REPORTING FY2022
TEACHER COMPENSATION DATA

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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:

   Office of State Aid & School Finance – 605-773-3248

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

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Data displayed has been uploaded for your district based on information entered for teachers in the Personnel Record Form (PRF) database for school year 2021-2022.

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

❑ Data Edit and Entry of Compensation Data

❑ Uploading File of Teacher Compensation Data

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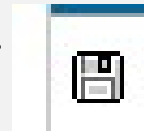
DATA ENTRY OF TEACHER COMPENSATION:

- 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 curser 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.

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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.

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

- 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

No dollar signs, no cents and no commas

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REPORTING TEACHER COMPENSATION

- 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) Before uploading the completed file - modify the file to the upload format (remove header rows, date row at the bottom, total teacher compensation column)

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.

Steps to Upload Teacher Compensation file

1) Click on **Browse**

2) Choose the .csv file to upload and click on **Open**

3) Click on **Upload File**

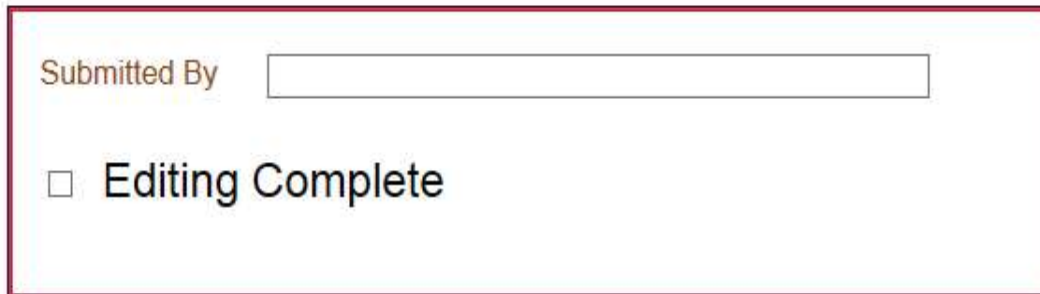4) If there are No Errors in the file, Click on **Import Records**

Teacher Compensation Upload

Fiscal Year: [   ]

View File Layout   View Upload History

Browse...

Upload File

Total number of rows read: 175

Number of errors: 0

Import Records

Close

5) After all data has been reviewed enter the Submitted By information (name) and check the Editing Complete Box to finalize your submission of the FY2022 Teacher Compensation data.

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- 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 FY2022 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.

Accessing the Teacher Compensation Waiver Form

• By October 7th all districts will be notified of their Teacher Compensation Accountability status.

• By October 14th a TC waiver form will be posted and accessible for districts to use.

• Waiver form and all supporting documentation must be submitted to DOE by November 3rd.

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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.

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

This report will provide a list of teachers reported in FY21 to the list of teachers reported in FY22.

Districts should use the TC accountability calculator to compare FY2022 to FY2017 to ensure compliance.

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

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 teacher data is valid and benefit costs as a percent of salary is reasonable.

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 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 the district may use the TC accountability calculator to test for compliance. Official notification of TC accountability status will come from DOE by October 7th.

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