

THE FOLLOWING CHANGES ARE FOR FISCAL YEAR


09-10

STAFF

Education Information and Accountability Services is in the process of converting the 2009-10 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 - REJECT RULES

Edit 1E deleted on 11/03/2009.

 ~~1E. If District Number is not 71-75 and Charter School Status is not C or R (located on the Master School Identification File) and if the employee's Job Code places the employee on lines 1-8, inclusive, of the Public Schools Staff Survey - EEO-5, then School Number/Primary Home must be 9001. -record rejected-~~

EXAMPLE

~~The first two records below would be rejected because the Job Code, Primary places the employee on EEO Line Numbers 1-8 and the School Number/Primary Home is not 9001. The third record listed below would be loaded to the data base assuming no other reject rule would cause its rejection.~~

District Number	Social Security Number	School Number, Primary/ Home	Job Code, Primary
* 03	123456789	0081	75005
* 03	123456780	0291	61222
72	125896540	0341	62009

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 School Number/Primary Home or the Job Code and resubmit the records for processing.~~

STAFF DEMOGRAPHIC INFORMATION - STATE VALIDATION RULES

38. 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

 50. If District Number is not 71-75 and Charter School Status is not C or R (located on the Master School Identification File) and if the employee's Job Code places the employee on lines 1-8, inclusive, of the Public Schools Staff Survey - EEO-5, then School Number/Primary Home must be 9001. This edit does not apply to Survey 6. - exception report-

EXAMPLE

The first two records below would cause a message to be generated because the Job Code, Primary places the employee on EEO Line Numbers 1-8 and the School Number/Primary Home is not 9001. The third record listed below would pass the edit.

District Number	Social Security Number	School Number, Primary/Home	Job Code, Primary
* 03	123456789	0081	75005
* 03	123456780	0291	61222
72	125896540	0341	62009

DISTRICT RESPONSIBILITY

The district should verify the Job Code and the School Number/Primary Home and if in error correct the record