# 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 <a href="mailto:harold.mcleod@fldoe.org">harold.mcleod@fldoe.org</a> or (850) 245-0400.

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

Implementation Date: Fiscal Year 1987-88 July 1, 1987

| Element Name:                   | Element Name: Job Code Fund Source |   |  |  |  |  |  |
|---------------------------------|------------------------------------|---|--|--|--|--|--|
| Definition/Domain               |                                    |   |  |  |  |  |  |
| A code to ident salary is paid: | ify up to three                    | fund sources (and corresponding percentages) from which the employee's  |  |  |  |  |  |
| COL                             | <u>DE</u> <u>FUN</u>               | D SOURCE  |  |  |  |  |  |
| В                               |                                    | nentary and Secondary Education Act (ESEA), as amended by NCLB<br>I, Part A   |  |  |  |  |  |
| С                               | Cha                                | er School, Not Paid Through District  |  |  |  |  |  |
| E                               | IDE                                | A - Individuals with Disabilities Education Act   |  |  |  |  |  |
| 0                               | Oth                                | er Federal Programs   |  |  |  |  |  |
| G                               | Stat                               | e/Local Funded Programs (e.g., FEFP, State Categorical Programs)  |  |  |  |  |  |
| R                               | Rea                                | ding First Grant  |  |  |  |  |  |
| s                               | Flor                               | ida Education Finance Program (FEFP) Reading Allocation   |  |  |  |  |  |
| М                               |                                    | nentary and Secondary Education Act (ESEA), as amended by NCLB Title art C (Migrant Education Program)                        |  |  |  |  |  |
| N                               |                                    | e Fiscal Stabilization Funds (ARRA)   |  |  |  |  |  |
| P                               | Tarç                               | geted ARRA Stimulus Funds   |  |  |  |  |  |
| Q                               | Oth                                | er ARRA Stimulus Grants   |  |  |  |  |  |
| т                               | Rac                                | e to the Top (ARRA)   |  |  |  |  |  |
| <b>→</b> υ                      | Edu                                | cation Jobs Fund  |  |  |  |  |  |
| Exa                             | mples:                             |   |  |  |  |  |  |
| <b>B</b> 050 <b>G</b> 0500000   |                                    | Fifty percent of the employee's salary or wage is paid from ESEA, Title 1, and 50 percent is paid from State Funded Programs. |  |  |  |  |  |
| E10000000000                    |                                    | One hundred percent of the employee's salary or wage is paid from IDEA, Individuals with Disabilities Education Act.          |  |  |  |  |  |
| Length:                         | 12                                 | State Reporting Formats Requiring This Data Element:  |  |  |  |  |  |
| Format: Alphanumeric            |                                    | Staff Payroll Information DB9 30x   |  |  |  |  |  |
| Compatibility Requ              | iirement:                          | Staff Additional Job Assignments DB9 31x  |  |  |  |  |  |
| Compatible                      |                                    | Staff Fiscal Year Salaries DB9 43x  |  |  |  |  |  |
| Use Types:                      |                                    |   |  |  |  |  |  |
|                                 |                                    |   |  |  |  |  |  |
|                                 | ability                            |   |  |  |  |  |  |
| Data Element Numl               | ber:                               |   |  |  |  |  |  |
|                                 | 209070                             | Reported in Survey Periods:   |  |  |  |  |  |
| Revised: 1/7/11                 |                                    | Volume II Effective: 7/10 Page Number: 39-1   |  |  |  |  |  |

#### STAFF ADDITIONAL JOB ASSIGNMENTS - REJECT RULES

8. Each of the three Job Code Fund Source codes must be one of the following: B, C, E, O, G, R, S, M, N, P, Q, T, U or zero. -record rejected-

#### **EXAMPLE**

The two records below would be rejected due to incorrect Job Code Fund Source codes. In the first record, the code "Z" is not a valid code. In the second record, only the first of the three Job Code Fund Source codes is supplied and the last two are left blank.

|          | Social    | Survey |        | Job          |
|----------|-----------|--------|--------|--------------|
| District | Security  | Period | Fiscal | Code         |
| Number   | Number    | Code   | Year   | Fund Source  |
| * 03     | 123456789 | 2      | ****   | Z050CO500000 |
| * 03     | 123456780 | 2      | ****   | G100         |

<sup>\*\*\*\* =</sup> 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 "Z" in the first record to be a valid code. In the second record, place zeros in the second and third Job Code Fund Source code positions if they are not needed to indicate additional Job Code Fund Source codes. Resubmit both records for processing.

#### STAFF FISCAL YEAR SALARIES - REJECT RULES

8. Each of the three Job Code Fund Source codes must be one of the following: B, C, E, G, O, R, S, M, N, P, Q, T, U or zero. -record rejected-

#### **EXAMPLE**

The two records listed below would not be loaded to the data base. The first record would be rejected because the Job Code Fund Source of "Z" is not a valid code. The second record would be rejected because only the first of the three Job Code Fund Source codes is supplied and the last two are left blank.

| District<br>Number | Social<br>Security<br>Number | Survey<br>Period<br>Code | Fiscal<br>Year | School<br>Number,<br>Primary/<br>Home | Job<br>Code | Fiscal<br>Year<br>Salary | Job Code<br>Fund Source |
|--------------------|------------------------------|--------------------------|----------------|---------------------------------------|-------------|--------------------------|-------------------------|
| * 03               | 123456789                    | 5                        | ****           | 0481                                  | 51073       | 006700000                | Z050C0500000            |
| * 03               | 123456780                    | 5                        | ****           | 0481                                  | 51004       | 005200000                | G100                    |

<sup>\*\*\*\* =</sup> 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 Job Code Fund Source and resubmit the records for processing.

#### STAFF PAYROLL INFORMATION REJECT RULES

8. Each of the three Job Code Fund Source codes must be one of the following: B, C, E, G, O, R, S, M, N, P, Q, T, U or zero. -record rejected-

#### **EXAMPLE**

The two records listed below would not be loaded to the data base. The first record would be rejected because the Job Code Fund Source of "Z" is not a valid code. The second record would be rejected because only the first of the three Job Code Fund Source codes is supplied and the last two are left blank.

| District<br>Number | Social<br>Security<br>Number | Survey<br>Period<br>Code | Fiscal<br>Year | School<br>Number,<br>Primary/<br>Home | Job<br>Code,<br>Primary | Job<br>Code<br>FTE | Job Code<br>Fund Source |
|--------------------|------------------------------|--------------------------|----------------|---------------------------------------|-------------------------|--------------------|-------------------------|
| * 03               | 123456789                    | 2                        | ****           | 0481                                  | 51073                   | 100                | Z050C0500000            |
| * 03               | 123456780                    | 2                        |                | 0481                                  | 51004                   | 100                | G100                    |

<sup>\*\*\*\* =</sup> 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 Job Code Fund Source and resubmit the records for processing.

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