

STATE OF ALABAMA DEPARTMENT OF EDUCATION



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

August 8, 2023

<u>MEMORANDUM</u>

TO:City and County Superintendents of EducationFROM:Eric G. Mackey StateState Superintendent of EducationSUBJECT:2022–2023 Teacher Attendance Report

The Alabama State Board of Education 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 district and school annually. Furthermore, ALSDE is required to make this data available on its website for public use.

Since the 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 Nexgen from Harris School Solutions. Attached 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 2022-2023 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).
- The report must be in Excel or CSV format (To Grid).
 Note: Items in parenthesis are column headers from the Nexgen 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_2023_TA. Once saved, please upload the file using the following link: 2022-2023 Teacher Attendance.

File uploads are due no later than Friday, August 18, 2023.

If your system uses different software for collecting Teacher Absences or you have any questions, you may contact Dr. Brandon Payne at <u>brandon.payne@alsde.edu</u> for assistance.

EGM/CM/BP

Attachment

cc: LEA Chief School Finance Officers

FY23-3041

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Alabama State Department of Education 2022-2023 Teacher Attendance Nexgen Work Instructions

Step 1: From the Nexgen Home Screen select Payroll. You will see Application or Transaction Name on the right panel.

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	MCA E E F F	l Budge Huma Payro Syste	et Wo in Res II m Coi	rk sourc ntrol	es						Applica	ition or Trans	saction Name

Step 2: Click on Application or Transaction Name to see a list. From the list select 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		- 1
Miscellaneous PR Reports		_
PR Check Processing		_
Monthly Procedures		
Quarterly Procedures		
Employee Personnel Report	P E	
Calendar YE Procedures		
Employee Maint Audit Trl	PE	
Fiscal YE Procedures		
o Personnel Query	PP	
Miscellaneous Procedures		
o New Hire Report	PN	
Payroll Site Specific		
Remote PR		

Alabama State Department of Education 2022-2023 Teacher Attendance Nexgen Work Instructions

Step 3: From the list select Employee Leave Report to display Employee Leave Report.

Application or Transaction Name	A Tr	1
Employee Leave Detail Report	PE	
Employee List w/ Status Totals	PR	
Payroll Service Report	P P	- 1
Payroll Worksheet Report	P P	
Employee All Purpose Report	PE	
D Employee Leave Report	P E	
Employee Master Report	P E	- 1
Employee Mailing Labels	P E	
Employee Insurance Report	P El	
Employee Salary Schedule Rpt	P E	
Employee Personal Info Report	P E	
Employee Pay Period Report	P E	
o YTD Distribution Report	PY	
o YTD Fund Distribution 3 Report	PY	
o Insurance Birthday Report	PIB	
Prior Period Comparison Report	PP	

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

Leave Year	2023
Pay Period Codes	Check all boxes
Job Status Codes	Check all boxes that apply for full-time teachers. (Active, On Leave, etc.)
Leave Type Codes	Check all boxes
Employee Types	Check only those that apply to classroom teachers
Report Destination	Set to Grid.

H PR/ELVR: Employee Leave Report (v3.07)											
Print Order									ords		
							☑ Inactive I	☑ Inactive Leave Records			
Leave Year 2024 Job Location All Ihru All Conly Negative Balances											
Pay Period Codes Job Status Codes Leave Type Codes Employee Types								ee Types			
Туре	Description	Туре	Description	^	Туре	Descripti	on ^	Туре	Description ^		
⊠B	Bi-Weekly	₽A	Active		⊡1	SICK LE	AVE	AN	ASST PRIN 10 MON		
M	Monthly	⊻ L	On Leave		⊻2	PERSON	IAL	₽AP	ASST PRIN 11 MO		
⊠N	No-Pay	✓ P	Applicant		⊻3	VACATIC	DN	MAS	ASST PRIN 10.5M		
⊻s	Semi-Monthly	R	R Retiree Substitute			UNPAID		⊠AS	ASST SUPERINTEN		
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Report Destination											
© To Report Viewer C To Grid											
C To Printer HP LaserJet P2035 (redirected)											
Enter Selection Criteria, Click Enter(F1) To Generate Report											

Alabama State Department of Education 2022-2023 Teacher Attendance Nexgen Work Instructions

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

Save your file as SchoolSystem_2023_TA on your computer.

Upload the file to 2022-2023 Teacher Attendance