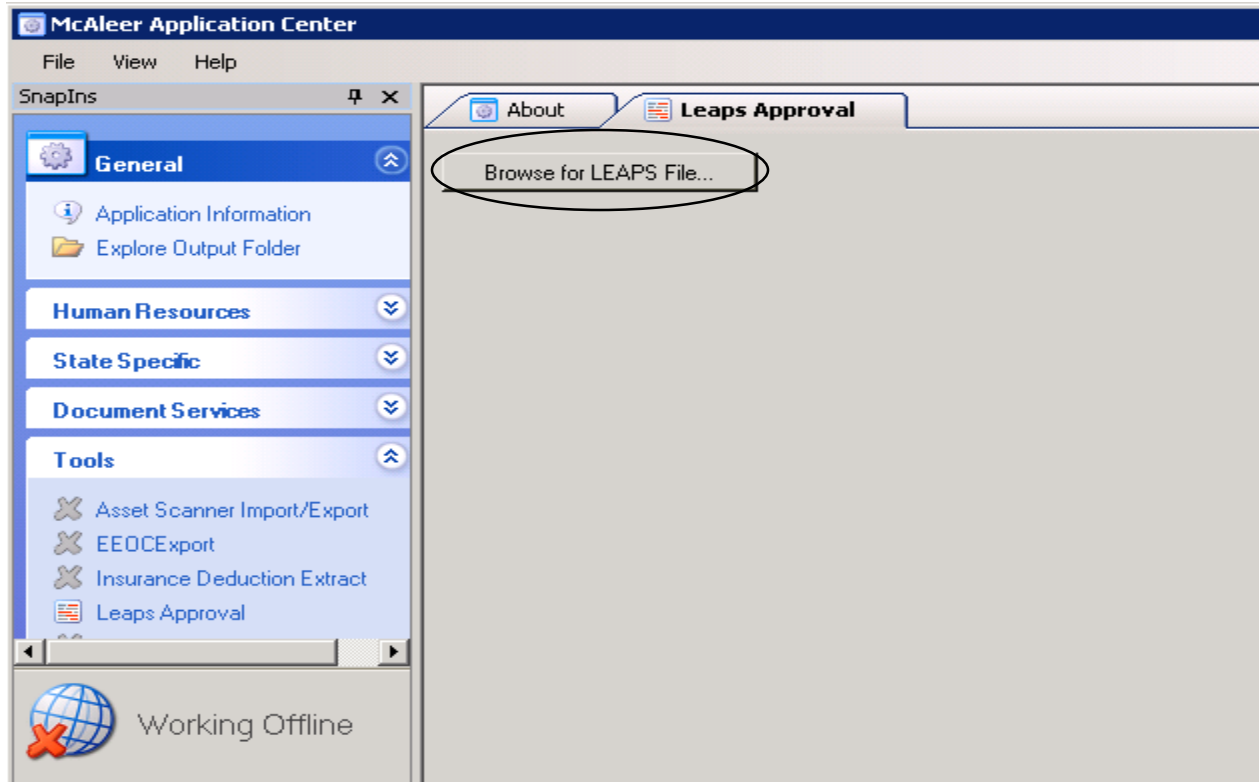
*Additional instructions will be provided to each district regarding starting the application center on their system in a separate document.

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



APPROVE SDE LEAPS FILE

(Select the Approval Transaction)

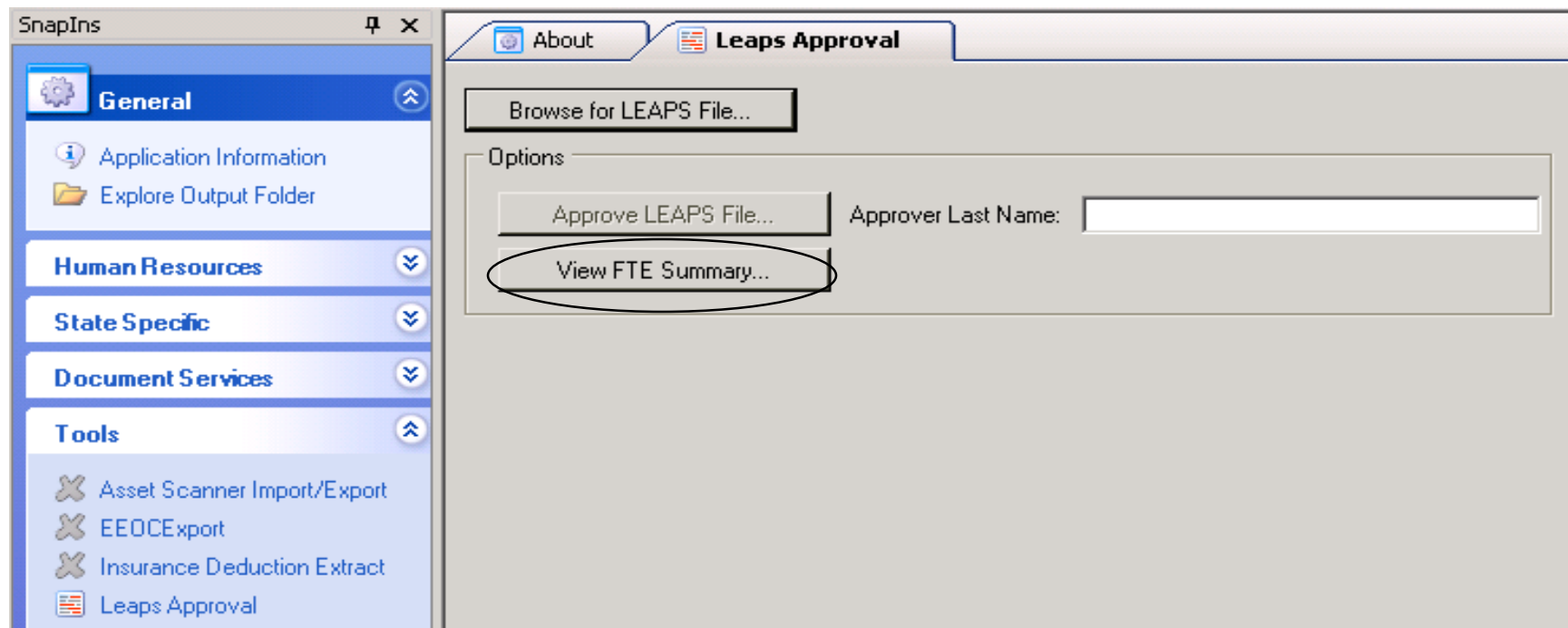


- Select State Specific and Alabama, on the left hand side of the screen
- Select Leaps Approval
- Then click the Browse for LEAPS File and locate the file.



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?

