

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 or (850) 245-0400.

STAFF DEMOGRAPHIC INFORMATION - STATE VALIDATION RULES

31. If Survey Period is 5 and the sum of Days Present; Days Absent, Personal Leave; Days Absent, Sick Leave; Days Absent, Temporary Duty Elsewhere; and Days Absent, Other is between 100 and 180 inclusive, then the sum of Fiscal Year Salary on all Staff Fiscal Year Salaries format records for the employee must be greater than \$18,000. The following fields should be used in matching the records: District Number, Social Security Number, Survey Period Code, Fiscal Year and Job Code. –state validation 3-

EXAMPLE

The second employee below would not pass this edit because the sum of Days Present and all Days Absent elements is between 100 and 180 and the Fiscal Year Salary is less than \$18,000.

Staff Demographic Information records

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary	Days Present	Days Absent Personal Leave	Days Absent Sick Leave	Days Absent Temp Duty Elsewhere	Days Absent Other
03	123456781	5	****	51051	174	3	2	0	1
* 03	123456792	5	****	51028	136	8	30	0	0

Staff Fiscal Year Salaries record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code	Fiscal Year Salary
03	123456781	5	****	51051	003568900
03	123456792	5	****	51028	000558500

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

DISTRICT RESPONSIBILITY

The district must review the information on the Staff Fiscal Year Salaries and Staff Demographic Information records and update the record that is in error to reflect the correct relationship in the edit.

STAFF DEMOGRAPHIC INFORMATION - STATE VALIDATION RULES



38. For Survey Period Code 2 or 3, if the employee’s Job Code, Primary on the Staff Demographic Information format places the employee on lines 21-33, inclusive, of the Public Schools Staff Survey – EEO-5, excluding substitute teachers (Job Code, Primary code equal to 51080, 52080, 53080, 54080, 55080 or 59080) and the Employee Type is RF or TF, then the employee must have at least one Staff Experience record with an Experience Type of C, at least one record with an Experience Type of D and at least one record with an Experience Type of F . The following fields should be used in matching the records: District Number, Social Security Number, Survey Period Code and Fiscal Year. –state validation 3-

EXAMPLE

The second employee below would not pass this edit because there is no Staff Experience record with an Experience Type code of C reported.

Staff Demographic Information records

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary
03	123456781	2	****	51051
* 03	123456792	2	****	51028

Staff Experience records

District Number	Social Security Number	Survey Period Code	Fiscal Year	Experience Type	Experience Length
03	123456781	2	****	C	01
03	123456781	2	****	D	05
03	123456781	2	****	F	05
* 03	123456792	2	****	D	06
* 03	123456792	2	****	F	09

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

DISTRICT RESPONSIBILITY

The district must review the staff member’s experience and submit an additional Staff Experience record with an Experience Type code of C for this employee.

STAFF DEMOGRAPHIC INFORMATION -EXCEPTION REPORTS



54. For Survey Period Code 2 or 3, if Employee Type is RF, then the employee must have a matching Staff Benefits record with a Selected Benefits, Type code of D (Florida Retirement System). For Survey Period Code 5, if Employee Type is RF, then the employee must have a matching Staff Fiscal Year Benefits record with a Selected Benefits, Type/Value code of D. The records should be matched on District Number, Social Security Number, Survey Period Code and Fiscal Year. This edit does not apply to Survey 6. -exception report-

EXAMPLE

The first Staff Demographic Information record listed below would cause an error message to be generated because there is no matching Staff Benefits record with a Selected Benefits, Type code of D. The second Staff Demographic Information record would pass this edit.

Staff Demographic Information record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Employee Type
* 03	123456789	2	****	RF
03	454567858	2	****	RF

Staff Benefits record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Selected Benefits, Type
03	123456789	2	****	B
03	123456789	2	****	K
03	454567858	2	****	D

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

DISTRICT RESPONSIBILITY

The district must review the Staff Demographic Information record and the Staff Benefits records and update one of the records if there is an error or submit an additional Staff Benefits record with a Selected Benefits, Type code of D.

STAFF DEMOGRAPHIC INFORMATION -EXCEPTION REPORTS

59. For Survey Period Code 2 or 3, if Employee Type is RF, then the employee must have a matching Staff Benefits record with a Selected Benefits, Type code of A or K. For Survey Period Code 5, if Employee Type is RF, then the employee must have a matching Staff Fiscal Year Benefits record with a Selected Benefits, Type/Value code of A or K. The records should be matched on District Number, Social Security Number, Survey Period Code and Fiscal Year. This edit does not apply to Survey 6. -exception report-

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The first Staff Demographic Information record listed below would cause an error message to be generated because there is not a matching Staff Benefits record with a Selected Benefits, Type code of A or K. The second Staff Demographic Information record would pass this edit.

Staff Demographic Information record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Employee Type
* 03	123456789	2	****	RF
03	454567858	2	****	RF

Staff Benefits record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Selected Benefits, Type
03	123456789	2	****	D
03	454567858	2	****	A

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DISTRICT RESPONSIBILITY

The district must review the Staff Demographic Information record and the Staff Benefits record and update the record that is in error or submit an additional Staff Benefits record with a Selected Benefits, Type of A or K.

STAFF FISCAL YEAR SALARIES – EXCEPTION REPORTS

82. If Employee Type on the Staff Demographic Information record is RF, then the sum of Fiscal Year Salary on all Staff Fiscal Year Salaries format records for the employee must not be less than \$4,000. The Staff Fiscal Year Salaries and Staff Demographic Information records should be matched based on District Number, Social Security Number, Survey Period Code and Fiscal Year. – exception report-

EXAMPLE

The first record listed below would pass the edit. The second record would cause an error message to be generated because the Fiscal Year Salary is less than \$4,000 and the Employee Type on the Staff Demographic Information record is RF.

Staff Fiscal Year Salaries records

District Number	Social Security Number	Survey Period Code	Fiscal Year	Fiscal Year Salary
61	123456789	5	****	000750000
*61	123456780	5	****	000350000

Staff Demographic Information records

District Number	Social Security Number	Survey Period Code	Fiscal Year	Employee Type
61	123456789	5	****	RF
61	123456780	5	****	RF

DISTRICT RESPONSIBILITY

The district should review the data for the second record to verify the entries for Fiscal Year Salary and Employee Type. If there is an error in the data the district should submit an update to the record.

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09-10

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