

**THE FOLLOWING CHANGES ARE  
FOR FISCAL YEAR**

**08-09**

## STAFF ADDITIONAL JOB ASSIGNMENTS - REJECT RULES

7. Job Code FTE must be numeric and less than or equal to 100. If Job Code FTE is not equal to zero, then it must be greater than 004. -record rejected- ←

### EXAMPLE

The two records below would be rejected due to incorrect Job Code FTE. In the first record, the Job Code FTE is not numeric. In the second record, the Job Code FTE is not less than 100.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Additional	Job Code FTE
* 03	123456789	2	****	53007	ZZZ
* 03	123456780	2	****	51004	200

\*\*\*\* = 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 FTE and resubmit the records for processing.

## STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

→ 2J. If Survey Period is 2 or 3 and the Highly Qualified Paraprofessional code is A, B, C, or D then the Job Code must begin with 51, 52, 53, 54, 55 or 59. -record rejected-

### EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record below would be rejected because the correct relationship does not exist between the Highly Qualified Paraprofessional code and the Job Code.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code	Highly Qualified Paraprofessional
03	123456789	2	****	51112	C
* 03	123456780	2	****	76024	A

### 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 Highly Qualified Paraprofessional and the Job Code and resubmit the record for processing.

## STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

→ 2K. If Survey Period is 2 or 3, then the Highly Qualified Paraprofessional code must be Z for Job Codes that place the employee on lines 21-33 of the Public Schools Staff Survey (EEO-5). -record rejected-

### EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record below would be rejected because the correct relationship does not exist between the Highly Qualified Paraprofessional code and the Job Code.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code	Highly Qualified Paraprofessional
03	123456789	2	****	51084	Z
* 03	123456780	2	****	52008	B

### DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the relationship between the Highly Qualified Paraprofessional code and the Job Code and resubmit the record for processing.

**STAFF DEMOGRAPHIC INFORMATION - STATE VALIDATION RULES**

→ **33. If the Title I School-Wide code on any of the matching Staff Fiscal Year Salaries records = C, then the Highly Qualified Paraprofessional code on the Staff Demographic record must be A, B, C or D. The match should be done using the following fields: District Number, Social Security Number, Survey Period Code, and Fiscal Year. -state validation 3-**

**EXAMPLE**

The second Staff Demographic Information record listed below would not pass this edit because the Title I School-Wide code is C and the Highly Qualified Paraprofessional code is not A, B, C or D.

*Staff Demographic Information records*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code Primary	Highly Qualified Paraprofessional
03	123456789	5	****	51104	B
* 03	123456780	5	****	51057	Z

*Staff Fiscal Year Salaries record*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code	Title I School-Wide
03	123456780	5	****	51112	C100
03	123456780	5	****	51057	Z000

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

**DISTRICT RESPONSIBILITY**

The district must review the information on the two records and correct the Highly Qualified Paraprofessional code or the Title I School-Wide code so that the proper relationship exists between these codes.

## STAFF DEMOGRAPHIC INFORMATION - STATE VALIDATION RULES

→ 34. If the Job Code on any of the matching Staff Fiscal Year Salaries records is 51111, 51112 or 51113 and the Title I Targeted Assistance code is C, then the Highly Qualified Paraprofessional code on the Staff Demographic record must be A, B, C or D. The match should be done using the following fields: District Number, Social Security Number, Survey Period Code, and Fiscal Year. -state validation 3-

### EXAMPLE

The second Staff Demographic Information record listed below would not pass this edit because the Highly Qualified Paraprofessional code is not A, B, C or D.

#### *Staff Demographic Information records*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code Primary	Highly Qualified Paraprofessional
03	123456789	5	****	51113	B
*03	123456780	5	****	51058	Z

#### *Staff Fiscal Year Salaries records*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code	Title I Targeted Assistance
03	123456780	5	****	51058	Z000
03	123456780	5	****	51111	C100

\*\*\*\* = 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 PAYROLL INFORMATION - REJECT RULES

7. Job Code FTE must be numeric, greater than or equal to zero, and less than or equal to 100. If Job Code FTE is not equal to zero, then it must be greater than 004. ←  
-record rejected-

### EXAMPLE

The three records listed below would not be loaded to the data base. The first record would be rejected because the Job Code FTE is not numeric. The second record would be rejected because the Job Code FTE is blank. The third record would be rejected because the Job Code FTE is greater than 100.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Job Code FTE
* 03	123456789	2	****	0481	53007	ZZZ
* 03	123456780	2	****	0481	51004	
* 03	123456781	2	****	0481	51005	101

\*\*\*\* = 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 FTE and resubmit the records for processing.