

# WDE602 – WISE School District Staff Member Collection Training

September 10, 2008

# WDE602–Training Agenda

- ▶ Changes in the 2008–09 WDE602
- ▶ WDE602 Collection Information
- ▶ State Report Manager (SRM)
- ▶ WDE602 Submission Process
- ▶ WDE602 Data Element Review
- ▶ WDE602 Business Rules
- ▶ WDE602 Frequently Asked Questions (FAQ)
- ▶ WDE602 Questions
- ▶ WDE602 Contact Information

# Changes to the 2008-09 WDE602

# Changes to the 2008–09 WDE602

- ▶ New business rules added or were better defined
  - Ensure accuracy of data
- ▶ Rule numbers:
  - R4001                R4002
  - R4006                R4007
  - R4408                R4802
  - R4803
- ▶ Business rules can be found in the data elements and rules document at <http://www.k12.wy.us/WISE>

# WDE602 Collection Information

# WDE602 Collection Information

- ▶ October 1<sup>st</sup> snapshot
- ▶ Collection Window
  - October 1, 2008 to October 27, 2008
- ▶ Due date
  - October 27, 2008 by 5:00p.m.
- ▶ Note:
  - WDE recommends that your district's data should be loaded no later than October 22, 2008 to give you time to clean up any errors BEFORE the due date

# NOTE:

Please print this documentation BEFORE you start compiling your data

- ▶ Data elements and rules
- ▶ WDE602 – Staffing Manual
- ▶ Located at <http://www.k12.wy.us/wise/>

# State Report Manager (SRM)

# State Report Manager (SRM)

- ▶ The State Report Manager is designed to enable school districts to load and validate their data before submitting it to the state
- ▶ Part of the Wyoming Integrated Statewide Education (WISE) Data System
  - Data are secure!
  - Coordination within your district is critical!
    - Work with your district's WISE coordinator

# State Report Manager (SRM)

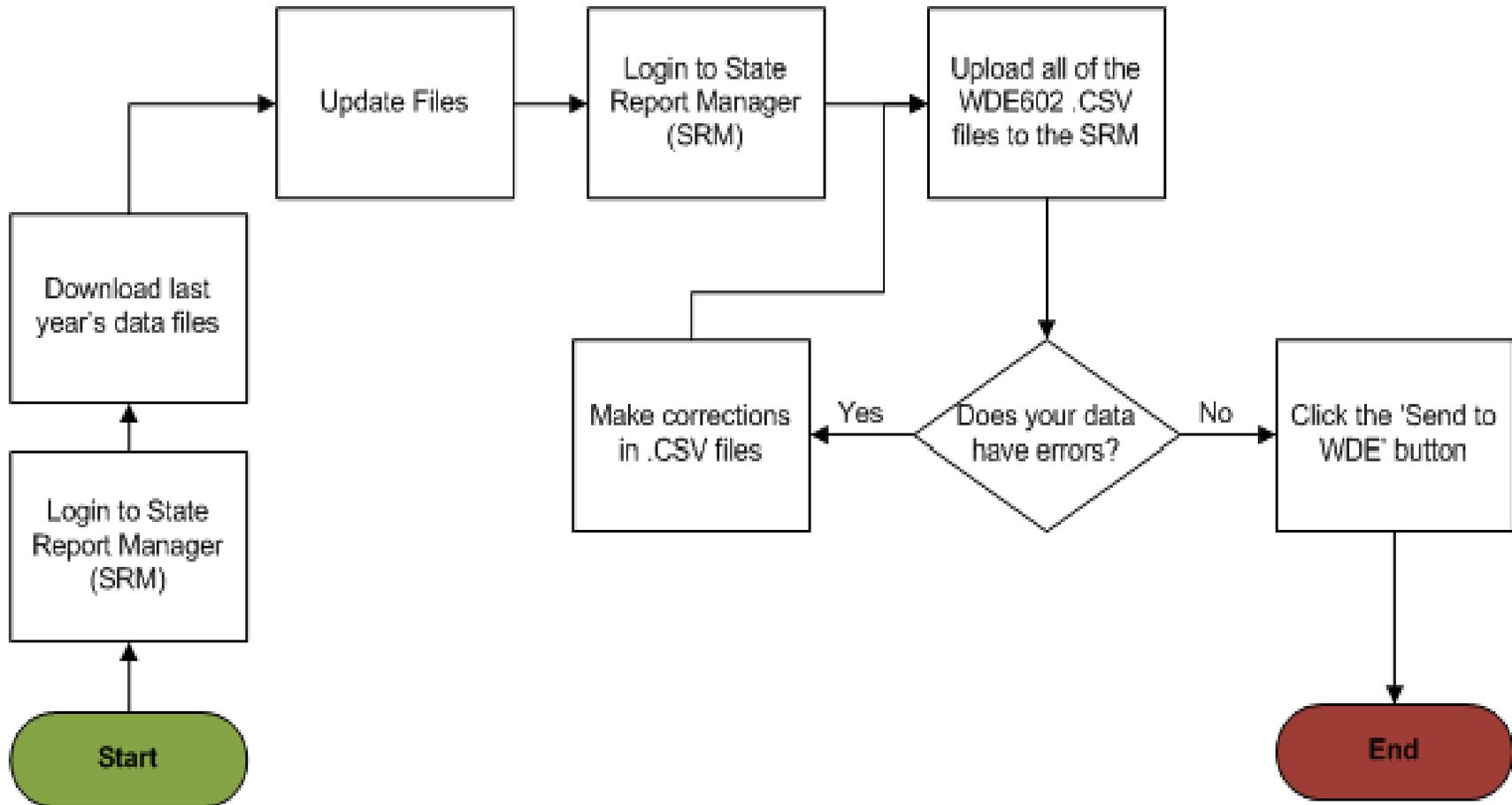
- ▶ Helpful guidebook on the SRM is located at [http://www.k12.wy.us/WISE/document/WYOMING\\_SRM\\_062807\\_v3.pdf](http://www.k12.wy.us/WISE/document/WYOMING_SRM_062807_v3.pdf)

# WDE602 Submission Process

# WDE602 Submission Process

- ▶ NOTE:
- ▶ Data File Layout
  - Data elements MUST be:
    - In the same order as shown in the data element document
    - Named exactly like they are in the data element document
- ▶ If this doesn't happen, the SRM will give you errors

# WDE602 Submission Process



# WDE602 Submission Process

- ▶ Login to the SRM
  - WISE Coordinator has:
    - Correct URL for your district
    - Correct username & password
- ▶ Coordination is important
  - Work with your WISE Coordinator to submit data

# WDE602 Submission Process

- ▶ Download WDE602 data files
  - Save in a convenient location (Desktop, C Drive)
- ▶ Make sure you download ALL your district's files

# WDE602 Submission Process

- ▶ Update downloaded files
  - Do you need to revise the salary schedule?
    - Be sure to review the salary header file also
  - Do you have a new employee?
    - Be sure to add each employee to the Employment, Assignment and Experience files

# WDE602 Submission Process

- ▶ Every district will have at least 5 files to UPLOAD once corrections have been made
- ▶ Staff Files:
  - Employment, Assignment and Experience
- ▶ Salary Files:
  - Salary “I” Header and Salary “I” Schedule
- ▶ Have a “T” Salary Schedule?
  - You will have 7 files to upload
    - The 5 listed above PLUS Salary “T” Header and Salary “T” Schedule

# WDE602 Submission Process

## ▶ Check for Errors

### ◦ Warnings

- Possible data entry error
- Data can be sent to WDE with warnings
  - Please verify for accuracy

### ◦ Errors

- Fatal error
- Data cannot be sent to WDE until all errors are corrected

# WDE602 Submission Process

- ▶ Once all Errors have been corrected and all Warnings have been verified:
  - The “Certify” button on the Salary data files will turn blue, click this button and files will be submitted to WDE
  - The “Send to WDE” button on the Staff data files will turn blue, click this button and files will be submitted to WDE

# WDE602 Submission Process

- ▶ NOTE:
- ▶ Potential for data to be overwritten
- ▶ Please coordinate within your district that only 1 person is working on a specific file at a time.

# WDE602 Data Element Review

# WDE602 Data Element Review

- ▶ WDE602 Staff Data
  - Employment
  - Assignment
  - Experience
- ▶ WDE602 Salary Schedule Data
  - Salary Schedule Header (I and/or T)
  - Salary Schedule (I and/or T)

# WDE602 Data Element Review

- ▶ Required element
  - Data must be provided
- ▶ Conditional element
  - Data should be provided if applicable
- ▶ “Can be blank” element
  - Data should be provided if available
- ▶ Calculated element
  - Data should not be provided by district

# Employment Data Elements

# Employment Data Elements

- ▶ 28 total elements
  - 12 required
  - 7 conditional
  - 7 “can be blank”
  - 2 calculated elements

# Employment Data Elements

- ▶ **WISEStaffID**
  - Required element
  - State assigned record identifier for a staff member
  - Must be 7 characters

# Need WISEStaffID's?

- ▶ Read “Requesting WISEStaffID's” memo located on the forms inventory at:  
[https://wdesecure.k12.wy.us/stats/wde.forms.details?the\\_form=602](https://wdesecure.k12.wy.us/stats/wde.forms.details?the_form=602)
- ▶ Email the required information to Tiffanie Wilken at [twilke@educ.state.wy.us](mailto:twilke@educ.state.wy.us)
  - WISEStaffID's will be returned 2–4 business days after all the required staff information is received

# Employment Data Elements

- ▶ **StaffNamePrefix**
  - “Can be blank” element
  - Designation used to denote rank, placement or status
    - Dr., Reverend, ect”
  - Up to 8 characters

# Employment Data Elements

- ▶ **StaffFirstName**
  - Required element
  - Staff member's first name
  - Up to 15 characters

# Employment Data Elements

- ▶ StaffMiddleName
  - “Can be blank” element
  - Staff member’s middle name
  - Up to 15 characters

# Employment Data Elements

- ▶ **StaffLastName**
  - Required element
  - Staff member's last name
  - Up to 25 characters

# Note on First and Last Names

- ▶ Employment file is the authoritative data source for first and last names
  - Make ALL name changes within the Employment file
  - Changes made outside of the Employment file will NOT be stored at WDE

# Employment Data Elements

- ▶ StaffNameSuffix
  - “Can be blank” element
  - Staff member’s generation indicator
    - Sr., Jr., III ect”
  - Up to 8 characters

# Employment Data Elements

- ▶ StaffFormerName
  - “Can be blank” element
  - Previous names a staff member may have used
  - Up to 25 characters

# Employment Data Elements

- ▶ Separation Date
  - “Can be blank” element
  - If a staff member is no longer employed by the district, a valid date on or before Oct 1 of the current year must be entered
  - Must be 8 characters – YYYYMMDD
- ▶ Note:
  - If a separation date is entered, no Assignment or Experience records should be reported

# Employment Data Elements

- ▶ StaffDateOfBirth
  - Required element
  - Staff member's date of birth
  - Must be 8 characters – YYYYMMDD

# Employment Data Elements

- ▶ StaffGender
  - Required element
  - Staff member's gender
  - Must be 1 character – M or F
    - M – Male
    - F – Female

# Employment Data Elements

## ▶ StaffEthnicity

- Required element
- Staff member's ethnicity
- Must be 1 character – A, B, H, I or W
  - A – Asian/Pacific Islander
  - B – Black
  - H – Hispanic
  - I – American Indian or Alaskan Native
  - W – White

# Employment Data Elements

- ▶ NationalCertificateNumber
  - Conditional element
  - The number issued to a nationally certified teacher by the National Board of Professional Teaching Standards (NBPTS)
  - Between 6 to 9 characters
- ▶ Note:
  - A staff member would NOT have a national certificate number if they are NOT nationally certified

# Employment Data Elements

## ▶ Degree

- Required element
- Highest level of degree earned by a staff member
- Must be 1 character – N, P, A, B, M, D
  - N – None
  - P – Paraprofessional Highly Qualified without Associates Degree
  - A – Associates Degree
  - B – Bachelors Degree
  - M – Masters Degree
  - D – Doctorate

# Employment Data Elements

## ▶ LicenseType

- “Can be blank” element
- Staff member’s license type
- Must be 3 characters
  - List of codes are available in the Staffing manual/guidebook

## ▶ Note:

- If LicenseType is NOT blank, it must match the code (in the Assignment file) for that particular assignment.

# Employment Data Elements

- ▶ LicenseState
  - “Can be blank” element
  - Staff member’s license state
  - Must be 2 characters – WY
- ▶ Note: It must be a Wyoming license

# Employment Data Elements

- ▶ LicenseNumber
  - “Can be blank” element
  - Staff member’s license number
  - Up to 30 characters

# Employment Data Elements

- ▶ LicenseIssueDate
  - “Can be blank” element
  - Date license was issued
  - Must be 8 characters – YYYYMMDD

# Employment Data Elements

- ▶ LicenceExpirationDate
  - “Can be blank” element
  - Date license expires
  - Must be 8 characters – YYYYMMDD

# Employment Data Elements

- ▶ DistrictID
  - Required element
  - Valid WDE district ID
  - Must be 7 characters

# Employment Data Elements

## ▶ BaseSchoolID

- Required element
- School ID a staff member is assigned to for the greatest amount of time
- Valid WDE school or district ID
- Must be 7 characters

## ▶ Note:

- Only ONE BaseSchoolID allowed per district per staff member

# Employment Data Elements

- ▶ BaseSalary
  - Required element
  - Contracted FTE salary for the base assignments listed
  - Up to 6 characters with 2 places after the decimal (6,2)

# Employment Data Elements

- ▶ ScheduleID
  - “Can be blank”
  - The ID for the salary the teacher is on
  - Must be 1 character – I or T
    - I – Teacher
    - T – Alternate

# Employment Data Elements

- ▶ ColumnNumber
  - Conditional element
  - If the staff member is on a salary schedule, the column number of the schedule payment
  - Up to 2 characters

# Employment Data Elements

- ▶ RowNumber
  - Conditional element
  - If the staff member is on a salary schedule, the row number of the schedule placement
  - Up to 2 characters

# Employment Data Elements

- ▶ Note on ScheduleID, ColumnNumber and RowNumber:
  - ScheduleID, ColumnNumber and RowNumber will be validated against the salary schedule
  - If the staff member is on a salary schedule, then the ScheduleID, RowNumber and ColumnNumber must all be provided in the enrollment file

# Employment Data Elements

## ▶ InsuranceOption

- Required element
- Staff member's insurance option
- Must be 2 characters – NA, EO, SC, EP, FY
  - NA – None
  - EO – Employee Only
  - SC – Split contract
  - EP – Employee plus spouse or Child(ren)
  - FY – Family
    - Detailed description in the data element documentation

# Employment Data Elements

- ▶ NationalCertificatePaid
  - Required element
  - Was the staff member paid a bonus for holding a national certificate
  - Must be 1 character – Y, N, X
    - Y – Yes
    - N – No
    - X – Does not hold a national certificate

# Employment Data Elements

- ▶ Notes on calculated elements in Employment file
  - FTE
  - TotalSalary
- ▶ Elements are calculated AFTER data is sent to WDE
- ▶ Element will be included on the SRM downloadable reports

# Assignment Data Elements

# Assignment Data Elements

- ▶ 17 total elements
- ▶ 11 required elements
- ▶ 3 “can be blank” elements
- ▶ 3 calculated elements

# Assignment Data Elements

- ▶ DistrictID
  - Required element
  - Valid WDE district ID
  - Must be 7 characters

# Assignment Data Elements

- ▶ **WISEStaffID**
  - Required element
  - State assigned record identifier for staff member
  - Must be 7 characters

# Assignment Data Elements

- ▶ **StaffFirstName**
  - “Can be blank” element
  - Staff member’s first name
  - Up to 15 characters

# Assignment Data Elements

- ▶ StaffLastName
  - “Can be blank” element
  - Staff member’s last name
  - Up to 25 characters

# Note on First and Last Names

- ▶ Employment file is the authoritative data source for first and last names
  - Make ALL name changes within the Employment file
  - Changes made in the Assignment file will NOT be stored at WDE

# Assignment Data Elements

- ▶ AssignmentCode
  - Required element
  - Assignment code
  - Must be 3 characters
    - List of codes are available in the Staffing manual/guidebook

# Assignment Data Elements

- ▶ **TeacherType**
  - “Can be blank” element
  - Must be 2 characters – TR, NT
    - TR – Teacher of record
    - NT – Teacher not of record
- ▶ **Note:**
  - Certain combinations of TeacherType and AssignmentCodes are NOT valid
    - See the Staffing manual/guidebook for details

# Assignment Data Elements

- ▶ **SchoolID**
  - Required element
  - Valid WDE school ID for this assignment
  - Must be 7 characters
- ▶ **Note:**
  - If a staff member is assigned to multiple schools, there must be a separate assignment for each school ID

# Assignment Data Elements

- ▶ LowestGradeServed
  - Required element
  - The lowest grade this staff member serves for this assignment, NOT the lowest grade served for the school
  - Must be 2 characters – PK, KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12

# Assignment Data Elements

- ▶ HighestGradeServed
  - Required element
  - The highest grade this staff member serves for this assignment, NOT the highest grade served for the school
  - Must be 2 characters – PK, KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12

# Assignment Data Elements

## ▶ ContractDays

- Required element
- Non-classified staff ONLY
- Number of days staff member is contracted to work during the school year
- Up to 3 characters

# Assignment Data Elements

## ▶ Time

- Required element
- Non-classified staff ONLY
- Actual percent of time (portion of an FTE) staff member spends for this assignment
- 3 characters with 2 places after the decimal (3,2)

# Assignment Data Elements

## ▶ AnnualHours

- Required element
- Classified staff ONLY
- Total number of annual hours staff member spends on this assignment
- Up to 4 characters

# Assignment Data Elements

## ▶ HolidayHours

- Required element

- Classified staff ONLY
- The number of holiday hours staff member receives for this assignment
- Up to 3 characters

# Assignment Data Elements

- ▶ ExtraSalary
  - Required element
  - The amount of pay for extra duty which is above and beyond the regular case contract
  - Up to 5 characters with 2 places after the decimal (5,2)
- ▶ NOTE:
  - If an ExtraSalary amount is entered, time or annual hours must be blank

# Assignment Data Elements

- ▶ Notes on calculated elements in Assignment file
  - Salary
  - EmployeeClass
  - AssignmentFTE
- ▶ Elements are calculated AFTER data is sent to WDE
- ▶ Element will be included on the SRM downloadable reports

# Experience Data Elements

# Experience Data Elements

- ▶ 12 total elements
- ▶ 10 required elements
- ▶ 2 “can be blank” elements

# Experience Data Elements

- ▶ DistrictID
  - Required element
  - Valid WDE district ID
  - Must be 7 characters

# Experience Data Elements

- ▶ **WISEStaffID**
  - Required element
  - State assigned record identifier for staff member
  - Must be 7 characters

# Experience Data Elements

- ▶ **StaffFirstName**
  - “Can be blank” element
  - Staff member’s first name
  - Up to 15 characters

# Experience Data Elements

- ▶ StaffLastName
  - “Can be blank” element
  - Staff member’s last name
  - Up to 25 characters

# Note on First and Last Names

- ▶ Employment file is the authoritative data source for first and last names
  - Make ALL name changes within the Employment file
  - Changes made in the Experience file will NOT be stored at WDE

# Experience Data Elements

- ▶ ExperienceGroupCode
  - Required element
  - Code where assignment's experience accumulates
  - Must be 3 characters
    - List of codes are available in the Staffing manual/guidebook

# Experience Data Elements

- ▶ District Experience
  - Required element
  - Number of FTE years of experience
    - in current district
  - At least 2 characters before and 2 characters after the decimal (2,2)

# Experience Data Elements

- ▶ OtherWYDistrictExperience
  - Required element
  - Number of FTE years of experience in
    - any other Wyoming public school district
  - At least 2 characters before and 2 characters after the decimal (2,2)

# Experience Data Elements

- ▶ WYInstitutionalExperience
  - Required element
  - Number of FTE years of experience at a Wyoming
    - private school
    - K-12 educational institution
    - Post-secondary educational institution accredited by an agency recognized by the United States Department of Education (USED)
  - At least 2 characters before and 2 characters after the decimal (2,2)

# Experience Data Elements

- ▶ OutOfStatePublicSchoolExperience
  - Required element
  - Number of FTE years experience in
    - An accredited public school outside of Wyoming
  - At least 2 characters before and 2 characters after the decimal (2,2)

# Experience Data Elements

- ▶ OutOfStateInstitutionalExperience
  - Required element
  - Number of FTE years of experience at an out-of-state
    - private school
    - K-12 educational institution
    - Post-secondary educational institution accredited by an agency recognized by the United States Department of Education (USED)
  - At least 2 characters before and 2 characters after the decimal (2,2)

# Experience Data Elements

- ▶ WYNonPublicSchoolProfessional
  - Required element
  - Number of FTE years of licensed experience at a Wyoming
    - Non-educational institution
      - Clinic
      - Hospital
  - At least 2 characters before and 2 characters after the decimal (2,2)

# Experience Data Elements

- ▶ OutOfStateNonPublicProfessional
  - Required element
  - Number of FTE years of licensed experience at an out-of-state
    - Non-educational institution
      - Clinic
      - Hospital
  - At least 2 characters before and 2 characters after the decimal (2,2)

# Experience Data Elements

- ▶ Note on NonPublicSchoolProfessionals
  - Only to be reported for staff members that are REQUIRED to hold a state license to perform their job
    - WYNonPublicSchoolProfessional
    - OutOfStateNonPublicSchoolProfessional

# Schedule Header Data Elements

# Schedule Header Data Elements

- ▶ 4 elements
  - ALL required

# Schedule Header Data Elements

- ▶ DistrictID
  - Required element
  - Valid WDE District ID
  - Must be 7 characters

# Schedule Header Data Elements

- ▶ ScheduleID
  - Required element
  - The ID of the salary schedule
  - Must be 1 character – I, T
    - I – Teacher
    - T – Alternative

# Schedule Header Data Elements

- ▶ ScheduleName
  - Required element
  - The district specified name for the salary schedule
  - Up to 30 characters

# Schedule Header Data Elements

- ▶ ScheduleDays

- Required element
- The number of contract days for the salary schedule
- Up to 3 characters

# Salary Schedule Data Elements

# Salary Schedule Data Elements

- ▶ Up to 14 elements
  - 3 required elements
  - 11 conditional elements

# Salary Schedule Data Elements

- ▶ DistrictID
  - Required element
  - Valid WDE District ID
  - Must be 7 characters

# Salary Schedule Data Elements

- ▶ **ScheduleID**
  - Required element
  - The ID of the salary schedule
  - Must be 1 character – I, T
    - I – Teacher
    - T – Alternative
- ▶ **Note:**
  - Each district **MUST** submit an “I” schedule (Teacher)

# Salary Schedule Data Elements

- ▶ Step
  - Required element
  - Number for each step, must be sequential
  - Up to 2 characters

# Salary Schedule Data Elements

- ▶ Column Title (District specific)
  - Conditional element
  - Salary within the column and row
  - Up to 5 characters before and 2 characters after the decimal (5,2)
- ▶ NOTE:
  - There can be NO gaps in the grid and you can have up to 11 columns of salary information

# WDE 602 Business Rules

# WDE602 Business Rules

- ▶ A series of error checks that are run on your data BEFORE it is submitted to the WDE
  - Valid Values
  - Error checks for data validity
- ▶ Business rules can be found in the Data Element documentation located at <http://wise.k12.wy.us/wise/>

# WDE602 Frequently Asked Questions (FAQs)

# WDE602 Content FAQs

- ▶ Q. What does “separation date” mean?
- ▶ A. The separation data is the date the staff member was no longer employed by your district. Assignment and Experience information should not be reported for separated staff.
  - Be sure to delete their records from the assignment and experience tables

# WDE602 Content FAQs

- ▶ Q. What if a staff member works at more than one school?
- ▶ A. Identify (by school ID) at which school each assignment is performed in the assignment file

# WDE602 Content FAQs

- ▶ Q. If my school serves grade 9–12, do I need to enter my teachers as teaching grades 9–12?
- ▶ A. No, low grade/high grade combination should be based on assignment, not the school grade configuration

# Submission FAQs

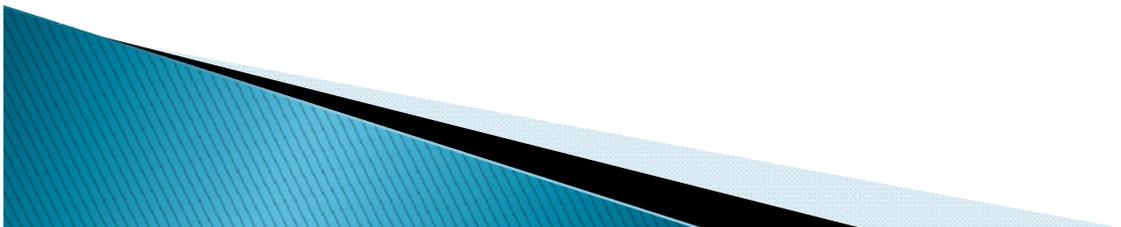
- ▶ Q. I received an error on my headers. What does that mean?
- ▶ A. The headers in your .CSV file are either out of order or spelled incorrectly.

# WDE602 Submission FAQs

- ▶ Q. When can I send data to the WDE?
- ▶ A. The “Send to WDE” button will turn blue after you have corrected all ERRORS
  - Be sure to review all WARNINGS to make sure they are correct before sending your data

# WDE602 Submission FAQ's

- ▶ Have questions?
- ▶ Please refer to the Staffing Manual located at <http://www.k12.wy.us/WISE>
  - Additional FAQs listed
    - This is where I will go to first for questions I receive



# WDE602 Questions?

# WDE602 Contact Information

# WDE602 Contact Information

- ▶ WDE602 Content questions:
  - Shannon Cranmore
  - 307-777-6245
  - [scranm@educ.state.wy.us](mailto:scranm@educ.state.wy.us)
- ▶ WDE602 Submission questions:
  - Leslie Zimmerschied
  - 307-777-8751
  - [lzimme@educ.state.wy.us](mailto:lzimme@educ.state.wy.us)
- ▶ WISE Staff ID questions
  - Tiffanie Wilken
  - 307-777-6503
  - [twilke@educ.state.wy.us](mailto:twilke@educ.state.wy.us)

**Thank you for attending!**