

STATE OF ALABAMA DEPARTMENT OF EDUCATION



Eric G. Mackey, Ed.D. State Superintendent of Education

September 12, 2024

<u>M E M O R A N D U M</u>

TO: City and County Superintendents of Education

FROM: Eric G. Mackey CFM State Superintendent of Education

SUBJECT: 2023-2024 Teacher Attendance Report

The Alabama State Board of Education (SBOE) passed the Resolution Declaring the Importance of Teacher and Student Attendance in November 2022. In compliance with the Resolution, the Alabama State Department of Education (ALSDE) must collect teacher and student attendance from each district and school annually. Furthermore, ALSDE is required to make this data available on its website for public use.

Since a statewide software to manage teacher attendance does not exist, each Local Education Agency (LEA) must submit a teacher attendance report from their accounting system. Nearly all LEAs in the state use NextGen from Harris School Solutions. Attached to this memo are work instructions for extracting the necessary teacher attendance file.

The minimum requirements for the teacher attendance file are as follows:

- 1. The LEA report must use dates encompassing your district's 2023-2024 school year.
- 2. The report must include the following data columns:
 - a. School Name or State School Code.
 - b. (CCTR Description) Teacher Full Name (Full Name).
 - c. (Leave Type Description)
 - d. Total Number of Absences by Type (Units Taken YTD).
- 3. The report must be in Excel or CSV format (To Grid)

Note: Items in parentheses are column headers from the NextGen output.

The output file may contain other columns; if it does, it is not necessary to format or remove them. Please save the file using the following: SchoolSystem_2024_TA. Once saved, please upload the file using the following link: <u>2023-2024 Teacher Attendance</u>.

File uploads are due no later than Friday, September 27, 2024.

If your system uses different software for collecting Teacher Absences or you have any questions, you may contact Mr. Srinivas Javangula at <u>srinivas.javangula@alsde.edu</u> for assistance.

EGM/BP/SJ

Attachment

cc: LEA Chief School Financial Officers

FY24-3062

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NextGen Work Instructions

Step 1: From the NextGen Home Screen, click Payroll. You will see Application or Transaction Name on the right panel.

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Step 2: Click on Application or Transaction Name to see a list. From the list, click Miscellaneous PR Reports. This will display another list on the screen.

Application or Transaction Name	A., Tr
Employee Check & Input Queries	
PR Setup	
Employee Maintenance	
Miscellaneous PR Reports	
PR Check Processing	
Monthly Procedures	
Quarterly Procedures	
Employee Personnel Report	PE
Calendar YE Procedures	
Employee Maint Audit Trl	PE
Fiscal YE Procedures	
Personnel Query	PP
Miscellaneous Procedures	
New Hire Report	PN
Payroll Site Specific	
Remote PR	

NextGen Work Instructions (cont'd)

Step 3: From the list, click Employee Leave Report.

Application or Transaction Name	A Tr				
Employee Leave Detail Report	P E				
Employee List w/ Status Totals	PR				
Payroll Service Report	PP				
Payroll Worksheet Report	PP				
Employee All Purpose Report	P E				
Employee Leave Report	PE				
Employee Master Report	PE				
Employee Mailing Labels	PE				
Employee Insurance Report	PEl				
Employee Salary Schedule Rpt	PE				
Employee Personal Info Report	PE				
Employee Pay Period Report	PE				
TD Distribution Report	PY				
YTD Fund Distribution 3 Report	PY				
lnsurance Birthday Report	P I B				
Prior Period Comparison Report	PP				

Step 4: In the Employee Leave Report, select everything that is highlighted. Make sure of the following:

Leave Year	2024
Pay Period Codes	Check all boxes
Job Status Codes	Check only Active and On Leave
Leave Type Codes	Check all boxes
Employee Types	Check <u>only</u> those that apply to classroom teachers. Use Appendix A as a tool to identify which employee types are Classroom Teachers
Report Destination	Set to Grid.

PR/ELVR: Employee Leave Report (v3.07)										
Print Order	J <u>o</u> b Locat	 ○ Alphabetically b Location All Thru All 				✓ <u>Active L</u> ✓ <u>Inactive</u>	eave Rec Leave Re egative Ba	ords acords lances		
Pay Period Codes	Job St	Job Status Codes			Leave Type Codes			Employee Types		
Type Description ☑ B Bi-Weekly ☑ M Monthly ☑ N No-Pay ☑ S Semi-Monthly ☑ W Weekly	Type ♥A ♥L ♥P ♥R ♥S ♥T <	Description Active On Leave Applicant Retiree Substi Substitute Terminated	tute	Type ☑ 1 ☑ 2 ☑ 3 ☑ 4 ☑ 8 ☑ A <	Descriptic SICK LEA PERSON VACATIO UNPAID ADM VAC ACADEMI		Type ☑ AN ☑ AP ☑ AS ☑ AS ☑ AY ☑ B0 <	Description ASST PRIN 10 MON ASST PRIN 11 MO ASST PRIN 10.5M ASST SUPERINTEN ASST PRIN 12MO BUILDING CUSTODI		
Report Destination © To Report Viewer C To Grid © To Printer HP LaserJet P2035 (redirected)										
Enter Selection Criteria, Click Enter(F1) To Generate Report										

NextGen Work Instructions (cont'd)

Step 5: Click Enter(F1) to generate report. When report is generated, do the following:

Save your file as *SchoolSystem_2024_TA* on your computer.

Upload the file to 2023-2024 Teacher Attendance

Appendix A

<u>Purpose: The instructions in the appendix will allow you to generate a spreadsheet that you will use to identify</u> <u>the classroom teacher codes needed to generate the attendance report.</u>

Employee Type Report (PR ETPR)

Steps:

1. From the NextGen Home Screen, click Payroll. On the Application or Transaction window, click PR Setup. Another application box will open.



2. Under Payroll, click PR Parameter Reports. In the Application or Transaction window, click Employee Type Report.



Appendix A (cont'd.)

- 3. For the Employee Type Range, enter "All" in the From and Thru boxes.
- 4. Check the "Active Only" box.
- 5. Click "To Grid."

₩ PR/ETPR: Employee Type Report (v3.05)			- • ×
Employee Type Range	<u>T</u> hru All		
Include Report(s)			
Mand Deductions	Sub Rate Level	✓ Leave Type	
Active Only			
○ To <u>R</u> eport Viewer	To Grid	○ To <u>F</u> ile	
○ To <u>P</u> rinter AP_Printer Copier			Setup
	Report Criteria Loaded		

6. Export the grid to excel.

		PR/ETPR Report Detail Data - 08/26/2024 10:38:20								
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Appendix A (cont'd)

- 7. Use this excel sheet to identify the "Classroom Teachers" and their Employee Types.
 - a. Turn on the filter in the spreadsheet.
 - b. Go to Employee Type column.
 - c. Click on the filter to open the dropdown.
 - d. Click the checkbox at the top to uncheck all items.
 - e. Click only the codes applicable to classroom teacher.
- 8. Use Employee Type codes identified in this excel sheet to select the Employee Types in the Employee Leave Report. (See page 2 Step 4 of your 'NextGen Work Instruction').

Note: Do not submit the spreadsheet generated from the Appendix.