THE FOLLOWING CHANGES ARE FOR FISCAL YEAR

1112

Education Information and Accountability Services is in the process of converting the 2010-11 Database Manuals to a 508 compliant format. If you are visually impaired and need assistance reading the manuals, please contact Education Information and Accountability Services at askeias@fldoe.org or (850) 245-0400.

Year: 2011-12

Data Element Number: **217325**

Data Element Name: **Salary Schedule Step**

A two-digit salary schedule step for instructional personnel. Instructional personnel who are in their first year should be placed on Step 00. Second year personnel are on Step 01 and so forth. Use code 99 for employees who are not instructional personnel and/or are not paid on the regular instructional personnel salary schedule. Use code 98 for instructional employees on a flat rate schedule (e.g., JROTC instructors).

Code   **Definition/Example**

Not applicable for this element.

Length: 2

Data Type: Numeric

Year Implemented: 8990

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Payroll Information DB9 30x

Surveys Required:

Survey 2   Yes

Survey 3   Yes

Appendixes:
None

Description of Changes:

9/23/2011 Definition   Modified definition for step 98. Added "instructional" in last sentence.

9/9/2011 Surveys Req   Deleted Survey 5 as a required survey period. This data element is located on a Staff format that is only reported in Survey Periods 2 and 3.

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS

Year: 2011-12

Data Element Number: **217265**

Data Element Name: **Salary Schedule Pay Lane**

The pay lane on the district instructional salary matrix from which the individual is paid.

Code	Definition/Example
0	Not an instructional employee and/or is not paid on the regular instructional personnel salary schedule and does not meet definition in code 8
1	Bachelor's
2	Bachelor's Plus
3	Master's
4	Master's Plus
5	Beyond Master's Plus
6	Specialist
7	Doctorate
8	Flat Rate - JROTC instructors, instructional personnel or school administrators hired on or after July 1, 2011 as per s. 1012.22(1)(c)3.

Length: 1

Data Type: Numeric

Year Implemented: 8990

State Standard: No

Use Types:

  State Reporting: Yes

  Local Accountability: Yes

Formats Required:

  Staff Payroll Information DB9 30x

Surveys Required:

  Survey 2   Yes

  Survey 3   Yes

Appendixes:
None

Description of Changes:

9/23/2011 Codes	Redefined codes 0 and 8 to align with SB 736 regarding pay for advanced degrees. Added phrase "and does not meet definition in code 8" to code 0. Added "or school administrators" to code 8.
6/19/2011 Surveys Req	Deleted reference to Survey Period 5 – this data element is not required in Survey Period 5 nor is the Format required in Survey Period 5.
6/1/2011 Codes	Revised definition of code 8 to include staff hired after July 1, 2011.

41.   If Pay Class equals I, then Salary Schedule Pay Lane code must be 1-8. If Pay Class equals A or O, then Salary Schedule Pay Lane code must be 0 or 8. If Pay Class equals E, then Salary Schedule Pay Lane code must be 0. -record rejected-

EXAMPLE

The three records listed below would not be loaded to the data base. The first and second records would be rejected because the Salary Schedule Pay Lane is "0" for an instructional employee. The third record would be rejected because the Salary Schedule Pay Lane is "1" for a noninstructional employee.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/ Home	Job Code, Primary	Job Code FTE	Pay Class	Salary Schedule Pay Lane
* 03	123456789	2	****	0481	51080	000	I	0
* 03	123456780	2	****	0481	51004	100	I	0
* 03	123456781	2	****	0481	77591	100	O	1

**** = 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 Lane and Pay Class and resubmit the records for processing.

42. If Salary Schedule Pay Lane equals 1-7, then Salary Schedule Step must be 00-97 for instructional employees not paid on a flat rate. If Salary Schedule Pay Lane equals 8, then Salary Schedule Step must be 98 or 99 for flat rate employees. If Salary Schedule Pay Lane equals 0, then Salary Schedule Step must be 99 for employees not paid on the regular instructional personnel salary schedule.   -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 who is not paid on a flat rate schedule. The second record would be rejected because a Salary Schedule Step of 07 is not valid for an employee not paid on the regular instructional personnel salary schedule.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/ Home	Job Code, Primary	Job Code FTE	Pay Class	Salary Schedule Pay Lane	Salary Schedule Step
* 03	123456780	2	****	0481	51004	100	I	3	99
* 03	123456781	2	****	0481	77591	100	O	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 Lane and Salary Schedule Step and resubmit the records for processing.