

School ERP Pro

Arizona SDER Training – Fall 2025

Recommended Audience: Finance, Payroll, and HR



SDER OVERVIEW

- ARS 15-941 - Directly affects \$ to the School District (TEI)
- A look at your District SDER data from last year – ADE Reports
- Elements of the SDER
- Review of SDER Finance Memorandum: Timelines & Requirements
- District CTDS numbers
- Optional: SDER Gap Analysis - A fee for data analysis will apply. The Gap Analysis identifies errors and inconsistencies in district Payroll and HR Data. A Teacher Experience Data Analysis is also included. Contact Jeanne Sorci at jsorci@icloud.com for the fee schedule and Data Requirements. - Districts must submit a PO to Jeanne Sorci with required data ten days prior to the class to receive an audit review of your district's data.



SDER PROCESSING – ACTION MENU OPTIONS

- Create SDER Report Data for 2025-26
- Employee Benefits
- Unit Code Crosswalk
- Generating Validation Reports



SETTING UP SCHOOL ERP PRO TO FACILITATE AUDIT AND CORRECTIONS

- Helpful Grid layouts for Payroll and HR modules



AUDITING AND CORRECTING THE ELEMENTS OF THE SDER IN VISIONS

- General Ledger
- Positions and Pay
- Employee Maintenance
- SDER Report Grid



LUNCH BREAK



SDER VALIDATION AND CORRECTION PROCEDURES

- Race, Ethnicity and Gender
- State Position Codes
- Teacher Experience
- Grade Level (AZ SDER Grade Level)
- Degree (all teachers)



PURCHASE SERVICE PERSONNEL

- Considerations for Position Control
- SDER reporting requirements for PSP
- Adding PSP Data to SDER Data Grid for ADE import file



GENERATING EXCEL FILE FOR ADE IMPORT

- Creating File for the State
- Procedures to correct errors identified by ADE
- File Status Required: Current Usable File