



Wyoming Department of Education

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# WDE602: WISE School District Staff Member

## Staffing Manual and Data Collection Guidebook

Collection Window:  
10/01/2009 - 10/27/2009

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# Introduction

## Abstract

This abstract provides a general description of the data being collected. This serves only as a basic overview of the data contained within this collection.

The WDE602 collects statistics on all staff members within each school district. The collection consists of five separate data files. The five files are 1) Staff/Employment, 2) Assignment, 3) Experience, 4) Schedule Header, and 5) Salary Schedule.

The Staff/Employment file collects information on the staff members' demographics and current employment status within the school district. The elements within the Assignment file collect information on the staff members' current assignment. Years of experience are submitted for new employees using the Experience file. The Schedule Header provides information on the construction of each district's salary schedule. The Salary Schedule contains a salary distribution for those staff members that are on that particular schedule.

## Authority

### *Introduction*

School districts are required to submit a variety of data collections to the WDE each year. The data collected by the WDE is critical and essential to the continual growth of Wyoming's education system. Data are utilized in an array of fashions, which include (but are not limited to) funding models, Adequate Yearly Progress (AYP), and Special Education programs. This section describes the rules and regulations, specific to this collection, that permit WDE to require the school districts to submit these data.

### *WDE602 Authority*

The information collected on the WDE602 is necessary for reporting at both the state and federal levels. At the state level, staffing data are necessary to complete the funding model as specified in Wyoming State Law 21-2-203. At the federal level, the number of highly qualified teachers is an indicator for the No Child Left Behind (NCLB) legislation.

# Instructions

## Introduction

Each collection will have a set of instructions specific to the data being submitted. It should be noted that the instructions listed below are solely aimed to provide an overview on the collection. These instructions are not intended to give the reader technical guidance on the State Report Manager (SRM). The SRM User's Guide can be found online at [http://www.k12.wy.us/wise/Documents/CurrentDocs/WYOMING\\_SRM\\_062807\\_v3.pdf](http://www.k12.wy.us/wise/Documents/CurrentDocs/WYOMING_SRM_062807_v3.pdf).

## How are the WDE602 Data Elements Different from Last Year?

### *Deleted and Added Elements*

1. We have removed the National Certificate Number and the National Certificate Paid data elements.
2. Added a Hire Date Field. The Hire date field should be present when the employee was hired between and including 7-1-2009 and 10-1-2009. Functionally, a hire date must be provided if a district failed to provide an employment record in the prior Year's WDE652. Or if there was an employment record in the prior year's WDE652, but there was a separation date as well, for example if a person left and rejoined the district.

The two field removals and one field addition, above means that the WDE602 and WDE652 files will contain the exact same data elements. Some rules on valid dates will differ; obviously the WDE652 hire date will be within the fiscal year July 1 - June 30, where the WDE602 is more restrictively limited to July 1 - October 1.

### *Revised Ethnicity and Race Elements*

In October of 2007, the US Department of Education (USED) released new guidance on collecting and reporting racial and ethnic data. The guidance took effect on December 3, 2007, and full implementation is required no later than the 2010-2011 school year.

The Wyoming Department of Education (WDE) will require districts to start collecting and reporting under the new race and ethnicity guidelines for all data collections in the 2009-10 school year.

### **What does this mean for districts?**

The new federal collection standards mandate that districts must provide ALL STUDENT AND STAFF the opportunity to re-identify their race/ethnicity via the following guidance provided by the USED. Staff and parents should be informed that race/ethnic information is collected for the purpose of monitoring, accountability and to ensure that schools are receiving the proper educational programs and services they need.

**Hispanic/Latino Ethnicity**  
**American Indian or Alaska Native Race**  
**Asian Race**  
**Black or African American Race**  
**Hawaiian Native or Other Pacific Islander Race**  
**White Race**

These six fields are used to report a student's Race and Ethnicity. When collecting a person's race/ethnicity:

- Organizations must ask respondent in a two-part question format.
  1. The first question is about ethnicity.
    - Reported in the Hispanic/Latino Ethnicity data field.
  2. The second question is about race.
    - Reported in the five race data fields.

Valid values for all six fields are: Y or N (Y = Yes, N = No)

None of these fields can be left blank. If Hispanic Ethnicity = Y (Yes), at least one of the race data fields must also be Y (Yes). All race fields cannot be reported as N (No).

Further Resources:

Federal Guidance: <http://www.ed.gov/policy/rschstat/guid/raceethnicity/index.html>

*Managing an Identity Crisis* from the National forum on Education Statistics:

<http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2008802>

### ***New Assignment Code for Certified Teacher Tutor Classified***

We have also heard concerns from numerous districts that they are unable to accurately report their tutors because some tutors are classified positions and others are professional. To correct this issue the WDE has created a new assignment code. The previous TUT will be for Certified Teacher Tutor Professional and the new code TUH will be for Certified Teacher Tutor Classified. If a person is not assisting with a class and they are not a Certified Teacher you will use the AID assignment code.

### ***New Assignment Code for Title I***

*Because districts are having trouble reporting their Title I teachers without getting a mis-assignment we have created two new Title I codes. There are now a total of four.*

*Title I Reading - CIR*  
*Title I Language Arts - CIL*  
*Title I Math - CIM*  
*Title I Elementary - CIE*

## Data Submission Process

### *Overwriting Data*

The potential exists for users to overwrite each other's data. A simple example of this includes Jill and Bob, whom are both staff members of the same school district. On Monday morning, Jill downloads the Staff/Employment file. She decides to update personnel within that file later in the week. On Tuesday, Bob logs into the SRM to edit the Staff/Employment file. He makes all of his corrections and logs off the SRM on Tuesday afternoon. On Friday, Jill completes her edits within that file and then uploads her version of the Staff/Employment file. Jill's file will overwrite all of the edits that Bob made on Tuesday.

In order to avoid a similar scenario, all school district personnel must coordinate with each other and with the WISE Coordinator. In addition, it is highly recommended that each school district devise its own plan to meet the requirements of this collection. This plan should include an editing schedule or systematic flow of tasks to help ensure that overwriting of data is prevented.

### *Login*

The first step in the data submission process is to login to the SRM. Each district has a SRM contact person. In most cases, this is the district WISE coordinator. This person has the district's URL, username, and password. It will be necessary to work with this person in submitting the data from this collection.

### *Preload Files*

The first time districts enter the SRM they will need to "Preload" their data in order to pull updated files into the SRM so they may download them to their hard drives. Prior to last spring's WDE652 this task was manually performed by the WDE technical department through several days of work. The process is now easily done by each district. Districts will log onto the SRM and click the "New Trial" link. Users will see a choice between "Preload" and "Upload". By checking the "Preload" link districts will have access to data in the state's data warehouse. The data will include updated Employment, Assignment and Experience files with the prior years experience added in as well as the removal of staff that districts reported with a separation date in the previous school year. After files are preloaded they can be downloaded and saved as in years prior. Districts will only need to use the "Preload" link the first time they log onto the SRM.

### *Salary Schedule Files*

Once the data files have been updated, the next step is to upload the salary schedule into the SRM. This can be done by clicking on the "2009-10 Data" link next to the Salary Schedule heading on the main page of the SRM. Then, the user will click on the orange "New Trial" button. In the next screen, the user will upload the associated salary schedule files. **Please note that all associated files must be uploaded or the user will get an error message after clicking the "Import" button.** While the data are being uploaded, the program

checks the data for errors. There are screen shots available in Appendix 3 to guide the user through uploading the files into the SRM.

Once the salary schedule(s) is uploaded all errors must be corrected before uploading the Assignment/Employment/Experience files. Please reference the Errors in Data section below for more information on how to correct the errors in the schedule. Once all errors have been fixed, the salary schedule needs to be sent to the WDE. Please reference the Send to WDE section below for more information.

If the district has both an I and T salary schedule they will need to upload both.

### *Assignment, Employment, and Experience Files*

After the salary schedule has been sent to the WDE, the Assignment, Employment and Experience files can be uploaded into the SRM. The process for uploading these files is similar to the Salary Schedule.

This can be done by clicking on the “2009-10 Data” link next to the Staff Employment, Assignments, and Experience heading on the main page of the SRM. Then, the user will click on the orange “New Trial” button. In the next screen, the user will **upload** the associated Assignment/Employment/Experience files. Please note that all associated files must be uploaded or the user will get an error message after clicking the “Import” button. While the data are being uploaded, the program checks the data for errors. The user will receive numerous errors referencing the salary schedule if it was not sent to the WDE before the Assignment/Employment/Experience files were uploaded. There are screen shots available in the Appendix to guide the user through uploading the files into the SRM.

### *Errors in Data*

Once the data have been uploaded, the user must evaluate all errors and warnings reported in the SRM. The SRM provides these errors in an attempt to provide cleaner data to WDE and the districts. It should be noted that any errors must be corrected before the SRM will allow the user to send data to the WDE.

There are two ways to make corrections to the data. The user can make corrections offline and upload a corrected set of files. All editing must be done offline for the Salary files. The Staff files can also be edited offline.

The other option is to edit records online. On the main menu, the user can click the “Records” link. On the next screen, the user can click on one of the files listed on the left hand side of the screen. A list of records within that file will then be shown on the screen. The user can scroll through the list to find the record that needs editing. Once the editing is complete, the user must click on the “Save” button. After all edits are made, clicking the “Revalidate” button will start the program to check for errors. Please note that online editing is only available for the Employment, Assignment and Experience files.

Unless you are going to re download your files after you’ve done on line corrections we recommend that you make all corrections off line.

Appendix 3 provides screen shots on identifying and reconciling errors and warnings. It also provides insight on editing the Staff files online.

### *Send to WDE*

Once all errors have been corrected and all warnings have been examined, the user is ready to send the data to the WDE. For the Staff files, the “Send to WDE” button will turn blue at that time. The “Certify” button will turn blue once the Salary files are ready to be sent to the WDE. The Salary files should be sent first, thus the “Certify” button should be click first. Then, the user can click on the “Send to WDE” for the Staff files. Once each district has sent in the data, its content will be verified against other data collections. If any errors or questions persist in the data, the Data Collection Steward will contact each district for clarification.

### *Download Finalized Data*

The user has the option to download the submitted data files out of the SRM. One copy of each submitted data file should be saved in a secure location for auditing purposes. These files may also prove useful to reconcile any questions that may arise.

A second copy of the submitted data should be saved with a new name to avoid overwriting the original fall WDE602 submission data. Once the second set of files is created, districts may want to utilize the second copy of files to continuously update the staffing records. Districts may find that by continuously updating their second copy of the submitted files, that it may decrease submission time for the spring collection. New files or online editing may be eliminated by continually updating a second copy of the fall WDE602 submitted data files. This could be done by uploading the latest version of the updated files into the SRM during the spring collection window. Caution should be taken to avoid overwriting of data, especially if there is more than one editor within the district.

## Collection Schedule

### Introduction

The submission of the data can be done within a certain span of time. This timeframe is referred to as the data collection window. During this timeframe, school district personnel may submit their data any day for the collection in question. It is imperative that the data be submitted by the last date, also known as the due date, of the collection window. For this collection, the due date is **October 27, 2009**.

It is highly recommended that each district load data by the Wednesday before the collection is due. For this collection, district should load data no later than October 21, 2009. This will ensure that data can be validated and errors can be corrected before the data are sent to WDE.

## WDE602 Snapshot

Snapshot Date  
10/1/09

## WDE602 Collection Schedule

Collection Window  
10/1/09 - 10/27/09

# WDE602 Frequently Asked Questions

## Introduction

Throughout the years, the WDE has collected a list of questions that are asked about this collection. The questions have been organized and a list of answers has been provided. If a subject in question is not on this list, the data steward should be contacted for clarification. For this collection, there are two Frequently Asked Questions (FAQ) tables: one for content questions and the other for submission questions. Both FAQ tables will be updated periodically as more questions arise.

## Content Questions and Answers

#	Question	Answer
1	Who do I contact regarding content questions?	Susan Williams 777-6252.
2	What is considered full time (1 FTE) for a classified employee?	They must work a minimum of the student days (usually 175) and eight hours per day. Calculation: 175 ( <i>days</i> ) * 8 ( <i>hours</i> ) = 1400 annual hours.
3	What does “separation date” mean?	The separation date is the date the staff member was no longer employed by your district. The date must be on or after the hire date and must be in the current fiscal year (July 1, 2009 - October 1, 2009). Separation dates after October 1 will be reported on the WDE 652 in the Spring. Anyone who separated PRIOR to July 1, 2009 should be deleted from the Assignment, Employment and Experience files.
4	What is the definition of the “Base Salary”?	Base Salary is the base annual salary paid to a staff member. This amount does not include any extra salary. If a staff member is on a salary schedule and he/she has 1 FTE, the base salary should match the schedule salary. If an employee has an assignment that is only extra salary, for instance coaching, time needs to be 0, contract days are 0 and base salary is 0.
5	What is the difference between the schedule and the base salary?	The base salary is the base annual salary paid to a staff member; the schedule salary is the salary that corresponds with where they are placed on the district salary schedule. If the staff member’s time is 100 and the contract days are the same as the scheduled days, then the base and schedule salaries should be the same.
6	How do we list an hourly staff member’s base salary?	Because base salary is an annual amount, you will need to calculate the annual amount by multiplying the hourly rate by the number of annual hours worked.

#	Question	Answer
7	Why doesn't a staff member's FTE equal 1 when I enter 100% time?	If they are on a salary schedule, check the contract days you entered in the assignment file compared to the contract days you entered in the salary schedule header file. If they don't match, the FTE will not calculate to 1. If they are not on a salary schedule then compare the contract days to your district's teacher days. If the contract days are less than the teacher days the FTE will also not calculate to 1.
8	What if a staff member works in more than one school?	Identify (by school ID) at which school each assignment is performed in the assignment file and adjust their Time accordingly.
9	What is the difference between the assignment FTE and employment FTE?	The assignment FTE is the calculated FTE for a particular assignment. The employment FTE is the sum of the assignment FTEs for a particular staff member if they have more than one assignment. If the staff member only has the one assignment, the two will be the same.
10	How do I know which assignment codes and teacher types correspond with which experience group codes?	Included with the guidebook is a Reportable Combinations hand out that shows the correlation between assignment codes, teacher types and experience group codes.
11	Do I need to list experience for previous assignments that a staff member is not currently performing?	No. The experience will be calculated by the WDE and included in the preloaded information. It should not be changed for any staff member unless they are a new hire (between 7/1/09 and 10/1/09). Or if they have changed their assignment during the year that would change their experience group code. Then you should add the new code with zero years of experience. They will have two different experience group codes.
12	What if I have a staff member over the age of 72 or younger than 16?	You can still enter them, although you will get a warning and will need to verify he/she is indeed under the age of 16 or over 72.
13	What if a staff member works in all the schools with the same assignment, can I assign that staff member to the district, i.e., a school nurse?	The staff member needs to be assigned to each school they work at with their percent of time divided accordingly. No <u>school</u> personnel should be assigned to the district - that means school secretaries, teachers, etc. <u>District</u> personnel should be assigned to the district - such as business managers, superintendents, curriculum coordinators, etc.

#	Question	Answer
14	Can I assign my school nurse a set percentage of time to Special Education School Nurse (XSN)?	Any of your licensed professionals with a Special Education assignment code <i>must be</i> directly associated with a student’s IEP or they cannot have a special education assignment.
15	How do I report my math teacher who teaches one extra class per day and has an extra salary associated with that class?	Report with an assignment code of MAT 100% time and the second assignment code would also be MAT with no time, only extra salary.
16	When would I use a teacher type of “NT”?	A teacher type of NT should be used when that teacher is instructing students but is not providing the grade or credit for the class. E.g.; Special Education pull out teachers.
17	How do I report my new staff members without a WISE Staff ID?	You will need to log onto the Wyoming Department of Education Fusion Portal at <a href="http://fusion.edu.wyoming.gov">http://fusion.edu.wyoming.gov</a> and enter the State Registration System under the Admin tab to get a WISE Staff ID for each new staff member before submitting your files. All staff members must be reported with WISE Staff IDs.
18	What if a staff member has more than one assignment?	Report <u>all</u> of a staff member’s assignments in the assignment file.
19	What does it mean that my data is based on an October 1 <sup>st</sup> snapshot?	It is what was happening in your district on October 1 <sup>st</sup> . E.g.; who was employed, what were their assignments, how much time was spent on each assignment, who was no longer employed by your district (by adding a separation date), etc. You should not report staff members who start employment with your district after October 1 <sup>st</sup> .
20	If my school serves grades 9-12, do I need to enter my teachers as teaching 9-12?	No, your low grade/high grade combination should be based on the assignment, not the school grade configuration.
21	Why does the district have to report if an employee participates in the district’s health insurance plan?	In the 2006 legislative session, Enrolled Act 23 was adopted and authorized the WDE to collect district health insurance actual participation information to calculate the health insurance amounts to be provided in the education resource block grant model. W.S. 21-13-309(m)(v)(F) requires the amounts to be provided in the education resource block grant model for health insurance to be based upon prior year statewide average district weighted actual participation in district health insurance plans as to the proportion of employee only, split contracts, employee plus spouse or children, and family coverage.
22	What if my district doesn’t have the four insurance options of employee only, split contracts, employee plus spouse or children, and family coverage? What code do I use for each of my staff members?	Read each of the data elements definitions and use the most appropriate code that best suits the staff member’s insurance option.

#	Question	Answer
23	Can I select that an employee participates in the district health insurance plan if the district pays the employee the equivalent of the “employee only” premium for a health reimbursement account, but the employee doesn’t actually participate in the district health insurance plan?	No, you cannot select that the employee participates in the district health insurance plan. The benefit being paid to the employee is solely at the discretion of the district and is above and beyond for non-participants and thus would not qualify. W.S. 21-13-313(m)(F) states, “...health insurance shall be based upon (l) Prior year statewide average district weighted actual participation in district health insurance plans...”
24	How do I enter a staff member’s time/contract days if they work all year but only half time?	You would enter 50% time for the correct contract days (e.g., 188) and that will calculate the FTE at .50.
25	Where would I enter experience for a new school nurse that had experience in a clinic outside of Wyoming?	You would enter that experience in OutofStateNonPublicSchoolProfessional provided they meet the criteria described in the ‘Definitions’ in the data elements file.
26	I have several teachers that have taught at a college or university. How do I figure an FTE for them when they work 2 hours per day, 3 days per week?	You will need to look at each post secondary institution’s definition of a full-time teacher to determine the FTE for experience gained from that college or university. (i.e., UW’s definition of full time is 24 credit hours over the academic calendar while LCCC’s definition is 30 credit hours over the academic calendar)
27	Do I need to figure experience in all categories for my newly hired classified staff?	No, for classified staff we only need “district” and “other WY District” experience.

## Submission Questions and Answers

#	Question	Answer
1	Who do I contact regarding submission questions?	Leslie Zimmerschied at 307-777-8751
2	Who do I contact regarding username and passwords for the State Report Manager?	Your district's WISE Coordinator
3	Who do I contact regarding the WISE project as a whole?	Shadd Schutte at 307-777-3656
4	Who do I contact if I need help looking up or retrieving a WISERStaffID (WISE Staff identification number)?	Susan Williams at 307-777-6252
5	Where can I find more information on the elements within this collection?	<a href="http://www.k12.wy.us/wise/">http://www.k12.wy.us/wise/</a>
6	How many data files should be submitted for this collection?	<p>It depends. Everyone will submit <u>at least</u> five files. If your district has a "T" Salary schedule, you will be required to submit seven files. All seven files are listed below.</p> <ol style="list-style-type: none"> <li>1. Staff/Employment</li> <li>2. Assignment</li> <li>3. Experience</li> <li>4. Salary Header "I"</li> <li>5. Salary Schedule "I"</li> <li>6. Salary Header "T"</li> <li>7. Salary Schedule "T"</li> </ol>
7	Which of the data files can be downloaded from the State Report Manager?	<p>There may be seven files that can be downloaded from the State Report Manager. All will contain last year's data. They are:</p> <ol style="list-style-type: none"> <li>1. Staff/Employment</li> <li>2. Assignment</li> <li>3. Experience</li> <li>4. Salary Header "I"</li> <li>5. Salary Schedule "I"</li> <li>6. Salary Header "T" (if applicable to your district)</li> <li>7. Salary Schedule "T" (if applicable to your district)</li> </ol>

#	Question	Answer
8	How will I know when I can send the data to WDE?	You can send your data to WDE after you have corrected all of your errors and looked over all of your warnings. For the Salary files, the “Certify” button will turn blue. The “Send to WDE” button will turn blue for the Staff files after all errors have been corrected.
9	I need to make a correction in one of my Staff files. Do I need to upload all three files?	Yes. Anytime you need to upload a corrected Staff file, you will need to upload all three files even if you didn’t make a correction in the other two.
10	I made a correction to my Staff files online. What do I do now?	First, make sure you save your correction. Then, click on the “Revalidate” button. This will start the program that checks for errors in your data files. If you do not have any errors and you have looked over all of your warnings, you can go ahead and click “Send to WDE.”
11	Why isn’t there a revalidate button for the Salary files?	If you need to make a correction to your Salary header or schedule, you must do that <u>offline</u> . Online corrections are only available for the Staff files. Once you upload your new Salary files, the program will automatically check your Salary files for errors. Thus, you will not need a “Revalidate” button for the Salary files.
12	How can I edit my Salary files online?	If you need to make a correction to your Salary header or schedule, you must do that offline. Online corrections are only available for the Staff files. Once you upload your new Salary files, the program will automatically check your Salary files for errors. Thus, you will not need a “Revalidate” button for the Salary files.

# Appendix 1: Assignment Codes that Require a License

Assign Code	Assignment Description	License Type Code	License Type Description
AUD	Audiology	AUD	Audiology
COU	Counseling	COU	Counseling
LPT	Physical Therapist	LPT	Physical Therapist
OTA	Certified Occupational Therapy Assistant (COTA)	OTA	Certified Occupational Therapy Assistant (COTA)
OTR	Occupational Therapist	OTR	Occupational Therapist
PST	Psychological Technician	PST	Psychological Technician
PTA	Physical Therapy Assistant	PTA	Physical Therapy Assistant
SNR	School Nurse	SNR	School Nurse
SPA	Speech Pathologist	SPA	Speech Pathologist
SPS	School Psychologist	SPS	School Psychologist
SSW	School Social Worker	SSW	School Social Worker
XAU	Special Education - Audiology	XAU	Special Education - Audiology
XCO	Special Education - Counseling	XCO	Special Education - Counseling
XDD	Special Education - Educational Diagnostician	XDD	Special Education - Educational Diagnostician
XOT	Special Education - Occupational Therapist	XOT	Special Education - Occupational Therapist
XPS	Special Education - Psychological Technician	XPS	Special Education - Psychological Technician
XPT	Special Education - Physical Therapist	XPT	Special Education - Physical Therapist
XPY	Special Education - School Psychologist	XPY	Special Education - School Psychologist
XSN	Special Education - School Nurse	XSN	Special Education - School Nurse
XSP	Special Education - Speech Pathologist	XSP	Special Education - Speech Pathologist
XSS	Special Education - School Social Worker	XSS	Special Education - School Social Worker
XTA	Special Education - Physical Therapy Assistant	XTA	Special Education - Physical Therapy Assistant
XTR	Special Education - Certified Occupational Therapy Assistant (COTA)	XTR	Special Education - Certified Occupational Therapy Assistant (COTA)

# Appendix 2: FTE Calculation for Assignment Salary

## Assignment File Calculation

1. Classified Assignment (employee class = Classified/time = 0)
  - A. Annual Hours = 0
    - i. Assignment FTE = 0
  - B. Single Classified Assignment:  
(Student Days \* 8) - (Annual Hours - Holiday Hours) <= 0  
*Example: (175 \* 8) - (2080 - 80) <= 0; 1400 - 2000 <= 0*
    - i. Assignment FTE = 1.0  
(Student Days \* 8) - (Annual Hours - Holiday Hours) > 0  
*Example: (175 \* 8) - (1400 - 80) > 0; 1400 - 1320 > 0*
    - ii. Assignment FTE = Annual hours - Holiday hours / Student Days \* 8  
*Example: (1400 - 80) / (175 \* 8); 1320 / 1400 = .94 FTE*
  - C. Multiple Classified Assignments:  
Sum of (Annual Hours - Holiday Hours) <= (Students Days \* 8)  
*Example: (1390 - 20) <= (175 \* 8); 1370 <= 1400*
    - i. Assignment FTE = Annual hours - Holiday hours / Student Days \* 8  
*Example: (1400 - 80) / (175 \* 8); 1320 / 1400 = .94 FTE*Sum of (Annual Hours - Holiday Hours) > (Students Days \* 8)
    - ii. Assignment FTE = (Annual Hours - Holiday Hours) / (Sum of Annual Hours - Holiday Hours)  
*Example #1:*  
*Assignment #1 = 976 hours*  
*Assignment #2 = 976 hours*  
*(976 + 976) > (175 \* 8); 1952 > 1400*  
*Assign FTE #1 - 976/1952 = .50 FTE*  
*Assign FTE #2 - 976/1952 = .50 FTE*  
  
*Example #2:*  
*Assignment #1 = 1500 hours*  
*Assignment #2 = 580 hours*  
*(1500 + 580) > (175 \* 8); 1952 > 1400*  
*Assign FTE #1 - 1500/2080 = .72 FTE*  
*Assign FTE #2 - 580/2080 = .28 FTE*
2. Non-Classified Assignment (employee class <> Classified/ time > zero)
  - A. Percent of Time = 0
    - i. Assignment FTE = 0
  - B. Percent of Time > 0 and not on a schedule
    - i. Teacher Days - Contract Days > 0
      - a. Assignment FTE = (Percent of Time / 100) \* (Contract Days / Teacher Days)  
*Example #1: (100 / 100) \* (187 / 182); 1 / 1.03 = .97 FTE*  
*Example #2: (75 / 100) \* (187 / 182); .75 / 1.03 = .73 FTE*
    - ii. Teacher Days - Contract Days <= 0
      - a. Assignment FTE = (Percent of Time / 100) \* (Contract Days / Contract Days)  
*Example #1: (100 / 100) \* (182 / 182); 1 / 1 = 1.0 FTE*  
*Example #2: (75 / 100) \* (182 / 182); .75 / 1 = .75 FTE*
  - C. Percent of Time > 0 and on a schedule
    - i. Assignment FTE = (Percent of Time / 100) \* (Contract Days / Schedule Days)  
*Example #1: (100 / 100) \* (182 / 182); 1 \* 1 = 1.0 FTE*  
*Example #2: (100 / 100) \* (210 / 182); 1 \* 1.15 = 1.15 FTE*  
*Example #3: (.75 / 100) \* (210 / 182); .75 \* 1.15 = .86 FTE*  
*Example #4: (.75 / 100) \* (180 / 182); .75 \* .99 = .74 FTE*

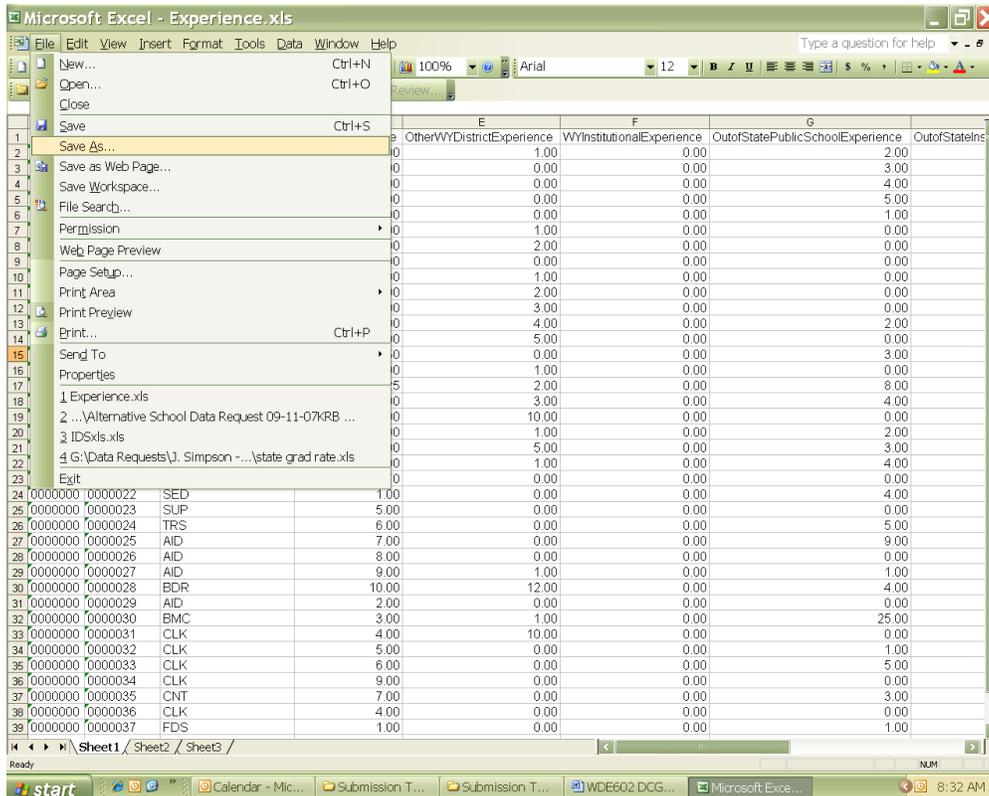
# Appendix 3: State Report Manager Screen Shots for the WDE602 Collection

## Converting an Excel Spreadsheet into a .CSV file

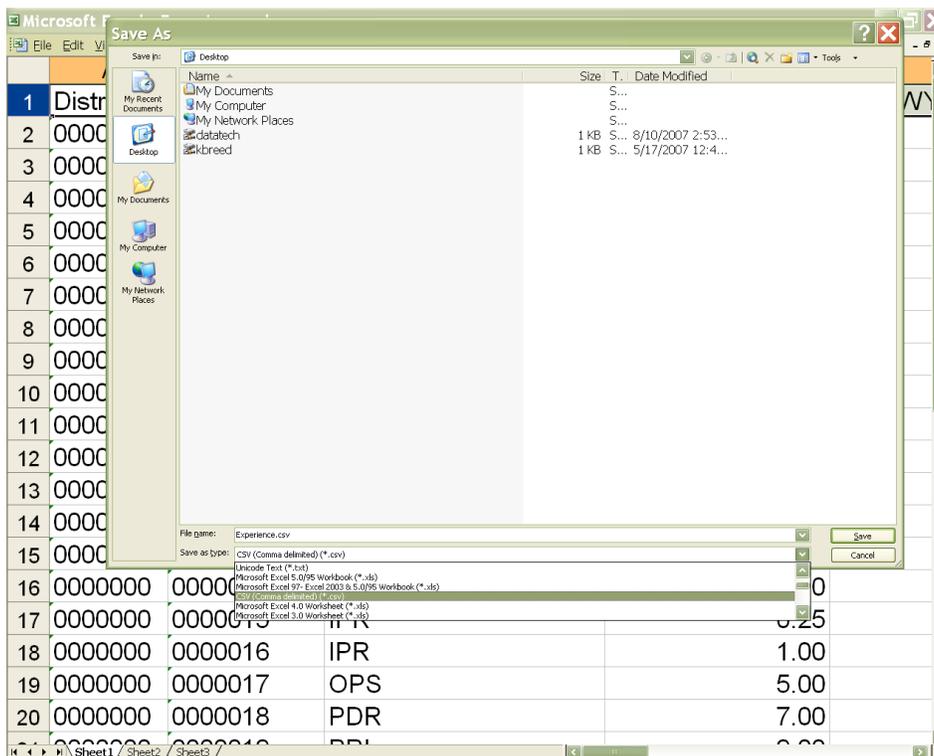
Step 1. Update data in the Staff and Salary files.

	A	B	C	D	E	F	
	DistrictID	WISEStaffID	ExperienceGroupCode	DistrictExperience	OtherWYDistrictExperience	WYInstitutionalExperience	OutofSta
2	0000000	0000000	DIR	2.00	1.00	0.00	0.00
3	0000000	0000001	APR	5.00	0.00	0.00	0.00
4	0000000	0000002	APR	8.00	0.00	0.00	0.00
5	0000000	0000003	APR	9.00	0.00	0.00	0.00
6	0000000	0000004	ASU	1.00	0.00	0.00	0.00
7	0000000	0000005	BMG	4.00	1.00	0.00	0.00
8	0000000	0000006	DIR	5.00	2.00	0.00	0.00
9	0000000	0000007	ZZZ	3.00	0.00	0.00	0.00
10	0000000	0000008	DIR	4.00	1.00	0.00	0.00
11	0000000	0000009	TCH	8.00	2.00	0.00	0.00
12	0000000	0000010	FDR	9.00	3.00	0.00	0.00
13	0000000	0000011	HTC	1.00	4.00	0.00	0.00
14	0000000	0000012	HTC	20.00	5.00	0.00	0.00
15	0000000	0000013	HTC	0.50	0.00	0.00	0.00
16	0000000	0000014	IPR	3.00	1.00	0.00	0.00
17	0000000	0000015	IPR	0.25	2.00	0.00	0.00
18	0000000	0000016	IPR	1.00	3.00	0.00	0.00
19	0000000	0000017	OPS	5.00	10.00	0.00	0.00
20	0000000	0000018	PDR	7.00	1.00	0.00	0.00
21	0000000	0000019	PRI	9.00	5.00	0.00	0.00
22	0000000	0000020	PRI	1.00	1.00	0.00	0.00
23	0000000	0000021	PRI	0.70	0.00	0.00	0.00
24	0000000	0000022	SED	1.00	0.00	0.00	0.00
25	0000000	0000023	SUP	5.00	0.00	0.00	0.00
26	0000000	0000024	TRS	6.00	0.00	0.00	0.00
27	0000000	0000025	AID	7.00	0.00	0.00	0.00
28	0000000	0000026	AID	8.00	0.00	0.00	0.00
29	0000000	0000027	AID	9.00	1.00	0.00	0.00
30	0000000	0000028	BDR	10.00	12.00	0.00	0.00
31	0000000	0000029	AID	2.00	0.00	0.00	0.00
32	0000000	0000030	BMC	3.00	1.00	0.00	0.00
33	0000000	0000031	CLK	4.00	10.00	0.00	0.00
34	0000000	0000032	CLK	5.00	0.00	0.00	0.00
35	0000000	0000033	CLK	6.00	0.00	0.00	0.00

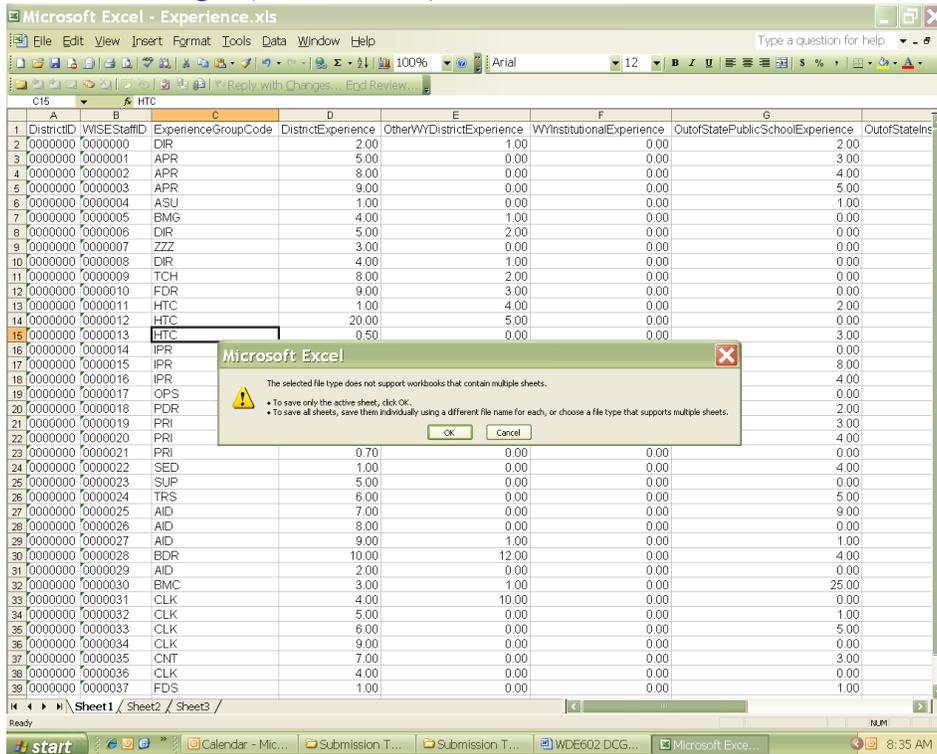
Step 2. On the menu, click “File” and then “Save As”.



Step 3. In the “Save as Type” drop down menu, select CSV (Comma delimited) (\*.csv). Browse to the location where you want to save the file and then click “Save.”

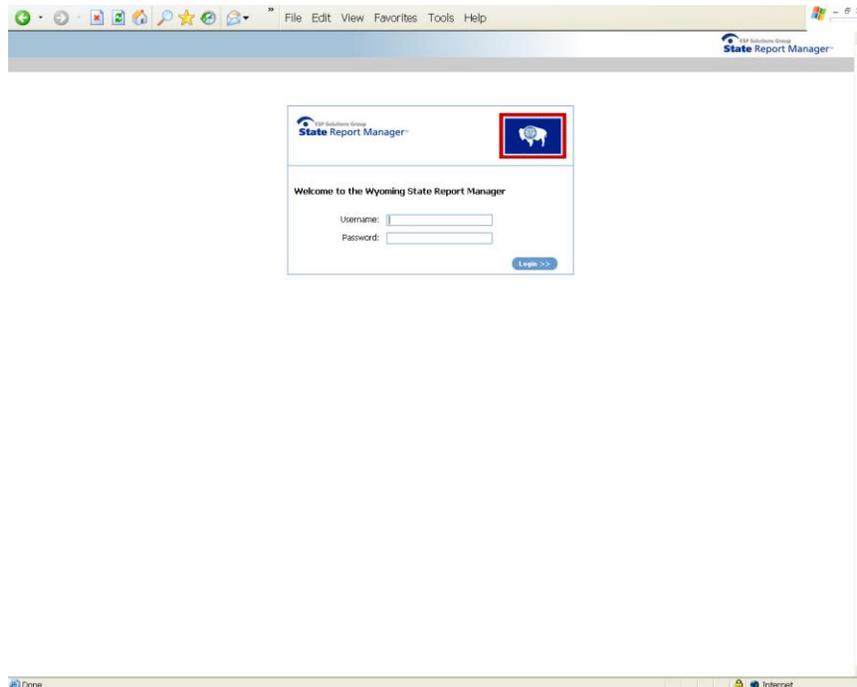


Step 4. Click “OK” when you see the error message below. Then click Yes to the second error message (not shown).

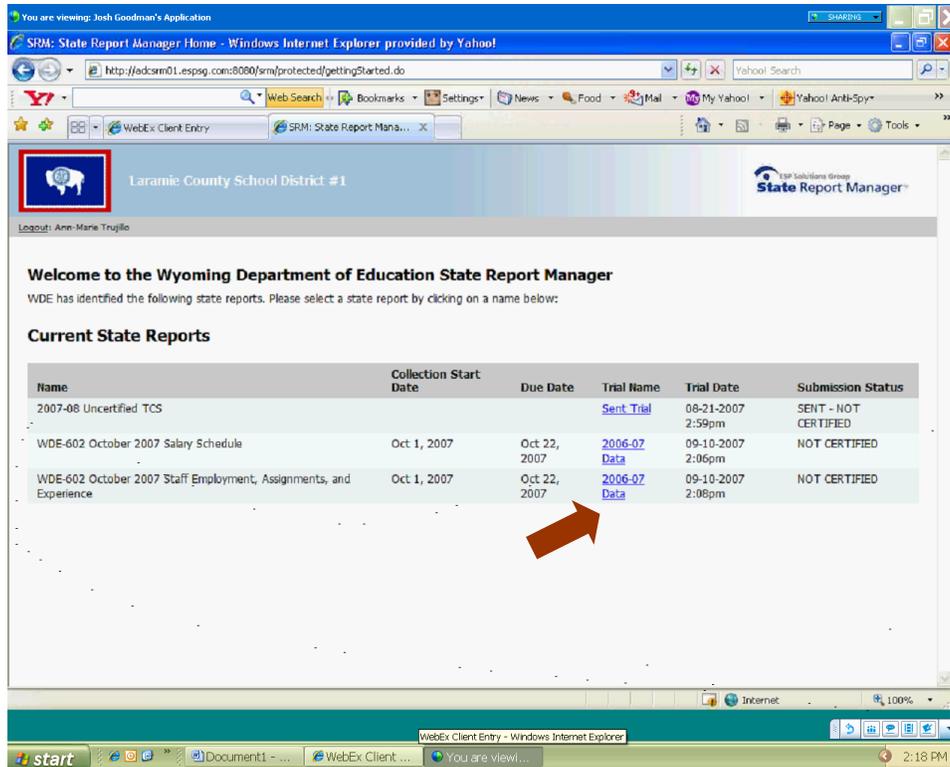


## Preload Last Year’s Files

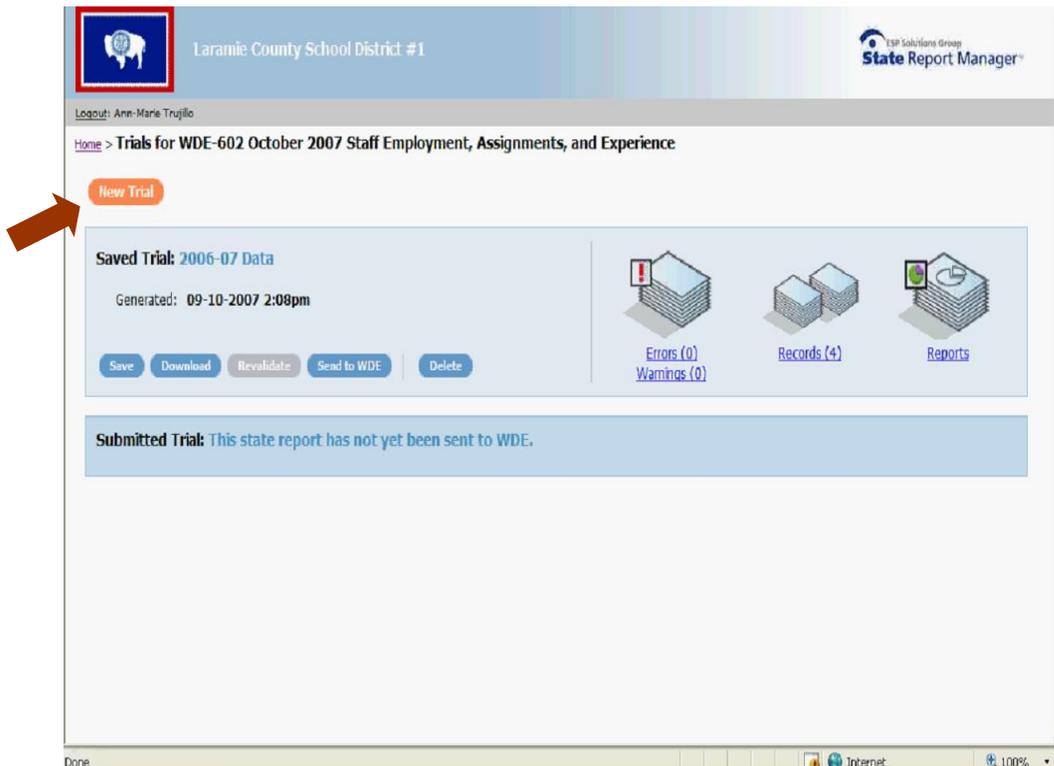
Step 1. Login to the State Report Manager (it will be necessary to coordinate with the district’s WISE Coordinator to complete this data collection).



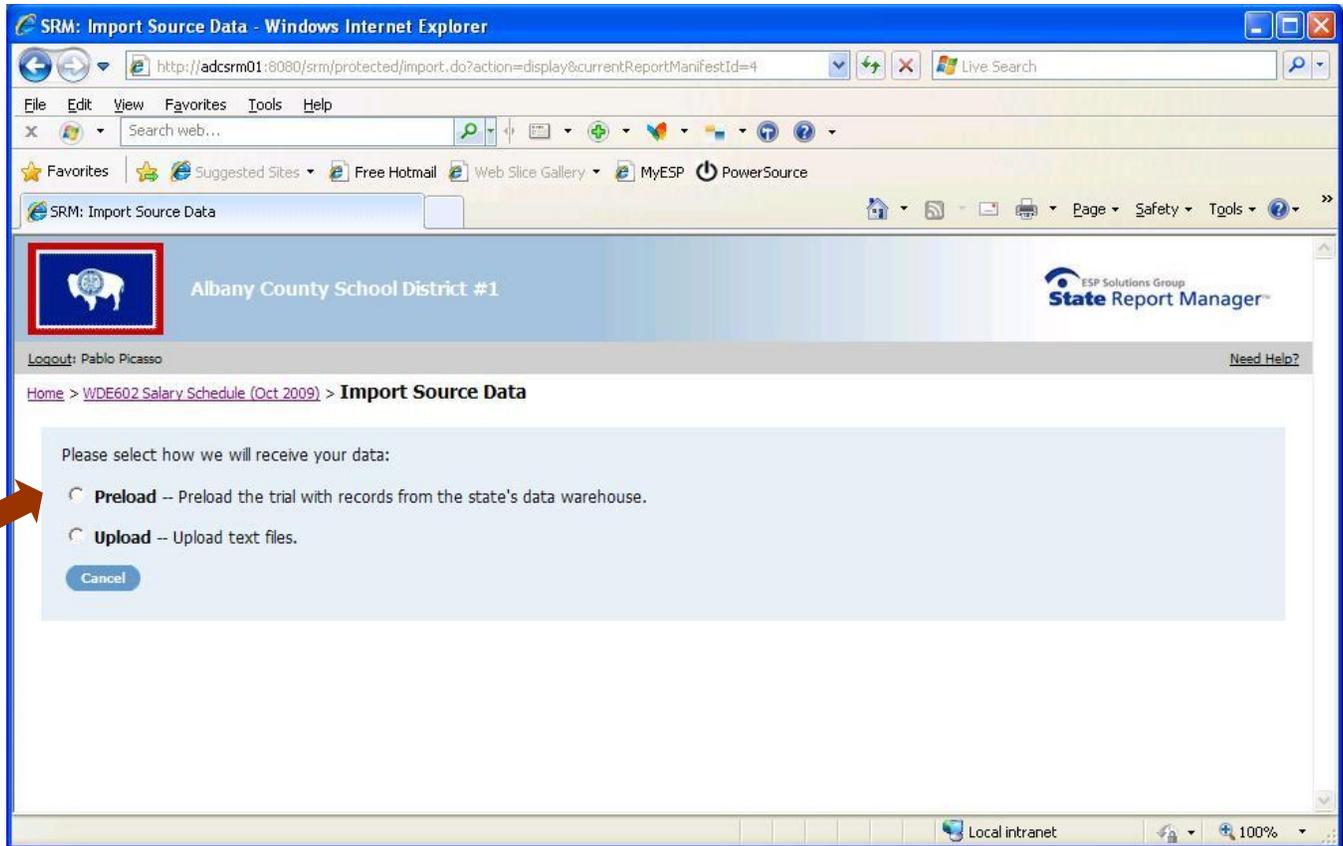
Step 2. Click on the “2009-10 Data” link.



Step 3. Click on the “New Trial” Button



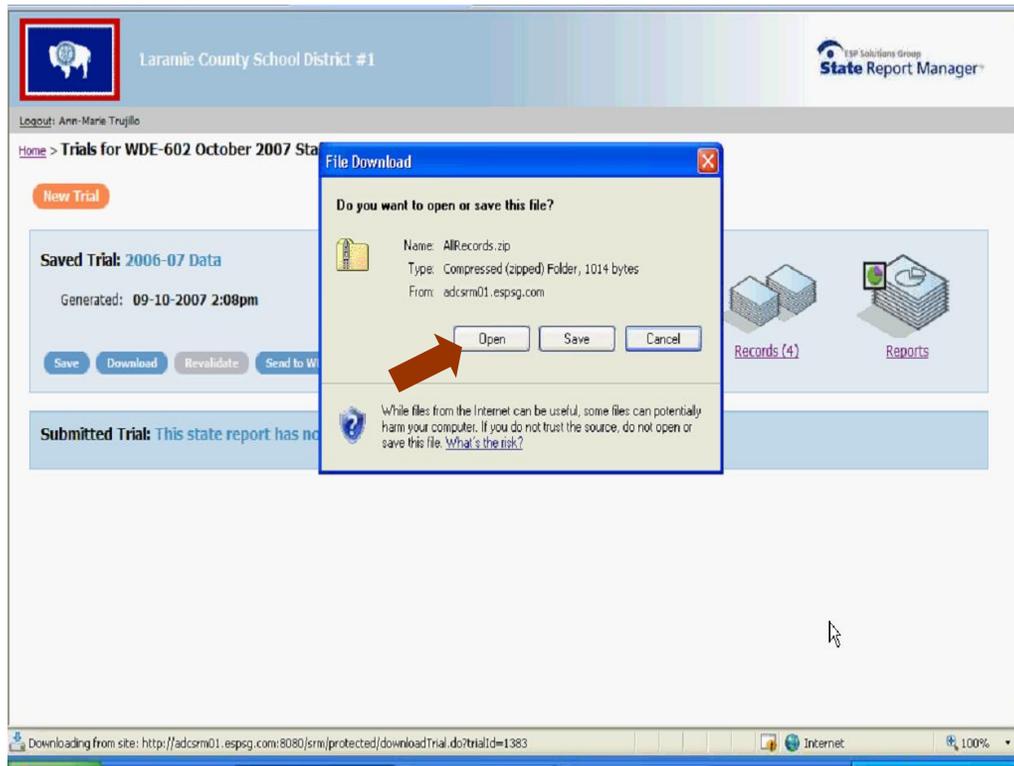
*Step 4. Click on “Preload” to import date from last year’s WDE652. This data will include your newly updated experience files. It will also eliminate any persons who separated from your district in the previous year. You will only need to preload the first time you enter the SRM.*



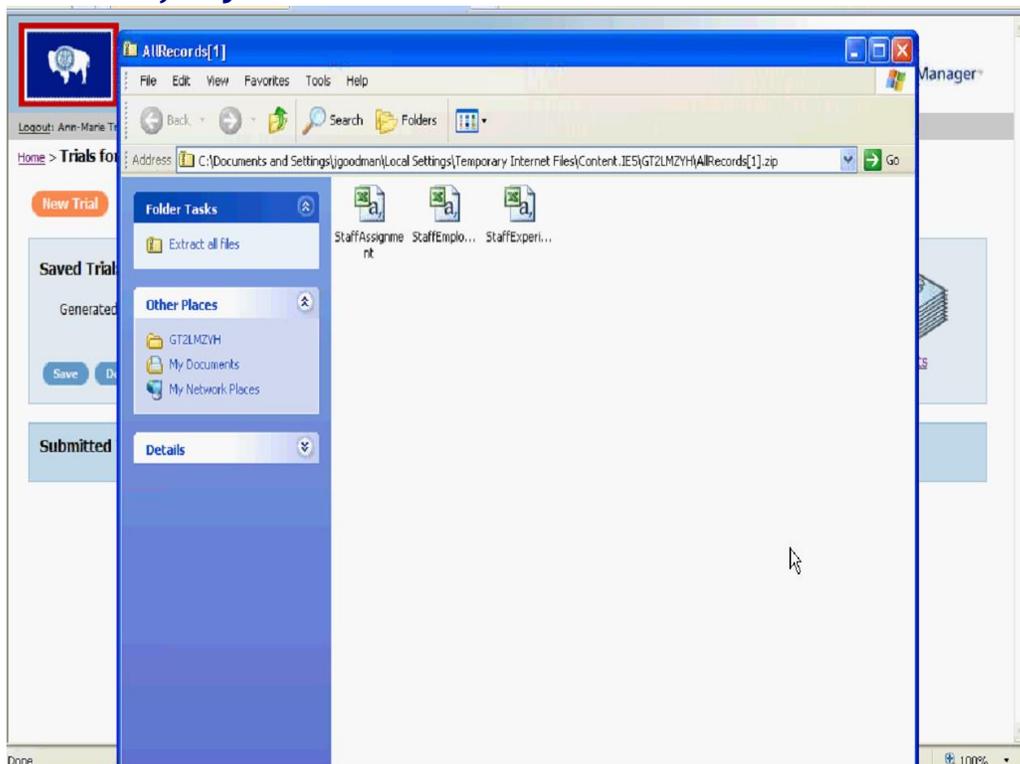
After you have preloaded and saved your data to your hard drive you can update information and then **upload** your corrected files in the SRM as you have in previous years.

The screenshot shows the State Report Manager interface for Laramie County School District #1. The user is logged in as Ann-Marie Trujillo. The page title is "Trials for WDE-602 October 2007 Staff Employment, Assignments, and Experience". A "New Trial" button is visible. The main content area shows a "Saved Trial: 2006-07 Data" generated on 09-10-2007 at 2:08pm. Below this, there are buttons for "Save", "Download", "Revalidate", "Send to WDE", and "Delete". A red arrow points to the "Save" button. To the right, there are three icons representing "Errors (0) Warnings (0)", "Records (4)", and "Reports". Below the buttons, a "Submitted Trial" message states: "This state report has not yet been sent to WDE." The bottom of the page shows a Windows taskbar with "Done", "Internet", and "100%" visible.

Step 5. On the pop-up screen, click on the “Open” button.

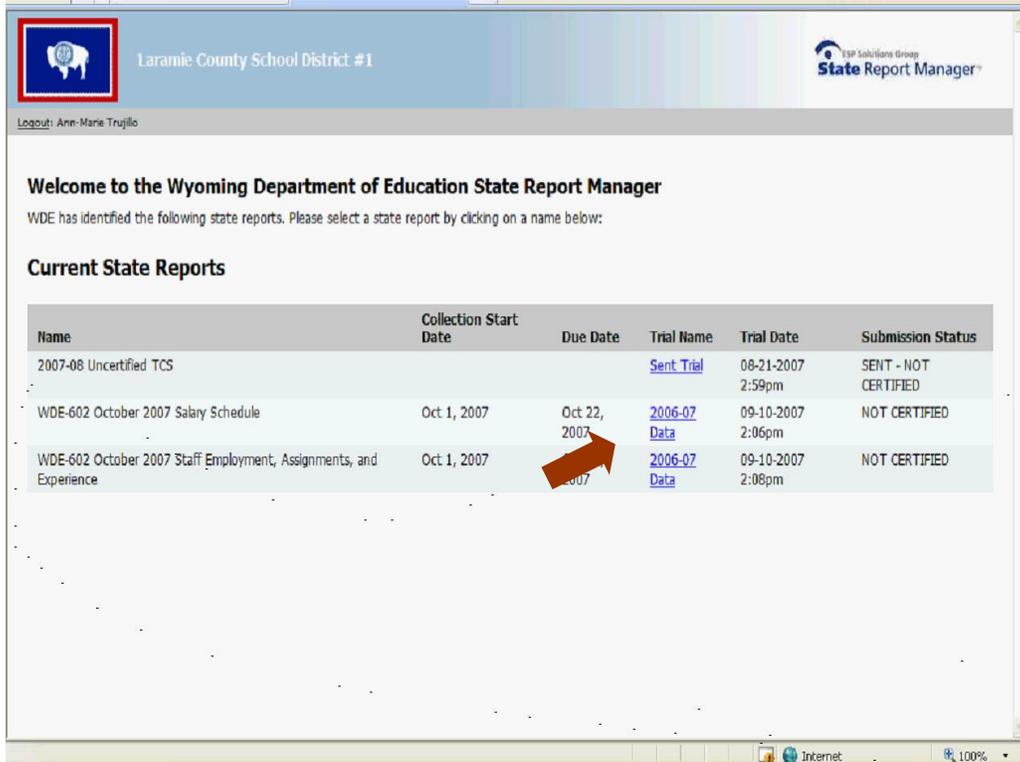


Step 6. Copy all the files in this folder and paste them in a different location that is convenient for you.

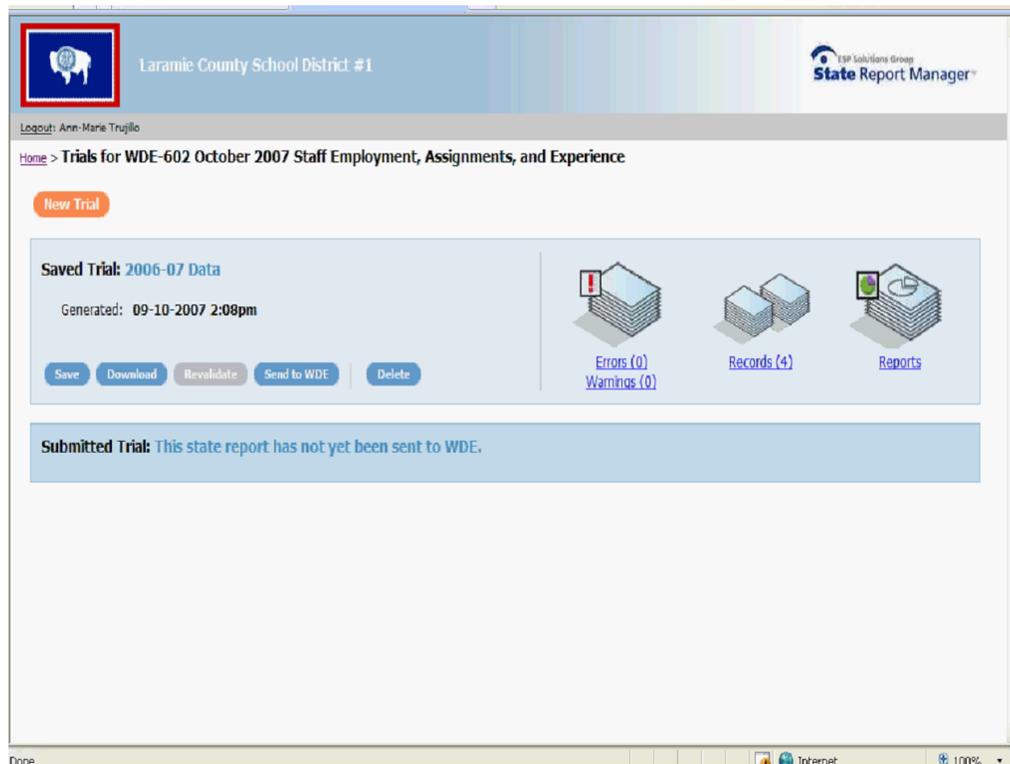


# Upload Revised Files

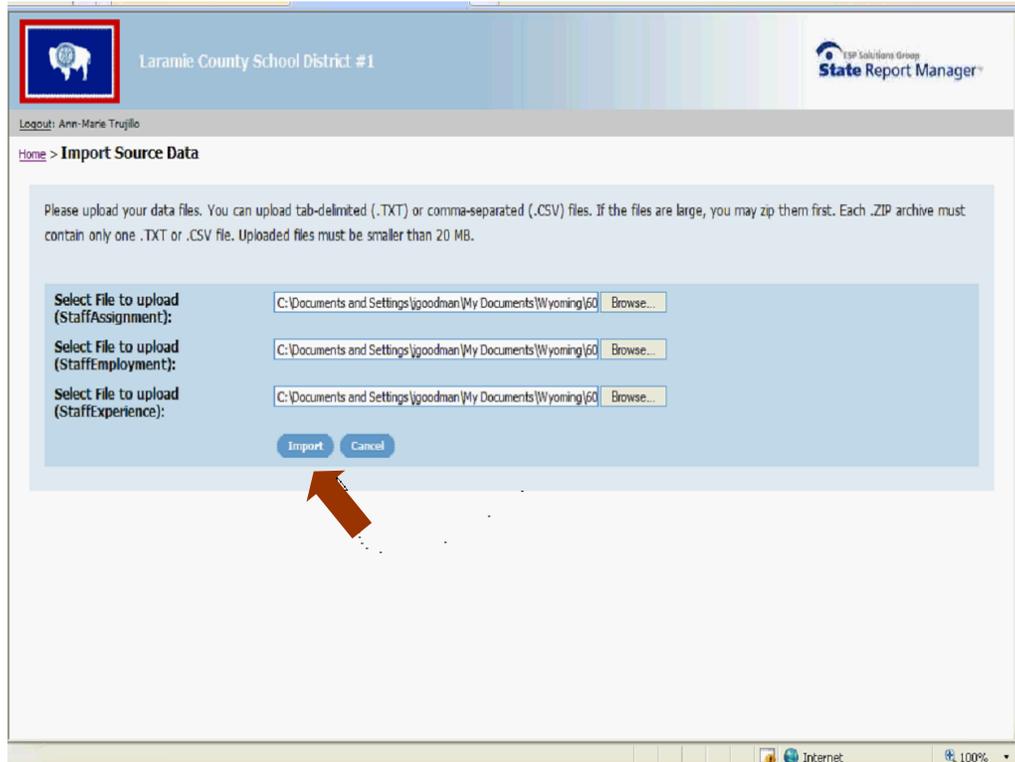
Step 1. Login into the SRM. Click on the appropriate “2009-10 Data” link.



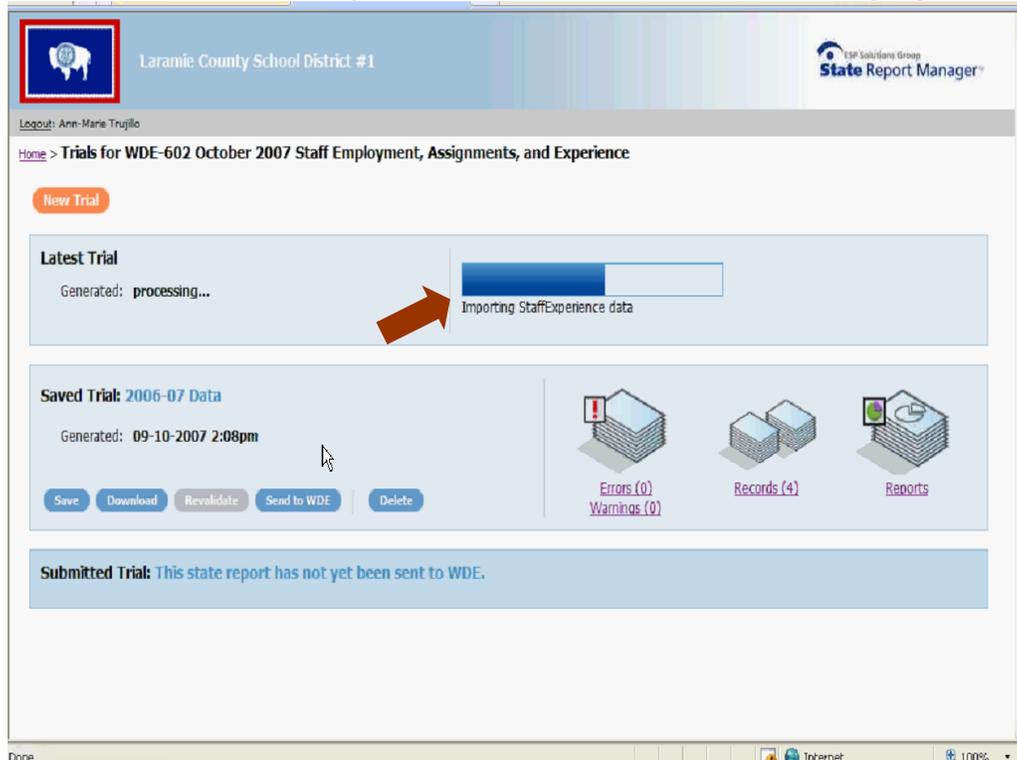
Step 2. Click on the “New Trial” button.



Step 3. Click on each “Browse” button. Find the appropriate file and click the “Open” button. After you have a file in each area, click the “Import” button.



Step 4. Watch the blue bar expand as the data files are being uploaded.

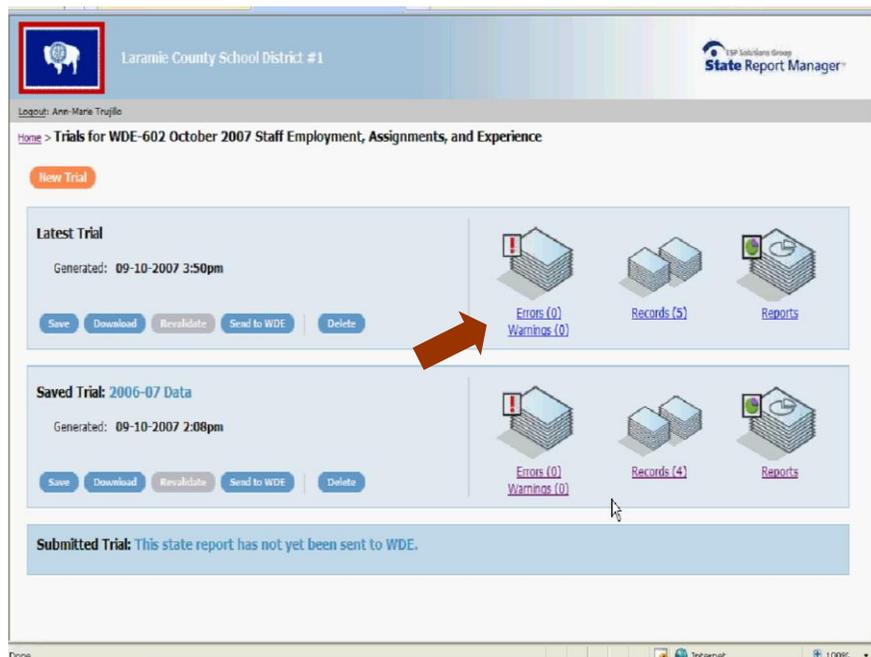


Step 5. The screen below will appear once the data files have been uploaded into the SRM. The latest “trial” or latest data files will always be listed on top.

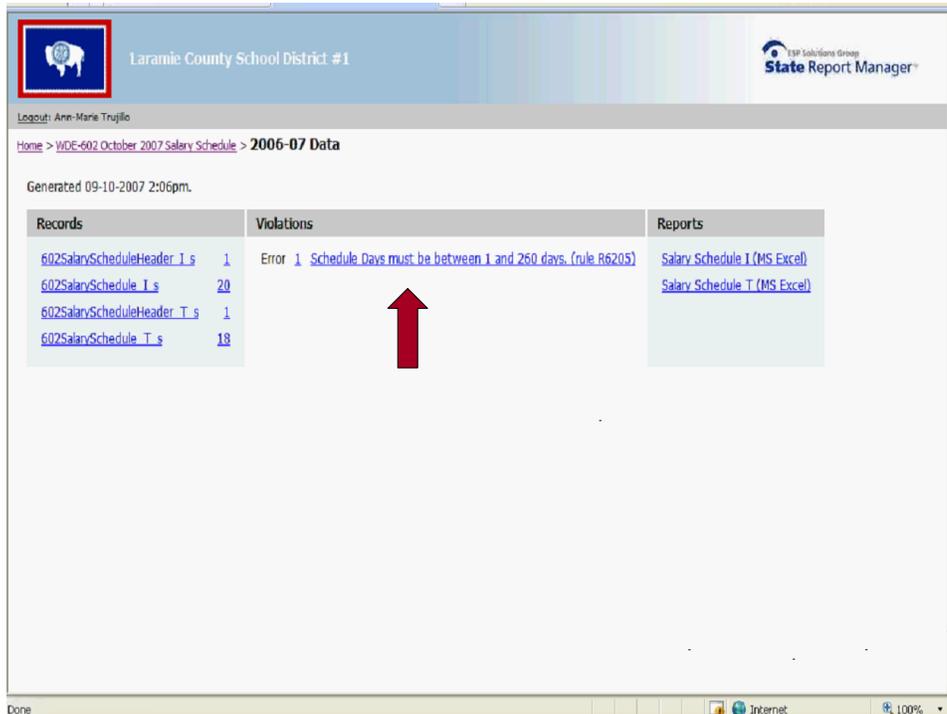


## Check Errors in Data

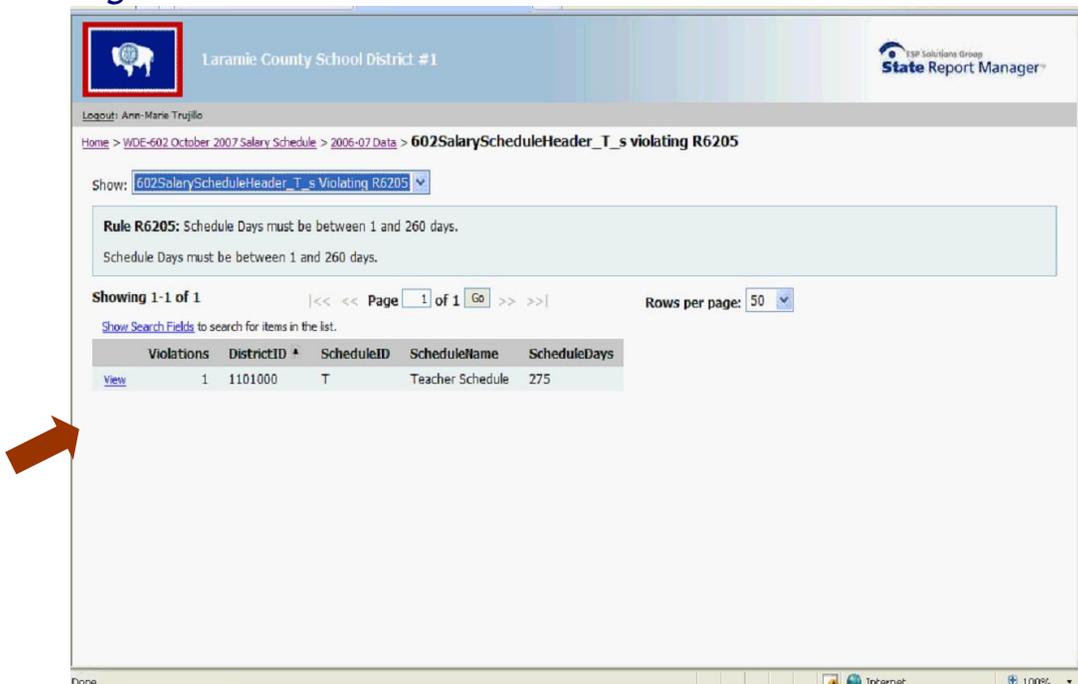
Step 1. Click on the “Errors (#)” or “Warnings (#)” link.



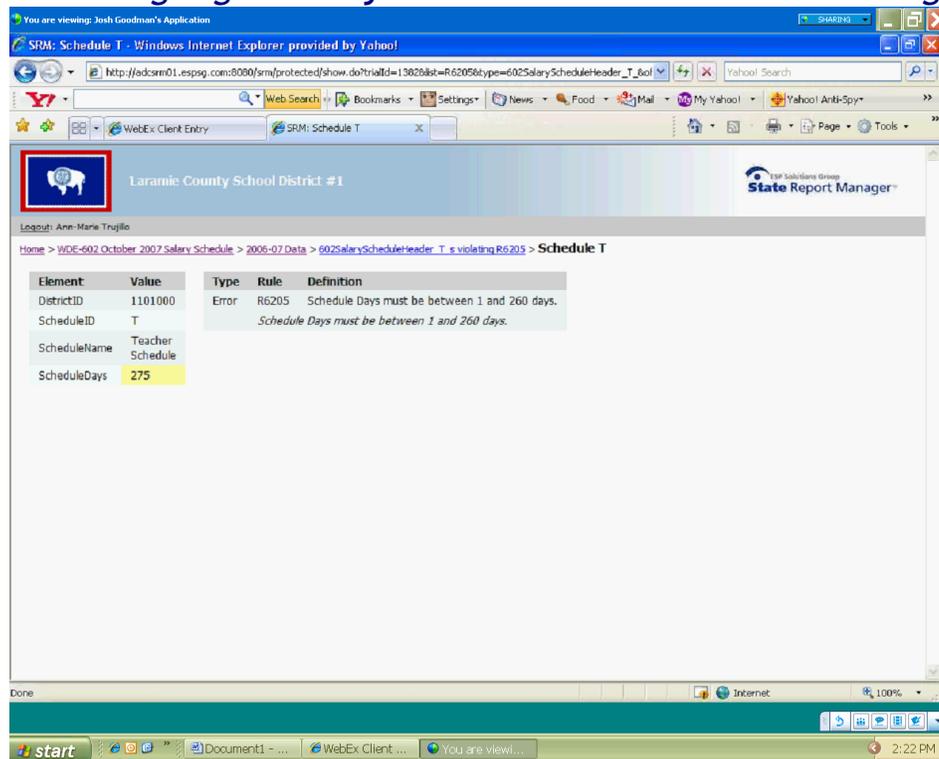
Step 2. The left-hand side lists the data files that were uploaded. The center area lists the different Errors and Warnings found in the data files. The right-hand side lists the different reports available for these data files. Click on the individual error/warning links in the center of the page.



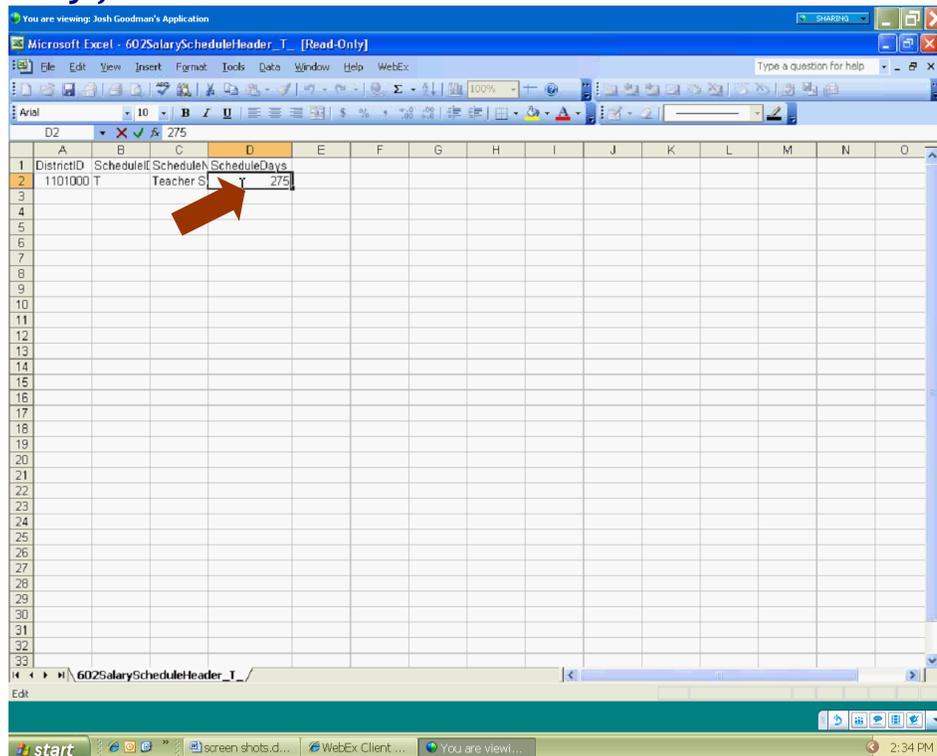
Step 3. Click the “View” link to get more information on a particular error/warning.



Step 4. The item highlighted in yellow contains the error/warning.



Step 5a. For the Salary files, please make your correction offline and upload the new Salary files.



Step 5b. For the Staff files either make the corrections offline similar to Step 5a or make the corrections within the SRM. To edit online, please proceed to Step 1 under “Edit Data Online.”

## Edit Data Online

Step 1. Go back to the screen below. On the left-hand side, click on the data file that needs a correction.

Laramie County School District #1

Logout: Ann-Marie Trujillo

Home > WDE-602 October 2007 Salary Schedule > 2006-07 Data

Generated 09-10-2007 2:06pm.

Records	Violations	Reports
<a href="#">602SalaryScheduleHeader_I_s</a> 1	Error 1 Schedule Days must be between 1 and 260 days. (rule R6205)	<a href="#">Salary Schedule I (MS Excel)</a>
<a href="#">602SalarySchedule_I_s</a> 20		<a href="#">Salary Schedule T (MS Excel)</a>
<a href="#">602SalaryScheduleHeader_T_s</a>		
<a href="#">602SalarySchedule_T_s</a> 18		

Done Internet 100%

Step 2. Click the “View” link on the record that needs correcting.

Laramie County School District #1

Logout: Ann-Marie Trujillo

Home > WDE-602 October 2007 Staff Employment, Assignments, and Experience > Latest Trial > All StaffAssignments

Show: All StaffAssignments

Showing 1-2 of 2 |<< << Page 1 of 1 Go >> >>| Rows per page: 50

Show Search Fields to search for items in the list.

Violations	WISEstaffID	SchoolID	AssignmentCode	TeacherType	EmployeeClass
<a href="#">View</a>	0	1001019	1101056	SPA	Support Professional
<a href="#">View</a>	0	1001019	1101057	SPA	Support Professional

Step 3. Click the “Edit” link.

Laramie County School District #1

Logout: Ann-Marie Trujillo

Home > WDE-602 October 2007 Staff Employment, Assignments, and Experience > Latest Trial > All StaffAssignments > 1001019 (SPA)

[Edit](#)

Element	Value
DistrictID	1101000
WISEstaffID	1001019
AssignmentCode	SPA - Speech Pathologist
TeacherType	
SchoolID	1101056
LowestGradeServed	09
HighestGradeServed	12
ContractDays	180
Time	50
AnnualHours	
HolidayHours	
ExtraSalary	
Salary	\$0.00
EmployeeClass	Support Professional
AssignmentFte	0.0

Step 4. Make the necessary corrections and click the “Save” button. To undo any changes made, click the “Cancel” button.

The screenshot shows the 'Edit 1001019 (SPA)' form in the State Report Manager. The form contains the following fields and values:

Field	Value
DistrictID	1101000
WISEStaffID	1001019
AssignmentCode	SPA - Speech Pathologist
TeacherType	-- no value --
SchoolID	1101056
LowestGradeServed	09
HighestGradeServed	12
ContractDays	180
Time	50
AnnualHours	
HolidayHours	
ExtraSalary	
Salary	\$0.00
EmployeeClass	Support Professional
AssignmentPfte	0.0

A red arrow points to the 'Cancel' button at the top left of the form.

## Send to WDE

Step 1. Go into latest trial of the Staff files. Make sure that all errors have been corrected and warnings have been looked over.

The screenshot shows the 'Trials for WDE-602 October 2007 Salary Schedule' page. It displays two trials:

- Latest Trial:** Generated: 09-10-2007 3:50pm. It has buttons for Save, Download, Certify, and Delete. It shows 0 Errors and 0 Warnings, 5 Records, and Reports.
- Saved Trial: 2006-07 Data:** Generated: 09-10-2007 2:08pm. It has buttons for Save, Download, Certify, and Delete. It shows 0 Errors and 0 Warnings, 4 Records, and Reports.

A red arrow points to the 'Errors (0) Warnings (0)' link for the latest trial.

Step 2. Click the blue "Certify" button.

Laramie County School District #1

Logout: Ann-Marie Trujillo

Home > Trials for WDE-602 October 2007 Salary Schedule

New Trial

**Latest Trial**  
Generated: 09-10-2007 3:50pm

Save Download **Certify** Delete

Errors (0) Warnings (0) Records (5) Reports

**Saved Trial: 2006-07 Data**  
Generated: 09-10-2007 2:08pm

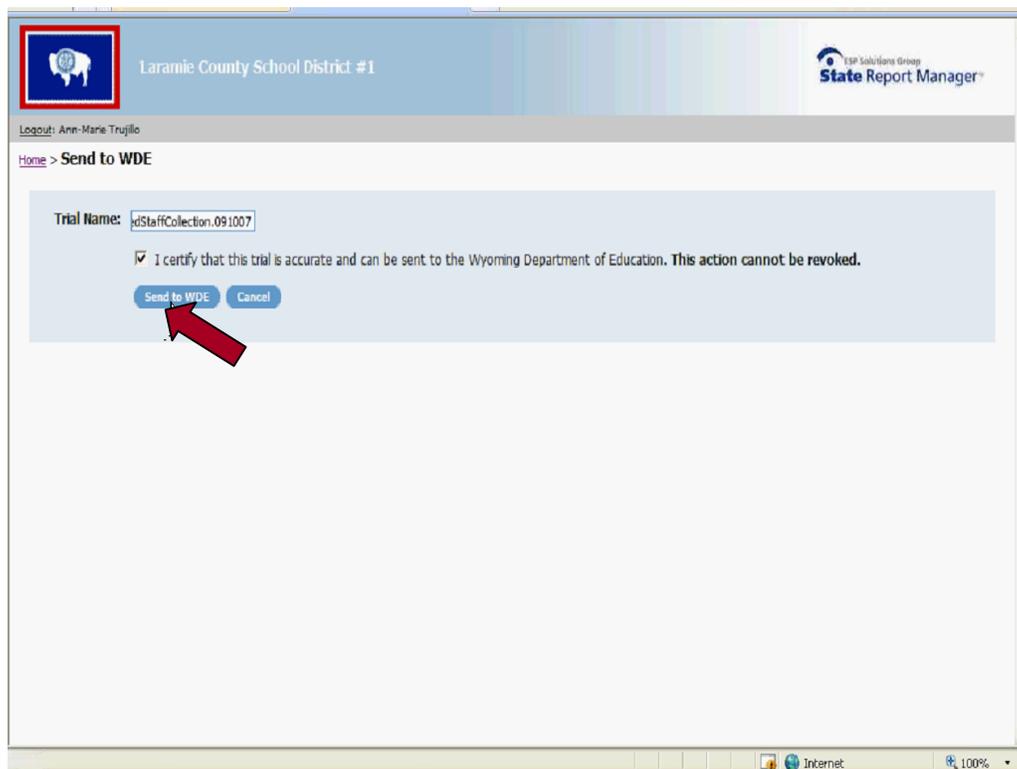
Save Download Revalidate Send to WDE Delete

Errors (0) Warnings (0) Records (4) Reports

**Submitted Trial:** This state report has not yet been sent to WDE.

Done Internet 100%

*Step 3. Name this item in the white box, click in the certification box, and then click the “Send to WDE” button.*



*Step 4. Repeat this process for the Staff files except in Step 2, click the “Send to WDE” button.*

# Appendix 4: Data Corrections and Newspaper Report Timeline

