

**THE FOLLOWING CHANGES ARE FOR
FISCAL YEAR
1314**

STAFF PAYROLL INFORMATION _ REJECT RULES

→ 42. If Salary Schedule Pay Type equals 1-7, 9, or A, then Salary Schedule Step must be 00-97. If Salary Schedule Pay Type equals 8, then Salary Schedule Step must be 98. If Salary Schedule Pay Type equals B, then Salary Schedule Step must be 00-97 or 99. If Salary Schedule Pay Type equals 0, then Salary Schedule Step must be 99. -record rejected-

EXAMPLE

The two records list below would not be loaded to the data base. The first record would be rejected because a Salary Schedule Step of 99 is not valid for an employee with a Salary Schedule Pay Type of 3. The second record would be rejected because a Salary Schedule Step of 07 is not valid for an employee with a Salary Schedule Pay Type of 0.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/Home | Job Code, Primary | Job Code FTE | Salary Schedule Pay Type | Salary Schedule Step |
|-----------------|------------------------|--------------------|-------------|-----------------------------|-------------------|--------------|--------------------------|----------------------|
| * 03 | 123456780 | 2 | **** | 0481 | 51004 | 100 | 3 | 99 |
| * 03 | 123456781 | 2 | **** | 0481 | 65091 | 100 | 0 | 07 |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the relationship between the Salary Schedule Pay Type and Salary Schedule Step and resubmit the records for processing.