

Instructions >>>



Reporting FY2016 Baseline
Teacher Compensation Data

1. Login to AFR – <https://apps.sd.gov/DP42LaunchPad/Logon.aspx>
Login and passwords same as last year
2. If you need your password reset – contact:
Susan Woodmansey (773-4748), susan.woodmansey@state.sd.us
Bobbi Leiferman (773-5407), bobbi.leiferman@state.sd.us
3. 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 2015-2016.
- » 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 hit 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.

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» If a teacher should 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.

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- » 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. 
- » **NOTE:** Adding a teacher may also require that you update your district's PRF data too.

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- » When all data has been entered and reviewed please click on the Editing Complete box to indicate your submission of the FY2016 Teacher Compensation data.
- » If your district would like to **UPLOAD** the Teacher Compensation data – Click on the Upload Page link at the top of the screen.

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» 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

2016	67001 Test	Jane	111223333	1	40313	10078
2016	67001 Example	John	000010002	0.85	43400	10850
2016	67001 Sample	Mary	999887777	1	36805	9201

No dollar signs, no cents
and no commas

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- » A district may create their own file OR may export the data uploaded by DOE and enter the benefit costs on a spreadsheet and then re-upload.
 - > **IMPORTANT: Data files uploaded should 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**”

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» Steps to Export Teacher Compensation Data....

- 1) On blue menu bar – click on **Reports**
- 2) Choose **Report Group – District**
- 3) Click on **Export – District – Teacher Compensation**
- 4) Choose to view the report in “**Crystal**” format (click on radio button)
- 5) Click on “**View Report**”
- 6) In upper left hand side of the screen, choose 
- 7) In export box --- change file format to – **Microsoft Excel Workbook Data Only**
- 8) Then click on “**Export**” button in lower right hand corner
- 9) When asked if you want to open or save CrystalReportViewer, click on **Open**
- 10) Data should then be available in an Excel file format.
- 11) Remember before uploading to modify the file to the upload format (remove header rows, date row at the bottom, total teacher compensation column, etc.)
- 12) Finally – save the file somewhere you may easily access to upload again into AFR. Note: Upload file should be saved in a .csv format.

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- » There are other report options available to print. Reports such as:
 - > **Report – Teacher Compensation**
 - > **Report – Teacher Compensation Comparison**

- » **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.

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» 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.

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What are the Next Steps?

It is the responsibility of the district to review all reported data before finalizing; for example IF a district edited the FTE for a teacher in PRF but did NOT adjust the salary this may inflate the average teacher compensation amount.

To ensure accurate baseline data and an accurate calculation of average teacher compensation --- **please check ALL data reported for ALL teachers.** NOTE: if corrections are made for this data collection - PRF data may also need to be updated (deadline to make corrections in PRF is June 10th).

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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 review to ensure that there are no teachers reported in multiple districts and the sum of the FTE is greater than 1.00.
- > Districts total teacher compensation amount and average will be posted to the DOE website. The FY2016 data is the baseline against which the FY2017 data will be compared for meeting the legislative accountabilities.

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QUESTIONS ABOUT THIS DATA COLLECTION

- » 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 either Susan Woodmansey or Bobbi Leiferman 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 two legislative accountabilities?
 - > DOE will not know if districts will meet their accountabilities until after the FY2017 data collection. But districts can apply the accountabilities calculated for them to the FY2016 baseline data for teacher compensation and compare to their budgeted FY2017 data for assurance of meeting the target of both accountabilities.

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