



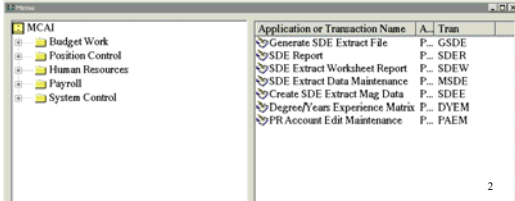
LEAPS/SDE REPORTING

2018

1

AGENDA

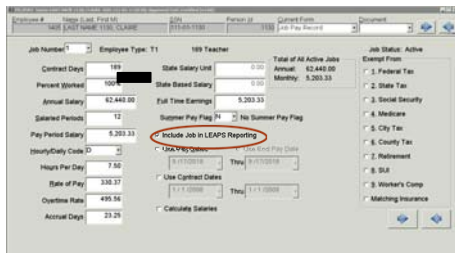
- Employee Job Pay Record maintenance
- Generate the SDE Work File
- Review SDE Report
- Maintenance to the SDE Work File
- Review Create SDE Extract File/Report



2

Employee Maintenance

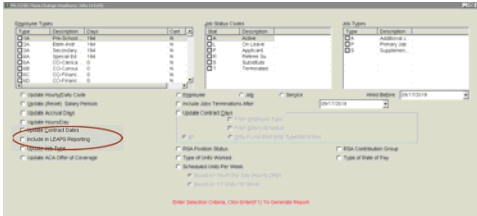
- The user has the ability to EXCLUDE specific employee jobs from the generated LEAPs extract file. This can be controlled by deselecting the field "Include Job in LEAPs Reporting" on the Job Pay Record form of Employee/Personnel Maintenance.



3

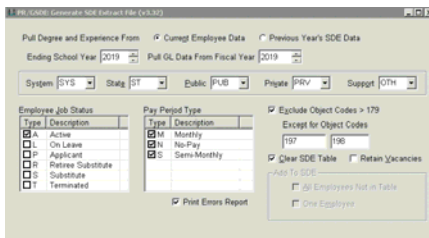
Mass Change Employee Jobs

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



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GENERATE SDE WORK TABLE

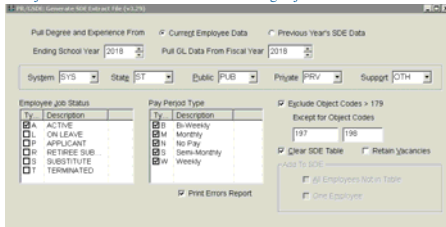


- Pull Personnel Data from Current Employee Data or Previous Year’s SDE Records
 - Current Employee Records – data is pulled from employee maintenance, you must select the experience type that you wanted reported for system, state, public, private, and support.
 - Previous Year’s SDE Records – data is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

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GENERATE SDE WORK TABLE

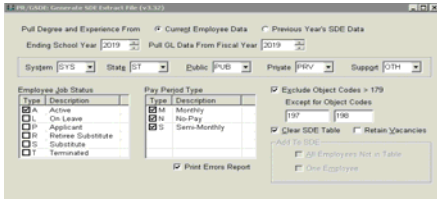
- Ending School Year is the Fiscal Year for the Current SDE Work Table
- Pull GL Data From Fiscal Year where the GL information should pull from.
- Enter the codes representing the specific types of experience reported to the state
- Select the job status to include
- Select the job pay period types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



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GENERATE SDE WORK TABLE

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



GENERATE SDE WORK TABLE

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

Empl#	SSN	Name	I	Emp Type	Error Message
1	42482-	SMITH TINA	1	B	Error: Annual Salary Equals Zero [FR EMNT - Job Pay Record]
1	42482-	SMITH TINA	1	B	Acc# 11-5-1100-101-0380-1110-0-2000-0000 Error: Cannot Calculate
94	410-20-	SMITH EDNA	2	B	Error: Employee Birth Date Indicates Age > 90 Years [FR EMNT - Per]
94	410-20-	SMITH EDNA	2	B	Warning: Tenure Code Missing Defaulted to: 2 [FR EMNT - Personnel]
427	419-11-	SMITH JENNIL	1	B	Error: Annual Salary Equals Zero [FR EMNT - Job Pay Record]
427	419-11-	SMITH JENNIL	1	B	Acc# 11-5-1100-010-0380-1110-0-1200-0000 Error: Cannot Calculate
427	419-11-	SMITH JENNIL	1	B	Error: Employee Birth Date Indicates Age < 15 Years [FR EMNT - Per]
427	419-11-	SMITH JENNIL	1	B	Error: Total Support Experience Too Large for Calculated Age
427	419-11-	SMITH JENNIL	1	B	Warning: Invalid Degree Code [FR EMNT - Education Data]
427	419-11-	SMITH JENNIL	1	B	Acc# 11-5-1100-010-0380-1110-0-1200-0000 Error: Distributed Salary
1772	423-99-	SMITH MELA	1	B	Warning: Invalid Degree Code [FR EMNT - Education Data]
1796	410-29-	SMITH TERESA	1	B	Warning: Invalid Degree Code [FR EMNT - Education Data]
3223	409-29-	SMITH TERESA	1	B	Error: Annual Salary Equals Zero [FR EMNT - Job Pay Record]
3223	409-29-	SMITH TERESA	1	B	Acc# 11-5-1100-010-0101-1110-0-2200-0000 Error: Cannot Calculate
3223	409-29-	SMITH TERESA	1	B	Error: Annual Salary Equals Zero [FR EMNT - Job Pay Record]
3223	409-29-	SMITH TERESA	1	B	Acc# 11-5-1100-010-0101-1110-0-2200-0000 Error: Distributed Salary
3489	417-02-	SMITH VICKIE	1	B	Warning: Invalid Degree Code [FR EMNT - Education Data]
3781	414-29-	SMITH STEF	1	B	Warning: Invalid Degree Code [FR EMNT - Education Data]
3882	423-99-	SMITH MANDY	1	B	Warning: Invalid Degree Code [FR EMNT - Education Data]

GENERATE SDE WORK TABLE

- Error messages on list view will indicate the severity of the problem:
 - **Critical, Error, or Warning.**
 - **Warning:** Employee record WILL be written to LEAPS file
 - **Error:** Employee record WILL NOT be written to LEAPS file
 - **Critical:** LEAPS file will not be created during the transaction PR/SDEE – Create SDE Extract Mag Data

Empl#	SSN	Name	I	Emp Type	Error Message
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94	410-20-	SMITH EDNA	2	B	Error: Employee Birth Date Indicates Age > 90 Years [FR EMNT - Per]
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427	419-11-	SMITH JENNIL	1	B	Acc# 11-5-1100-010-0380-1110-0-1200-0000 Error: Cannot Calculate
427	419-11-	SMITH JENNIL	1	B	Error: Employee Birth Date Indicates Age < 15 Years [FR EMNT - Per]
427	419-11-	SMITH JENNIL	1	B	Error: Total Support Experience Too Large for Calculated Age
427	419-11-	SMITH JENNIL	1	B	Warning: Invalid Degree Code [FR EMNT - Education Data]
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1772	423-99-	SMITH MELA	1	B	Warning: Invalid Degree Code [FR EMNT - Education Data]
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3781	414-29-	SMITH STEF	1	B	Warning: Invalid Degree Code [FR EMNT - Education Data]
3882	423-99-	SMITH MANDY	1	B	Warning: Invalid Degree Code [FR EMNT - Education Data]

GENERATE SDE WORK TABLE

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

```

RUN DATE: 09/16/2012          MCAI PAYROLL SYSTEM          Page 1 of 2
RUN TIME: 10:08PM             GENERATE SDE EXTRACT REPORT      PR 6008R
                                WEALEER BOARD OF EDUCATION
    EMPLOYEE#  SOC SECT# NAME  JOB  EMP ST# PR  ERROR MESSAGE
    9608                BRDGN,  1  B  Error: Depend Code (SD) is No Longer Valid (PR EMIT - Job O.C.D)
    9622                GRADY,  1  B  Error: Employee Birth Date Violates Age < 15 Years (PR EMIT - Personnel Data)
    9622                GRADY,  1  B  Error: Total Support Experience Too Large for Calculated Age
    9622                GRADY,  1  B  Warning: Tenure Code Missing Defaulted to 2 (PR EMIT - Personnel Data)
    9609                JAYAL, N 1  B  Error: Total Support Experience Too Large for Calculated Age
    9609                JAYAL, N 1  B  Warning: Invalid Degree Code (PR EMIT - Education Data)
    9609                JAYAL, N 2  02 Error: Total Support Experience Too Large for Calculated Age
    9607                MOORE,  1  B  Acup: 11-0-1300-010-0511 10-0-1000-0000 Error: Full Time Equivalent Equals Zero (PR EMIT - Job O.C.D)
    6502                SMTH, J  1  1  Acup: 11-0-200-171-0300 11 10-0-0100-0000 Error: Full Time Equivalent Equals Zero (PR EMIT - Job O.C.D)
    8264                SMTH, C  1  B  Warning: Invalid Degree Code (PR EMIT - Education Data)
  
```

GENERATE SDE WORK TABLE

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

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GENERATE SDE WORK TABLE

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

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

Function Code	4100	4109	4111	4108	4113	4110	4106	4101	4102	4104	4103	4105	4107	4109	4108	4107	4105	4103	4101	4100
8264	167	168																		
1137	167																			
1337	168		183	185																
1339	167		161	163	164					179		184								
1403	168									178										

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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 MCOL if you need assistance.

SSN	Name	Person ID
111-88-1877	AMITAC TEST1877	1877
111-88-1881	MELVIN KEITH TEST1881	1881
111-88-1828	TERESA J TEST1828	1828

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

College	Description	Degree	Begin	End	Yr Earned	Hrs Earned	Completed	Extra	Transcript	Highest	Current
69021	UNIV OF AL	14			0	0	1994	0	U/CONF	Yes	True
98827	LBRW ST JR COLL	14			0	0	1991	0	U/CONF	No	True

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GENERATE SDE WORK TABLE

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

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

College	Description	Degree	Completed	Extra	Transcript	Highest
69021	UNIV OF AL	14	0	0	U/CONF	Yes
98821	UNIV OF AL	14	1994	0	U/CONF	No
98827	LBRW ST JR COLL	14	1991	0	U/CONF	No

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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

- Personnel Data Screen
 - Gender
 - Birth Date
 - Ethnicity
 - Spanish Speaking defaults to N
 - Tenure

- Employee Data Screen
 - Employee Number
 - Hire Date

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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"

Education Data Screen for Employee 12 (TESTIRA, LAMAND). The 'Degree Code' field is highlighted. A red box highlights the 'State Degree' field, which is currently blank.

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

- System
- State
- Public
- Private
- Support

Type	Description	Yr1	Mo1	Date Begun	Date Exp
OTH	OTH	0	0		
PRV	PRV	0	0		
PUB	PUB	0	0		
ST	ST	0	0		
SYS	SYS	20	0		16

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

Job Pay Record Screen for Employee 12 (TESTIRA, LAMAND). Fields include Contract Days (362), Annual Salary (44,757.00), and Hourly/Daily Code (D). Below, the Employee Type Maintenance screen shows Employee Type 23 (TEACHER) with Certified Flag code 02 highlighted in a red box.

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GENERATE SDE WORK TABLE

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

- Current Percent
- Current Amount
- FTE

Job GL Distribution Screen for Employee 12 (TESTIRA, LAMAND). Below, the Component Maintenance screen shows Component 51100 with State Reporting Alias 5439 highlighted in a red box. A note indicates: 'Work Location is set to the employee's reporting location. If this value is within 8500-8699, the value is set to 0000. Otherwise, if the value is greater than 6994, it is set to 0001.'

- The following components are pulled from the account number and are looked up in component maintenance to determine if the state reporting alias should be used. If state approved is unchecked then the state reporting alias value is reported.
 - Class/Function
 - Object
 - Cost Center
 - Source of Funds
 - Program

SDE REPORT (PR/SDER)

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

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SDE REPORT

- Press Enter toolbar button (F1)

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

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
1	EMPLOYEE	FIRST	MIDDLE	LAST	SSN	DOB	DOB	DOB	DOB	DOB	DOB	DOB	DOB	DOB	DOB	DOB	DOB	DOB	DOB	DOB	DOB	DOB	DOB	DOB	
2	1916	TEST1550	SIMPLEY		111-00-1550	5/8/1972	F	8	0001	D	N	0	1	182	N	9513	24	0	0	0	0	0	0	0	
3	1737	TEST1056	BRENDA	J	111-00-1056	2/21/1955	F	8	0001	D	N	0	1	182	N	7851	36	0	0	0	0	0	0	0	
4	3654	TEST1085	HAZEL	D	111-00-1085	1/21/1959	F	8	0001	D	N	0	1	182	N	15967	180	0	0	0	0	0	0	1	
5	204	TEST1087	NOEL	A	111-00-1087	7/5/1959	M	4	0001	D	N	0	1	240	N	36649	228	0	0	0	0	0	0	1	
6	0343	TEST1112	MICHAEL	J	111-00-0712	7/5/1973	M	8	0001	D	N	1	1	240	N	36649	228	0	0	0	0	0	0	1	
7	1361	TEST1129	DEANNA	D	111-00-1129	8/5/1978	F	8	0001	D	N	0	1	182	N	10071	108	0	0	0	0	0	0	1	
8	3129	TEST1132	SIMPLEY	A	111-00-1132	7/8/1963	F	8	0001	D	N	0	1	240	N	36649	228	0	0	0	0	0	0	1	
9	8162	TEST1167	PAULA	J	111-00-1167	1/30/1977	F	8	0001	D	N	0	1	240	N	36649	228	0	0	0	0	0	0	1	

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SDE REPORT

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

EMPLOYEE	SOL	SECT	NAME	SEA	RATE	BIRTHDATE	HIREDATE	OCESSE	SEAM	ISEM	SIS	SI	FAIR	REU	SUP
1912	111-20-0504		SANDRA,SANDRA	F	1	04/05/1968	08/02/2010	N	N	1	0	0	0	0	281
JOB	EMT-DAYS	CEST	BLOC			EMK-SDE-CTE-SPND-PRDQ	CALC-DAL	ETE							%OF-SALARY
1	192	N	0000			51100	101	9000	1110	2300					1.00
1983	111-20-1983		TAMARA,TAMARA	F	2	02/01/1960	06/16/2002	N	N	2	0	0	0	0	62
JOB	EMT-DAYS	CEST	BLOC			EMK-SDE-CTE-SPND-PRDQ	CALC-DAL	ETE							%OF-SALARY
1	192	N	0000			51100	101	9000	1110	1000					1.00
1919	111-20-3474		VERGNA,VERGNA	F	1	02/01/1968	04/02/2007	N	N	1	0	0	0	0	393
JOB	EMT-DAYS	CEST	BLOC			EMK-SDE-CTE-SPND-PRDQ	CALC-DAL	ETE							%OF-SALARY
1	192	N	0000			51100	101	9000	1110	2300					1.00
1933	111-20-2009		WILLIAM,WILLIAM	M	1	04/01/1983	06/04/2009	N	N	2	0	0	0	0	46
JOB	EMT-DAYS	CEST	BLOC			EMK-SDE-CTE-SPND-PRDQ	CALC-DAL	ETE							%OF-SALARY
1	192	N	0000			61100	101	9000	8000	2400					1.00
FTE TOTAL: 57.00															
EMPLOYEE COUNT: 05															
*** END OF REPORT ***															

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SDE WORK TABLE MAINTENANCE

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



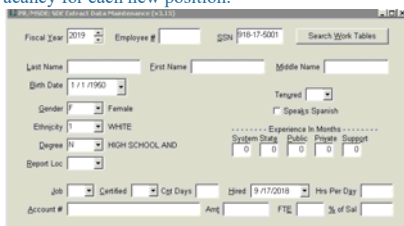
- The forms clears except for the default values
 - SSN - Defaults to 9 + the last two digits of the fiscal year + state reporting code + sequence number
 - Birth Date - Defaults to 01-01-1950
 - Speak Spanish - Defaults to unchecked/'N'
 - Gender - Defaults to the first in the list which is 'F'
 - Ethnicity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



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SDE WORK TABLE MAINTENANCE

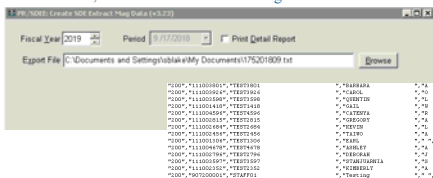
- Key in the rest of the data for the vacancy and press the save toolbar button (F5)
- Employee Number is no longer a required field for a vacancy so leave it blank
- If you have multiple vacancies you will need to click Add Vacancy for each new position.



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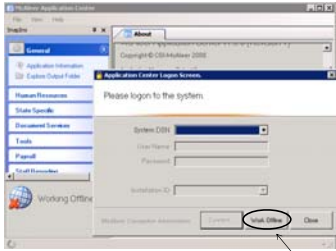
CREATE SDE EXTRACT FILE

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



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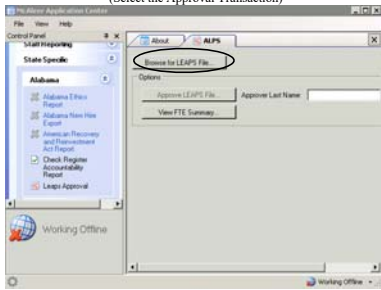
APPROVE SDE LEAPS FILE
(Launch the Application Center*)



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

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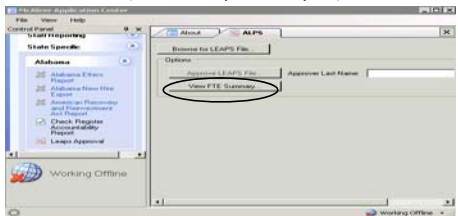
APPROVE SDE LEAPS FILE
(Select the Approval Transaction)



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

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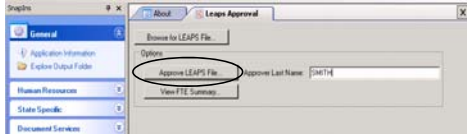
APPROVE SDE LEAPS FILE
(View the Summary FTE Summary Data)



- 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.

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APPROVE SDE LEAPS FILE
(Mark the file as Approved)



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