

WDE602 – WISE School District Staff
Member Collection
WDE652 – WISE School District Staff
Member Collection – End-of Year Collection
Guidebook
School Year 2024-25
February 2025

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122 W. 25th St. • Suite E200
Cheyenne, WY 82002
Phone 307.777.7675 • Fax 307.777.6234
edu.wyoming.gov

Elizabeth Foster
Collection Steward
Data Collection Specialist
307.777.7009
elizabeth.foster@wyo.gov

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Table of Contents

Introduction.....	5
WDE602/652 Authority	6
Differences between the WDE602 and WDE652.....	6
Collection Schedule	7
Instructions	7
Data Compilation	7
Employment File	7
Assignment File	12
Experience File	16
Education File.....	18
Data Submission Process.....	20
Overwriting Data.....	20
Preloaded Files	20
Salary Schedule Files.....	21
Employment, Assignment, Experience, and Education Files.....	21
Send to the WDE.....	22
Error Correction Timeline	22
Staffing Data Reported Back to the Districts	22
Download Finalized Data	23
Updating fall WDE602 data to facilitate spring WDE652 submission	23
Student Teachers, Exception Authorizations, PIC Permits	23
Frequently Asked Questions.....	24
Header Errors.....	24
Staff Members who change jobs mid-year	24
The Term ‘Option’ on a staff member’s transcript.....	24
Correcting Files offline.....	24
Regular Salary vs. Scheduled Salary	24
Assignment Hours	24
Examples for reporting Assignments.....	24
Corresponding Assignments & Experience Codes	25
Special Education Licensed Professionals.....	25
Examples of reporting experience	25

Determining Experience	26
Determining Experience for College Teachers	26
Virtual Education and the WDE602 Reporting	26
More Frequently Asked Questions	27
Appendix A: Licensure Information	28
Appendix B: FTE Calculation	29
Experience Accrual	29
FTE Calculation Components	29
FTE Calculation	30
Appendix C: SRM Screen Shots for WDE602/652 staffing collections	34
Downloading Files to your Hard Drive	37
Check/Correct Errors in Data	38
Edit Data Online	40
Send to WDE	42

Introduction

The School District Staff Member Collections consists of every staff member in each school district along with their assignments and experience. The Wyoming Department of Education (WDE) uses this information to verify the certification status of the staff, to populate the funding model, and to generate several statistical summaries, including the newspaper report. The WDE602/652 is the authoritative collection of staff-level demographics and employment information. Because the WDE602 and the WDE652 data elements have been aligned, the guidebooks have been combined.

School districts are required to submit a variety of data collections each year. The data collected by the Wyoming Department of Education (WDE) are critical to the continual growth of Wyoming's education system. It is widely agreed upon that quality and timely data are helpful to inform the work of stakeholders, such as students, teachers, administrators, parents, and policymakers, in order to most appropriately impact the teaching and learning process. The data from the WDE602/652 collections is made available in a clear and useful way through the Stat 2 data which is published annually. It is also part of the monitoring process which was established by law to provide the Legislature with a series of reports designed to enable informed decisions on education funding in the context of the overall statewide budget process. Staffing data, including the post-secondary attainment of educators, collected by the Department and reported by school districts is used in the 'Monitoring Report required by W.S. 21-13-309(u) and recalibration efforts required by W.S. 21-13-309(t). The [2018 Monitoring Report](#), which was presented to the Joint Education and Joint Appropriations Committee of the Wyoming Legislature in October 2018 can be found online at the LSO website.

The WDE602, or fall staffing collection, collects statistics on all staff members within each school district. The collection consists of six separate data files. The six files are:

- Staff/Employment
- Assignment
- Experience
- Education
- Schedule Header
- Salary Schedule

The WDE652, or spring staffing collection, collects the first four files and uses the Schedule Header and Salary Schedule that were submitted in the fall.

The Staff/Employment file collects information on the staff members' demographics and current employment status within the school district. The Employment file contains the data, which is aggregated and used by the Wyoming Legislature to provide educator salary funding for the K-12 public school system. The elements within the Assignment file collect information on the staff members' current assignment. Experience records are added for new employees and employees working in new experience groups. The Education file collects post-secondary information on all principals, assistant principals, interim principals, tutors, teachers, and instructional facilitators. Education attainment is used as one variable in allocating resources to school districts through funding model salaries.

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.

This guidebook serves as the definitive instruction set for the data contained within the WDE602/652 Data Collections.

WDE602/652 Authority

There are several authorities that allow the WDE to collect data for the WDE602/652 collections:

- W.S. 21-2-203
- W.S. 21-7-303
- W.S. 21-3-110(a)(ii)(A)
- W.S. 21-13-309(m)(v)(F)
- W.S. 21-2-203(c)(ii)
- W.S. 21-13-307(b)
- W.S. 21-13-309(m)(v)(C)

Differences between the WDE602 and WDE652

The WDE602 collects employment details from July 1, 2024 up to and including the October submission. Report duties employees are contracted or planned to work during the full school year. It is important to report all contracted and planned employment, not just what is being done on the October 1st date. Fall employment data is required for use in administering the funding model (W.S. 21-2-203).

Conversely, the WDE652 collects actual employment details as they have occurred throughout the entire school year. In this manner, the WDE652 accounts for all changes in employment throughout the year, including modifications to contracts and turnover. Year-end employment data is required to ensure accurate FTE experience is calculated for each individual. This data is then rolled forward as prior experience for use in conjunction with the next October's employment data in the Wyoming Funding Model. **Accurate calculation of FTE based on actual, full year employment detail is important because it reduces errors in funding and decreases audit findings.**

Procedurally, the submission of the two collections differs in that the fall collection (WDE602) requires the submission of a schedule header and salary schedule where in the spring collection (WDE652) the salary schedule information is pulled from the fall (WDE602) collection.

There are also differences in the reporting of hire and separation dates. In the fall collection (WDE602), districts will report persons who were hired or separated between July 1, 2023 and the October submission. In the spring collection (WDE652), districts will report persons who were hired or separated at any time during the school year (July 1st – June 30th). Functionally, a hire date must be provided if a district failed to provide an employment record in the prior collection. Or if there was an employment record in the prior collection, but there was a separation data as well. For example, if a person left and rejoined the district.

Collection Schedule

WDE602 Collection Window:
October 1, 2024 – October 31, 2024

WDE652 Collection Window:
June 18, 2025 – July 31, 2025

Districts should upload the WDE602/652 report no later than a week before the final due date of the current collection cycle in question. This will ensure that the data can be validated and errors can be corrected before the data is sent to the WDE. However, the data for these collections can be uploaded and validated at any time during the collection window. It is imperative that the data be submitted by the due date for each collection cycle.

Instructions

The WDE602/652 are the official collections of staff-level demographic and assignment information. This report includes vital and social statistics on district staff in Wyoming Schools. This Guidebook is intended to provide an overview of the process and procedures associated with the WDE602/652 collections.

Data Compilation

Prior to submitting to the Department, each district must compile its data into the six (6) required .csv files for the fall collection and the four (4) required .csv files for the spring collection. The data elements are fully defined within this document. The **Data Elements and Rules** document located on the [Forms Inventory](#) page under the WDE602 or WDE652 collections contains brief definitions of each element, business rules, and proper layouts for the .csv file submissions.

Employment File

The first file is the Employment file. The purpose of this file is to submit demographic information for each staff member. There are 30 elements. The FTE and TotalSalary elements are provided by the WDE.

- WISEStaffID
- StaffFirstName
- StaffMiddleName
- StaffLastName
- StaffFormerName
- SeparationDate
- Separation Reason
- StaffDateOfBirth

- StaffGender
- AsianRace
- BlackRace
- IndianRace
- PacificIslanderRace
- WhiteRace
- HispanicEthnicity
- HireDate
- Degree
- LicenseType
- LicenseState
- LicenseNumber
- LicenseExpirationDate
- StaffEmail
- RegularSalary
- ScheduleID
- ColumnNumber
- RowNumber
- TotalExtraSalary
- InsuranceOption
- FTE
- TotalSalary

WISEStaffID

The WISEStaffID is the WDE 8-digit identifier that is assigned to all district staff. The identifiers entered in the WDE602/WDE652 will be verified against the WISER Registration System. WISER IDs can be retrieved by your district's WISER ID Administrator from the [Data Reporting Tools](#) page of the Wyoming Department of Education's website. This is a mandatory element.

StaffFirstName

This is the staff member's legal first name. Use the staff member's legal first name vs. preferred. For example, use William rather than Bill. The staff member's first name will be verified against the WISER ID Registration System. The Employment File is the authoritative location for the data and is the only file where the spelling of names needs to be corrected. This is a mandatory element.

StaffMiddleName

The staff member's legal middle name. This is an optional element.

StaffLastName

This is the staff member's legal last name as it appears on their Social Security Card. The staff member's legal last name will be verified against the WISER ID Registration System. The last name element exists in all four files; however, the Employment File is the authoritative location and the only file where the spelling of names needs to be corrected. This is a mandatory element.

StaffFormerName

Most recent previous last name this staff member may have used. This may be a maiden name. This is an optional element.

SeparationDate

In the WDE602, if the staff member is no longer employed by the district during the dates of July 1, 2024 through the fall submission, a valid date (YYYYMMDD) must be entered.

In the WDE652, report a separation date for any staff member who separated during the current fiscal (school) year of July 1st through June 30th. Remember to report even if a separation date was reported on the WDE602 and it must be the same date previously reported. If the staff member did earn income in the current fiscal year (school year) but was separated after the fall submission, the regular salary, contract or

assignment days, and time or assignment hours will need to be adjusted accordingly and all four records (employment, assignment, experience, and education), if applicable, will be submitted.

If a staff member resigned during the dates of July 1st through the fall submission, please report a separation date on the WDE602. Please report all separated staff members for the current fiscal (school) year on the WDE652, even if they were reported on the WDE602. Due to the collection window due date of the WDE652 being moved to after the close of the fiscal (school) cycle, there is no reason not to report staff member separation dates in the correct collection cycle.

SeparationReason

Please provide the reason the staff member separated. This element is mandatory if the SeparationDate has a value. Otherwise leave blank. Valid values are:

- DE - Deceased
- LA - Leave of Absence
- LP - Left profession for different career field
- PC - Position contracted out
- PE - Position eliminated, district is not replacing this vacancy
- RE - Resigned
- RT - Retired
- TM - Terminated by district for cause
- TO - Transferred out of district, out of state
- TR - Transferred out of district, in state
- UN - Unknown

StaffDateOfBirth

The staff member's date of birth should be entered in the format of YYYYMMDD. Staff member's date of birth will be verified against the WISER ID Registration System. This is a mandatory element.

StaffGender

The staff member's gender is a one-character value of 'M' for male and 'F' for female. Staff member's gender will be verified against the WISER ID Registration System. This is a mandatory element.

Ethnicity and Race Reporting Guidance

There are six fields used to report a staff member's Race and Ethnicity:

- AsianRace
- BlackRace
- IndianRace
- PacificIslanderRace
- WhiteRace
- HispanicEthnicity

When collecting a person's race and/or ethnicity, organizations must ask the respondent in a two-part question format:

- The first question is about ethnicity and is reported in the HispanicEthnicity data field.
- The second question is about race and is reported in the five race data fields.

Valid values for all six fields are 'Y' for yes, or 'N' for no. None of these fields can be left blank. If HispanicEthnicity = 'Y' (yes), at least one of the race data fields must also be marked as a 'Y' (yes). All race fields cannot be reported as 'N' (no).

Federal Guidance can be found at <http://www.ed.gov/policy/rschstat/guid/raceethnicity/index.html>
Information regarding Managing an Identity Crisis from the National Forum on Education Statistics can be found at <http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2008802>

HireDate

The new staff member's hire date is entered in the format YYYYMMDD. For the WDE602, report a hire date for staff members hired from July 1st through the fall submission of the current fiscal (school) year. For the WDE652, report any staff member hired during the current fiscal (school) year (July 1st – June 30th). This is a conditional element.

Degree

Highest degree earned by the staff member. Staff education level is utilized in Federal reporting under Every Student Succeeds Act (ESSA). This is a mandatory element. Valid options are:

- A – Associates
- B – Bachelors
- D – Doctorate
- M – Masters
- N – None

LicenseType

License type is a valid three letter assignment code found in Appendix A. Note: Districts are only required to report licensure information for positions in Appendix A. These fields will be left blank for the majority of staff members. Also, be aware that there are numerous positions listed in Appendix A that require either a license or a PTSB endorsement. If staff members have endorsements in these assignments, then the licensure field should be left blank. It is the responsibility of the district to confirm certification has not expired. This is a conditional element.

LicenseState

State from which the license was issued. Persons working in Wyoming are required to have a Wyoming State License therefore this field will always be WY. This is a conditional element.

LicenseNumber

Wyoming state license number. This is a conditional element.

LicenseExpirationDate

Date license expires. Enter in the format of YYYYMMDD. This is a conditional element.

StaffEmail

A valid district assigned email address. If a staff member was not assigned a district email address this field must be left blank. Do not use personal email addresses. This is a conditional element.

RegularSalary

Regular salary is an employee's annual pay for core contract duties (as defined by the district) and does not include extra salary. If a staff member is on a regular salary schedule and has 1 FTE, the regular salary should match the schedule salary. If an employee only has assignments for extra salary, for instance, coaching, time and contract days are 0 (Assignment file) and regular salary is 0 (Employment file). Always report RegularSalary as to what the staff member is actually being paid, even if the salary is above the maximum amount on the Salary Schedule. This is a mandatory element.

Because regular salary is an annual amount, for hourly (classified) employees, the regular salary will need to be calculated by multiplying the hourly rate of pay by the number of AssignmentHours.

ScheduleID

The ID for the Salary Schedule that an employee is on (either I or T). If an employee is not on a salary schedule, this field is blank. Note: if the employee is not on the salary schedule(s) that were submitted in October, do not list a ColumnNumber or RowNumber for them in the Employment file. If there is a ColumnNumber or RowNumber listed, the ScheduleID must be listed. Either all three fields – ScheduleID, ColumnNumber, and RowNumber – must have values or none of these fields should have values. This is a conditional element.

ColumnNumber

If this staff member is on a salary schedule, the column number of their schedule placement. This is a conditional element.

RowNumber

If this staff member is on a salary schedule, the row number of their schedule placement. This is a conditional element.

TotalExtraSalary

This field is the sum for all extra salary assignments. Pay for extra duty, which is above and beyond the regular salary contract. If the assignment has a percent of time or assignment hours, it is considered part of the regular salary. If the percent of time and assignment hours are 0 (zero), it is an extra salary. The assignment salary for all assignments with an 'E' in the RegularOrExtraSalary field will be totaled in this column. This field is provided by the WDE.

InsuranceOption

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. This is a mandatory element.

Codes and their definitions:

INSURANCE OPTION CODE	INSURANCE OPTION
EC	Employee Plus Child(ren)

INSURANCE OPTION CODE	INSURANCE OPTION
EO	Employee Only
ES	Employee Plus Spouse
FY	Family
NA	None
SC	Split Contract

Note: Staff members must be placed in one of the above listed categories based on the State plan participation requirements. For additional information in regards to the definitions of the above listed codes, please refer to [The Wyoming State Employees & Official Handbook](#). Review each of the insurance options and use the most appropriate code that best suits the staff member's insurance option.

If a staff member does not participate in the district health insurance plan but receives the equivalent of the 'Employee Only' premium for a health insurance reimbursement account, select NA for None. If a staff member only participates in the Dental and/or Vision option and not regular health insurance, then select NA for None.

FTE

The sum of all Assignment FTEs is a field that is provided by the WDE. The calculations used to determine FTE are described in Appendix B.

TotalSalary

Total salary is the sum of a staff member's regular salary (assignment pay for core contract duties) and extra salary (bonuses and pay for additional workload which may include coaching, facilitating extracurricular activities, and overtime). This field is provided by the WDE.

Assignment File

The second file is the Assignment File. The purpose of this file is to submit information for specific assignments performed by the staff member. There are 16 elements.

- WISEStaffID
- StaffFirstName
- StaffLastName
- AssignmentCode
- SchoolID
- LowestGradeServed
- HighestGradeServed
- ContractOrAssignmentDays
- Time
- AssignmentHours
- FundingType
- RegularOrExtraSalary
- AssignmentSalary
- ExtraSalaryReason
- EmployeeClass
- AssignmentFTE

WISEStaffID

The WDE 8-digit state assigned staff record identifier for this employee. The WISEStaffID is verified against the WISER ID Registration System. This is a mandatory element.

StaffFirstName

This is the staff member's legal first name. Use the staff member's legal first name vs. preferred. For example, use William rather than Bill. The staff member's first name will be verified against the WISER ID Registration System. The Employment File is the authoritative location for the data and is the only file where the spelling of names needs to be corrected. This is an optional element.

StaffLastName

This is the staff member's legal last name as it appears on their Social Security Card. The staff member's legal last name will be verified against the WISER ID Registration System. The last name element exists in all four files, however, the Employment File is the authoritative location and the only file where the spelling of names needs to be corrected. This is an optional element

AssignmentCode

Assignment codes are three-character codes provided by the WDE for all work assignments. Current and active assignment codes can be found in the Reportable Combinations document located under the WDE602 or WDE652 collections on the [Forms Inventory](#) page of the WDE website. Staff members can be reported with one or multiple assignments depending on how many roles they have within the district. This is a mandatory element.

Note: All Assignment Codes consist of three letters except for the Elementary Grades teacher code (EL0) which ends in a zero (0).

Instructional Position Types Reporting Guidance:

- A Tutor is a certified teacher assigned to provide supplementary instruction working with individuals or small groups of students. A Tutor is not involved in lesson planning and does not assign nor influence assigning of grades or credits. Teacher certification for a Tutor is not subject specific. Tutor positions are reported using specific Tutor assignment code TUT.
- Instructional Aide reporting should be used for any instruction provided by an individual not holding active teacher certification and that does not fit under the description for Tutor. Instructional Aide positions are reported using the AID assignment code.

SchoolID

The school ID is the 7-digit identifier assigned by the WDE where the assignment occurs. If the staff member is assigned to multiple schools, then there must be a separate assignment for each school. This ID can be the district ID if the assignment is a district level position.

NOTE: Virtual education teachers must have an assignment for each school students taking the course are enrolled. For example, if the virtual education teacher is teaching a class with five students, and each student is located in a different school, the teacher will have five assignments.

LowestGradeServed

The lowest grade this staff member serves for this assignment, not the lowest grade served at the organization or what the staff member is endorsed/certified in. Valid values are:

- | | | |
|------|------|------|
| • PK | • 02 | • 05 |
| • KG | • 03 | • 06 |
| • 01 | • 04 | • 07 |

- 08
- 09
- 10
- 11
- 12

HighestGradeServed

The highest grade this staff member serves for this assignment, not the highest grade served at the organization or what the staff member is endorsed/certified in. Valid values are:

- PK
- KG
- 01
- 02
- 03
- 04
- 05
- 06
- 07
- 08
- 09
- 10
- 11
- 12

There are four types of reportable staff:

- TIMED – these are staff members on a salary schedule, use ContractOrAssignmentDays and Time (non-classified)
- CONTRACTED – these staff members use ContractOrAssignmentDays and AssignmentHours (non-classified)
- HOURLY – these staff members use AssignmentDays and AssignmentHours (classified)
- ADDITIONAL – coaches, advisors, non-FTE assignments

ContractOrAssignmentDays

ContractOrAssignmentDays are to be provided for every staff member. The number of days the staff member is expected to work in the school year. Typical teacher (TIMED) contracts have approximately 185 days. Administrative (CONTRACTED) contracts often have more. HOURLY staff is based on last year's numbers or expected days to work for the current school year. Do not count weekends and holidays. Contracts should not exceed 262 days (total includes leap years).

Time

Time is provided for TIMED Staff only. The percentage of time (percent of each day worked) contracted for each non-classified assignment. It is a numeric value between 1.00 and 100.00 with 100.00 being equivalent to a full-time contract as defined by the district.

AssignmentHours

Assignment hours are provided for HOURLY and CONTRACTED Staff. AssignmentHours are the total number of hours a staff member spends on this assignment during the fiscal year (July 1st – June 30th). AssignmentHours can be a number between 1 and 2,088 (2096 for leap years) and should include both work hours and paid holiday hours.

An HOURLY staff member is considered full time based on ContractOrAssignmentDays and AssignmentHours entered. They must work a minimum of the student days (usually 175) and eight hours per day. Calculation: 175 (days) * 8 (hours) = 1400 work hours. (Work Hours = Assignment Hours – Holiday Hours) to be considered full time. **(This calculation was modified in the 2019-20 school year)**

FundingType

Is this assignment paid for with Federal (F), State general funds (S), or other funds (O)?

F – Federal

- Ed Jobs
- ARRA funds
- Title I, Title II, IDEA, etc.
- Other federal grants

S – State General Funds (funded within the model)

- Any general funds

O – Other Funds

- Special Revenues (National Board Certified, other applicable grants)
- Enterprise funds (food service, swimming pool)

RegularOrExtraSalary

Is this assignment paid for with the Regular Contract Pay (R) or Extra Salary (E)?

AssignmentSalary

The amount of regular or extra salary paid for this assignment. Regular salary consists of money paid for the core contracted duties. Extra salary consists of bonuses and pay for additional workload which may include coaching, facilitating extracurricular activities, overtime, or any other district specified duty.

This field will be populated after submission in the SRM for all regular salary assignments as long as the staff member's assignments are in the same experience group code. Districts will have to provide this field for all extra salary assignments (assignments with RegularOrExtraSalary of E) or for staff members who have regular salary assignments in more than one experience group code. For example, a staff member who serves as both a teacher and a principal will have two experience group codes. For a list of assignments and their correlating experience group codes, see the Reportable Combination document located on the [Forms Inventory](#) of the WDE website.

ExtraSalaryReason

Extra Salary Reason codes are required for all assignments that have E (Extra Salary) in the RegularOrExtraSalary field. Valid codes are:

- DP – Differential Pay (working condition related – e.g., overnight shift, hazard pay, travel per diem)
- EA – Equipment Allowance (car, phone, tools, etc.)
- EY – Extended year/day
- GC – Moving Stipend
- HA – Housing Allowance
- LG – Retention Bonus / Longevity Pay
- LP – Leave Payout – for accrued vacation time and sick leave for those retiring or resigning staff
- NB – National Board-Certified Teacher (NBCT) pay
- ON – Other National Certification pay (national board related pay for any employee type, excluding NBCT pay)
- PF – Performance Bonus
- RI – Rural Inconvenience (Isolation) pay or fuel stipend
- RT – Retiring Incentive, a salary bonus given by the district to employees to announce retirement by a certain date
- SO – Sign on bonus

- SS – Summer School
- SW – Sabbatical Pay
- TE – Education Incentive
- TM – Teacher Mentor (does not include duties associated with Instructional Facilitator duties)
- XD – Extra Duty – NOT usable with the Additional Pay assignment code, rather for use only with actual duty assignments (all assignments codes other than the code for Additional Pay)
- YH – Holiday / Year End Bonus

EmployeeClass

Employee class is based on the assignment code and teacher type. This field is provided by the WDE.

AssignmentFTE

Assignment FTE is a field that is provided by the WDE. It is a numeric percentage of time that is spent on the individual assignment. The calculations used to determine Assignment FTE are described in Appendix B.

The difference between the assignment FTE and the Employment FTE is that 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 one assignment, the two will be the same.

Experience File

The third file is the Experience File. The purpose of this file is to submit information for the number of FTE years and the kind of work experience performed by the staff member prior to the current school year.

There are 11 elements.

- | | |
|-----------------------------|---|
| ● WISEStaffID | ● WYInstitutionalExperience |
| ● StaffFirstName | ● OutofStatePublicSchoolExperience |
| ● StaffLastName | ● OutofStateInstitutionalExperience |
| ● ExperienceGroupCode | ● WYNonPublicSchoolProfessional |
| ● DistrictExperience | ● OutofStateNonPublicSchoolProfessional |
| ● OtherWYDistrictExperience | |

WISEStaffID

The WDE 8-digit state assigned staff record identifier for this employee. The WISER ID is verified against the WISER ID Registration System. This is a mandatory element.

StaffFirstName

This is the staff member's legal first name. Use the staff member's legal first name vs. preferred. For example, use William rather than Bill. The staff member's first name will be verified against the WISER ID Registration System. The Employment File is the authoritative location for the data and is the only file where the spelling of names needs to be corrected. This is an optional element.

StaffLastName

This is the staff member's legal last name as it appears on their Social Security Card. The staff member's legal last name will be verified against the WISER ID Registration System. The last name element exists in all four files; however, the Employment File is the authoritative location and the only file where the spelling of names needs to be corrected. This is an optional element

ExperienceGroupCode

Experience Group Code is where the assignment's experience accumulates. Experience group codes are listed in the Reportable Combinations document located under the WDE602 or WDE652 collections on the [Forms Inventory](#) page of the WDE website.

DistrictExperience

The number of FTE years, prior to the start of the current school year, experience in the district where they are currently employed.

OtherWYDistrictExperience

The number of FTE years, prior to the start of the current school year, experience in any other Wyoming public school district.

WYInstitutionalExperience

The number of FTE years, prior to the start of the current school year, experience at a Wyoming private school, K-12 educational institution, or post-secondary educational institution that is accredited by an agency recognized by the United States Department of Education. The WDE recommends recognizing experience from "schools governed by a school district regulated by a State Department of Education or accredited by a regional accrediting agency" (Experience only counted from the effective accreditation date conferred)

OutofStatePublicSchoolExperience

The number of FTE years, prior to the start of the current school year, experience in an accredited K-12 public school outside of Wyoming that is accredited by an agency recognized by the United States Department of Education. This is true for international institutions as well. The total FTE years of experience needs to be reported regardless of the district's policy governing the number of FTE years of experience they will accept for placement on the district's salary schedule. The WDE recommends recognizing experience from "schools governed by a school district regulated by a State Department of Education or accredited by a regional accrediting agency"

OutofStateInstitutionalExperience

The number of FTE years, prior to the start of the current school year, experience at a private school, K-12 educational institution, or post-secondary educational institution outside of Wyoming that is accredited by an agency recognized by the United States Department of Education. This is true for international institutions as well. The WDE recommends recognizing experience from "schools governed by a school district regulated by a State Department of Education or accredited by a regional accrediting agency"

WYNonPublicSchoolProfessional

The number of FTE years, prior to the start of the current school year, experience at a Wyoming non-educational institution, such as a clinic or hospital. This experience should only be reported for licensed staff assignments (see Appendix A).

OutOfStateNonPublicSchoolProfessional

The number of FTE years, prior to the start of the current school year, experience outside of Wyoming at a non-educational institution, such as a clinic or hospital. This experience should only be reported for licensed staff assignments (see Appendix A).

“Extended leave” encompasses a variety of forms of leave either with or without pay that last longer than 10 consecutive workdays. Employees may use their paid leave, be on leave without pay status, maintain reduced work schedules, or be absent from work intermittently during their extended leave. Employees on extended leave of less than six months shall accrue district experience in their experience group code for funding model purposes. Experience shall be accrued according to actual full time equivalent employment. Those employees on medical leave, within the scope of rights for the Family and Medical Leave Act (FMLA), longer than 10 consecutive workdays but less than six months shall accrue district experience in their experience group code. Employees on extended leave for six months or more and those on an approved sabbatical leave shall not accrue experience.

Districts shall maintain appropriate documentation detailing leave and experience accruals used in the funding model for a period of seven years.

NOTE: For HOURLY (classified) staff, only DistrictExperience and OtherWYDistrictExperience need to be reported.

Education File

The fourth file is the Education file. The purpose of the Education File is to collect the educational background of all teachers, tutors, principals, assistant principals, interim principals, superintendents, assistant superintendents, and instructional facilitators. There are 18 elements.

- WISEStaffID
- StaffFirstName
- StaffLastName
- BachelorDegreeInstitution1
- BachelorDegreeInstitution2
- BachelorDegreeMajor1
- BachelorDegreeMajor2
- BachelorDegreeYear1
- BachelorDegreeYear2
- MasterDegreeInstitution1
- MasterDegreeMajor1
- MasterDegreeYear1
- MasterDegreeInstitution2
- MasterDegreeMajor2
- MasterDegreeYear2
- DoctorateDegreeInstitution
- DoctorateDegreeMajor
- DoctorateDegreeYear

WISEStaffID

The WDE 8-digit state assigned staff record identifier for this employee. The WISER ID is verified against the WISER ID Registration System. This is a mandatory element.

StaffFirstName

This is the staff member’s legal first name. Use the staff member’s legal first name vs. preferred. For example, use William rather than Bill. The staff member’s first name will be verified against the WISER ID

Registration System. The Employment File is the authoritative location for the data and is the only file where the spelling of names needs to be corrected. This is an optional element.

StaffLastName

This is the staff member's legal last name as it appears on their Social Security Card. The staff member's legal last name will be verified against the WISER ID Registration System. The last name element exists in all four files; however, the Employment File is the authoritative location and the only file where the spelling of names needs to be corrected. This is an optional element

BachelorDegreeInstitution1

The Educational institution where the first bachelor degree was earned, reported with an OPEID code.

OPEID codes are up to eight characters and can be alphanumeric although most codes are comprised of seven digits. OPEID codes can be retrieved from the [Forms Inventory](#) page of the WDE website located under the WDE602 or WDE652 collections. The WDE recognizes that not all vocational education teaching positions require a bachelor degree. This field can be left blank.

If the institution you are searching for is not on the list, the WDE first recommends that you search via the browser of your choice for the institution name, location, followed by the OPEID. For example, University of Wyoming, Laramie, Wyoming, OPEID code. Wikipedia is also an excellent source for school closure information as well as name changes. If a school has changed names, the OPEID may be used for the new school's name. If a school has closed and another school has taken on the transcript management for the closed school, report the school that is now warehousing and managing the transcripts.

If you still cannot find the OPEID number, use the code 88888888 for Unknown-No Code. Many foreign institutions also do not have an OPEID. In this case, use the code 77777777 for Foreign Institution.

Note: Yankton College has closed and has created a foundation to manage their transcripts and therefore has no OPEID.

BachelorDegreeInstitution2

Education institution where the second bachelor degree was earned, reported with an OPEID code. If a staff member earns their first and second degree simultaneously this number will be the same as BachelorDegreeInstitution1. This field can be blank if no such degree was earned.

Note: if a staff member has more than two bachelor degrees, report the two that are most relevant to their current position with the school district.

Because of the large number of elements in the Education File, the following elements are not in order but are grouped instead, so they may be more easily defined.

MasterDegreeInstitution1

MasterDegreeInstitution2

DoctorateDegreeInstitution

Report the education institution where the above degree(s) were obtained using an OPEID code. If more than two Master degrees or more than one Doctorate degree were earned, report the degrees that are most relevant to the staff member's current position with the district. These fields can be blank.

BachelorDegreeMajor1**BachelorDegreeMajor2****MasterDegreeMajor1****MasterDegreeMajor2****DoctorateDegreeMajor**

The Education file asks for up to two Bachelor minor and two Bachelor major degrees, as many as two Master degrees, and one Doctorate. Instead of typing the same name of the degree use the CIP code. CIP codes can be retrieved from the [Forms Inventory](#) page of the WDE website located under the WDE602 or WDE652 collections. If a staff member has more degrees than the fields provided, please list the degrees most relevant to their current position with the district.

BachelorDegreeYear1**BachelorDegreeYear2****MasterDegreeYear1****MasterDegreeYear2****DoctorateDegreeYear**

Report the year the degrees were earned in the YYYY format. If the bachelor degrees were earned simultaneously, the year will be the same for both. If applicable, this field can be blank.

Data Submission Process

Once the staffing files have been compiled, the next step is to log into the State Report Manager (SRM). This website is restricted to authorized users conducting official business with the Wyoming Department of Education. A WyEd username and password are required. To obtain the right to upload data to the Department, contact your WyEd Administrator and make sure the correct roles are assigned.

Overwriting Data

The potential exists for users to overwrite each other's data. For example, Jill and Bob are both staff members of the same school district. On Monday morning, Jill downloads the Staff/Employment file. She decides to update personnel within the 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 out of the SRM. On Friday, Jill completes her edits within the file she downloaded on Monday, and then she 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 this 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 devises its own plan to meet the requirements of these collections. This plan should include an editing schedule or systematic flow of tasks to help ensure that overwriting of data is prevented.

Preloaded Files

The Fall WDE602 require districts to preload their data. District users will log into the SRM and click the *New Trial* link. Users will then have a choice between *Preload* and *Upload*. By clicking the *Preload* link, districts will have access to data in the WDE's data warehouse. The data will include updated Employment,

Assignment, Experience, and Education files with the prior years' experience added in, as well as, the removal of staff that the district reported with a separation date in the previous school year. **The preloaded files will also include the changes made to the Employment and Assignment file headers.** After files are preloaded, they can be downloaded and saved to the user's system. Districts will only need to use the *Preload* link the first time they log into the SRM.

For the Spring WDE652, districts have the option to preload their data or continue working from a copy of the WDE602 file that was submitted in the fall. If districts wish to continue working from a copy of their WDE602, they should first save a copy of the data they submitted in the fall by renaming the file WDE652, and then make the necessary changes to the data to reflect what actually occurred with the district during the school year July 1st – June 30th.

Salary Schedule Files

Salary Schedule Files are uploaded in the Fall WDE602 only. 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 *Run a Trial* link next to the WDE602 Salary Schedule heading on the main page of the SRM. The user will then 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 receive an error message after clicking the *Import* button. While the data are being uploaded, the SRM will check the data for errors. Appendix C has screenshots 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 Employment, Assignment, Experience, and Education 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 resolved, the salary schedule needs to be sent to the WDE. Please reference the **Send to the WDE** section below for more information.

If the district has both I and T salary schedules, both schedules need to be uploaded.

Employment, Assignment, Experience, and Education Files

After the salary schedule has been sent to the WDE (WDE602 collection only), the Employment, Assignment, Experience, and Education files can be uploaded into the SRM. The process for uploading these files is similar to the process for uploading the salary schedule.

Log into the SRM and click on the *Run a Trial* link next to the WDE602 or WDE652 Staff Employment, Assignment, Experience and Education heading on the main page of the SRM. Then click on the orange *New Trial* button. In the next screen, the user will upload the four required files. Please note that all associated files must be uploaded or the user will receive an error message after clicking the *Import* button.

While the data are being uploaded, the SRM will check the data for errors. In the WDE602 submission, the user will receive numerous errors referencing the salary schedule if it was not sent to the WDE before uploading the Employment/Assignment/Experience/Education files. Appendix C has screenshots to guide the user through uploading the files into the SRM.

Errors in Data

Once the data has 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 the WDE and the districts. Errors must be resolved before the SRM will allow the user to send data to the WDE.

There are two ways to make corrections to the data – offline or online (all editing to the Salary file must be done offline). It is recommended that all editing be done offline unless a corrected copy of the data is downloaded after corrections have been made. Otherwise, if the uncorrected copy is then uploaded, the correction of the errors will have to be redone.

Offline – the user will make corrections to the files and then upload the corrected files for processing again (recommended).

Online – on the main menu, click the *Records* link. Click on one of the files listed on the left-hand side of the screen to view a list of records. Scroll through the list to find the record that needs editing. Once the editing is complete, click the *Save* button. After all edits have been made, clicking the *Revalidate* button will start the error check process (the Salary Schedule cannot be corrected online).

Appendix C provides assistance in identifying and reconciling errors and warnings, as well as, providing insight on editing the Staffing files online.

Send to the WDE

Once all errors have been corrected and all warnings have been examined, the data is ready to be sent to the WDE. For both the Salary and Staffing files, the *Send to WDE* button will turn blue when the SRM determines that everything is in order. Remember the Salary files are only sent in the WDE602 and must be sent prior to the Staffing files. Once each district has sent in their data, the contents will be verified against other data collections. If any errors or questions persist in the data, the Data Collection Steward will contact the district for clarification.

Error Correction Timeline

Corrections to the fall WDE602 data are restricted to a firm timeline in order to release Stat 2 data as well as the newspaper report. The same is true for the spring WDE652 data - in order to get the data cleaned in an expeditious manner to properly accrue the FTE experience and prepare for the next fall's preload. Opportunities for districts to make corrections to the WDE652 data exist between the dates of August 1– August 31.

Staffing Data Reported Back to the Districts

The Newspaper Report will be accessible to the districts in mid-March through the state website. The Collection Steward will notify all collection contacts when the report is available for download. The WDE602 data, in its entirety, will be reported back to districts through the state website by mid-April. District personnel directly responsible for collecting and reporting the data will be granted access to download and review the reports. If there are additional personnel within the district who need access to this data, please contact the Collection Steward, Elizabeth Foster at elizabeth.foster@wyo.gov.

Download Finalized Data

It is recommended that the finalized data files be downloaded and saved in a secure location for auditing purposes. These files may prove useful to reconcile any questions that may arise.

Updating fall WDE602 data to facilitate spring WDE652 submission

First, save original copies of the final (submitted) set of Fall WDE602 files. Then, make a second copy of these files to use in updating changes to employment details throughout the school year. Districts will find that continuously updating the fall WDE602 data will vastly simplify the final preparation and submission of the spring WDE652 data. Remember to only update copies of the fall WDE602 submission files, not the original files.

Student Teachers, Exception Authorizations, PIC Permits

W.S. 21-2-802 defines a teacher as having a degree from an accredited college or university and that they must be licensed (certified) by the Wyoming Professional Teaching Standards Board (PTSB). If the district has a staff member that is teaching but does not have a degree, this staff member will still have to have a permit issued by PTSB (W.S. 21-7-303). Typically, this is a Consultant Specialist permit. This permit allows the staff member to teach.

Student Teachers must be actively pursuing their degree and supervised by a certified teacher. Additionally, they are required to hold a Substitute Permit issued by PTSB. These staff members should be reported under the STT assignment code, and experience will not be accrued.

An Exception Authorization (EA) is issued to individuals by PTSB who have not met all the requirements for full licensure. It is valid for one year as this allows the applicant to teach in a Wyoming school district while the requirements to obtain full licensure are completed. In addition, an Exception Authorization is valid **ONLY** for the specific job position which the applicant originally applied for when requesting the Exception. It is not transferable to any other job position within the district or for the same position in any other district.

Applicants may be issued an Exception Authorization under the following circumstances **ONLY**:

- Applicants who meet all requirements for a Wyoming Educator License except submission of the required passing test score.
- Applicants who are assigned to teach in an area in which they are not endorsed but are seeking full licensure in that same endorsement area. For example:
 - Applicants who have completed a degree in a teaching field but have not completed the teacher education content.
 - Out-of-state applicants who did not complete an accredited teacher education program and have not taught 3 out of the last 6 years in the endorsement area they are seeking while holding full licensure in that same state.
- Currently certified educators who are assigned to teach one or two classes outside of their endorsement area.

Professional Industry Career (PIC) Permits issued by PTSB are for individuals who have met all requirements to hold the permit (have at least a GED and a number of years working in the field). Staff members holding PIC Permits are eligible to teach grade levels 6-12 only in the field(s) of the occupational specialty for which the applicant has met all requirements. Additionally, a Bachelor's Degree, or higher degree, in the specific discipline is required for applicants seeking a permit in Agriculture, Business, or Family and Consumer Science.

Frequently Asked Questions

Header Errors

These errors are typically received when the header information is out of order or labels are spelled incorrectly. Please verify that the headers match the file layout. Files must be submitted in .csv format.

Staff Members who change jobs mid-year

If a staff member changes positions in the middle of the school year, adjustments will need to be made to their assignment hours/contract days and maybe percent of time for their 'old' assignment and add their 'new' assignment with assignment hours/contract days and maybe percent of time for the remainder of the year. Adjustments will need to be made to their regular salary and add a new experience record if needed (relevant to the WDE652).

The Term 'Option' on a staff member's transcript

A post-secondary institution may offer concentrated study within a major. Options typically require less hours of study than a Minor and do NOT need to be reported on the WDE602/WDE652.

Correcting Files offline

Any time a corrected staff file needs to be uploaded, the other three files need to be uploaded as well even if no changes were made to those files. The upload always has to contain the four required files: Employment, Assignment, Experience, and Education.

Regular Salary vs. Scheduled Salary

The regular salary is the annual pay for the core contract duties. The scheduled salary is the salary that corresponds with where the staff member is 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 regular and scheduled salaries should be the same.

Assignment Hours

Assignment Hours – for HOURLY positions, includes all work hours and any vacation, holiday or sick hours for which the staff member is compensated.

Examples for reporting Assignments

Question:

How do I report my math teacher who teaches one extra class per day and has an extra salary associated with that class?

Answer:

Report with an assignment code of MAT 100% time and the second assignment code would also be MAT with no time or contract days, E in the RegularOrExtraSalary field.

Question:

What if a staff member works in all the schools with the same assignment, can I assign that staff member to the district? (Example would be a school nurse)

Answer:

The staff member needs to be assigned to each school they work at with their percent of time divided accordingly. No school level personnel should be assigned to the district – that means school secretaries, teachers, etc. District personnel should be assigned to the district – such as business managers, superintendents, curriculum coordinators, etc. The Reportable Combination document has an Organization Level column that states whether assignments are school level, district level, or both.

Corresponding Assignments & Experience Codes

The Reportable Combinations document located under the WDE602 or WDE652 collections on the [Forms Inventory](#) page of the WDE website lists all assignment codes with their corresponding Experience Codes. Corresponding teacher type codes can also be found within this document.

Special Education Licensed Professionals

To report a licensed professional assignment using a Special Education specific assignment code, the position must be specified in a student's IEP. For example, a regular school nurse's time cannot be broken down between School Nurse and Special Education School Nurse.

Examples of reporting experience

- St. Stephen School is a BIA school and it is accredited. Experience should be reported.
- St. Mary's School (or any other private/religious school that is accredited). Experience should be reported.
- Cathedral School (or any other private/religious school that is not accredited). Experience is NOT reported.
- NOLS (National Outdoor Leadership School) is not accredited by an agency recognized by the USED, so therefore, this experience is not reported.
- Head Start and Early Intervention (especially those personnel who have other state licensure, but also the experience for those who do not have other state licensure by PTSB). This experience would not be reported since it is not a K-12 or post-secondary institution.
- State Hospital – experience should be reported only for staff such as an Occupational Therapist, Physical Therapist, or a nurse and it would be reported in the WYNonPublicSchoolProfessional field.
- Department of Defense Schools – (OutOfStateInstitutionalExperience) this experience should only be reported if the staff member is teaching K-12 or post-secondary courses and the institution is accredited by an agency recognized by the USED. We recommend recognizing experience from “schools governed by a school district regulated by a State Department of Education or accredited by a regional accrediting agency”
- Any Collegiate Instruction Experience – (OutOfStateInstitutionalExperience) this experience would only be reported if the post-secondary institution is accredited by an agency recognized the by the

USED. We recommend recognizing experience from “schools governed by a school district regulated by a State Department of Education or accredited by a regional accrediting agency”

Determining Experience

The experience accrued in the prior school year will be calculated by the WDE and included in the next year's WDE602 preloaded information. **It should not be changed for any staff member unless they are a new hire (between July 1st and October 1st on the WDE602 and July 1st and June 30th on the WDE652)** or if they have changed their assignment during the year that would change their experience group code, or the Wyoming Department of Audit has found an error in the years of experience reported. Staff members may work in more than one experience group code throughout the year. Do not report experience for positions that the staff member has not worked in during the current school year. If a staff member changes experience group codes, for example, a teacher with ten years of experience becomes a first-time principal, their years of experience for the new experience group code starts over at zero. Student teaching, residency, or field learning cannot be counted as experience.

When determining initial experience, districts can report FTE teaching experience for individuals holding an Exception Authorization (EA), a Professional Industry Career (PIC) permit, or a Consultant Specialist permit with an endorsement. Additionally, districts may include FTE for full-time substitute teachers. However, experience for student teachers with a Substitute Permit cannot be considered.

Determining Experience for College Teachers

Each post-secondary institution's definition of a full-time teacher will need to be evaluated to determine the FTE for experience gained from that college or university. For example, 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.

Virtual Education and the WDE602 Reporting

As of July 1, 2017, districts are no longer required to employ each of their virtual education teachers. If needed, districts may purchase courses or programs from vendors that employ the teachers. Districts are responsible for reporting all virtual education teachers regardless of their employer so their endorsements may be verified and, when employed by the district, their experience can be properly accrued. Virtual education teachers employed by an entity other than the district are reported on the WDE628 Virtual Education Vendor Teacher Collection.

Virtual Education Guidance

- [Virtual 307 website](#)
- [Virtual Learning](#)
- [Chapter 41 Rules for Virtual Education](#)
- [WDE628 Virtual Education Vendor Teacher Collection](#)

More Frequently Asked Questions

WHOM DO I CONTACT REGARDING THE WDE602/652 CONTENT QUESTIONS?

Elizabeth Foster, (307) 777-7009 or elizabeth.foster@wyo.gov

WHOM DO I CONTACT REGARDING SUBMISSION/UPLOAD QUESTIONS OR PROBLEMS?

Elizabeth Foster, (307) 777-7009 or elizabeth.foster@wyo.gov

WHOM DO I CONTACT REGARDING USERNAME AND PASSWORDS FOR THE WDE WYED PORTAL OR RIGHTS TO THE SRM (STATE REPORT MANAGER)?

The rights to upload data to the Department are assigned by the WyEd Administrator. Contact your district's WyEd Administrator who can assign rights. WDE's WyEd Administrators are listed below:

Susan Williams, (307) 777-6252 or susan.williams@wyo.gov

Elizabeth Foster, (307) 777-7009 or elizabeth.foster@wyo.gov

WHERE CAN I FIND MORE INFORMATION ON THE ELEMENTS WITHIN THIS COLLECTION?

The [Forms Inventory](#) page of the WDE website

WHOM DO I CONTACT IF I NEED A WISER ID?

Your district's WISE Coordinator or WISER ID Administrator

WHOM DO I CONTACT REGARDING THE WYOMING DEPARTMENT OF EDUCATION DATA COLLECTION EFFORTS AS A WHOLE?

Susan Williams, (307) 777-6252 or susan.williams@wyo.gov

Elizabeth Foster, (307) 777-7009 or elizabeth.foster@wyo.gov

WHOM DO I CONTACT FOR INFORMATION ON VIRTUAL EDUCATION?

Jessica Hooper, (307) 777-7418 or jessica.hooper@wyo.gov

Appendix A: Licensure Information

Assignment Codes that Require a License from the State of Wyoming

Assignment Code	Assignment Description	License Type Code
LPT	Physical Therapist	LPT
OTA	Certified Occupational Therapy Assistant (COTA)	OTA
OTR	Occupational Therapist	OTR
PTA	Physical Therapy Assistant	PTA
SLA	Speech Therapy Assistant	SLA
XOT	Special Education – Occupational Therapist	XOT
XPT	Special Education – Physical Therapist	XPT
XSA	Special Education – Speech Therapist Assistant	XSA
XTA	Special Education – Physical Therapy Assistant	XTA
XTR	Special Education – Certified Occupational Therapy Assistant (COTA)	XTR

Assignment Codes that Require a Wyoming State License or PTSB Endorsement

Assignment Code	Assignment Description	License Type Code
AUD	Audiology	AUD
COU	Counseling	COU
IPS	Intern – School Psychology	PST
PST	Psychological Technician Other than Special Education	PST
SNR	School Nurse	SNR
SPA	Speech Pathologist	SPA
SPS	School Psychologist Other than Special Education	SPS
SSW	School Social Worker	SSW
XAU	Special Education – Audiology	XAU
XCO	Special Education - Counseling	XCO
XDH	Deaf/Hard of Hearing Interpreter	XDH
XPS	Psychological Technician Special Education	XPS
XPY	Special Education – School Psychologist	XPY
XSN	Special Education – School Nurse	XSN
XSP	Special Education – Speech Pathologist	XSP
XSS	Special Education – School Social Worker	XSS

Appendix B: FTE Calculation

Experience Accrual

- District staff members may be credited with working up to a total of 1.0 FTE in the current school year. This FTE is then rolled forward as prior experience for the staff member in the following school year.
- A full 1.0 FTE is designed to be earned by a prototypical school or district staff member working full days over the length of the school year as defined by the number of schedule days or student days (depending on assignment and employee type).
- As such, any staff member working an extended school year or full calendar year also earns exactly 1.0 FTE. For these staff members, initially calculated individual assignment FTE values summing to over 1.0 FTE are adjusted proportionately to sum to 1.0. In the very rare case where a staff member works both non-classified and hourly assignments, FTE values calculated for non-classified assignments take precedence over hourly assignment FTE values when proportional adjustment is required. **See also “Fall 2019 FTE Calculation Evaluation”, below.**

FTE Calculation Components

- **FTE (Full Time Equivalent):** A measure of quantified, standardized employee workload. A calculated FTE of 1.0 means that a staff member is a full-time worker, while an FTE of 0.5 indicates that the staff member is half-time. To ensure statewide standardization and funding model alignment, calculation of FTE utilized at the state level is administered by the WDE. Calculation is undertaken using the following calculation components submitted by districts.
- **Professional Schedule assignment metrics**
 - SCHEDULE_DAYS: Each salary schedule used and reported by a district is accompanied by a schedule days figure representing the number of days an employee must be contracted to be considered full time (assuming full days are worked).
 - CONTRACT_DAYS: The number of days contracted.
 - TIME: The percent of each contract day worked,
- **Professional Non-Schedule assignment metrics**
 - 2019-20 Change: ASSIGNMENT_HOURS will be reported instead of TIME for Professional Non-Schedule assignments.
 - STUDENT_DAYS: As relates to school level staffing assignments this is the number of planned student days for the school. In case of district level assignments, the highest school level student day value in the district is used. This is the number of days an employee must work to be considered full time (assuming 8+ hours worked per day).
 - CONTRACT_DAYS: The number of days contracted.
 - ASSIGNMENT_HOURS: Total hours worked (include paid holiday hours).
- **Hourly (Classified) Assignment metrics:**
 - 2019-20 Changes: ASSIGNMENT_HOURS will be reported instead of ANNUAL_HOURS and HOLIDAY_HOURS (ASSIGNMENT_HOURS should include paid holiday hours). And, an additional data point, ASSIGNMENT_DAYS, will be collected (reported in the same field as CONTRACT_DAYS for the above two assignment types).
 - STUDENT_DAYS: See above under Professional Non-Schedule assignment metrics.

- ASSIGNMENT_DAYS: The number of days worked.
- ASSIGNMENT_HOURS: Total hours worked (include paid holiday hours).

FTE Calculation

- **Fall 2019 FTE Calculation Evaluation:** Changes to Professional Non-Schedule and Hourly (Classified) assignment metrics will allow the WDE to calculate FTE more accurately, and enable evaluation of the following FTE calculation processes where employees have assignments in more than one experience group (less than 3% of all district employees). Evaluation will take place during the Fall 2019 WDE602 collection and may result in changes to the FTE calculation method presented below. If changes occur, updated Fall 2019 FTEs will be provided to districts prior to funding model inclusion and the year end WDE652 collection.

- **Professional Schedule Assignment FTE Calculation**

- 1) % Full Time Day = TIME / 100
- 2) % Full Time Year (capped at 1.0) = CONTRACT_DAYS / SCHEDULE_DAYS
- 3) FTE (capped at 1.0) = % Full Time Day * % Full Time Year

▪ Examples:

SCHEDULE DAYS	CONTRACT DAYS	TIME (up to 100)	% Full Time Day	% Full Time Year (capped at 1.0)	FTE (capped at 1.0)
176	88	75	0.75	0.5	0.375
176	88	100	1	0.5	0.5
176	176	75	0.75	1	0.75
176	176	100	1	1	1
176	220	75	0.75	1	0.75
176	220	100	1	1	1

- **Professional Non-Schedule and Hourly (Classified) Assignment FTE Calculation**

- 1) Assignment Hours Per Day = ASSIGNMENT_HOURS / [CONTRACT_DAYS or ASSIGNMENT_DAYS]
- 2) % Full Time Day (not capped) = Assignment Hours Per Day / 8 hrs
- 3) % Full Time Year (capped at 1.0) = [CONTRACT_DAYS or ASSIGNMENT_DAYS] / STUDENT_DAYS
- 4) FTE (capped at 1.0) = % Full Time Day * % Full Time Year

▪ Examples:

STUDENT DAYS	CONTRACT or ASSIGNMENT DAYS	ASSIGNMENT HOURS	Assignment Hours Per Day	% Full Time Day	% Full Time Year (capped at 1.0)	FTE (capped at 1.0)
176	88	616	7	0.875	0.5	0.4375
176	88	704	8	1	0.5	0.5
176	88	792	9	1.125	0.5	0.5625
176	176	1232	7	0.875	1	0.875
176	176	1408	8	1	1	1
176	176	1584	9	1.125	1	1
176	220	1540	7	0.875	1	0.875
176	220	1760	8	1	1	1
176	220	1980	9	1.125	1	1

• **Proportional Adjustment to Assignment FTEs Summing Over 1.0 FTE**

- See also above section “Fall 2019 FTE Calculation Evaluation”
- Staff member with only Professional (schedule or non-schedule) assignments:

Staff Member Assignments	Unadjusted Assignment FTE	* FTE Multiplier	Adjusted Assignment FTE
1) Professional	0.5	0.952381	0.4762
2) Professional	0.55	0.952381	0.5238

Total FTE	1.05	1
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* Professional FTE multiplier = minimum of 1 and (1 / Total Professional FTE)	.0952381 = of 1 and {= 1 / 1.05} minimum .0952381
--	--

- Staff member with only Hourly assignments:

Staff Member Assignments	Unadjusted Assignment FTE	* FTE Multiplier	Adjusted Assignment FTE
1) Hourly	0.5	0.952381	0.4762
2) Hourly	0.55	0.952381	0.5238

Total Hourly FTE	1.05	1
------------------	------	---

* Classified FTE multiplier = minimum of 1 and (1 / Total Hourly FTE)	.0952381 = of 1 and {= 1 / 1.05} minimum .0952381
--	--

- Staff member with both professional and hourly (classified) assignments, where initial total professional assignment FTE is 1.0 or greater (professional FTEs are proportionally adjusted, and the hourly assignments become extra salary assignments with no FTE):

Staff Member Assignments	Unadjusted Assignment FTE	* FTE Multiplier	Adjusted Assignment FTE
1) Professional	0.5	0.952381	0.4762
2) Professional	0.55	0.952381	0.5238
3) Hourly	0.15	0	0
4) Hourly	0.05	0	0

Total Professional FTE	1.05	1
Total Hourly FTE	0.2	0
Total FTE	1.25	1

* Professional FTE multiplier = minimum of 1 and (1 / Total Professional FTE)	.0952381 = minimum	of 1 and 0.952381	{=1 / 1.05 }
* Hourly FTE multiplier = [maximum of 0 and (1 – Total Professional FTE)] / Total Hourly FTE	0 = [maximum of 0	and -.05 {=1 – 1.05}] / 0.2	

- Staff member with both professional and hourly (classified) assignments, where initial total professional assignment FTE is less than 1.0 (professional assignments retain their initial FTE values, and hourly assignment FTEs are proportionally adjusted):

Staff Member Assignments	Unadjusted Assignment FTE	* FTE Multiplier	Adjusted Assignment FTE
1) Professional	0.5	1	0.5
2) Professional	0.2	1	0.2
3) Hourly	0.25	0.75	0.1875
4) Hourly	0.15	0.75	0.1125

Total Professional FTE	0.7	0.7
Total Hourly FTE	0.4	0.3
Total FTE	1.1	1

* Professional FTE multiplier = minimum of 1 and $(1 / \text{Total Professional FTE})$	1 = minimum of 1 and 1.4286	$\{= 1 / 0.7\}$
* Hourly FTE multiplier = $[\text{maximum of 0 and } (1 - \text{Total Professional FTE})] / \text{Total Hourly FTE}$	$0.75 = [\text{maximum of 0 and } 0.3 \{= 1 - 0.7\}] / 0.4$	

Appendix C: SRM Screen Shots for WDE602/652 staffing collections

SRM Submission

Step 1. Access the SRM site through WDE's [website](#)

The screenshot shows the Wyoming Department of Education website. The header includes the Wyoming logo and the text 'WYOMING DEPARTMENT OF EDUCATION'. The navigation bar contains links: 'IN THE CLASSROOM', 'BEYOND THE CLASSROOM', 'DATA & REPORTING' (highlighted), 'FOR EDUCATORS', 'INSIDE THE WDE', and 'STATE BOARD'. The main content area is titled 'Data & Reporting' and features a 'Resources' section with a list of links: 'Data Reports', 'Continued Review of Educational Resources in Wyoming', 'Every Student Counts/State Report Card Under No Child Left Behind', and 'Important Links'. A red arrow points from the 'Data Reports' link to a sidebar titled 'Data & Reporting Tools'. The sidebar contains links for 'DCS DATA COLLECTION SUITE', 'FUSION', 'WISER REGISTRATION SYSTEM Wyoming Department of Education', 'ESP Solutions Group State Report Manager™', and 'WYOMING TRANSCRIPT CENTER'.

Step 2. Login to the State Report Manager under the Data & Reporting link (Login with either WISER ID or State email and password setup from WyEd).

The screenshot shows the login page for the Wyoming Department of Education. The page features the Wyoming Seal and the text 'WYOMING DEPARTMENT OF EDUCATION'. The login form includes fields for 'WISER ID or staff email address' and 'Password', a 'Forgot Password?' link, and a 'Sign in' button. A link for 'Need access? Click here for more information.' is also present.

Step 3. Click on the “Run a Trial” link next to the desired collection. You will only see collections that you have rights to.

WYOMING
DEPARTMENT OF EDUCATION

Albany County School District #1

State Report Manager™

Home / District 0101000 / Albany County School District #1

Current State Reports

TEACHER/COURSE/STUDENT	STAFF	FINANCE	SIF
WDE602 Salary Schedule (Oct 2017)	Started on Oct 1, 2017	Due on Oct 27, 2017	Run a Trial 0 Trials
WDE602 Salary Schedule (Oct 2018)	Starts on Oct 1, 2018	Due on Oct 27, 2018	Run a Trial 0 Trials
WDE602 Staff Employment, Assignments, and Experience (Oct 2017)	Started on Oct 2, 2017	Due on Oct 27, 2017	Run a Trial 1 Trials
WDE602 Staff Employment, Assignments, and Experience (Oct 2018)	Starts on Oct 2, 2018	Due on Oct 27, 2018	Run a Trial 1 Trials
Trial Name	Created On	Latest Activity	Submission Status
Latest Trial	09-12-2018 2:02pm	Validated at 09-12-2018 2:02pm	NOT SENT
WDE652 Staff Employment, Assignments, and Experience (May 2017)	Started on May 14, 2017	Due on Jun 27, 2017	1 Trials
WDE652 Staff Employment, Assignments, and Experience (May 2018)	Started on May 10, 2018	Due on Jun 30, 2018	1 Trials
Trial Name	Created On	Latest Activity	Submission Status
Sent Trial	07-02-2018 11:44am	Sent at 07-02-2018 11:58am	SENT

Other Links

SIF Syncs

District Drill Down

Albany County School District #1 (0101000) GO

Step 3a. In the **WDE602** you will click on “Preload” to import data 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. Once files are preloaded you will save them to your hard drive and update the files.

*In the Spring **WDE652** collection you will work from a saved copy of the WDE602. Rename the file WDE652....and make adjustments by adding separation dates, hire dates, and adjusting regular salaries, time, contract days or hours for anyone who did not work their full contract.*

Home / District 0101000 / WDE602 Salary Schedule (Oct 2018) - Import Source Data

Please select how we will receive your data:

☒ **Preload** – Preload the trial with records from the state's data warehouse.

☐ **Upload** – Upload text files.

CANCEL

Step 3b. In the **WDE652**, once you click the “Run a Trial” link you will be taken to an upload page where you can browse your hard drive to find your updated Employment, Assignment, Experience and Education files. Once all four files have been selected the “Import” link will be highlighted and the files can be uploaded.

Home / District 0101000 / WDE602 Salary Schedule (Oct 2018) - Import Source Data

Please select how we will receive your data:

☐ **Preload** – Preload the trial with records from the state's data warehouse.



☒ **Upload** – Upload text files.

Please upload your data files. You can upload tab-delimited (.TXT) or comma-separated (.CSV) files. If a file is large, you may zip it first. Uploaded files must be smaller than 20 MB.

602SalaryScheduleHeader_L_	BROWSE...
602SalarySchedule_L_	BROWSE...
602SalaryScheduleHeader_T_ (optional)	BROWSE...
602SalarySchedule_T_ (optional)	BROWSE...

IMPORT CANCEL


Step 3b2. After the Import link is clicked in the WDE652 the SRM will run its initial error checks on your data. Errors will need to be corrected in order to certify your data and send it to the WDE.


Albany County School District #1


Home / District 0101000 / Albany County School District #1

Current State Reports

TEACHER/COURSE/STUDENT	STAFF	FINANCE	SIF
WDE602 Salary Schedule (Oct 2017)			
Started on Oct 1, 2017		Due on Oct 27, 2017	
1 Trials		▼	
WDE602 Salary Schedule (Oct 2018)			
Starts on Oct 1, 2018		Due on Oct 27, 2018	
Run a Trial		1 Trials ▲	
Trial Name	Created On	Latest Activity	Submission Status
Latest Trial	09-17-2018 8:40am	Validated at 09-17-2018 8:40am	NOT SENT
0		0	
⚙️		+	
WDE602 Staff Employment, Assignments, and Experience (Oct 2017)			
Started on Oct 2, 2017		Due on Oct 27, 2017	
1 Trials		▼	
WDE602 Staff Employment, Assignments, and Experience (Oct 2018)			
Starts on Oct 2, 2018		Due on Oct 27, 2018	
Run a Trial		1 Trials ▲	
Trial Name	Created On	Latest Activity	Submission Status
Latest Trial	09-12-2018 2:02pm	Validated at 09-12-2018 2:02pm	NOT SENT
18		321	
⚙️		+	




Downloading Files to your Hard Drive

Files can be downloaded after data is preloaded for the WDE602. You will also need to download your data if you have made corrections in the SRM and not the WDE602/652 files on your hard drive.

Step 1. Click the “Download” link.

WDE602 Staff Employment, Assignments, and Experience (Oct 2018)				Starts on Oct 2, 2018	Due on Oct 27, 2018	Run a Trial	1 Trials	▲
Trial Name	Created On	Latest Activity	Submission Status	Warnings	Errors			
Latest Trial	09-12-2018 2:02pm	Validated at 09-12-2018 2:02pm	NOT SENT	18	321	⚙️		
WDE652 Staff Employment, Assignments, and Experience (May 2017)				Started on May 14, 2017	Due on Jun 27, 2017	1 Trials	▼	
WDE652 Staff Employment, Assignments, and Experience (May 2018)				Started on May 10, 2018	Due on Jun 30, 2018	1 Trials	▲	
Trial Name	Created On	Latest Activity	Submission Status	Warnings	Errors			





- Save
- Download
- Revalidate
- Delete

Step 2. Copy all the files in this folder and paste them in a different location that is convenient for you.

Check/Correct Errors in Data

Step 1. Click on the "Latest Trial" link.




Albany County School District #1


[Home](#) / [District 0101000](#) / Albany County School District #1

Current State Reports

TEACHER/COURSE/STUDENT	STAFF	FINANCE	SIF		
WDE602 Salary Schedule (Oct 2017)	Started on Oct 1, 2017	Due on Oct 27, 2017	1 Trials		
WDE602 Salary Schedule (Oct 2018)	Starts on Oct 1, 2018	Due on Oct 27, 2018	Run a Trial 1 Trials		
Trial Name	Created On	Latest Activity	Submission Status	Warnings	Errors
Latest Trial	09-17-2018 8:40am	Validated at 09-17-2018 8:40am	NOT SENT	0	0
WDE602 Staff Employment, Assignments, and Experience (Oct 2017)	Started on Oct 2, 2017	Due on Oct 27, 2017	1 Trials		
WDE602 Staff Employment, Assignments, and Experience (Oct 2018)	Starts on Oct 2, 2018	Due on Oct 27, 2018	Run a Trial 1 Trials		
Trial Name	Created On	Latest Activity	Submission Status	Warnings	Errors
Latest Trial	09-12-2018 2:02pm	Validated at 09-12-2018 2:02pm	NOT SENT	18	321

Step 2. The left side lists the data files that were uploaded. The left area lists the different Errors and Warnings found in the data files. The right top side lists the number of records in each file. The right-side bottom lists the different reports available for these data files.


Albany County School District #1


[Home](#) / [District 0101000](#) / WDE602 Staff Employment, Assignments, and Experience (Oct 2018) - Latest Trial


Validated at 09-12-2018 2:02pm.

Violations	Search	
Errors		
TooManyProblemsForRule - Too many problems for a rule		3 Errors
R4005 - Missing SeparationDate		100+ Errors
R4008 - Incomplete salary schedule information		100+ Errors
R4212 - RegularSalary must be 0		100+ Errors
R4501 - No Principal reported for school		18 Errors
Warnings		
R4502 - No Teacher reported for school		18 Warnings

Records	
StaffAssignments	0
StaffEducations	0
StaffEmployments	828
StaffExperiences	0
DOWNLOAD	

Reports
Violations Summary (MS Excel)
Assignments: All Staff (PDF MS Excel)
Assignments: Classified Staff (PDF MS Excel)
Assignments: Professional Staff (PDF MS Excel)
Experience: All Staff (PDF MS Excel)

Step 3. Click the Error or Warning link to get more information on a particular error/warning.

WYOMING DEPARTMENT OF EDUCATION  **Albany County School District #1**

Home / District 0101000 / WDE602 Staff Employment, Assignments, and Experience (Oct 2018) - Latest Trial / WDE602 Staff Employment, Assignments, and Experience (Oct 2018) - Latest Trial

There are 18 violations of R4501.

Type	Rule	Description
Error	R4501	No Principal reported for school

Showing 1-18 of 18

<< < 1 > >>

Page 1 of 1 GO

School 0101001 does not have a staff member with a Principal assignment.

School 0101002 does not have a staff member with a Principal assignment.

School 0101005 does not have a staff member with a Principal assignment.

School 0101009 does not have a staff member with a Principal assignment.

Step 4. For the Salary files, please make your correction offline and upload the new Salary files.



WYOMING DEPARTMENT OF EDUCATION  **Albany County School District #1**

Home / District 0101000 / WDE602 Salary Schedule (Oct 2018) - Latest Trial / All 602SalaryScheduleHeader_L_s / 602SalaryScheduleHeader_L_s

Previous Next

Element	Value
DistrictID	0101000
ScheduleID	I
ScheduleName	Instructional (Teachers)
ScheduleDays	185

Previous Next

WYOMING DEPARTMENT OF EDUCATION  **Albany County School District #1** 

Home / District 0101000 / WDE602 Salary Schedule (Oct 2018) - Latest Trial / All 602SalarySchedule_L_s

Show: All 602SalarySchedule_L_s SEARCH ITEMS IN TABLE

Showing 1-26 of 26

<< < 1 > >>



Page 1 of 1 GO

500 Rows per page

Violations	DistrictID	ScheduleID	Step	BACHELOR	BACHELOR+15	BACHELOR+30	BACH+45/MAS	MASTER+15	MASTER+30	MAS+45/DOC
View	0	0101000	I	1	\$43,625.00	\$44,625.00	\$45,625.00	\$46,625.00	\$47,625.00	\$48,625.00
View	0	0101000	I	2	\$44,460.00	\$45,460.00	\$46,460.00	\$47,460.00	\$48,460.00	\$49,460.00
View	0	0101000	I	3	\$45,295.00	\$46,295.00	\$47,295.00	\$48,295.00	\$49,295.00	\$50,295.00
View	0	0101000	I	4	\$46,130.00	\$47,130.00	\$48,130.00	\$49,130.00	\$50,130.00	\$51,130.00
View	0	0101000	I	5	\$46,965.00	\$47,965.00	\$48,965.00	\$49,965.00	\$50,965.00	\$51,965.00
View	0	0101000	I	6	\$47,800.00	\$48,800.00	\$49,800.00	\$50,800.00	\$51,800.00	\$52,800.00
View	0	0101000	I	7	\$48,635.00	\$49,635.00	\$50,635.00	\$51,635.00	\$52,635.00	\$53,635.00
View	0	0101000	I	8	\$49,470.00	\$50,470.00	\$51,470.00	\$52,470.00	\$53,470.00	\$54,470.00
View	0	0101000	I	9	\$50,305.00	\$51,305.00	\$52,305.00	\$53,305.00	\$54,305.00	\$55,305.00
View	0	0101000	I	10		\$52,140.00	\$53,140.00	\$54,140.00	\$55,140.00	\$56,140.00
View	0	0101000	I	11			\$53,975.00	\$54,975.00	\$55,975.00	\$56,975.00
View	0	0101000	I	12				\$55,810.00	\$56,810.00	\$57,810.00

Edit Data Online

Step 1. Go back to the screen below. In the center of the page under the Violations header, click on the data file that needs a correction.


Albany County School District #1




[Home](#) / [District 0101000](#) / [WDE602 Staff Employment, Assignments, and Experience \(Oct 2018\) - Latest Trial](#)
 Validated at 09-12-2018 2:02pm.

Violations	
Errors	
TooManyProblemsForRule - Too many problems for a rule	3 Errors
R4005 - Missing SeparationDate	100+ Errors
R4008 - Incomplete salary schedule information	100+ Errors
R4212 - RegularSalary must be 0	100+ Errors
R4501 - No Principal reported for school	18 Errors
Warnings	
R4502 - No Teacher reported for school	18 Warnings

Records	
StaffAssignments	0
StaffEducations	0
StaffEmployments	828
StaffExperiences	0
DOWNLOAD	

Reports	
Violations Summary (MS Excel)	
Assignments: All Staff (PDF MS Excel)	
Assignments: Classified Staff (PDF MS Excel)	
Assignments: Professional Staff (PDF MS Excel)	
Experience: All Staff (PDF MS Excel)	

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


Albany County School District #1


[Home](#) / [District 0101000](#) / [WDE602 Staff Employment, Assignments, and Experience \(Oct 2018\) - Latest Trial](#) / [StaffEmployments violating R4212](#)

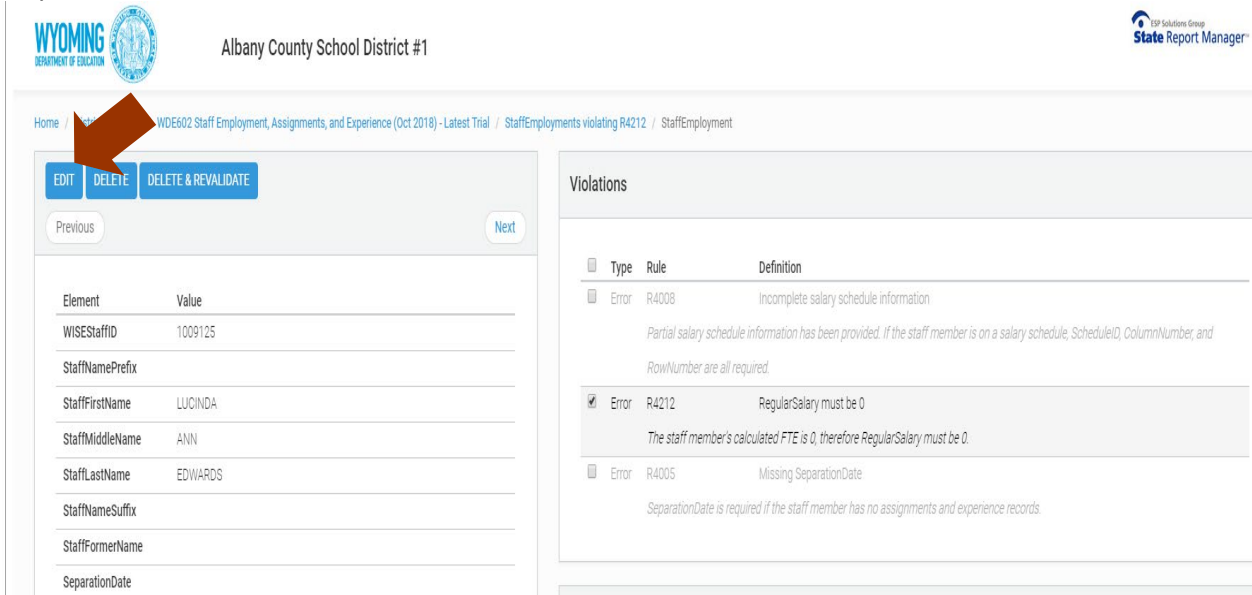
Show: [StaffEmployments Violating R4212](#) [SEARCH ITEMS IN TABLE](#)

Type	Rule	Description
Error	R4212	RegularSalary must be 0

Showing 1-100 of 100
 << 1 >>
 Page 1 of 1 [GO](#)
 500 Rows per page

	Violations	WISEStaffID	StaffLastName	StaffFirstName	BaseSchoolID	FTE
View	3	1009125	EDWARDS	LUCINDA	0101030	0.00
View	2	1014188	FISCUS	WADE	0101056	0.00
View	3	1035533	SCHERR	MARLA	0101030	0.00
View	2	1036009	KUNKEL	DANIELLE	0101055	0.00
View	2	1048414	TYNER	JENNIFER	0101030	0.00
View	3	1056174	BENTLEY	BETH	0101027	0.00

Step 3. Click the “Edit” link.



WYOMING DEPARTMENT OF EDUCATION Albany County School District #1

Home / District 0101000 / WDE602 Staff Employment, Assignments, and Experience (Oct 2018) - Latest Trial / StaffEmployments violating R4212 / StaffEmployment

EDIT **DELETE** **DELETE & REVALIDATE**

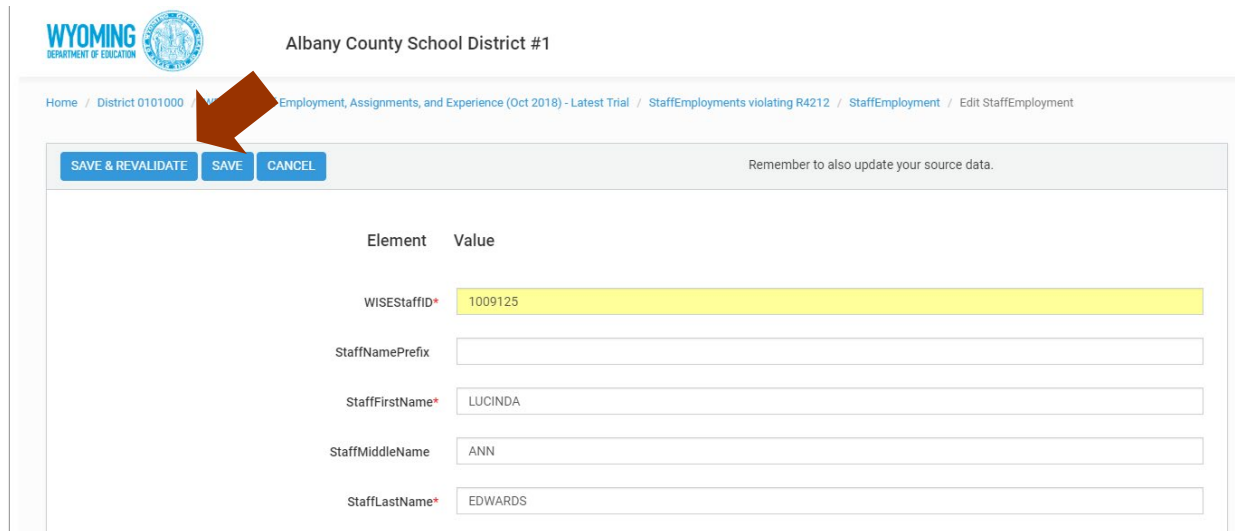
Previous Next

Element	Value
WISEStaffID	1009125
StaffNamePrefix	
StaffFirstName	LUCINDA
StaffMiddleName	ANN
StaffLastName	EDWARDS
StaffNameSuffix	
StaffFormerName	
SeparationDate	

Violations

Type	Rule	Definition
Error	R4008	Incomplete salary schedule information <i>Partial salary schedule information has been provided. If the staff member is on a salary schedule, ScheduleID, ColumnNumber, and RowNumber are all required.</i>
<input checked="" type="checkbox"/> Error	R4212	RegularSalary must be 0 <i>The staff member's calculated FTE is 0, therefore RegularSalary must be 0.</i>
Error	R4005	Missing SeparationDate <i>SeparationDate is required if the staff member has no assignments and experience records.</i>

Step 4. Make the necessary corrections and click the “Save” button. Once all on line corrections are completed click the “Save and Revalidate” button to rerun the error check. To undo any changes made, click the “Cancel” button.



WYOMING DEPARTMENT OF EDUCATION Albany County School District #1

Home / District 0101000 / WDE602 Staff Employment, Assignments, and Experience (Oct 2018) - Latest Trial / StaffEmployments violating R4212 / StaffEmployment / Edit StaffEmployment

SAVE & REVALIDATE **SAVE** **CANCEL**

Remember to also update your source data.

Element	Value
WISEStaffID*	1009125
StaffNamePrefix	
StaffFirstName*	LUCINDA
StaffMiddleName	ANN
StaffLastName*	EDWARDS

Step 5. Click on the Related Links to move between an employee's Employment, Assignment, Experience and Education file.



Related Links
StaffAssignments
StaffEducations
StaffEmployments
StaffExperiences

Send to WDE

Step 1. The submission process is the same for the salary and staff files. Salary files must be uploaded and sent to the WDE before staff files will be accepted.

Go into latest trial, make sure that all errors have been corrected and warnings have been looked over.

Step 2. Click the "Send to WDE" button.


Albany County School District #1



[Home](#) / [District 0101000](#) / [Albany County School District #1](#)

Current State Reports

TEACHER/COURSE/STUDENT	STAFF	FINANCE	SIF		
WDE602 Salary Schedule (Oct 2017)	Started on Oct 1, 2017	Due on Oct 27, 2017	1 Trials		
WDE602 Salary Schedule (Oct 2018)	Starts on Oct 1, 2018	Due on Oct 27, 2018	Run a Trial 1 Trials		
Trial Name	Created On	Latest Activity	Submission Status	Warnings	Errors
Latest Trial	09-17-2018 8:40am	Validated at 09-17-2018 8:40am	NOT SENT	0	0
WDE602 Staff Employment, Assignments, and Experience (Oct 2017)	Started on Oct 2, 2017	Due on Oct 27, 2017			
WDE602 Staff Employment, Assignments, and Experience (Oct 2018)	Starts on Oct 2, 2018	Due on Oct 27, 2018	Run a Trial		
Trial Name	Created On	Latest Activity	Submission Status	Warnings	Errors

[Save](#)
[Download](#)
[Send to WDE](#)
[Delete](#)

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



Albany County School District #1

[Home](#) / [District 0101000](#) / WDE602 Salary Schedule (Oct 2018) - Send to WDE

Name:

☐ I certify that this trial is accurate and can be sent to the Wyoming Department of Education. **This action cannot be revoked.**

SEND TO WDE

CANCEL