
TEACHER COMPENSATION DATA REPORTING

FY2023



TEACHER COMPENSATION – LOGIN ACCESS

Login to AFR – <https://apps.sd.gov/DP42LaunchPad/Logon.aspx>

- Login and passwords same as prior year

If you need your password reset – contact the Office of State Aid & School Finance:

- Bobbi Leiferman – 605-773-5407
- Krislyn Norgaard – 605-773-4748

After logging into AFR, in blue menu bar on left hand side of the screen – click on **Actions** and then **Teacher Compensation**


REPORTING TEACHER COMPENSATION

Data displayed has been uploaded for your district based on information entered for teachers in the Personnel Record Form (PRF) database for school year 2022-2023.


There are 2 ways to complete the Teacher Compensation data reporting:

- Data Edit and Entry of Compensation Data
- Uploading File of Teacher Compensation Data



REPORTING TEACHER COMPENSATION – DIRECT DATA ENTRY

- If you choose to enter the benefit costs for each teacher – click on the paper and pencil icon at the start of each line. 
- The cursor will highlight the Total Benefits data field and you may enter the cost of benefits for that teacher and press enter. The record will be saved when the enter key is pressed.
 - Enter benefit costs or contract salary in whole dollar values – **no cents!**
- To continue to the next record, click on the paper and pencil icon and again - enter the benefit costs - press the enter key.

REPORTING TEACHER COMPENSATION – DIRECT DATA ENTRY

- If a teacher should need to be removed – click on the wastebasket  at the beginning of the line.
 - The program has a safeguard and will ask you confirm that you want to delete the data for this teacher.
- Why may a teacher need to be removed?
 - If sharing a teacher with another district – only the district in which the teacher has a contract should be reporting the teacher. The district with which the teacher is shared should NOT report this teacher. If you don't issue a W2 for a teacher – they should not be included in this report!
 - If the employee is NOT a contracted teacher but a long-term substitute; teacher does not have a contract but is rather paid a daily rate and no benefits are offered this teacher.
 - If the teacher is not certified – do not include this individual for this data collection.
 - General education PK teachers should NOT be included, only K-12 teachers should be reported.

REPORTING TEACHER COMPENSATION – DIRECT DATA ENTRY

- If a teacher's information needs to be edited – click on the paper and pencil icon  and click in the appropriate data field to enter the correct information. When data has been entered press enter key and data will be saved.
- If you need to **ADD** a teacher - click on the **“Add New”** button at the top of the screen and enter the appropriate information.
- When entering data for a NEW teacher – to save entries you MUST click on the save icon  at the beginning of the row.


REPORTING TEACHER COMPENSATION – DATA UPLOAD

If your district would like to **UPLOAD** the Teacher Compensation data in lieu of encoding the data –

Teacher Compensation

Fiscal Year ▼

District: ▼

 [Upload Page](#)

	<u>Last Name</u>	<u>First Name</u>	<u>SSN</u>	<u>FTE</u>	<u>School Term Contract Salary</u>	<u>Total Benefit Cost</u>	<u>Total Compensation</u>
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REPORTING TEACHER COMPENSATION – DATA UPLOAD

- On the Upload screen you will find the “file layout” specifications (see below).

Fiscal Year - 4 positions

District Number - 5 positions

Last Name - 60 positions

First Name - 60 positions

SSN - 9 positions

FTE - maximum 4 total positions; 2 decimals

Contract Salary - maximum 7 total positions; no decimals

Total Benefit Cost - maximum 7 total positions; no decimals

- Dollar amounts entered as whole numbers only (no dollar signs, no cents and no commas).

REPORTING TEACHER COMPENSATION – DATA UPLOAD

- A district may create their own file OR may export the data preloaded by DOE and enter the benefit costs on a spreadsheet and then re-upload. (Recommended to export data file to ensure proper staff listing.)
 - **IMPORTANT: Data files uploaded need to be saved in a .csv format**
- To export the Teacher Compensation data – click on **Reports** and then chose report group “District”. From the list of report options choose **“Export – District - Teacher Compensation”**

FINALIZING TEACHER COMPENSATION DATA

- When all data has been completed and reviewed enter the Submitted By information (name) and check the Editing Complete box to finalize your submission of the FY2023 Teacher Compensation data.

Submitted By

Editing Complete

- No additional editing of the Teacher Compensation Data can be done after the Editing Complete Box has been checked.

TEACHER COMPENSATION REVIEW

What are the Next Steps?

- DOE review of data.....
 - Once a district has completed their data entry or upload DOE will also run the Report-Teacher Compensation Comparison report and may contact districts for clarification of discrepancies between TC and PRF data submissions.
 - Once ALL districts have completed their TC data submissions – DOE will complete a statewide review of all data to check for data variances, duplicates and irregular benefit costs.

TEACHER COMPENSATION DATA CORRECTIONS

- What if I need to make a correction after I have checked the Editing Complete box?
 - If you need to make a correction to the reported Teacher Compensation data contact Office of State Aid & School Finance and we will remove the check box for Editing Complete and the district will then be allowed to make updates.
- When will I know that my district has met the accountabilities?
 - At any time, a district may use the Teacher Compensation accountability calculator to test for compliance. Official notification of Teacher Compensation accountability status will come from DOE by October 6th.

TEACHER COMPENSATION REPORTS

- There are other report options available to print. Reports such as:
 - **Report – Teacher Compensation**
 - **Report – Teacher Compensation Comparison**
 - **Report – Teacher Compensation Current Year/Prior Year**
- **Report – District - Teacher Compensation** will provide a list of the data reported for all teachers and will also include the summary data such as total FTE, total compensation, average teacher salary and average teacher compensation.

TEACHER COMPENSATION REPORTS

▪ **Report – Teacher Compensation Comparison**

- This report will provide a “comparison” of data reported here and data reported in PRF.
- If there are any differences:
- **Row starting with “District:”** the data reported in Teacher Compensation does not match PRF reported data.
 - This may happen if a teacher was not entered into PRF but is now reported in Teacher Compensation.
- **Row starting with “State:”** the data reported in PRF does not match or is missing from the Teacher Compensation reported data.
 - This may identify a teacher that is reported in PRF but not included in Teacher Compensation. Good example may be a shared teacher, long-term substitute teacher or PK teacher – none of which should be reported for Teacher Compensation but are needed to be entered into PRF.

TEACHER COMPENSATION REPORTS

- **Report – Teacher Compensation Comparison PY/CY**

This report will provide a list of teachers reported in FY22 to the list of teachers reported in FY23.

Districts should use the TC accountability calculator to compare FY2023 to FY2017 to ensure compliance.

<https://doe.sd.gov/ofm/schoolbudget.aspx>

TEACHER COMPENSATION ACCOUNTABILITY

Accessing the Teacher Compensation Waiver Form

- By October 6th all districts will be notified of their Teacher Compensation Accountability status.
- By October 13th a TC waiver form will be provided to districts that did not meet the accountability.
- Waiver form and all supporting documentation must be submitted to DOE by November 2nd.