



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

**10-11**

## **STAFF**

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 Harold McLeod at [harold.mcleod@fldoe.org](mailto:harold.mcleod@fldoe.org) or (850) 245-0400.

## 2010-2011 Staff Fiscal Year Salaries

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1. There should be one record submitted for each staff member receiving salary payments or with whom the district contracted during the fiscal year being reported. For staff filling more than one job code position during the Fiscal Year, submit one record for each job. Submit this format in reporting period 5 only.
  2. SCHOOL NUMBER, PRIMARY/HOME: For staff members who operate out of the county office, the school number to be used in this field is 9001. Staff members assigned to schools must be reported at that school using the official state school number for that school. Itinerant staff should be reported either at the school that is considered their home location or at the district office.
  3. JOB CODE: Submit one record for each job code the employee received salary for during the fiscal year being reported. See Appendix E, (JOB CODE ASSIGNMENTS), in the DOE Information Data Base Requirements: Volume II - Automated Staff Information System for acceptable codes.
  4. FISCAL YEAR SALARY: All salaries paid to the staff member for the job being reported.
  -  5. JOB CODE FUND SOURCE: A code to identify up to three fund sources (and corresponding percentages) from which the employee's salary is paid.
  6. SALARY SUPPLEMENT TYPE/VALUE: A code to identify up to eleven annual salary supplement types (and corresponding monetary values) paid for extra services. The Salary Supplement Type earned by the employee is to be entered in positions 1, 9, 17, etc., followed by the corresponding Salary Supplement Value in the next seven positions. The default code for Salary Supplement Type/Value is zero.
  7. ERROR CODES: This field is used by the Department to report to districts the specific errors found in the record during the state edit process. This field should contain filler (spaces, blanks) when the record is transmitted to the Department.
  8. KEY FIELDS: The key fields for this format are Item Numbers 1-4, 6. If any key field needs to be changed, the record must be deleted and re-submitted as an add.

' \* ' indicates key fields.

(Click on the link to view or download a pdf version of the document)

Item No.	From-To	Size	Field Char.	Field Description
1	1-2	2	N/R	District Number *
2	3-12	10	A/N/L	Social Security Number *
3	13-13	1	N	Survey Period Code *
4	14-17	4	N	Fiscal Year *
5	18-21	4	N/R	School Number, Primary/Home
6	22-26	5	N	Job Code *
7	27-35	9	N/R	Fiscal Year Salary
8	36-47	12	A/N/R	Job Code Fund Source
9	48-135	88	A/N/R	Salary Supplement Type/Value
10	136-136	1	A	Transaction Code

Item No.	From-To	Size	Field Char.	Field Description
11	137-137	1	A	Employment Status Code
12	138-147	10	A/N	Filler
13	148-151	4	A/N/R	Migrant Summer
14	152-155	4	A/N/R	Migrant Regular School Year
15	156-159	4	A/N/R	Title I School-Wide
16	160-163	4	A/N/R	Title I Targeted Assistance
17	164-164	1	A	Personnel Evaluation
18	165-222	58	A/N	Filler
19	223-232	10	A/N/L	Staff Number Identifier, Local
20	233-240	8	A/N	Filler/Error Codes

Last Updated: 4/1/2011

## 2010-2011 Staff Demographic Information

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1. Submit this record during reporting periods 2 and 3 for all staff employed either on a full or part time basis during the payroll period that includes the FEFP survey week for reporting students. Contracted employees should be reported as well although they are not part of a district's payroll system.

For purposes of clarifying “staff employed” in the statement above, "employed" means those scheduled to be paid during the payroll period that includes the FEFP survey week for reporting students. This would exclude any staff member that is active on the payroll system but not actively working and receiving a payroll check during the FEFP survey week.



Submit this record during reporting period 5 for any staff member employed or contracted at any time during the fiscal year being reported and for any staff member who received benefits anytime during the fiscal year.

In Survey Period 8, report this format for all instructional staff members for use in the Progress Monitoring and Reporting Network (PMRN). Required fields to be reported are: District Number; Social Security Number; Survey Period Code; Fiscal Year; School Number, Primary Home; Employee Name, Legal and Exempt from Public Records Law, Employee. Data may be sent for other fields, but the data is not needed and default values will be loaded to the data base for the non-required elements. Data for the Staff Number Identifier, Local data element will be used if reported.

2. **SCHOOL NUMBER, PRIMARY/HOME:** For staff members who operate out of the county office, the school number to be used in this field is 9001. Staff members assigned to schools must be reported at that school using the official state school number for that school. Itinerant staff should be reported either at the school that is considered their home location or at the district office.
3. **SOCIAL SECURITY NUMBER:** The social security number must be reported for all staff members employed. Districts must be certain to report the correct social security number for the staff member being reported. The number should be left-justified with a trailing blank. (For contracted or charter school staff for whom the school district does not have a Social Security Number, the district must assign a Staff Number Identifier. See Social Security Number data element.)
4. **FLORIDA EDUCATORS CERTIFICATE NUMBER:** The certificate number must be reported for all certificate personnel within the district. In addition to all instructional personnel, those administrative personnel who possess certificates should have their numbers reported. Do not report district assigned certificate numbers for on-call substitute teachers, non-degreed vocational or non-degreed adult employees.
5. **SEPARATION DATE/REASON:** Report these elements in reporting period 5 only. These elements apply only to employees who have separated from employment with the district entirely. If an employee who held more than one job with the district separates from one but not all jobs, that employee should not be reported as separated from the school system. Report Separation Date and Separation Reason for all employees who separated from district employment during the Fiscal Year being reported. Report Separation Date for any employee who has received benefits but was not employed during the Fiscal Year being reported. Do not report separation data on Substitutes unless they are regular full-time employees.

6. **JOB CODE, PRIMARY:** Submit this element in reporting periods 2, 3, and 5. In Survey 5, report the primary job code for the job the employee held during the regular school year. See Appendix E, (JOB CODE ASSIGNMENTS), in the DOE Information Data Base Requirements: Volume II - Automated Staff Information System for Job Codes.
7. **DAYS PRESENT AND DAYS ABSENT:** Report the elements, Days Present; Days Absent, Personal Leave; Days Absent, Sick Leave; Days Absent, Temporary Duty Elsewhere; Days Absent, Other in Survey 5.
8. **READING ENDORSEMENT COMPETENCIES:** All teachers who are providing reading intervention through a reading course must have or be working towards reading endorsement or certification. Teachers who provide reading intervention through a content area course must have completed Content Area Reading Professional Development (CAR-PD); however, they may provide intervention in their classes during the practicum. Progress towards endorsement/certification for Reading Coaches and others pursuing these credentials can be reported here.
9. **ERROR CODES:** This field is used by the Department to report to districts the specific errors found in the record during the state edit process. This field should contain filler (spaces, blanks) when the record is transmitted to the Department.
10. **KEY FIELDS:** The key fields for this format are item numbers 1, 2, 3, and 4. If a key field needs to be changed, the record must be deleted and re-submitted as an add.

' \* ' indicates key fields.

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Item No.	From-To	Size	Field Char.	Field Description
1	1-2	2	N/R	<u>District Number</u> *
2	3-12	10	A/N/L	<u>Social Security Number</u> *
3	13-13	1	N	<u>Survey Period Code</u> *
4	14-17	4	N	<u>Fiscal Year</u> *
5	18-21	4	N/R	<u>School Number, Primary/Home</u>
6	22-31	10	N/R	<u>Florida Educators Certificate Number</u>
7	32-73	42	A/N/L	<u>Employee Name, Legal</u>
8	74-74	1	A	<u>Reading Endorsement, Competency 1</u>
9	75-75	1	A	<u>Reading Endorsement, Competency 2</u>
10	76-76	1	A	<u>Reading Endorsement, Competency 3</u>
11	77-77	1	A	<u>Reading Endorsement, Competency 4</u>
12	78-78	1	A	<u>Reading Endorsement, Competency 5</u>
13	79-79	1	A	<u>Reading Endorsement, Competency 6</u>
14	80-80	1	A	<u>Gender</u>

Item No.	From-To	Size	Field Char.	Field Description
15	81-81	1	A	Filler
16	82-84	3	N	<u>Days Present</u>
17	85-87	3	N	<u>Days Absent, Personal Leave</u>
18	88-90	3	N	<u>Days Absent, Sick Leave</u>
19	91-93	3	N	<u>Days Absent, Temporary Duty Elsewhere</u>
20	94-96	3	N	<u>Days Absent, Other</u>
21	97-97	1	A	<u>Ethnicity</u>
22	98-98	1	A	<u>Race: American Indian or Alaska Native</u>
23	99-99	1	A	<u>Race: Asian</u>
24	100-100	1	A	<u>Race: Black or African American</u>
25	101-101	1	A	<u>Race: Native Hawaiian or Other Pacific Islander</u>
26	102-102	1	A	<u>Race: White</u>
27	103-105	3	A/N	Filler
28	106-106	1	A	<u>Separation Reason</u>
29	107-111	5	N	<u>Job Code, Primary</u>
30	112-112	1	A	<u>Transaction Code</u>
31	113-114	2	A	<u>Employee Type</u>
32	115-122	8	N	<u>Birth Date</u>
33	123-123	1	A	<u>Degree/Credential Earned</u>
34	124-131	8	N	<u>Employment Date, Current Position</u>
35	132-139	8	N	<u>Employment Date, Continuous Employment</u>
36	140-147	8	N	<u>Employment Date, Original Position</u>
37	148-155	8	N	<u>Separation Date</u>
38	156-156	1	A	<u>Exempt from Public Records Law, Employee</u>
39	157-157	1	A	<u>Highly Qualified Paraprofessional</u>
40	158-158	1	A	<u>School Principal Certification Program</u>
41	159-222	64	A/N	Filler
42	223-232	10	A/N/L	<u>Staff Number Identifier, Local</u>
43	233-240	8	A/N	Filler/Error Codes

11. Last Updated: 4/1/2011