

**DOE INFORMATION DATA BASE
REQUIREMENTS:**

**VOLUME II - AUTOMATED STAFF INFORMATION
SYSTEM**

**STATE OF FLORIDA
DEPARTMENT OF EDUCATION
COMPREHENSIVE MANAGEMENT INFORMATION SYSTEM**
Effective July 1, 2004

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PREFACE

Section 1008.385(2), Florida Statutes, mandates that each school district and the Florida Department of Education develop and implement a comprehensive management information system which is made up of compatible components and links all levels of the state education system.

In order to support the statewide process of implementing compatible local and state-level automated information systems, the Florida Department of Education has developed the following documents:

- * DOE INFORMATION DATA BASE REQUIREMENTS:
VOLUME I -- AUTOMATED STUDENT INFORMATION SYSTEM

- * DOE INFORMATION DATA BASE REQUIREMENTS:
VOLUME II -- AUTOMATED STAFF INFORMATION SYSTEM

- * DOE INFORMATION DATA BASE REQUIREMENTS:
VOLUME III -- AUTOMATED FINANCE INFORMATION SYSTEM

This document contains the required data elements, functions and timelines which each automated information system component must incorporate within its automated staff information system. Further information or questions concerning this document should be addressed to the Administrator, Education Information Services, Florida Department of Education, 852 Turlington Building, Tallahassee, Florida 32399-0400

A. AUTOMATED STAFF INFORMATION SYSTEM REQUIREMENTS

AUTOMATED STAFF INFORMATION SYSTEM REQUIREMENTS

Section 1008.385(2), F.S., requires the development and implementation of a comprehensive management information system linking all levels of the state education system. Each school district and the Florida Department of Education shall implement an automated information system component containing staff information which is compatible with the statewide comprehensive management information system.

The automated staff information system functions and timelines implemented by the Florida Department of Education and each school district are as follows:

HISTORY

1. An automated staff Information system is to be implemented in each school district by June 30, 1987.

Each school district shall install an automated staff information system which includes the data elements prescribed in Section B of this document and which contains the procedures for performing the automated state reporting and records transfer functions defined in subsection 4. below. Each system shall provide payroll, inservice training and basic personnel recordkeeping.

2. State-level automated staff information data base design is to be implemented in the Florida Department of Education by July 1, 1987.

A state-level staff data base of information shall be installed for access by state and local education managers and the Legislature. The data base design shall integrate existing Department reports now collected separately from school districts within the automated reporting formats defined in subsection 4. below, thereby reducing data burden, improving compatibility among data elements and providing a more comprehensive and flexible data base of information. The Florida Department of Education shall implement strict controls for privacy and security of staff records as contained in Section C of this document.

3. Automated state reporting functions are to be implemented by each school district beginning July 1, 1987.

Current state reporting functions are defined in subsection 4.

AUTOMATED STATE REPORTING FUNCTIONS

4. Each school district shall implement the following automated state reporting functions according to the timelines provided:

AUTOMATED STAFF REPORTING FORMATS	DATA COLLECTION ACTIVITY NUMBER	2004-2005 SURVEY PERIOD				
		JUL 1	OCT 2	FEB 3	JUN 4	AUG 5
Staff Demographic Information	DB9 27x		A	A		A
Staff Multidistrict Employee	DB9 29x		S			
Staff Payroll Information	DB9 30x		A	A		
Staff Additional Job Assignments	DB9 31x		S	S		
Staff Salary Supplements	DB9 32x		S	S		
Staff Benefits	DB9 33x		A	A		
Staff Experience	DB9 28x		S	S	←	
Inservice Education	DB9 36x					S
Fiscal Year Benefits	DB9 44x					A
Fiscal Year Salaries	DB9 43x					A

A = ALL STAFF

S = SELECTED STAFF

D = EACH DISTRICT

x = WILL BE AN "A," "B," OR "C" DEPENDING ON THE FISCAL YEAR

**B. AUTOMATED STAFF INFORMATION SYSTEM
DATA ELEMENTS**

INTRODUCTION

All automated staff data elements included in this volume must be incorporated within each school district's automated staff information system. Districts may add additional data elements with their local automated system to meet local needs.

The staff data elements have been reviewed by the Data Advisory Committee of the School District Council on Comprehensive Management Information Systems. Subsequent updating of this volume will utilize the data base review procedure developed by the Florida Department of Education and the Data Advisory Committee.

DEFINITION/DOMAIN:

Definition/domain provides a working definition associated with the data element, along with applicable examples, codes, notes and exception(s).

LENGTH AND FORMAT:

Length and format define the technical field characteristics to be maintained in the automated system for each data element.

STATE RECORD FORMATS REQUIRING THIS DATA ELEMENT:

Section A specifies the state record formats which school districts must utilize in performing automated state reporting functions. Each data element page lists the specific automated state reporting formats which will require the data element.

COMPATIBILITY REQUIREMENT:

All elements must use the specified length, format and coding definitions given in the automated staff data elements whenever automated state reporting is performed.

The degree of required compatibility between state and local elements varies. Many elements listed in this document need merely be **Compatible**, while others must meet stricter **State Standards**.

"Compatible" elements:

For data elements which are designated as **Compatible**, the coding structures used by the district, the data element names presented in user documentation and the length and format of the data fields may be the same as that contained in this volume or they may be completely locally defined depending on the district's staff information needs. If local definitions are used, it must be possible to convert the information into the state-required codes, descriptors and formats by calculation, computer procedures or subroutines whenever state formats are required (see **Compatibility Requirement**).

INTRODUCTION (Continued)

District documentation of locally defined elements must reference the state data elements for which they are surrogates.

Even though the state does not require the use of the state-defined codes for these **Compatible** elements, districts are encouraged to keep each of these elements in state format whenever possible to minimize the need for and cost of conversion.

“State Standard” elements:

For data elements which are designated as **State Standard**, the coding structures used by the district, the data element names presented in user documentation, the length and format of the data fields for all external occurrences of information in reports, user documentation and display and entry screens must be the same as those contained in this volume.

Thus, **State Standard** elements must meet these additional requirements:

- 1) the state codes **must be used locally exactly as defined** in this document for automated staff data elements;
- 2) user documentation must list the **State Standard** data element name;
- 3) input and output documents and reports must use the state-defined codes; and
- 4) local screen displays must use the state-defined codes.

These requirements do not address the **physical storage** of the data on tape, disk or other medium, but only how the data elements are to be presented to users in paper format or on screen displays. The stricter definition of **State Standard** still allows the district the flexibility to use its own district-defined codes for **physically** storing elements in the staff records system while, at the same time, using **State Standard** codes for display, input, reports and user documentation. For example, a date might be required to appear always to the user as MMDDYYYY or MM/DD/YYYY but could be physically stored as YYDDD with nonuser system documentation recording this fact.

In many of the data element definitions included in this volume, a code has been defined for “not applicable.” In the case of very specialized data elements, it would seem more sensible in terms of the design of the staff records system to record information for such specialized elements only for staff to whom the element is pertinent. For both **Compatible** and **State Standard** data elements, the codes defined as “not applicable” need not be maintained in the local data records or displayed on local screens. At the time of reporting, if it is determined that a particular characteristic or condition is “not applicable” for an individual staff member, the value meaning “not applicable” may be programmatically inserted into the reporting structure at that time.

INTRODUCTION (Continued)

This interpretation should allow segmentation of records and help reduce the need to store large numbers of characters of “noninformation” in the local data records, thereby reducing the need for disk or other data storage space.

USE TYPES:

Use Types define the major purposes for which information is collected, maintained and utilized as follows:

State report means the data element is required for an automated state report to be forwarded to the Florida Department of Education.

Local accountability identifies those data elements which the school district must maintain as an audit trail in support of statutorily required activities.

STATE REPORTING FORMATS REQUIRING THIS DATA ELEMENT:

A section is included with this document which specifies the state reporting formats which school districts must utilize in performing automated state reporting functions. Each data element page lists the specific automated state reporting formats which will require the data element.

DATA ELEMENT NUMBER:

The data element number is an internal number assigned by the Education Information and Accountability Services Section to facilitate the data base review activity of the Data Advisory Committee. School districts need not maintain this number in their local automated system.

REPORTED IN SURVEY PERIODS:

See data element “Survey Period code” on page 66-1 for an explanation of this element.

DATES:

There are three dates associated with each data element:

**Revised;
Implementation Date; and
Effective.**

INTRODUCTION (Continued)

The **Revised Date**, located at the bottom left-hand corner of the page, indicates the **month and year of the last change to the data element page**. Revisions may be *minor* (such as corrections to typographical errors or additions of examples for further clarification of the definition) or *substantive* (those affecting state reporting, additions, changes, or deletions to codes, or complete revisions).

The **Implementation Date** and the associated Fiscal Year are located in the upper right-hand corner of the data element page. In general, **the date indicates implementation at the beginning of the fiscal year following the date first adopted by the State Board of Education as part of Rule 6A-1.0014, FAC**. If subsequent changes to the data element are *minor*, the Implementation Date will remain the same. If subsequent changes are *substantive*, the Implementation Date will be changed to the beginning of the next fiscal year except where Emergency Rule procedures have been implemented. In those cases, the Implementation Date may be a date in the current fiscal year.

The **Effective Date**, located at the bottom of the page, **indicates the beginning month and fiscal year that this version of Volume II is in effect**. This date will only change once each year and pages in the document will reflect the same effective date.

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

Implementation Date: Fiscal Year 2004-2005 July 1, 2004
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Data Element Name/Topic	Page Number	2004-2005 Change
-A-		
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Residence	3-1	
-B-		
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-C-		
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* District Number, Where Inservice Completed	19-3	
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* Employee Type	22-1	
Employment Date:		
* Continuous Employment.....	23-1	
* Current Position	24-1	
* Original Position.....	25-1	

* - Required for State Reporting
X - Revised Effective 7/04

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* Employment Status Code	28-1	
* Exempt From Public Records Law, Employee.....	28-15	
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* Follow-up Method.....	35-11	X
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* Primary Purpose	36-48	

* - Required for State Reporting
X - Revised Effective 7/04

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* Fund Source.....	39-1	X
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-R-		
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* - Required for State Reporting
X - Revised Effective 7/04

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-S- (Continued)		
* Step.....	52-1	
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* Type	53-1	
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* - Required for State Reporting
X - Revised Effective 7/04

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X - Revised Effective 7/04

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Implementation Date: Fiscal Year 1991-92 July 1, 1991
--

Element Name: Address, Mailing	
Definition/Domain	
<p>The employee's mailing address:</p> <p>(25 characters) Street number and name, P.O. box, or route and box number</p> <p>(10 characters) Apartment number, building number, etc.</p> <p>(20 characters) City and state. Positions 19-20 must be a two-character state code. (See attached table of state codes in Appendix H.)</p> <p>(9 characters) Zip code left justified.</p> <p>NOTE: These are fixed fields.</p>	
Length: 64	State Reporting Formats Requiring This Data Element:
Format: Alphanumeric	Staff Payroll Information DB9 30x
Compatibility Requirement: Compatible	
Use Types: <input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability	
Data Element Number: 200640	
Revised: 3/99	Reported in Survey Periods: <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
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Implementation Date: Fiscal Year 1989-90 July 1, 1989
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Element Name: Address, Residence	
Definition/Domain	
<p>The employee's residence address (if different from mailing address).</p> <p>This is a free-form field.</p>	
Length: 64	State Reporting Formats Requiring This Data Element:
Format: Alphanumeric	
Compatibility Requirement: Compatible	
Use Types: <input type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability	
Data Element Number: 200960	
Reported in Survey Periods: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
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Implementation Date: Fiscal Year 1992-93 July 1, 1992
--

Element Name: Birth Date	
Definition/Domain	
<p>The numeric representation of the date on which the staff member was born.</p> <p style="padding-left: 40px;">Example: (MMDDYYYY) 09171974 = September 17, 1974</p>	
Length: 8	State Reporting Formats Requiring This Data Element:
Format: Numeric	Staff Demographic Information DB9 27x
Compatibility Requirement: Compatible	
Use Types: <input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability	
Data Element Number: 201905	
Revised: 3/99	Reported in Survey Periods: <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5
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Implementation Date: Fiscal Year 1989-90 July 1, 1989
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Element Name: Contract Status													
Definition/Domain													
<p>A code to identify the contract status of instructional personnel.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 15%;"><u>CODE</u></th> <th style="text-align: left;"><u>DEFINITION</u></th> </tr> </thead> <tbody> <tr> <td>AC</td> <td>Annual Contract</td> </tr> <tr> <td>CC</td> <td>Continuing Contract</td> </tr> <tr> <td>SS</td> <td>Single Status - no differentiation between annual and continuing contract</td> </tr> <tr> <td>PS</td> <td>Professional Service Contract</td> </tr> <tr> <td>ZZ</td> <td>Employee is a noninstructional staff member, a substitute teacher and/or is not paid on the regular instructional personnel salary schedule</td> </tr> </tbody> </table>		<u>CODE</u>	<u>DEFINITION</u>	AC	Annual Contract	CC	Continuing Contract	SS	Single Status - no differentiation between annual and continuing contract	PS	Professional Service Contract	ZZ	Employee is a noninstructional staff member, a substitute teacher and/or is not paid on the regular instructional personnel salary schedule
<u>CODE</u>	<u>DEFINITION</u>												
AC	Annual Contract												
CC	Continuing Contract												
SS	Single Status - no differentiation between annual and continuing contract												
PS	Professional Service Contract												
ZZ	Employee is a noninstructional staff member, a substitute teacher and/or is not paid on the regular instructional personnel salary schedule												
Length:	2	State Reporting Formats Requiring This Data Element:											
Format:	Alphabetic												
Compatibility Requirement:	Compatible												
Use Types:	<input type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability												
Data Element Number:	202715												
		Reported in Survey Periods: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5											
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Implementation Date: Fiscal Year 1989-90 July 1, 1989
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Element Name: Country of Citizenship			
Definition/Domain			
<p>A code to identify the employee's country of citizenship, if other than the United States.</p> <p>See Appendix C: Country Codes.</p>			
Length: 2	State Reporting Formats Requiring This Data Element: None		
Format: Alphabetic			
Compatibility Requirement: Compatible			
Use Types: <input type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability			
Data Element Number: 202850			
Reported in Survey Periods: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5			
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Implementation Date: Fiscal Year 2000-01 July 1, 2000
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Element Name: Days Absent, Other	
Definition/Domain	
<p>Number of days in the 180 day school year that the teacher or school administrator was absent attributed to reasons other than personal leave, sick leave, and temporary duty elsewhere. The school year comprises the student contact days for that school. (Round to the nearest full day.) Examples of reasons for these absences include annual leave, vacation leave, professional leave, suspension with or without pay, illness-in-line-of-duty leave, sabbatical leave, military leave, absence without leave, etc. These examples are guidelines only and may vary from district to district.</p> <p>Use 999 for teachers and school administrators who were on leave with pay and those who received only benefit or supplement pay for the fiscal year. Use 000 for employees other than teachers and administrators.</p> <p>Note: Teachers are those employees whose job codes place them on lines 21-33 of the Public Schools Staff Survey (EEO-5). School administrators are those whose job codes place them on lines 9-19 of the Public Schools Staff Survey (EEO-5).</p>	
Length: 3	State Reporting Formats Requiring This Data Element:
Format: Numeric	
Compatibility Requirement: Compatible	
Use Types: <input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability	
Data Element Number: 203070	
Reported in Survey Periods: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5	
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Implementation Date: Fiscal Year 2000-01 July 1, 2000
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Element Name: Days Absent, Personal Leave	
Definition/Domain	
<p>Number of days in the 180 day school year that the teacher or school administrator was absent for personal leave, as defined by the school district. The school year comprises the student contact days for that school. Report for regular full time and temporary full time staff only. (Round to the nearest full day.)</p> <p>Use 999 for teachers and school administrators who were on leave with pay and those who received only benefit or supplemental pay for the fiscal year. Use 000 for employees other than teachers and administrators.</p> <p>Note: Teachers are those employees whose job codes place them on lines 21-33 of the Public Schools Staff Survey (EEO-5). School administrators are those whose job codes place them on lines 9-19 of the Public Schools Staff Survey (EEO-5).</p>	
Length: 3	State Reporting Formats Requiring This Data Element:
Format: Numeric	Staff Demographic Information DB9 27x
Compatibility Requirement: Compatible	
Use Types: <input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability	
Data Element Number: 203080	
Revised: 4/01	Reported in Survey Periods: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5
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Implementation Date: Fiscal Year 2000-01 July 1, 2000
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Element Name: Days Absent, Sick Leave	
Definition/Domain	
<p>Number of days in the 180 day school year that the teacher or school administrator was absent attributed to sick leave. The school year comprises the student contact days for that school. (Round to the nearest full day.) Examples of sick leave include personal illness or injury, family illness, maternity leave, family medical leave, catastrophic illness, etc. These examples are guidelines only and may vary from district to district.</p> <p>Use 999 for teachers and school administrators who were on leave with pay and those who received only benefit or supplemental pay for the fiscal year. Use 000 for employees other than teachers and administrators.</p> <p>Note: Teachers are those employees whose job codes place them on lines 21-33 of the Public Schools Staff Survey (EEO-5). School administrators are those whose job codes place them on lines 9-19 of the Public Schools Staff Survey (EEO-5).</p>	
Length: 3	State Reporting Formats Requiring This Data Element:
Format: Numeric	Staff Demographic Information DB9 27x
Compatibility Requirement: Compatible	
Use Types: <input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability	
Data Element Number: 203090	
Revised: 4/01	Reported in Survey Periods: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5
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Implementation Date: Fiscal Year 2000-01 July 1, 2000
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Element Name: Days Absent, Temporary Duty Elsewhere	
Definition/Domain	
<p>Number of days in the 180 day school year that the teacher or school administrator was absent attributed to temporary duty elsewhere. The school year comprises the student contact days for that school. (Round to the nearest full day.) Examples of temporary duty elsewhere include attendance at conferences, professional meetings, study courses, workshops, school academic or athletic events, etc. These examples are guidelines only and may vary from district to district.</p> <p>Use 999 for teachers and school administrators who were on leave with pay and those who received only benefit or supplemental pay for the fiscal year. Use 000 for employees other than teachers and administrators.</p> <p>Note: Teachers are those employees whose job codes place them on lines 21-33 of the Public Schools Staff Survey (EEO-5). School administrators are those whose job codes place them on lines 9-19 of the Public Schools Staff Survey (EEO-5).</p>	
Length: 3	State Reporting Formats Requiring This Data Element:
Format: Numeric	
Compatibility Requirement: Compatible	
Use Types: <input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability	
Data Element Number: 203100	
Reported in Survey Periods: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5	
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Implementation Date: Fiscal Year 2000-01 July 1, 2000
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Element Name: Days Present	
Definition/Domain	
<p>Number of days in the 180 day school year that the teacher or administrator was present in the job. The school year comprises the student contact days for that school. Report for regular full time and temporary full time staff only. (Round to the nearest full day.)</p> <p>Use 999 for teachers and school administrators who were on leave with pay and those who received only benefit or supplemental pay for the fiscal year. Use 000 for employees other than teachers and administrators.</p> <p>Note: Teachers are those employees whose job codes place them on lines 21-33 of the Public Schools Staff Survey (EEO-5). School administrators are those whose job codes place them on lines 9-19 of the Public Schools Staff Survey (EEO-5).</p>	
Length: 3	State Reporting Formats Requiring This Data Element:
Format: Numeric	
Compatibility Requirement: Compatible	
Use Types: <input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability	
Data Element Number: 203140	
Reported in Survey Periods: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5	
Revised: 4/01	Volume II Effective: 7/04 Page Number: 17-150

FLORIDA DEPARTMENT OF EDUCATION
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VOLUME II: AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS

Implementation Date: Fiscal Year 1988-89 July 1, 1988
--

Element Name: Degree Earned													
Definition/Domain													
<p>A code to identify the highest degree level earned by an employee.</p> <table border="0"> <thead> <tr> <th align="left"><u>CODE</u></th> <th align="left"><u>DEFINITION</u></th> </tr> </thead> <tbody> <tr> <td>B</td> <td>Bachelor's</td> </tr> <tr> <td>M</td> <td>Master's</td> </tr> <tr> <td>S</td> <td>Specialist</td> </tr> <tr> <td>D</td> <td>Doctorate</td> </tr> <tr> <td>Z</td> <td>Not applicable</td> </tr> </tbody> </table>		<u>CODE</u>	<u>DEFINITION</u>	B	Bachelor's	M	Master's	S	Specialist	D	Doctorate	Z	Not applicable
<u>CODE</u>	<u>DEFINITION</u>												
B	Bachelor's												
M	Master's												
S	Specialist												
D	Doctorate												
Z	Not applicable												
Length: 1	State Reporting Formats Requiring This Data Element:												
Format: Alphabetic													
Compatibility Requirement: State Standard													
Use Types: <input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability													
Data Element Number: 203170													
Revised: 11/94	Reported in Survey Periods: <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5												
Volume II	Effective: 7/04	Page Number: 18-1											

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Implementation Date: Fiscal Year 1993-94 July 1, 1993
--

Element Name:	District Number			
Definition/Domain				
<p>The two-digit number for the district in which the staff member is currently employed. For employees who serve multiple districts, this is the fiscal agent district number. Also, the district number is for the district submitting the inservice education component.</p> <p>See Appendix B: District Name Table.</p>				
Length:	2	State Reporting Formats Requiring This Data Element:		
Format:	Numeric	All		
Compatibility Requirement:	State Standard			
Use Types:	<input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability			
Data Element Number:	203490			
		Reported in Survey Periods: <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5		
Revised:	9/92	Volume II	Effective: 7/04	Page Number: 19-1

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AUTOMATED STAFF DATA ELEMENTS**

Implementation Date: Fiscal Year 1992-93 July 1, 1992
--

Element Name: District Number, Where Inservice Completed	
Definition/Domain	
<p>The two-digit number for the district in which the staff member completed the inservice education component.</p> <p>See Appendix B: District Name Table.</p>	
Length: 2	State Reporting Formats Requiring This Data Element:
Format: Numeric	
Compatibility Requirement: State Standard	
Use Types: <input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability	
Data Element Number: 203540	
Revised: 11/91	Reported in Survey Periods: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5
Volume II Effective: 7/04 Page Number: 19-3	

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AUTOMATED STAFF DATA ELEMENTS**

Implementation Date: Fiscal Year 1992-93 July 1, 1992
--

Element Name: Duty Days	
Definition/Domain	
<p>The standard number of days per year an employee in this job is scheduled to work (including paid holidays). Temporary or Substitute employees should be coded "000". Right justified.</p> <p>Examples:</p> <p> 210 The employee is in a job for which the standard number of duty days per year is 210.</p> <p> 000 The employee is a Temporary, Substitute or Student employee.</p>	
Length: 3	State Reporting Formats Requiring This Data Element:
Format: Numeric	
Compatibility Requirement: Compatible	
Use Types: <input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability	
Data Element Number: 203810	
Reported in Survey Periods: <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
Revised: 10/91	Volume II Effective: 7/04 Page Number: 20-1

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AUTOMATED STAFF DATA ELEMENTS**

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

Element Name: Employee Name, Legal			
Definition/Domain			
<p>The employee's last, first and middle names including appendage, as follows:</p> <p style="padding-left: 40px;">(17 characters) Last Name</p> <p style="padding-left: 40px;">(3 characters) Appendage</p> <p style="padding-left: 40px;">(12 characters) First Name</p> <p style="padding-left: 40px;">(10 characters) Middle/Maiden Name or Initial</p> <p>These are fixed fields.</p>			
Length: 42	State Reporting Formats Requiring This Data Element:		
Format: Alphanumeric			
Compatibility Requirement: Compatible			
Use Types: <input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability			
Data Element Number: 203905			
Reported in Survey Periods: <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5			
Revised: 10/95	Volume II	Effective: 7/04	Page Number: 21-1

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AUTOMATED STAFF DATA ELEMENTS**

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

Element Name: Employment Date, Current Position

Definition/Domain

Each date on which continuous employment began for a current primary job code. For reporting purposes, if the employee has more than one primary job, report the date for the primary job the employee has held the longest period of time.

Example: (MMDDYYYY) 08151982 = August 15, 1982

Length: 8	State Reporting Formats Requiring This Data Element: Staff Demographic Information DB9 27x
Format: Numeric	
Compatibility Requirement: Compatible	
Use Types: <input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability	
Data Element Number: 204190	
Reported in Survey Periods: <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5	
Revised: 11/94	Volume II Effective: 7/04 Page Number: 24-1

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DOE INFORMATION DATA BASE REQUIREMENTS
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AUTOMATED STAFF DATA ELEMENTS**

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

Element Name:	Employment Length	
Definition/Domain		
<p>The number of months (to the nearest half month) the employee is scheduled to work.</p> <p>Examples: 090 9 months</p> <p> 095 9 1/2 months</p> <p> 120 12 months</p> <p> 000 Temporary/Substitute</p>		
Length:	3	State Reporting Formats Requiring This Data Element: Staff Payroll Information DB9 30x
Format:	Numeric	
Compatibility Requirement:	Compatible	
Use Types:	<input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability	
Data Element Number:	204380	
		Reported in Survey Periods: <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
Revised:	10/85	Volume II Effective: 7/04 Page Number: 26-1

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DOE INFORMATION DATA BASE REQUIREMENTS
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AUTOMATED STAFF DATA ELEMENTS**

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

Element Name: Employment Status Code											
Definition/Domain											
<p>A code to identify the employee's current employment relationship with the school board.</p> <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: left;"><u>CODE</u></th> <th style="text-align: left;"><u>DEFINITION</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">A</td> <td>Active employee</td> </tr> <tr> <td style="text-align: center;">L</td> <td>Leave of absence without pay</td> </tr> <tr> <td style="text-align: center;">P</td> <td>Leave of absence with pay</td> </tr> <tr> <td style="text-align: center;">T</td> <td>Terminated employee - separated from employment with the district</td> </tr> </tbody> </table>		<u>CODE</u>	<u>DEFINITION</u>	A	Active employee	L	Leave of absence without pay	P	Leave of absence with pay	T	Terminated employee - separated from employment with the district
<u>CODE</u>	<u>DEFINITION</u>										
A	Active employee										
L	Leave of absence without pay										
P	Leave of absence with pay										
T	Terminated employee - separated from employment with the district										
Length:	1										
State Reporting Formats Requiring This Data Element:											
Format:	Alphabetic										
Compatibility Requirement:	Staff Payroll Information DB9 30x										
	Staff FiscalYear Salaries DB9 43x										
Use Types:											
<input checked="" type="checkbox"/> State Report											
<input checked="" type="checkbox"/> Local Accountability											
Data Element Number:											
204570											
Reported in Survey Periods: <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5											
Revised: 10/01	Volume II Effective: 7/04 Page Number: 28-1										


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AUTOMATED STAFF DATA ELEMENTS**

Implementation Date: Fiscal Year 1995-96 July 1, 1995
--

Element Name: Exempt from Public Records Law, Employee							
Definition/Domain							
<p>A one-digit code used to identify an employee or spouse of an employee who is exempt from the Florida Public Records Law (Section 119, Florida Statutes).</p> <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;"><u>CODE</u></th> <th style="text-align: center;"><u>DEFINITION</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Y</td> <td>Employee or spouse of an employee who is exempt from the Florida Public Records Law</td> </tr> <tr> <td style="text-align: center;">Z</td> <td>Not applicable</td> </tr> </tbody> </table>		<u>CODE</u>	<u>DEFINITION</u>	Y	Employee or spouse of an employee who is exempt from the Florida Public Records Law	Z	Not applicable
<u>CODE</u>	<u>DEFINITION</u>						
Y	Employee or spouse of an employee who is exempt from the Florida Public Records Law						
Z	Not applicable						
Length: 1	State Reporting Formats Requiring This Data Element: Staff Demographic Information DB9 27x						
Format: Alphabetic							
Compatibility Requirement: Compatible							
Use Types: <input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability							
Data Element Number: 204640							
Reported in Survey Periods: <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5							
Revised: 7/95	Volume II	Effective: 7/04	Page Number: 28-15				

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Implementation Date: Fiscal Year 2987-88 July 1, 1987
--

Element Name: Experience Length	
Definition/Domain	
<p>The number of years of professional experience for the reported experience type. 00 indicates that the employee is in the first year for the reported experience type.</p> <p>Examples: 04 = 4 years experience 00 = 0 years experience 10 = 10 years experience</p>	
Length: 2	State Reporting Formats Requiring This Data Element:
Format: Numeric	
Compatibility Requirement: Compatible	
Use Types: <input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability	
Data Element Number: 204665	
Revised: 7/04	 Reported in Survey Periods: <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
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AUTOMATED STAFF DATA ELEMENTS**

Implementation Date: Fiscal Year 1989-90 July 1, 1989
--

Element Name:	Experience Type																										
Definition/Domain																											
<p>A code to identify each type of professional experience for instructional and instructional administrative employees (excluding substitute teachers).</p> <table border="0"> <thead> <tr> <th align="left"><u>CODE</u></th> <th align="left"><u>DEFINITION</u></th> </tr> </thead> <tbody> <tr> <td>C</td> <td>Service to the district in current job code assignment</td> </tr> <tr> <td>D</td> <td>Teaching in current district</td> </tr> <tr> <td>A</td> <td>Administration in education</td> </tr> <tr> <td>M</td> <td>Military Service</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td colspan="2">Florida Teaching</td> </tr> <tr> <td>F</td> <td>Teaching in Florida public schools</td> </tr> <tr> <td>S</td> <td>Teaching in Florida nonpublic schools</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td colspan="2">Out-of-State Teaching</td> </tr> <tr> <td>P</td> <td>Teaching in out-of-state public schools</td> </tr> <tr> <td>N</td> <td>Teaching in out-of-state nonpublic schools</td> </tr> </tbody> </table> <p>NOTE: The eight experience types listed above are not mutually exclusive. Each year of professional experience should be reported in as many of the above categories as are applicable.</p>		<u>CODE</u>	<u>DEFINITION</u>	C	Service to the district in current job code assignment	D	Teaching in current district	A	Administration in education	M	Military Service			Florida Teaching		F	Teaching in Florida public schools	S	Teaching in Florida nonpublic schools			Out-of-State Teaching		P	Teaching in out-of-state public schools	N	Teaching in out-of-state nonpublic schools
<u>CODE</u>	<u>DEFINITION</u>																										
C	Service to the district in current job code assignment																										
D	Teaching in current district																										
A	Administration in education																										
M	Military Service																										
Florida Teaching																											
F	Teaching in Florida public schools																										
S	Teaching in Florida nonpublic schools																										
Out-of-State Teaching																											
P	Teaching in out-of-state public schools																										
N	Teaching in out-of-state nonpublic schools																										
Length:	1																										
Format:	Alphabetic																										
Compatibility Requirement:	Compatible																										
Use Types:	<input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability																										
Data Element Number:	204760																										
Reported in Survey Periods:	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5																										
Revised:	9/88																										
Volume II																											
Effective: 7/04																											
Page Number: 30-1																											

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AUTOMATED STAFF DATA ELEMENTS**

Implementation Date: Fiscal Year 1997-98 July 1, 1997
--

Element Name: Fiscal Year Salary		
Definition/Domain		
<p>All salaries paid to the staff member for the job being reported.</p> <p>NNNNNNNNN Example: 001700000 = \$17,000.00</p>		
Length: 9	State Reporting Formats Requiring This Data Element:	
Format: Numeric		
Compatibility Requirement: Compatible		
Use Types: X State Report <input checked="" type="checkbox"/> Local Accountability		
Data Element Number: 205180		
Revised: 7/97	Reported in Survey Periods: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5	
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AUTOMATED STAFF DATA ELEMENTS**

Implementation Date: Fiscal Year 1991-92 July 1, 1991
--

Element Name: Florida Educators Certificate Expiration Year			
Definition/Domain			
<p>The date the staff member's Florida Educators Certificate expires.</p> <p>Example: (YYYY) 2004 = an expiration date of June 30, 2004</p>			
Length: 4	State Reporting Formats Requiring This Data Element: None		
Format: Numeric			
Compatibility Requirement: Compatible			
Use Types: <input type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability			
Data Element Number: 206000			
Reported in Survey Periods: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5			
Revised: 3/99	Volume II	Effective: 7/04	Page Number: 31-3

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AUTOMATED STAFF DATA ELEMENTS**

Implementation Date: Fiscal Year 1992-93 July 1, 1992
--

Element Name: Florida Educators Certificate Number											
Definition/Domain											
<p>The ten-digit number that is either assigned by the Department of Education for a teacher or a district-assigned number given in accordance with the assignment codes below:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; width: 40%;"><u>CODE</u></th> <th style="text-align: center;"><u>DEFINITION</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">0000000000:</td> <td>Employee has not assigned certificate number.</td> </tr> <tr> <td style="text-align: center;">0000000001-0000999998, Section 0001000000-0009999999:</td> <td>The regular number assigned by the Certification of the Department of Education.</td> </tr> <tr> <td style="text-align: center;">0000999999:</td> <td>A number assigned to a community college or university instructor for reporting purposes.</td> </tr> <tr> <td style="text-align: center;">9999999999:</td> <td>A number assigned to a teacher providing special educational programs through contractual arrangements in a nonpublic school or facility in accordance with Rule 6A-6.0361, FAC.</td> </tr> </tbody> </table> <p>All numbers should be right justified.</p>		<u>CODE</u>	<u>DEFINITION</u>	0000000000:	Employee has not assigned certificate number.	0000000001-0000999998, Section 0001000000-0009999999:	The regular number assigned by the Certification of the Department of Education.	0000999999:	A number assigned to a community college or university instructor for reporting purposes.	9999999999:	A number assigned to a teacher providing special educational programs through contractual arrangements in a nonpublic school or facility in accordance with Rule 6A-6.0361, FAC.
<u>CODE</u>	<u>DEFINITION</u>										
0000000000:	Employee has not assigned certificate number.										
0000000001-0000999998, Section 0001000000-0009999999:	The regular number assigned by the Certification of the Department of Education.										
0000999999:	A number assigned to a community college or university instructor for reporting purposes.										
9999999999:	A number assigned to a teacher providing special educational programs through contractual arrangements in a nonpublic school or facility in accordance with Rule 6A-6.0361, FAC.										
Length: 10	State Reporting Formats Requiring This Data Element: Staff Demographic Information DB9 27x										
Format: Numeric											
Compatibility Requirement: State Standard											
Use Types: <input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability											
Data Element Number: 206020											
Reported in Survey Periods: <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5											
Revised: 10/01	Volume II Effective: 7/04 Page Number: 31-7										

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AUTOMATED STAFF DATA ELEMENTS**

Implementation Date: Fiscal Year 1992-93 July 1, 1992
--

Element Name: Florida Educators Certificate Subject Coverage			
Definition/Domain			
<p>A code for each subject the staff member is certified to teach.</p> <p>The file containing the codes is at NWRDC.</p> <p>File Description: Subject Code Name File</p> <p>Dataset Name: DPS.DISTRICT.K9.F61707.Yxxxx xxxx is the school year (i.e., 9394)</p>			
Length: 4	State Reporting Formats Requiring This Data Element:		
Format: Alphanumeric			
Compatibility Requirement: State Standard			
Use Types: <input type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability			
Data Element Number: 206030			
Reported in Survey Periods: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5			
Revised: 11/91	Volume II	Effective: 7/04	Page Number: 31-9

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AUTOMATED STAFF DATA ELEMENTS**

Implementation Date: Fiscal Year 1991-92 July 1, 1991
--

Element Name: Florida Educators Certificate Type																			
Definition/Domain																			
<p>A code to identify the type of certificate issued to instructional personnel.</p> <table border="0"> <thead> <tr> <th align="left"><u>CODE</u></th> <th align="left"><u>DEFINITION</u></th> </tr> </thead> <tbody> <tr> <td>RG</td> <td>Regular/Professional</td> </tr> <tr> <td>NP</td> <td>Non-renewable Professional</td> </tr> <tr> <td>AC</td> <td>Athletic Coaching</td> </tr> <tr> <td>TB</td> <td>Temporary (one year) certificate with credit required to reissue</td> </tr> <tr> <td>TC</td> <td>Temporary (one year) certificate with no credit required to reissue</td> </tr> <tr> <td>TM</td> <td>Temporary (two years)</td> </tr> <tr> <td>TD</td> <td>Temporary (three years) Non-renewable certificate</td> </tr> <tr> <td>SB</td> <td>Substitute</td> </tr> </tbody> </table>		<u>CODE</u>	<u>DEFINITION</u>	RG	Regular/Professional	NP	Non-renewable Professional	AC	Athletic Coaching	TB	Temporary (one year) certificate with credit required to reissue	TC	Temporary (one year) certificate with no credit required to reissue	TM	Temporary (two years)	TD	Temporary (three years) Non-renewable certificate	SB	Substitute
<u>CODE</u>	<u>DEFINITION</u>																		
RG	Regular/Professional																		
NP	Non-renewable Professional																		
AC	Athletic Coaching																		
TB	Temporary (one year) certificate with credit required to reissue																		
TC	Temporary (one year) certificate with no credit required to reissue																		
TM	Temporary (two years)																		
TD	Temporary (three years) Non-renewable certificate																		
SB	Substitute																		
Length: 2	State Reporting Formats Requiring This Data Element: None																		
Format: Alphanumeric																			
Compatibility Requirement: Compatible																			
Use Types: <input type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability																			
Data Element Number: 206040																			
Revised: 10/01	Reported in Survey Periods: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5																		
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AUTOMATED STAFF DATA ELEMENTS**

Implementation Date: Fiscal Year 1991-92 July 1, 1991
--

Element Name: Gender							
Definition/Domain							
<p>A code representing the gender of the employee.</p> <table style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; padding: 5px;"><u>CODE</u></th> <th style="text-align: center; padding: 5px;"><u>DEFINITION</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center; padding: 5px;">M</td> <td style="padding: 5px;">Male</td> </tr> <tr> <td style="text-align: center; padding: 5px;">F</td> <td style="padding: 5px;">Female</td> </tr> </tbody> </table>		<u>CODE</u>	<u>DEFINITION</u>	M	Male	F	Female
<u>CODE</u>	<u>DEFINITION</u>						
M	Male						
F	Female						
Length:	1						
State Reporting Formats Requiring This Data Element:							
Format:	Alphabetic						
Compatibility Requirement:	State Standard						
Use Types:							
<input checked="" type="checkbox"/> State Report							
<input checked="" type="checkbox"/> Local Accountability							
Data Element Number:							
217985							
Reported in Survey Periods: <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5							
Revised: 01/02	Volume II Effective: 7/04 Page Number: 31-75						

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Implementation Date: Fiscal Year 2004-05 July 1, 2004
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Element Name: Highly Qualified Paraprofessional	→	**NEW DATA ELEMENT**
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Definition/Domain

A code to indicate the qualification status of a paraprofessional in relation to No Child Left Behind (NCLB) requirements.

<u>CODE</u>	<u>DEFINITION</u>
A	Has an associate's or higher degree
B	Has two years of study at an institution of higher education
C	Meets locally approved academic assessment of qualifications
D	Not NCLB qualified
Z	Not Applicable

Note:
This data element applies to paraprofessionals with instructional roles which include selected job codes beginning with 51 through 55.

Non-instructional paraprofessionals should be coded "Z."

Non-instructional paraprofessional activities and job codes include, but are not limited to, the following: personal care services, parental involvement activities (91033), food service (76024), playground/cafeteria supervision (76024), bus aides/bus attendants (52051 & 78032), clerical duties, non-instructional computer assistance, non-instructional media center/library supervision (62040), and translators (not providing instructional support).

Length: 1	State Reporting Formats Requiring This Data Element: Staff Demographic Information DB9 27x
Format: Alphabetic	
Compatibility Requirement: Compatible	
Use Types: <input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability	
Data Element Number: 207395	
Reported in Survey Periods: <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5	

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AUTOMATED STAFF DATA ELEMENTS**

Implementation Date: Fiscal Year 2002-03 July 1, 2002

Element Name: Inservice Education, Delivery Method															
Definition/Domain															
<p>A one-character code to describe the primary means (50-percent or more) of instructional delivery of inservice component knowledge.</p> <table border="0"> <thead> <tr> <th align="left"><u>CODE</u></th> <th align="left"><u>DEFINITION</u></th> </tr> </thead> <tbody> <tr> <td>A</td> <td>Workshop</td> </tr> <tr> <td>B</td> <td>Electronic, Interactive</td> </tr> <tr> <td>C</td> <td>Electronic, Non-Interactive</td> </tr> <tr> <td>D</td> <td>Study Group/Learning Community ←</td> </tr> <tr> <td>E</td> <td>Action Research</td> </tr> <tr> <td>F</td> <td>Independent Study</td> </tr> </tbody> </table>		<u>CODE</u>	<u>DEFINITION</u>	A	Workshop	B	Electronic, Interactive	C	Electronic, Non-Interactive	D	Study Group/Learning Community ←	E	Action Research	F	Independent Study
<u>CODE</u>	<u>DEFINITION</u>														
A	Workshop														
B	Electronic, Interactive														
C	Electronic, Non-Interactive														
D	Study Group/Learning Community ←														
E	Action Research														
F	Independent Study														
Length: 1	State Reporting Formats Requiring This Data Element: Inservice Education DB9 36x														
Format: Alphabetic															
Compatibility Requirement: Compatible															
Use Types: <input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability															
Data Element Number: 208430															
Revised: 7/04	Reported in Survey Periods: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5														
Volume II	Effective: 7/04														
Page Number: 35-10															

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AUTOMATED STAFF DATA ELEMENTS**

Implementation Date: Fiscal Year 2002-03 July 1, 2002

Element Name: Inservice Education, Follow-up Method																															
Definition/Domain																															
<p>A one-character code to describe the primary means (50-percent or more) prescribed to follow-up on inservice component knowledge acquisition.</p> <table border="0"> <thead> <tr> <th align="left"><u>CODE</u></th> <th align="left"><u>DEFINITION</u></th> </tr> </thead> <tbody> <tr><td>A</td><td>Structured Interview with Participant</td></tr> <tr><td>B</td><td>Structured Interview with Participant's Supervisor</td></tr> <tr><td>C</td><td>Structured Interview with Participant's Students</td></tr> <tr><td>D</td><td>Structured Interview with Participant's Students' Parents</td></tr> <tr><td>E</td><td>Participant Oral Reflections</td></tr> <tr><td>F</td><td>Participant Written Reflections</td></tr> <tr><td>G</td><td>Participant Portfolio</td></tr> <tr><td>H</td><td>Participant Product</td></tr> <tr><td>I</td><td>Direct Observation</td></tr> <tr><td>J</td><td>Videotape of Participant</td></tr> <tr><td>K</td><td>Audiotape of Participant</td></tr> <tr><td>L</td><td>Review of Student Records of Participant</td></tr> <tr><td>→ M</td><td>Structured Mentor/Coaching Program</td></tr> <tr><td>→ N</td><td>Results from Action Research</td></tr> </tbody> </table>		<u>CODE</u>	<u>DEFINITION</u>	A	Structured Interview with Participant	B	Structured Interview with Participant's Supervisor	C	Structured Interview with Participant's Students	D	Structured Interview with Participant's Students' Parents	E	Participant Oral Reflections	F	Participant Written Reflections	G	Participant Portfolio	H	Participant Product	I	Direct Observation	J	Videotape of Participant	K	Audiotape of Participant	L	Review of Student Records of Participant	→ M	Structured Mentor/Coaching Program	→ N	Results from Action Research
<u>CODE</u>	<u>DEFINITION</u>																														
A	Structured Interview with Participant																														
B	Structured Interview with Participant's Supervisor																														
C	Structured Interview with Participant's Students																														
D	Structured Interview with Participant's Students' Parents																														
E	Participant Oral Reflections																														
F	Participant Written Reflections																														
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L	Review of Student Records of Participant																														
→ M	Structured Mentor/Coaching Program																														
→ N	Results from Action Research																														
Length: 1	State Reporting Formats Requiring This Data Element: Inservice Education DB9 36x																														
Format: Alphabetic																															
Compatibility Requirement: Compatible																															
Use Types: <input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability																															
Data Element Number: 208470																															
Reported in Survey Periods: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5																															
Revised: 7/04	Volume II Effective: 7/04 Page Number: 35-11																														

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AUTOMATED STAFF DATA ELEMENTS**

Implementation Date: Fiscal Year 2002-03 July 1, 2002

Element Name: Inservice Education, Primary Purpose													
Definition/Domain													
<p>A one-character code to describe the primary purpose (50-percent or more) of the inservice component.</p> <table border="0"> <thead> <tr> <th align="left"><u>CODE</u></th> <th align="left"><u>DEFINITION</u></th> </tr> </thead> <tbody> <tr> <td>A*</td> <td>Add-on Certification</td> </tr> <tr> <td>B</td> <td>Alternate Certification</td> </tr> <tr> <td>C</td> <td>Florida Educators Certificate Renewal</td> </tr> <tr> <td>D</td> <td>Other Professional Certificate/License Renewal</td> </tr> <tr> <td>E**</td> <td>Professional Skill Building</td> </tr> </tbody> </table> <p>*Note: An out-of-field teacher for whom the most critical and primary purpose of the inservice is "add-on" certification.</p> <p>**Note: All Non-Certified personnel should be included in this category. Certified personnel may be included only if none of the categories above is appropriate.</p>		<u>CODE</u>	<u>DEFINITION</u>	A*	Add-on Certification	B	Alternate Certification	C	Florida Educators Certificate Renewal	D	Other Professional Certificate/License Renewal	E**	Professional Skill Building
<u>CODE</u>	<u>DEFINITION</u>												
A*	Add-on Certification												
B	Alternate Certification												
C	Florida Educators Certificate Renewal												
D	Other Professional Certificate/License Renewal												
E**	Professional Skill Building												
Length: 1	State Reporting Formats Requiring This Data Element: Inservice Education DB9 36x												
Format: Alphanumeric													
Compatibility Requirement: Compatible													
Use Types: <input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability													
Data Element Number: 208635													
Reported in Survey Periods: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5													
Revised: 7/02	Volume II	Effective: 7/04	Page Number: 36-48										

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Implementation Date: Fiscal Year 1997-98 July 1, 1997
--

Element Name:	Job Code	
Definition/Domain		
<p>The code associated with each job assignment of the employee.</p> <p align="center">Example: 51077 Bilingual Specialist</p> <p>See Appendix E: Job Code Assignments.</p>		
Length:	5	State Reporting Formats Requiring This Data Element:
Format:	Numeric	
Compatibility Requirement:	Compatible	
Use Types:	<input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability	
Data Element Number:	208750	
		Reported in Survey Periods: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5
Revised:	3/98	Volume II Effective: 7/04 Page Number: 36-100

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AUTOMATED STAFF DATA ELEMENTS**

Implementation Date: Fiscal Year 1989-90 July 1, 1989
--

Element Name: Job Code FTE			
Definition/Domain			
<p>The full-time equivalency of the job assignment (to the nearest whole percent). For one full-time equivalency, the employee's services are required each working day at least the number of hours equal to the number of hours of a regular working day <u>for that job</u>.</p> <p>Examples: 100 100% of the employee's time is spent at the reported job assignment.</p> <p> 050 50% of the employee's time is spent at the reported job assignment.</p> <p> 000 Substitute teacher, temporary part-time or student employee.</p> <p>NOTE: The sum of all job code FTEs for <u>one</u> full-time position should not exceed 100.</p>			
Length: 3	State Reporting Formats Requiring This Data Element:		
Format: Numeric			
Compatibility Requirement: Compatible			
Use Types: <input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability			
Data Element Number: 208950			
Reported in Survey Periods: <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5			
Revised: 9/88	Volume II	Effective: 7/04	Page Number: 38-1

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

Element Name: Job Code Fund Source																					
Definition/Domain																					
<p>A code to identify up to three fund sources (and corresponding percentages) from which the employee's salary is paid:</p> <table style="margin-left: 40px;"> <thead> <tr> <th style="text-align: center;"><u>CODE</u></th> <th style="text-align: center;"><u>FUND SOURCE</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">B</td> <td>Elementary and Secondary Education Act (ESEA), Title I</td> </tr> <tr> <td style="text-align: center;">C</td> <td>Charter School, Not Paid Through District</td> </tr> <tr> <td style="text-align: center;">E</td> <td>IDEA - Individuals with Disabilities Education Act</td> </tr> <tr> <td style="text-align: center;">O</td> <td>Other Federal Programs</td> </tr> <tr> <td style="text-align: center;">G</td> <td>State/Local Funded Programs (e.g., FEFP, State Categorical Programs)</td> </tr> <tr> <td style="text-align: center;">⇒ ⇒</td> <td>R Reading First Grant</td> </tr> <tr> <td style="text-align: center;">S</td> <td>Reading Coaches Grant</td> </tr> </tbody> </table> <p>Examples:</p> <table style="margin-left: 40px;"> <tr> <td>B050G0500000</td> <td>Fifty percent of the employee's salary or wage is paid from ESEA, Title 1, and 50 percent is paid from State Funded Programs.</td> </tr> <tr> <td>E10000000000</td> <td>One hundred percent of the employee's salary or wage is paid from IDEA, Individuals with Disabilities Education Act.</td> </tr> </table>		<u>CODE</u>	<u>FUND SOURCE</u>	B	Elementary and Secondary Education Act (ESEA), Title I	C	Charter School, Not Paid Through District	E	IDEA - Individuals with Disabilities Education Act	O	Other Federal Programs	G	State/Local Funded Programs (e.g., FEFP, State Categorical Programs)	⇒ ⇒	R Reading First Grant	S	Reading Coaches Grant	B050G0500000	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.
<u>CODE</u>	<u>FUND SOURCE</u>																				
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C	Charter School, Not Paid Through District																				
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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 Requirement: Compatible	Staff Additional Job Assignments DB9 31x Staff Fiscal Year Salaries DB9 43x																				
Use Types: <input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability																					
Data Element Number: 209070	Reported in Survey Periods: <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5																				
Revised: 7/04	Volume II Effective: 7/04 Page Number: 39-1																				

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

Element Name: Multidistrict Employee, District Number	
Definition/Domain	
<p>The number for each district which a multidistrict employee serves <u>other than</u> the fiscal agent district. For employees serving the entire state, enter 99.</p> <p>See Appendix B: District Name Table.</p>	
Length:	2
State Reporting Formats Requiring This Data Element:	
Format:	Numeric
Compatibility Requirement:	Compatible
Use Types:	
<input checked="" type="checkbox"/> State Report	
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Data Element Number:	212410
Reported in Survey Periods: <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
Revised: 4/02	Volume II Effective: 7/04 Page Number: 43-1

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AUTOMATED STAFF DATA ELEMENTS**

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

Element Name:	Number of Exemptions	
Definition/Domain		
<p>The number of exemptions claimed for federal income tax withholding purposes.</p>		
Length:	2	State Reporting Formats Requiring This Data Element:
Format:	Numeric	
Compatibility Requirement:	Compatible	
Use Types:	<input type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability	
Data Element Number:	212730	
		Reported in Survey Periods: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
Revised:	10/85	Volume II Effective: 7/04 Page Number: 44-1

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Implementation Date: Fiscal Year 1987-88 July 1, 1987
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Element Name: Pay Class	
Definition/Domain	
A code to identify the pay schedule to which the employee belongs.	
<u>CODE</u>	<u>DEFINITION</u>
A	Administrative schedule
I	Instructional schedule
O	Other
E	Elected/Appointed Position
Length:	1
Format:	Alphabetic
Compatibility Requirement:	Compatible
Use Types:	<input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability
Data Element Number:	214515
Revised: 9/86	State Reporting Formats Requiring This Data Element: Staff Payroll Information DB9 30x Reported in Survey Periods: <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
Volume II	Effective: 7/04
Page Number: 45-1	

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AUTOMATED STAFF DATA ELEMENTS**

Implementation Date: Fiscal Year 1992-93 July 1, 1992
--

Element Name: Pay Frequency	
Definition/Domain	
<p>For Salaried Employees:</p> <p>XX.XX The number of pay periods the employee is paid each year.</p> <p>Example: 1200 A salaried employee is paid 12 times per year.</p> <p style="text-align: center;"><u>OR</u></p> <p>For employees paid on an hourly basis:</p> <p>XX.XX The number of hours per day the employee is scheduled to work.</p> <p>Examples: 0775 An hourly paid employee is schedule to work 7 3/4 hours per day.</p> <p style="padding-left: 100px;">0400 An hourly paid employee is scheduled to work 4 hours per day.</p> <p style="text-align: center;"><u>OR</u></p> <p>For employees paid on a daily basis:</p> <p>XX.XX The number of days per week the employee is scheduled to work.</p> <p>Example: 0500 A daily paid employee is scheduled to work 5 days per week.</p> <p style="text-align: center;"><u>OR</u></p> <p>For temporary part-time employees this may be zero filled.</p> <p>Example: 0000 Temporary or student employee.</p>	
Length: 4	State Reporting Formats Requiring This Data Element:
Format: Numeric	
Compatibility Requirement: Compatible	
Use Types: <input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability	
Data Element Number: 214710	
Reported in Survey Periods: <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
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Implementation Date: Fiscal Year 1987-88 July 1, 1987
--

Element Name:	Pay Rate	
Definition/Domain		
<p>For salaried employees:</p> <p style="padding-left: 40px;">XXX,XXX.XX The salary, before deductions and prior to supplements, expected to be paid to an employee each pay period.</p> <p style="padding-left: 40px;">Example: 00217500 = A salaried employee is paid \$\$2,175 each pay period.</p> <p style="text-align: center;"><u>OR</u></p> <p>For employees paid on an hourly basis:</p> <p style="padding-left: 40px;">XXX,XXX.XX The wage, before deductions and prior to supplements, expected to be paid to an employee per hour.</p> <p style="padding-left: 40px;">Example: 00000850 = An hourly paid employee is paid \$8.50 per hour.</p> <p style="text-align: center;"><u>OR</u></p> <p>For employees paid on a daily basis:</p> <p style="padding-left: 40px;">XXX,XXX.XX The wage, before deductions and prior to supplements, expected to be paid to an employee per day.</p> <p style="padding-left: 40px;">Example: 00003500 = A daily paid employee is paid \$35.00 per day.</p>		
Length:	8	State Reporting Formats Requiring This Data Element: Staff Payroll Information DB9 30x
Format:	Numeric	
Compatibility Requirement:	Compatible	
Use Types:	<input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability	
Data Element Number:	214905	
		Reported in Survey Periods: <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
Revised:	9/86	Volume II Effective: 7/04 Page Number: 47-1

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AUTOMATED STAFF DATA ELEMENTS**

Implementation Date: Fiscal Year 1987-88 July 1, 1987
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Element Name:	Pay Type									
Definition/Domain										
<p>A code to identify the type of pay the employee receives.</p> <table style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 5px;"><u>CODE</u></th> <th style="text-align: left; padding: 5px;"><u>DEFINITION</u></th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">H</td> <td style="padding: 5px;">Hourly Pay</td> </tr> <tr> <td style="padding: 5px;">S</td> <td style="padding: 5px;">Salary</td> </tr> <tr> <td style="padding: 5px;">D</td> <td style="padding: 5px;">Daily</td> </tr> </tbody> </table>			<u>CODE</u>	<u>DEFINITION</u>	H	Hourly Pay	S	Salary	D	Daily
<u>CODE</u>	<u>DEFINITION</u>									
H	Hourly Pay									
S	Salary									
D	Daily									
Length:	1	State Reporting Formats Requiring This Data Element: Staff Payroll Information DB9 30x								
Format:	Alphabetic									
Compatibility Requirement:	Compatible									
Use Types:	<input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability									
Data Element Number:	215100									
Reported in Survey Periods:		<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5								
Revised: 9/86	Volume II	Effective: 7/04								
Page Number: 48-1										

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

Element Name: Racial/Ethnic Category													
Definition/Domain													
<p>The racial/ethnic group to which the staff member belongs or with which the staff member identifies.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 15%;"><u>CODE</u></th> <th style="text-align: left;"><u>DEFINITION</u></th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">W</td> <td><u>White, Non-Hispanic</u>: Persons having origins in any of the original peoples of Europe, North Africa or the Middle East.</td> </tr> <tr> <td style="vertical-align: top;">B</td> <td><u>Black, Non-Hispanic</u>: Persons having origins in any of the Black racial groups of Africa.</td> </tr> <tr> <td style="vertical-align: top;">H</td> <td><u>Hispanic</u>: Persons of Mexican, Puerto Rican, Cuban, Central and South American or other Spanish culture or origin, regardless of race.</td> </tr> <tr> <td style="vertical-align: top;">A</td> <td><u>Asian/Pacific Islander</u>: Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.</td> </tr> <tr> <td style="vertical-align: top;">I</td> <td><u>American Indian/Alaskan Native</u>: Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.</td> </tr> </tbody> </table> <p>Racial/Ethnic designators do not denote scientific definitions of anthropological origins. For the purposes of this report, an employee may be included in the group to which he or she appears to belong, identifies with or is regarded in the community as belonging. However, no person would be counted in more than one racial/ethnic group.</p>		<u>CODE</u>	<u>DEFINITION</u>	W	<u>White, Non-Hispanic</u> : Persons having origins in any of the original peoples of Europe, North Africa or the Middle East.	B	<u>Black, Non-Hispanic</u> : Persons having origins in any of the Black racial groups of Africa.	H	<u>Hispanic</u> : Persons of Mexican, Puerto Rican, Cuban, Central and South American or other Spanish culture or origin, regardless of race.	A	<u>Asian/Pacific Islander</u> : Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.	I	<u>American Indian/Alaskan Native</u> : Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
<u>CODE</u>	<u>DEFINITION</u>												
W	<u>White, Non-Hispanic</u> : Persons having origins in any of the original peoples of Europe, North Africa or the Middle East.												
B	<u>Black, Non-Hispanic</u> : Persons having origins in any of the Black racial groups of Africa.												
H	<u>Hispanic</u> : Persons of Mexican, Puerto Rican, Cuban, Central and South American or other Spanish culture or origin, regardless of race.												
A	<u>Asian/Pacific Islander</u> : Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.												
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Length:	1												
Format:	Alphabetic												
Compatibility Requirement:	State Standard												
Use Types:	<input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability												
Data Element Number:	216565												
Reported in Survey Periods: <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5													
Revised: 9/86	Volume II Effective: 7/04 Page Number: 50-1												

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

Implementation Date: Fiscal Year 1989-90 July 1, 1989
--

Element Name: Salary Schedule Pay Lane																					
Definition/Domain																					
<p>The pay lane on the district instructional salary matrix from which the individual is paid.</p> <table border="0"> <thead> <tr> <th align="center"><u>CODE</u></th> <th align="center"><u>DEFINITION</u></th> </tr> </thead> <tbody> <tr> <td align="center">1</td> <td>Bachelor's</td> </tr> <tr> <td align="center">2</td> <td>Bachelor's Plus</td> </tr> <tr> <td align="center">3</td> <td>Master's</td> </tr> <tr> <td align="center">4</td> <td>Master's Plus</td> </tr> <tr> <td align="center">5</td> <td>Beyond Master's Plus</td> </tr> <tr> <td align="center">6</td> <td>Specialist</td> </tr> <tr> <td align="center">7</td> <td>Doctorate</td> </tr> <tr> <td align="center">8</td> <td>Flat Rate Example: JROTC instructors.</td> </tr> <tr> <td align="center">0</td> <td>Not an instructional employee and/or is not paid on the regular instructional personnel salary schedule.</td> </tr> </tbody> </table>		<u>CODE</u>	<u>DEFINITION</u>	1	Bachelor's	2	Bachelor's Plus	3	Master's	4	Master's Plus	5	Beyond Master's Plus	6	Specialist	7	Doctorate	8	Flat Rate Example: JROTC instructors.	0	Not an instructional employee and/or is not paid on the regular instructional personnel salary schedule.
<u>CODE</u>	<u>DEFINITION</u>																				
1	Bachelor's																				
2	Bachelor's Plus																				
3	Master's																				
4	Master's Plus																				
5	Beyond Master's Plus																				
6	Specialist																				
7	Doctorate																				
8	Flat Rate Example: JROTC instructors.																				
0	Not an instructional employee and/or is not paid on the regular instructional personnel salary schedule.																				
Length: 1	State Reporting Formats Requiring This Data Element:																				
Format: Numeric																					
Compatibility Requirement: Compatible																					
Use Types: <input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability																					
Data Element Number: 217265																					
Reported in Survey Periods: <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5																					
Revised: 10/01	Volume II Effective: 7/04 Page Number: 51-1																				

**FLORIDA DEPARTMENT OF EDUCATION
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Implementation Date: Fiscal Year 1989-90 July 1, 1989
--

Element Name: Salary Schedule Step	
Definition/Domain	
<p>A two-digit salary schedule step for instructional personnel. Instructional personnel who are in their first year should be placed on Step <u>00</u>. Second year personnel are on Step <u>01</u> and so forth. Use code <u>99</u> for employees who are not instructional personnel and/or are not paid on the regular instructional personnel salary schedule. Use code <u>98</u> for employees on a flat rate schedule (e.g., JROTC instructors).</p>	
Length:	2
State Reporting Formats Requiring This Data Element:	
Format:	Numeric
Compatibility Requirement:	Compatible
Use Types:	
<input checked="" type="checkbox"/> State Report	
<input checked="" type="checkbox"/> Local Accountability	
Data Element Number:	
	217325
Reported in Survey Periods: <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5	
Revised: 10/01	Volume II Effective: 7/04 Page Number: 52-1

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AUTOMATED STAFF DATA ELEMENTS**

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

Element Name: Salary Supplement Type																							
Definition/Domain																							
<p>A code to identify each type of annual salary supplement scheduled to be paid.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 10%;"><u>CODE</u></th> <th style="text-align: left;"><u>DEFINITION</u></th> </tr> </thead> <tbody> <tr> <td>A</td> <td>Athletic - includes supplements to athletic directors, trainers, head coaches, assistant coaches, etc.</td> </tr> <tr> <td>B</td> <td>Academic - includes supplements to band directors, department heads, cheerleader sponsors, yearbook directors, drama sponsors, etc.</td> </tr> <tr> <td>C</td> <td>Merit Pay - awarded by the local school district</td> </tr> <tr> <td>E</td> <td>Inservice Stipends - supplement paid to an employee who has completed certain inservice hours, coursework, or other training.</td> </tr> <tr> <td>F</td> <td>Extended Day - supplements to those who teach an extended period for extra pay beyond the regular contracted day, including teaching during a planning period and after-school tutoring.</td> </tr> <tr> <td>G</td> <td>Other</td> </tr> <tr> <td>H</td> <td>Florida Excellent Teaching Program Incentive/Salary Bonus - includes portfolio preparation incentives, salary bonuses and mentoring bonuses as indicated in s. 1012.72, F.S.</td> </tr> <tr> <td>I</td> <td>Florida School Recognition Program as defined in s. 1008.36, F.S.</td> </tr> <tr> <td>J</td> <td>Performance Pay Incentive as defined in s. 1012.22(1)(c), F.S.</td> </tr> <tr> <td>K</td> <td>Advanced Placement Instruction bonus as defined in s1011.62(1)(n), F.S.</td> </tr> </tbody> </table>		<u>CODE</u>	<u>DEFINITION</u>	A	Athletic - includes supplements to athletic directors, trainers, head coaches, assistant coaches, etc.	B	Academic - includes supplements to band directors, department heads, cheerleader sponsors, yearbook directors, drama sponsors, etc.	C	Merit Pay - awarded by the local school district	E	Inservice Stipends - supplement paid to an employee who has completed certain inservice hours, coursework, or other training.	F	Extended Day - supplements to those who teach an extended period for extra pay beyond the regular contracted day, including teaching during a planning period and after-school tutoring.	G	Other	H	Florida Excellent Teaching Program Incentive/Salary Bonus - includes portfolio preparation incentives, salary bonuses and mentoring bonuses as indicated in s. 1012.72, F.S.	I	Florida School Recognition Program as defined in s. 1008.36, F.S.	J	Performance Pay Incentive as defined in s. 1012.22(1)(c), F.S.	K	Advanced Placement Instruction bonus as defined in s1011.62(1)(n), F.S.
<u>CODE</u>	<u>DEFINITION</u>																						
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J	Performance Pay Incentive as defined in s. 1012.22(1)(c), F.S.																						
K	Advanced Placement Instruction bonus as defined in s1011.62(1)(n), F.S.																						
CONTINUED ON THE NEXT PAGE																							
Length: 1	State Reporting Formats Requiring This Data Element: Staff Salary Supplements DB9 32x																						
Format: Alphabetic																							
Compatibility Requirement: Compatible																							
Use Types: <input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability																							
Data Element Number: 217385																							
Reported in Survey Periods: <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5																							
Revised: 8/03	Volume II	Effective: 7/04	Page Number: 53-1																				

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AUTOMATED STAFF DATA ELEMENTS**

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

Element Name: Salary Supplement Type (continued)	
Definition/Domain (continued)	
<u>CODE</u>	<u>DEFINITION</u>
N	Bonus for Teacher Retention in an area of critical state concern.
O	Bonus for Teacher Recruitment in an area of critical state concern.
P	Bonus for teacher (instructional personnel) retention.
Q	International Baccalaureate instruction bonus as defined in s. 1011.62(1)(l), F.S.
R	Bonus for teacher (instructional personnel) recruitment.
S	Sick Leave Buy Back – payment for unused sick leave.
T	Terminal Pay – payment for unused annual leave.
U	In-Kind Compensation – examples: uniforms, car, etc.
V	Sabbatical Leave Pay.
W	Advance International Certificate of Education bonus as defined in s. 1011.62(1)(m), F.S.
 Note: For 2000-01 only, codes L and M were collected for reporting bonuses for Teacher Retention (L) and Teacher Recruitment (M) in D, F and alternative schools.	
Revised: 8/03	Volume II
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	Page Number: 53-2

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DOE INFORMATION DATA BASE REQUIREMENTS
VOLUME II: AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS**

Implementation Date: Fiscal Year 1997-98 July 1, 1997
--

Element Name:	Salary Supplement Type/Value
----------------------	-------------------------------------

Definition/Domain

A code to identify up to eleven types of annual salary supplements and their corresponding monetary values paid to an employee during the fiscal year being reported.

Report the Salary Supplement Type in positions 1, 9, 17, etc. followed by the corresponding Salary Supplement Value in the next seven positions. Use the following codes for Salary Supplement Type:

<u>CODE</u>	<u>DEFINITION</u>
A	Athletic - includes supplements to athletic directors, trainers, head coaches, assistant coaches, etc.
B	Academic - includes supplements to band directors, department heads, cheerleader sponsors, yearbook directors, drama sponsors, etc.
C	Merit Pay - awarded by the local school district.
E	Inservice Stipends - supplement paid to an employee who has completed certain inservice hours, coursework, or other training.
F	Extended Day - supplements to those who teach an extended period for extra pay beyond the regular contracted day, including teaching during a planning period or after-school tutoring.
G	Other
H	Florida Excellent Teaching Program Incentive/Salary Bonus - includes portfolio preparation incentives, salary bonuses and mentoring bonuses as indicated in s. 1012.72, F.S.
I	Florida School Recognition Program as defined in s. 1008.36, F.S.

CONTINUED ON THE NEXT PAGE

Length:	88	State Reporting Formats Requiring This Data Element:
Format:	Alphanumeric	
Compatibility Requirement:	Compatible	
Use Types:	<input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability	
Data Element Number:	217415	
		Reported in Survey Periods: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5
Revised:	8/03	Volume II Effective: 7/04 Page Number: 53-25

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AUTOMATED STAFF DATA ELEMENTS**

Implementation Date: Fiscal Year 1997-98 July 1, 1997
--

Element Name: Salary Supplement Type/Value (continued)

Definition/Domain (continued)

<u>CODE</u>	<u>DEFINITION</u>
J	Performance Pay Incentive as defined in s. 1012.22(1)(c), F.S.
K	Advanced Placement Instruction bonus as defined in s. 1011.62(1)(n), F.S.
N	Bonus for Teacher Retention in an area of critical state concern.
O	Bonus for Teacher Recruitment in an area of critical state concern.
P	Bonus for teacher (instructional personnel) retention.
Q	International Baccalaureate instruction bonus as defined in s. 1011.62(1)(l), F.S.
R	Bonus for teacher (instructional personnel) recruitment.
S	Sick Leave Buy Back – payment for unused sick leave
T	Terminal Pay – Payment for unused annual leave.
U	In-Kind Compensation – Examples: uniforms, car, etc.
V	Sabbatical Leave Pay
W	Advance International Certificate of Education bonus as defined in s. 1011.62(1)(m), F.S.
0	No salary supplement

The monetary value of the salary supplement should be reported using two decimal places as follows.

Example: 0045000 = \$450.00

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AUTOMATED STAFF DATA ELEMENTS**

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

Element Name: Salary Supplement Value	
Definition/Domain	
<p>The monetary value of the annual salary supplement.</p> <p style="margin-left: 40px;">Example: 0045000 = \$450.00</p>	
Length: 7	State Reporting Formats Requiring This Data Element: Staff Salary Supplements DB9 32x
Format: Numeric	
Compatibility Requirement: Compatible	
Use Types: <input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability	
Data Element Number: 217445	
Reported in Survey Periods: <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
Revised: 10/85	Volume II Effective: 7/04 Page Number: 54-1

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AUTOMATED STAFF DATA ELEMENTS**

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

Element Name: School Number, Other	
Definition/Domain	
<p>The state assigned four-digit school number (0001-9899) which indicates each administrative reporting unit to which the individual is assigned <u>other than</u> the primary/home school.</p>	
Length: 4	State Reporting Formats Requiring This Data Element:
Format: Numeric	None
Compatibility Requirement: Compatible	
Use Types: <input type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability	
Data Element Number: 217505	
Reported in Survey Periods: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
Revised: 10/85	Volume II Effective: 7/04 Page Number: 55-1

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VOLUME II: AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS**

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

Element Name: School Number, Primary/Home	
Definition/Domain	
<p>The state assigned four-digit school number (0001-9899) which indicates the primary administrative reporting unit to which the individual is assigned.</p>	
Length: 4	State Reporting Formats Requiring This Data Element:
Format: Numeric	
Compatibility Requirement: Compatible	
Use Types: <input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability	
Data Element Number: 217565	
Reported in Survey Periods: <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5	
Revised: 11/97	Volume II Effective: 7/04 Page Number: 56-1

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AUTOMATED STAFF DATA ELEMENTS**

Implementation Date: Fiscal Year 1994-95 July 1, 1994
--

Element Name: Selected Benefits, Frequency	
Definition/Domain	
<p>A four-digit code (two decimal places are assumed) indicating the number of times per fiscal year a contribution is made to the selected employee benefit.</p> <p>Examples: 1000 The benefit is paid 10 equal times per year.</p> <p> 1050 The benefit is paid 10.5 times per year, i.e., 10 equal full contributions and one-half of a contribution is made.</p> <p> 0100 The benefit is paid once in the year.</p>	
Length: 4	State Reporting Formats Requiring This Data Element:
Format: Numeric	
Compatibility Requirement: Compatible	
Use Types: <input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability	
Data Element Number: 217685	
Reported in Survey Periods: <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
Revised: 4/98	Volume II Effective: 7/04 Page Number: 58-1

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AUTOMATED STAFF DATA ELEMENTS**

Implementation Date: Fiscal Year 1994-95 July 1, 1994
--

Element Name: Selected Benefits, Type																											
Definition/Domain																											
<p>A code to identify each type of benefit to which the school district contributes.</p> <p>See Appendix I: Selected Benefits Definitions.</p> <table border="0"> <thead> <tr> <th align="left"><u>CODE</u></th> <th align="left"><u>DEFINITION</u></th> </tr> </thead> <tbody> <tr><td>A</td><td>Health and Hospitalization</td></tr> <tr><td>B</td><td>Life Insurance</td></tr> <tr><td>C</td><td>Social Security</td></tr> <tr><td>D</td><td>Florida Retirement System</td></tr> <tr><td>E</td><td>Commercial or Mutual Insurance Annuity Plan</td></tr> <tr><td>F</td><td>Unemployment Compensation</td></tr> <tr><td>G</td><td>Worker's Compensation</td></tr> <tr><td>K</td><td>Cafeteria Plan</td></tr> <tr><td>L</td><td>Other</td></tr> <tr><td>M</td><td>Medicare</td></tr> <tr><td>N</td><td>Cafeteria Plan - Administrative Costs</td></tr> <tr><td>Z</td><td>No Benefits</td></tr> </tbody> </table>		<u>CODE</u>	<u>DEFINITION</u>	A	Health and Hospitalization	B	Life Insurance	C	Social Security	D	Florida Retirement System	E	Commercial or Mutual Insurance Annuity Plan	F	Unemployment Compensation	G	Worker's Compensation	K	Cafeteria Plan	L	Other	M	Medicare	N	Cafeteria Plan - Administrative Costs	Z	No Benefits
<u>CODE</u>	<u>DEFINITION</u>																										
A	Health and Hospitalization																										
B	Life Insurance																										
C	Social Security																										
D	Florida Retirement System																										
E	Commercial or Mutual Insurance Annuity Plan																										
F	Unemployment Compensation																										
G	Worker's Compensation																										
K	Cafeteria Plan																										
L	Other																										
M	Medicare																										
N	Cafeteria Plan - Administrative Costs																										
Z	No Benefits																										
Length: 1	State Reporting Formats Requiring This Data Element: Staff Benefits DB9 33x																										
Format: Alphabetic																											
Compatibility Requirement: Compatible																											
Use Types: <input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability																											
Data Element Number: 217745																											
Reported in Survey Periods: <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5																											
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Implementation Date: Fiscal Year 1997-98 July 1, 1997
--

Element Name: Selected Benefits, Type/Value																											
Definition/Domain																											
<p>A code to identify up to eleven types of benefits and their corresponding monetary values to which the school district contributed for the employee during the fiscal year being reported.</p> <p>Report the selected Benefits, Type in positions 1, 10, 19, etc. followed by the corresponding Selected Benefits, Value in the next eight positions.</p> <p>For Selected Benefits Type explanations, see Appendix I: Selected Benefits Definitions.</p> <table border="0"> <thead> <tr> <th align="left"><u>CODE</u></th> <th align="left"><u>DEFINITION</u></th> </tr> </thead> <tbody> <tr><td>A</td><td>Health and Hospitalization</td></tr> <tr><td>B</td><td>Life Insurance</td></tr> <tr><td>C</td><td>Social Security</td></tr> <tr><td>D</td><td>Florida Retirement System</td></tr> <tr><td>E</td><td>Commercial or Mutual Insurance Annuity Plan</td></tr> <tr><td>F</td><td>Unemployment Compensation</td></tr> <tr><td>G</td><td>Worker's Compensation</td></tr> <tr><td>K</td><td>Cafeteria Plan</td></tr> <tr><td>L</td><td>Other</td></tr> <tr><td>M</td><td>Medicare</td></tr> <tr><td>N</td><td>Cafeteria Plan - Administrative Costs</td></tr> <tr> <td>→ Z</td> <td>No Benefits</td> </tr> </tbody> </table> <p align="center">CONTINUED ON NEXT PAGE</p>		<u>CODE</u>	<u>DEFINITION</u>	A	Health and Hospitalization	B	Life Insurance	C	Social Security	D	Florida Retirement System	E	Commercial or Mutual Insurance Annuity Plan	F	Unemployment Compensation	G	Worker's Compensation	K	Cafeteria Plan	L	Other	M	Medicare	N	Cafeteria Plan - Administrative Costs	→ Z	No Benefits
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F	Unemployment Compensation																										
G	Worker's Compensation																										
K	Cafeteria Plan																										
L	Other																										
M	Medicare																										
N	Cafeteria Plan - Administrative Costs																										
→ Z	No Benefits																										
Length: 99	State Reporting Formats Requiring This Data Element: Staff Fiscal Year Benefits DB9 44x																										
Format: Alphanumeric																											
Compatibility Requirement: Compatible																											
Use Types: <input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability																											
Data Element Number: 217775																											
Reported in Survey Periods: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5																											
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Implementation Date:
Fiscal Year 1997-98
July 1, 1997

Element Name: Selected Benefits, Type/Value (continued)

Definition/Domain (continued)

The monetary value of the contribution to the selected employee benefit should be reported using two decimal places, as follows.

Examples: 00012500 = \$125.00

00000000 = 0 No benefits received.

Note: The selected Benefits, Value should be the actual amount of the benefit attributable to the reported Job Code and should include only the employer's cost. Do not include any employee contributions.

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Implementation Date: Fiscal Year 1994-95 July 1, 1994
--

Element Name: Selected Benefits, Value			
Definition/Domain			
<p>The monetary value of the contribution to the selected employee benefit.</p> <p>Examples: 00012500 = \$125.00</p> <p>00000000 = 0 (substitutes)</p>			
Length: 8	State Reporting Formats Requiring This Data Element:		
Format: Numeric			
Compatibility Requirement: Compatible			
Use Types: <input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability			
Data Element Number: 217805			
Reported in Survey Periods: <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5			
Revised: 4/98	Volume II	Effective: 7/04	Page Number: 60-1

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

Element Name:	Separation Date			
Definition/Domain				
<p>The date of the employee's separation from regular service with the school district.</p> <p>Examples: (MMDDYYYY) 06021988 = June 2, 1988</p> <p>00000000 = Not applicable. Include temporary employees here.</p> <p>NOTE: Report the date of separation from regular employment for employees who return to temporary employment with the district. For example, report the separation date for a teacher who retires and returns to the district as a temporary substitute teacher.</p>				
Length:	8	State Reporting Formats Requiring This Data Element:		
Format:	Numeric	Staff Demographic Information DB9 27x		
Compatibility Requirement:	Compatible			
Use Types:	<input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability			
Data Element Number:	217865			
		Reported in Survey Periods: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5		
Revised:	10/01	Volume II	Effective: 7/04	Page Number: 61-1

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Implementation Date: Fiscal Year 1992-93 July 1, 1992
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Element Name: Separation Reason																																	
Definition/Domain																																	
<p>The reason for which the employee separated from the school system.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 15%;"><u>CODE</u></th> <th style="text-align: left;"><u>DEFINITION</u></th> </tr> </thead> <tbody> <tr><td>A</td><td>Retirement</td></tr> <tr><td>B</td><td>Resignation for employment in education in Florida</td></tr> <tr><td>C</td><td>Resignation for employment outside of education</td></tr> <tr><td>D</td><td>Resignation with prejudice</td></tr> <tr><td>E</td><td>Resignation for other personal reasons</td></tr> <tr><td>F</td><td>Staff reduction</td></tr> <tr><td>G</td><td>Dismissal due to findings by the board related to charges</td></tr> <tr><td>H</td><td>Death</td></tr> <tr><td>I</td><td>Contract expired</td></tr> <tr><td>J</td><td>Reason not known</td></tr> <tr><td>K</td><td>Disabled</td></tr> <tr><td>L</td><td>Resignation for employment in education outside Florida</td></tr> <tr><td>M</td><td>Contract not renewed, due to less than satisfactory performance</td></tr> <tr><td>N</td><td>Dismissal during probationary period.</td></tr> <tr><td>Z</td><td>Not applicable. Include temporary employees here.</td></tr> </tbody> </table> <p>Note: When code M is specified, the district must maintain written documentation (e.g., appraisals, recommendations, etc.) supporting the non-renewal of the contract based on unsatisfactory job performance.</p> <p>Note: Code N is used for instructional staff, supervisors, and principals dismissed during the 97 day probationary period pursuant to s. 1012.33(1)(b) or (3)(a)4, F.S.</p> <p>Note: Report the date of separation from regular employment for employees who return to temporary employment with the district. For example, report the separation date for a teacher who retires and returns to the district as a temporary substitute teacher.</p>		<u>CODE</u>	<u>DEFINITION</u>	A	Retirement	B	Resignation for employment in education in Florida	C	Resignation for employment outside of education	D	Resignation with prejudice	E	Resignation for other personal reasons	F	Staff reduction	G	Dismissal due to findings by the board related to charges	H	Death	I	Contract expired	J	Reason not known	K	Disabled	L	Resignation for employment in education outside Florida	M	Contract not renewed, due to less than satisfactory performance	N	Dismissal during probationary period.	Z	Not applicable. Include temporary employees here.
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M	Contract not renewed, due to less than satisfactory performance																																
N	Dismissal during probationary period.																																
Z	Not applicable. Include temporary employees here.																																
Length:	1																																
State Reporting Formats Requiring This Data Element:																																	
Format:	Alphabetic																																
Compatibility Requirement:	Compatible																																
Use Types:	<input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability																																
Data Element Number:	217925																																
Reported in Survey Periods: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5																																	
Revised: 10/01	Volume II Effective: 7/04 Page Number: 62-1																																

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AUTOMATED STAFF DATA ELEMENTS**

Implementation Date: Fiscal Year 1987-88 July 1, 1987
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Element Name: Social Security Number	
Definition/Domain	
<p>The number assigned to an individual by the Social Security Administration (left justified).</p> <p>NOTE: For contracted or charter school staff <u>for whom the school district cannot obtain a Social Security Number</u>, the district must assign a Staff Number Identifier for the employee using the following method:</p> <p><u>First Two Positions</u></p> <p>CS The first two positions in the Social Security Number field must be coded with the letters "CS".</p> <p><u>Last Seven Positions</u></p> <p>NNNNNNN The last seven positions must be numeric.</p> <p>NOTE: The district-defined Staff Number Identifier must result in a unique staff number within the district.</p>	
Length: 10	State Reporting Formats Requiring This Data Element:
Format: Alphanumeric	
Compatibility Requirement: State Standard	
Use Types: <input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability	
Data Element Number: 218045	
Reported in Survey Periods: <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5	
Revised: 7/02	Volume II Effective: 7/04 Page Number: 64-1

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Implementation Date: Fiscal Year 1993-94 July 1, 1993
--

Element Name: Survey Period Code													
Definition/Domain													
<p>A code representing one of the state reporting periods.</p> <table style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; padding: 5px;"><u>CODE</u></th> <th style="text-align: center; padding: 5px;"><u>DEFINITION</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center; padding: 5px;">1</td> <td style="padding: 5px;">July</td> </tr> <tr> <td style="text-align: center; padding: 5px;">2</td> <td style="padding: 5px;">October</td> </tr> <tr> <td style="text-align: center; padding: 5px;">3</td> <td style="padding: 5px;">February</td> </tr> <tr> <td style="text-align: center; padding: 5px;">4</td> <td style="padding: 5px;">June</td> </tr> <tr> <td style="text-align: center; padding: 5px;">5</td> <td style="padding: 5px;">End of Year</td> </tr> </tbody> </table>		<u>CODE</u>	<u>DEFINITION</u>	1	July	2	October	3	February	4	June	5	End of Year
<u>CODE</u>	<u>DEFINITION</u>												
1	July												
2	October												
3	February												
4	June												
5	End of Year												
Length:	1	State Reporting Formats Requiring This Data Element:											
Format:	Numeric	All											
Compatibility Requirement:	Compatible												
Use Types:													
<input checked="" type="checkbox"/> State Report													
<input checked="" type="checkbox"/> Local Accountability													
Data Element Number:	220125	Reported in Survey Periods: <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5											
Revised: 9/92	Volume II	Effective: 7/04	Page Number: 66-1										

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--

Element Name: Transaction Code									
Definition/Domain									
<p>A code indicating the appropriate action to be taken with respect to the district data base reporting records.</p> <table style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 5px;"><u>CODE</u></th> <th style="text-align: left; padding: 5px;"><u>DEFINITION</u></th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">A</td> <td style="padding: 5px;">Add Record</td> </tr> <tr> <td style="padding: 5px;">C</td> <td style="padding: 5px;">Update Record</td> </tr> <tr> <td style="padding: 5px;">D</td> <td style="padding: 5px;">Delete Record</td> </tr> </tbody> </table>		<u>CODE</u>	<u>DEFINITION</u>	A	Add Record	C	Update Record	D	Delete Record
<u>CODE</u>	<u>DEFINITION</u>								
A	Add Record								
C	Update Record								
D	Delete Record								
Length: 1	State Reporting Formats Requiring This Data Element:								
Format: Alphabetic	All								
Compatibility Requirement: State Standard									
Use Types: <input checked="" type="checkbox"/> State Report <input type="checkbox"/> Local Accountability									
Data Element Number: 220225									
Reported in Survey Periods: <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5									
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Element Name: Veteran Status							
Definition/Domain							
<p>A code to identify the veteran status of the employee. As defined in Section 1.01(14), Florida Statutes: "The term 'Veteran' means a person who served in the active military, naval, or air service and who was discharged or released therefrom under honorable conditions only or who later received an upgraded discharge under honorable conditions, notwithstanding any action by the Veteran Administration on individuals discharged or released with other than honorable discharges."</p> <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;"><u>CODE</u></th> <th style="text-align: center;"><u>DEFINITION</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">V</td> <td>Veteran</td> </tr> <tr> <td style="text-align: center;">Z</td> <td>Not applicable</td> </tr> </tbody> </table>		<u>CODE</u>	<u>DEFINITION</u>	V	Veteran	Z	Not applicable
<u>CODE</u>	<u>DEFINITION</u>						
V	Veteran						
Z	Not applicable						
Length: 1	State Reporting Formats Requiring This Data Element: None						
Format: Alphanumeric							
Compatibility Requirement: Compatible							
Use Types: <input type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability							
Data Element Number: 220325							
Reported in Survey Periods: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5							
Revised: 11/89	Volume II Effective: 7/04 Page Number: 68-1						

AUTOMATED STAFF INFORMATION SYSTEM

APPENDICES

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July 1, 1992

APPENDIX A

FLORIDA EDUCATORS CERTIFICATE SUBJECT CODES

Appendix A: Deleted

The file containing the codes is at NWRDC.

File Description: Subject Code Name File

Dataset Name: DPS.DISTRICT.K9.F61707.Yxxxx

**FLORIDA DEPARTMENT OF EDUCATION
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**APPENDIX B
DISTRICT NAME TABLE**

<u>District Number</u>	<u>District Name</u>	<u>District Number</u>	<u>District Name</u>
01	Alachua	42	Marion
02	Baker	43	Martin
03	Bay	44	Monroe
04	Bradfor	45	Nassau
05	Brevard	46	Okaloosa
06	Broward	47	Okeechobee
07	Calhoun	48	Orange
08	Charlotte	49	Osceola
09	Citrus	50	Palm Beach
10	Clay	51	Pasco
11	Collier	52	Pinellas
12	Columbia	53	Polk
13	Dade	54	Putnam
14	DeSoto	55	St. Johns
15	Dixie	56	St. Lucie
16	Duval	57	Santa Rosa
17	Escambia	58	Sarasota
18	Flagler	59	Seminole
19	Franklin	60	Sumter
20	Gadsden	61	Suwanee
21	Gilchrist	62	Taylor
22	Glades	63	Union
23	Gulf	64	Volusia
24	Hamilton	65	Wakulla
25	Hardee	66	Walton
26	Hendry	67	Washington
27	Hernando	68	School for Deaf/Blind
28	Highlands	69	Dozier/Okeechobee
29	Hillsborough	70	Florida Virtual School
30	Holmes	71	FAU - Lab School
31	Indian River	72	FAMU - Lab School
32	Jackson	73	FSU - Lab School
33	Jefferson	74	FAMU - Lab School
34	Lafayette	75	UF - Lab School
35	Lake	76	Department of Correctional
36	Lee	99	Other than Florida Public
37	Leon		School
38	Levy		
39	Liberty		
40	Madison		
41	Manatee		



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DISTRICT NAME TABLE**

<u>District Number</u>	<u>District Name</u>	<u>District Number</u>	<u>District Name</u>
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06	Broward	47	Okeechobee
07	Calhoun	48	Orange
08	Charlotte	49	Osceola
09	Citrus	50	Palm Beach
10	Clay	51	Pasco
11	Collier	52	Pinellas
12	Columbia	53	Polk
13	Dade	54	Putnam
14	DeSoto	55	St. Johns
15	Dixie	56	St. Lucie
16	Duval	57	Santa Rosa
17	Escambia	58	Sarasota
18	Flagler	59	Seminole
19	Franklin	60	Sumter
20	Gadsden	61	Suwanee
21	Gilchrist	62	Taylor
22	Glades	63	Union
23	Gulf	64	Volusia
24	Hamilton	65	Wakulla
25	Hardee	66	Walton
26	Hendry	67	Washington
27	Hernando	68	School for Deaf/Blind
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**APPENDIX C
COUNTRY CODES**

<u>CODE</u>	<u>COUNTRY</u>	<u>CODE</u>	<u>COUNTRY</u>
AF	Afghanistan	CV	Cape Verde
AB	Albania	CJ	Cayman Islands
AG	Algeria	CP	Central African Republic
AN	Andorra	CD	Chad
AO	Angola	CI	Chile
AV	Anguilla	CH	China
AY	Antarctica	KI	Christmas Island
AC	Antigua and Barbuda	CN	Clipperton Island
AX	Antilles	KG	Cocos Islands (Keeling)
AE	Argentina	CL	Colombia
AD	Armenia	CQ	Comoros
AA	Aruba	CF	Congo
AS	Australia	CR	Coral Sea Island
AU	Austria	CS	Costa Rica
AJ	Azerbaijan	DF	Croatia
AI	Azores Islands, Portugal	CU	Cuba
BF	Bahamas	DH	Curacao Island
BA	Bahrain	CY	Cyprus
BS	Baltic States	CX	Czechoslovakia
BG	Bangladesh	DT	Czech Republic
BB	Barbados	DK	Democratic Kampuchea
BI	Bassas Da India	DA	Denmark
BE	Belgium	DJ	Djibouti
BZ	Belize	DO	Dominica
BN	Benin	DR	Dominican Republic
BD	Bermuda	EJ	East Timor
BH	Bhutan	EC	Ecuador
BL	Bolivia	EG	Egypt
BJ	Bonaire Island	ES	El Salvador
BP	Bosnia and Herzegovina	EN	England
BC	Botswana	EA	Equatorial Africa
BV	Bouvet Island	EQ	Equatorial Guinea
BR	Brazil	ER	Eritrea
BT	British Virgin Islands	EE	Estonia
BW	British West Indies	ET	Ethiopia
BQ	Brunei Darussalam	EU	Europa Island
BU	Bulgaria	FA	Falkland Islands (Malvinas)
BX	Burkina Faso, West Africa	FO	Faroe Islands
BM	Burma	FJ	Fiji
BY	Burundi	FI	Finland
JB	Byelorussia SSR	FR	France
CB	Cambodia	FM	France, Metropolitan
CM	Cameroon	FN	French Guiana
CC	Canada	FP	French Polynesia

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**APPENDIX C (Continued)
COUNTRY CODES (Continued)**

<u>CODE</u>	<u>COUNTRY</u>	<u>CODE</u>	<u>COUNTRY</u>
FS	French Southern and Antarctic Islands	KA	Kazakhstan
JC	French Southern Territories	KE	Kenya
FW	French West Africa	KB	Kiribati
GB	Gabon	KN	Korea, Peoples Republic of (North)
GM	Gambia	KR	Korea, Republic of (South)
GZ	Gaza Strip	KU	Kuwait
GD	Georgia	KC	Kyrgyzstan
GE	Germany	LO	Lao, Peoples Democratic Republic of
GH	Ghana	LP	Lapland
GI	Gibraltar	LV	Latvia
GO	Glorioso Islands	LE	Lebanon
GR	Greece	LT	Lesotho
GL	Greenland	LI	Liberia
GJ	Grenada	LY	Libya
GP	Guadeloupe	LB	Libyan Arab Jamahiriya
GT	Guatemala	LS	Liechtenstein
GF	Guernsey	LH	Lithuania
FG	Guiana	LU	Luxembourg
GV	Guinea	MC	Macau
GS	Guinea-Bissau	MF	Madagascar
GY	Guyana	IM	Madeira Islands
HA	Haiti	MK	Malawi
HM	Heard and McDonald Islands (Australia)	MY	Malaysia
HO	Honduras	MV	Maldives
HK	Hong Kong	ML	Mali
HU	Hungary	XA	Malta
IC	Iceland	MB	Martinique
II	India	MR	Mauritania
IX	Indian Ocean Territory (British)	MP	Mauritius
IO	Indonesia	YT	Mayotte
IR	Iran	NB	Melanesia
IZ	Iraq	MX	Mexico
EI	Ireland	OE	Moldova, Republic of
IS	Israel	MJ	Monaco
IT	Italy	MG	Mongolia
IV	Ivory Coast	MH	Montserrat
JM	Jamaica	OJ	Moorea
JN	Jan Meyan	MW	Morocco
JA	Japan	MZ	Mozambique
JO	Jordan	OP	Myanmar
JD	Juan De Nova Island	NK	Namibia
		NR	Nauru
		NP	Nepal

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**APPENDIX C (Continued)
COUNTRY CODES (Continued)**

<u>CODE</u>	<u>COUNTRY</u>	<u>CODE</u>	<u>COUNTRY</u>
NL	Netherlands	SL	Sierra Leone
NA	Netherlands Antilles	SK	Sikkim
NN	Neutral Zone	SN	Singapore
NW	New Caledonia	QH	Slovakia
NT	New Hibrides	JE	Slovenia
NZ	New Zealand	SI	Solomon Islands
NU	Nicaragua	SO	Somalia
NG	Niger	JF	South Georgia and the South Sandwich Islands
NI	Nigeria	SF	South Africa
QE	Niue	UR	Soviet Union
NF	Norfolk Island	SP	Spain
NX	North Africa	SS	Spanish Sahara
QI	North Ireland	SR	Spratley Islands
NO	Norway	CE	Sri Lanka, Ceylon
OC	Oceania	SB	St. Barthelemy
MU	Oman	SH	St. Helena (Ascension Island)
PI	Pacific Islands	SV	St. Kitts-Nevis
PK	Pakistan	SJ	St. Lucia
PS	Palestine	ST	St. LVC Vincentucia
PN	Panama	JS	St. Pierre and Miquelon
NQ	Papua New Guinea (Previously New Guinea)	JH	St. Vincent and Grenadines
PD	Paracel Islands	SU	Sudan
PX	Paraguay	SX	Suriname
PG	Persian Gulf States	JK	Svalbard
PE	Peru	WZ	Swaziland
RP	Philippines	SW	Sweden
PC	Pitcairn Islands	SZ	Switzerland
PL	Poland	SY	Syria
PY	Polynesia	JJ	Syrian Arab Republic
PO	Portugal	TA	Tahaiti
QA	Qatar	TB	Taiwan, Province of China
RE	Reunion	TZ	Tanzania, United Republic of
RH	Rhodesia	TJ	Tajikistan
RO	Romania	TH	Thailand
RU	Russian Federation	TO	Togo
RW	Rwanda	TL	Tokelau
QD	Samoa	XT	Tonga
SM	San Marino	TD	Trinidad and Tobago
SQ	Sao Tome and Principe	TR	Tromelin Island
SA	Saudi Arabia	TQ	Trust Territory of Pacific
LD	Scotland	TS	Tunisia
SG	Senegal	TU	Turkey
SE	Seychelles Islands	TE	Turkmen (S.S.R.)

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APPENDIX C (Continued)
COUNTRY CODES (Continued)

<u>CODE</u>	<u>COUNTRY</u>	<u>CODE</u>	<u>COUNTRY</u>
TK	Turks and Caicos Islands	VE	Venezuela
TY	Tuvalu	VM	Vietnam
UG	Uganda	WL	Wales
UA	Ukraine (Formerly, Ukrainian Soviet Socialist Republic)	WC	Wallis and Futuna Islands
UB	Union of Soviet Socialist Republic	WN	West Indies
TC	United Arab Emirates	WB	Western Sahara
UK	United Kingdom (Great Britain)	WS	Western Samoa
US	United States	YS	Yemen, Peoples Democratic Republic of
UV	Upper Volta	YE	Yemen, Arab Republic
UY	Uruguay	YO	Yugoslavia
UD	Uzbekistan	CG	Zaire
TV	Vatican City	ZA	Zambia
VN	Vanuatu	ZB	Zimbabwe

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APPENDIX D

INSERVICE EDUCATION COMPONENT NUMBER

The component number is a unique seven-digit number assigned by the district to each individual component and should remain the same during the life of the component. It is composed of the following codes:

POSITION 1: FUNCTION - A one-digit code which identifies the function which is the principal focus of the component (s 1012.98(4)(b)3., F.S.)

- 1 Subject Content
- 2 Instructional Methodology
- 3 Technology
- 4 Assessment and Data Analysis
- 5 Classroom Management
- 6 School Safety/Safe Learning Environment
- 7 Management/Leadership/Planning
- 8 General Support

POSITIONS 2-4: FOCUS AREA - A three-digit code which identifies the principal subject area upon which the component focuses.

INSTRUCTION: Components which focus on activities which deal directly with the teaching of pupils or with pupil-teacher interaction.

BASIC PROGRAMS: Basic programs include those instructional programs in grades PK-12 which are not part of the district or agency program in Exceptional Student Education, Vocational Education or Adult/Community Education.

- 000 Art
- 001 Bilingual Education/English for Speakers of Other Languages
- 002 Career Education
- 003 Computer Science/Technology Education
- 004 Foreign Languages
- 005 Health/Nutrition
- 006 Humanities
- 007 Intergrated Curriculum
- 008 Language Arts
- 009 Mathematics
- 010 Music
- 011 Physical Education
- 012 Prekindergarten
- 013 Reading
- 014 Safety/Driver Education
- 015 Science
- 016 Social Studies
- 017 Writing

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APPENDIX D (Continued)

INSERVICE EDUCATION COMPONENT NUMBER (Continued)

EXCEPTIONAL STUDENT EDUCATION PROGRAMS: Exceptional student Education programs include programs for students with disabilities and students identified as gifted. Component activities are designed to increase the competencies of the participants in generating improved learning environments and improved student outcomes for exceptional students.

- 100 Instructional Strategies
- 101 Classroom Management
- 102 Assessment
- 103 Procedural/Legal Requirements
- 104 Working With Aides, Volunteers, Mentors
- 105 Curriculum

VOCATIONAL EDUCATION PROGRAMS: Vocational education programs are those instruction programs which are provided in order to enable persons to develop an occupational proficiency or to expose them to the world of work.

- 200 Agribusiness and Natural Resource Education
- 201 Business Technology Education
- 202 Diversified Education
- 203 Family and Consumer Sciences
- 204 Health Science Education
- 205 Industrial Education
- 206 Marketing Education
- 207 Middle School Exploratory Vocational Wheel
- 208 Public Service Occupations Education
- 209 Technology Education
- 210 Vocational Education Instructional Support Services
- 211 Vocational/Technical Education, Unclassified

ADULT/COMMUNITY EDUCATION PROGRAMS: Adult education programs include adult basic and high school programs for adult students, which provide instruction in the basic skills of reading, writing or arithmetic in grades 1-8 or which provide instruction at the high school level or which prepare the student to take the GED Tests. Adult education programs also include community service, noncredit courses of an educational nature.

- 300 Adult Basic Education (ABE)
- 301 Adult Education, Unclassified
- 302 Adult English for Speakers of Other Languages (ESOL)
- 303 Adult General Education for Adults with Disabilities
- 304 Citizenship
- 305 General Education – Promotion (Adult High School)
- 306 General Education Development (GED) Preparatory
- 307 Vocational Preparatory Instruction
- 308 Workspace Readiness Skills

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APPENDIX D (Continued)

INSERVICE EDUCATION COMPONENT NUMBER (Continued)

STUDENT AND INSTRUCTIONAL SUPPORT PROCESSES: Components which do not focus on any one basic program, but increase the competencies of the participants in generating improved learning environments. They include instructional support services (media, volunteers, multicultural education, organizational supports), student support services (social, counseling, psychological and health), and intervention and prevention programs.

- 400 Academic Interventions
- 401 Assessment/Student Appraisal
- 402 Attendance
- 403 Behavioral Interventions (e.g., crisis, abuse, social skills)
- 404 Classroom Management and Organization/Learning Environments
- 405 Dropout Retrieval
- 406 Human Relations/Communication Skills
- 407 Instructional Media Services
- 408 Instructional Strategies
- 409 Instructional Support Services, Unclassified
- 410 Laws, Rules, Policies, Procedures
- 411 Learning Styles, Student Differences
- 412 Multicultural Education
- 413 Parent involvement, Parent Support
- 414 Physical and Mental Health Issues
- 415 Problem-Solving Teams
- 416 Professional Standards and Ethics
- 417 Program Administration, Evaluation, Accountability
- 418 Scholarships, Financial Aid, Education Transitions
- 419 Section 504/Americans with Disabilities Act
- 420 Service Coordination, Collaboration, Integration
- 421 Student Motivation
- 422 Students Records
- 423 Supplemental Academic Instruction
- 424 Working With Volunteers, Aides and Mentors

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APPENDIX D (Continued)

INSERVICE EDUCATION COMPONENT NUMBER (Continued)

GENERAL SUPPORT: Components which focus on activities or services connected with establishing policy and the management of the school system or of individual schools or with the provision of facilities and services to staff. Central services include the activities of planning, research, evaluation, statistical analysis and data processing.

- 500 Board of Education
- 501 Central Services – Planning/Program Evaluation/Continuous Improvement
- 502 District-Level Management
- 503 Diversity/Ethics
- 504 Fiscal Services
- 505 Food Services
- 506 General Support Services, Unclassified
- 507 Leadership Skills/Communication/Critical Thinking
- 508 Management Information Services
- 509 Office/Clerical Services
- 510 Plant Operation and Maintenance
- 511 Safety/Security
- 512 School Improvement
- 513 School-Level Management
- 514 Service on Advisory or Instructional Materials Councils
- 515 Transportation Services

COMMUNITY SERVICES: Components which focus on activities which do not relate directly to the education of pupils in the school system but pertain to services provided to the community such as recreation and day care programs, civic activities or library services.

- 600 Community Services, Unclassified
- 601 Lay Advisory Councils
- 602 Parent Education

POSITIONS 5-7: SEQUENTIAL NUMBER - A three-digit code which assigns a sequential number (001-999) to each component with the same function and focus area.

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APPENDIX E

JOB CODE ASSIGNMENTS

The job codes have been structured around the function categories 5100 to 9100 found in the Financial and Program Cost Accounting and Reporting Manual (Red Book) so that jobs found in a particular function will have codes beginning with the two digits which correspond to that function area. For example, teachers in basic education have job codes beginning with 51 and food service workers have job codes beginning with 76.

In addition, the job codes have been organized to form the following 11 categories of employees:

Categories of Employees

- I. Executive Administrators
- II. General Administrators
- III. School Administrators
- IV. Professional Staff
- V. Instructional Staff
- VI. Other Managers
- VII. Technicians
- VIII. Aides and Clerical/Secretarial Workers
- IX. Skilled Crafts Workers
- X. Service Workers
- XI. Other - School Board Members

The first three categories (Executive Administrators, General Administrators and School Administrators) comprise the Administrative Staff. The Instructional Staff includes category V. (Instructional Staff) plus those in categories IV. (Professional Staff) and VI. (Other Managers) whose duties are instructional. Categories VII. through X. and noninstructional personnel in Categories IV. and VI. make up the Support Staff. Definitions and guidelines for the use and assignment of job codes and categories follow.

A basic premise that should be followed throughout the assignment of job codes is that an employee should be coded according to the job functions required rather than according to the job title or pay schedule for that job. No employee eligible for membership in a bargaining unit should be assigned a job code in Categories I., II. or III.

APPENDIX E (Continued)

JOB CODE ASSIGNMENTS (Continued)

Definitions and Guidelines for Use of Job Codes and Categories

I. Executive Administrators

Included here are persons with district-level administrative or policy-making duties who have broad authority for management policies and general school district operations. They often report directly to the superintendent and supervise other administrative employees. These staff members perform jobs which require leadership, discretion and independent judgment.

Included here are the superintendent and deputy, associate, assistant and area superintendents.

Executive administrators in the district should be assigned job codes based on the established hierarchy. That is, the administrator who is higher in the district hierarchy should be placed higher when assigning DOE job codes, regardless of the title that person actually holds in the district. If this category of employee does not exist in a particular district, that district should assign DOE job codes in another category, as appropriate.

II. General Administrators

These persons have general administrative duties within a department, subdivision or special area. They have a management and policy-making duties and often direct the work of other employees. Their duties may include recommending hiring, firing, advancements, etc.; evaluating employees; setting and adjusting work schedules; supervising work; handling employee complaints; and interviewing, selecting and training employees.

Included here are executive and general directors, directors, assistant directors, supervisors, coordinators and administrators on special assignment.

General administrators in the district should be assigned job codes based on the established hierarchy. That is, the administrator who is higher in the district hierarchy should be placed higher when assigning DOE job codes, regardless of the title that person actually holds in the district. If this category of employee does not exist in a particular district, that district should assign DOE job codes in another category, as appropriate.

III. School Administrators

These administrators include the following:

Principals - Staff members performing the assigned activities as the administrative head of a school to whom has been delegated responsibility for the coordination and direction of the activities of the school.

Assistant Principals - Staff members assisting the administrative head of the school.

APPENDIX E (Continued)

JOB CODE ASSIGNMENTS (Continued)

Curriculum Coordinators and Deans - Staff members under the direction of the administrative head of the school who have responsibility for such things as disciplining students, assisting teachers with classroom management problems, providing information and guidance to other staff members to provide the curriculum of the school and similar duties.

IV. Professional Staff

These staff members perform activities of leadership, guidance and expertise in a field of specialization which requires knowledge of an advanced type. The work generally requires the consistent exercise of discretion and judgment in its performance.

Included here are specialists, managers, administrative assistants, architects, attorneys, accountants, computer programmers and teachers on special assignment.

V. Instructional Staff

Instructional staff include the following:

Classroom teachers - Staff members assigned the professional activity of instructing students in courses in classroom situations, including basic instruction, exceptional student education, vocational-technical and adult education. Substitute teachers are included here.

Pupil Personnel Services - Staff members responsible for advising students with regard to their abilities and aptitudes, educational and occupational opportunities, personal and social adjustments; providing placement services; performing educational evaluations; and similar functions. Included here are guidance counselors, social workers, occupational/placement specialists and school psychologists.

Librarians/Media Specialists - Staff members responsible for organizing and managing school libraries. These employees are responsible for preparing, caring for and making available to instructional programs the equipment, materials, scripts and other aids which assist teaching and learning through special appeal to the senses of sight and hearing, e.g., audio-visual services, etc.

Other Instructional Staff - Staff members who are part of the instructional staff but are not classified in one of the above categories. Included here are primary specialists, learning resource specialists, instructional trainers and similar positions.

→ Coaches: Reading/Math - Staff members responsible for providing professional development to teachers to generate improvement in reading/math instruction and reading/math achievement. These employees model effective instructional strategies; facilitate study groups; train teachers in data analysis; coach and mentor colleagues and, in general, provide daily support to classroom teachers. These employees are not teachers or resource teachers; they only work with students when modeling appropriate strategies for teachers or when conducting diagnostic assessments.

VI. Other Managers

These staff members perform some managerial and supervisory functions while usually also performing general operations functions, clerical work or routine tasks. They may direct employees' work, plan the work schedule, control the flow and distribution of work or materials, train employees, handle complaints, authorize payments and appraise productivity and efficiency of employees.

Included here are managers such as word processing center managers, mail room managers and lunch room managers; foremen and lead workers.

APPENDIX E (Continued)

JOB CODE ASSIGNMENTS (Continued)

VII. Technicians

Individuals whose occupations require a combination of knowledge and manual skill which can be obtained through about two years of post-high school education, such as is offered in many technical institutes and junior colleges, or through equivalent on-the-job training.

Included here are such staff members as computer programmers and operators, film inspectors, projectionists, graphic artists, draftsmen, engineering aides, licensed practical nurses, dietitians, photographers, radio operators, technical illustrators and technicians (medical, dental, electronic, physical science).

VIII. Aides and Clerical/Secretarial Workers

Included here are the following:

→ Clerical/Secretarial Workers - Individuals whose job requires skills and training in clerical-type work including activities such as preparing, transcribing, systematizing or preserving written communications and reports or operating equipment such as bookkeeping machines, typewriters and tabulating machines. Include secretaries, bookkeepers, messengers and office machine operators.

→ Paraprofessionals - Individuals who provide instructional support services only when working under the direct supervision of a teacher. Included here are classroom aides in regular instruction, exceptional education aides, vocational education aides, adult education aides, library aides, physical education and playground aides and other school-level aides and paraprofessionals. Non-instructional paraprofessional roles may include personal care services, clerical duties, parental involvement activities, non-instructional computer assistance, food service, non-instructional media center/library supervision, playground/cafeteria supervision, and translators. [Title I Paraprofessionals include all paraprofessionals who 1) work in a targeted assistance program and are paid with Title I funds or 2) in a Title I school wide program.]

IX. Skilled Crafts Workers

Individuals who perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs.

Include mechanics, repairmen, electricians, heavy equipment operators, stationery engineers, skilled machining occupations, carpenters, compositors and typesetters.

X. Service Workers

Staff members performing a service for which there are no formal qualifications. Included here are those responsible for cleaning the buildings, school plants or supporting facilities; maintenance and operation of such equipment as heating and ventilation systems; preserving the security of school property; and keeping the school plant safe for occupancy and use.

Include garage laborers, car washers and greasers, gardeners and groundskeepers.

XI. Other - School Board Members

APPENDIX E (Continued)

JOB CODE ASSIGNMENTS (Continued)

Job Classifications With Unique Last Digits

Each job has been given a unique title, abbreviated title and job code number. Certain job classifications have been given unique last digits within most, but not all, of the function categories. These are listed below.

- I. Executive Administrators
 - 00 Superintendent
 - 01 Deputy Superintendent
 - 02 Associate Superintendent
 - 03 Assistant/Area Superintendent

- II. General Administrators
 - 04 Executive/General Director
 - 05 Director
 - 06 Assistant Director
 - 07 Supervisor
 - 08 Coordinator
 - 09 Administrator on Special Assignment

- IV. Professional Staff
 - 10 Specialist/Manager
 - 11 Administrative Assistant
 - 12. Teacher on Special Assignment

- VI. Other Managers
 - 13 Manager
 - 14. Foreman
 - 15. Lead Worker

- VIII. Aides and Clerical/Secretarial Workers
 - 90 Executive Secretary
 - 91 Secretary
 - 92 Clerk Typist
 - 93 Clerk
 - 94 Office Aide
 - 95 Receptionist
 - 96 Data Entry Operator
 - 97 Bookkeeper
 - 98 Messenger/Deliveryman
 - 99 Other Clerical Staff

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APPENDIX E (Continued)

JOB CODE ASSIGNMENTS (Continued)

51 Basic Instruction

Abbreviated Title	Job Code Number	Job Code Title
TEACHER, DR PREV-E	51001	Teacher, Dropout Prevention, Elementary
TEACHER, DR PREV-M/J	51002	Teacher, Dropout Prevention, Middle/Junior
TEACHER, DR PREV-SH	51003	Teacher, Dropout Prevention, Senior High
TEACHER, ART-E	51004	Teacher, Art, Elementary
TEACHER, ART M/J	51005	Teacher, Art, Middle/Junior
TEACHER, ART-SH	51006	Teacher, Art, Senior High
TEACHER, COMPU ED-E	51007	Teacher, Computer Education, Elementary
TEACHER, COMPU ED-M/J	51008	Teacher, Computer Education, Middle/Junior
TEACHER, COMPU ED-SH	51009	Teacher, Computer Education, Senior High
TEACHER, DANCE-M/J	51010	Teacher, Dance, Middle/Junior High
TEACHER, DANCE-SH	51011	Teacher, Dance, Senior High
TEACHER, DRAMA-M/J	51012	Teacher, Drama, Middle/Junior
TEACHER, DRAMA-SH	51013	Teacher, Drama, Senior High
TEACHER, EXPER ED-SH	51014	Teacher, Experiential Education, Senior High
TEACHER, FOR LAN-E	51015	Teacher, Foreign Language, Elementary
TEACHER, FOR LAN-M/J	51016	Teacher, Foreign Language, Middle/Junior
TEACHER, FOR LAN-SH	51017	Teacher, Foreign Language, Senior High
TEACHER, HEALTH-E	51018	Teacher, Health, Elementary
TEACHER, HEALTH-M/J	51019	Teacher, Health, Middle/Junior
TEACHER, HEALTH-SH	51020	Teacher, Health, Senior high
TEACHER, HUM-M/J	51021	Teacher, Humanities, Middle/Junior High
TEACHER, HUM-SH	51022	Teacher, Humanities, Senior High
TEACHER, ISS-E	51023	Teacher, In-School Suspension, Elementary
TEACHER, ISS-M/J	51024	Teacher, In-School Suspension, Middle/Junior
TEACHER, ISS-SH	51025	Teacher, In-School Suspension, Senior High
TEACHER, LANG AR-E	51026	Teacher, Language Arts, Elementary
TEACHER, LANG AR-M/J	51027	Teacher, Language Arts, Middle/Junior
TEACHER, LANG AR-SH	51028	Teacher, Language Arts, Senior High
TEACHER, LIB/MED-M/J	51029	Teacher, Library/Media, Middle/Junior
TEACHER, LIB/MED-SH	51030	Teacher, Library/Media, Senior High
TEACHER, MATH-E	51031	Teacher, Mathematics, Elementary
TEACHER, MATH-M/J	51032	Teacher, Mathematics, Middle/Junior
TEACHER, MATH-SH	51033	Teacher, Mathematics, Senior High
TEACHER, MUSIC-E	51034	Teacher, Music, Elementary
TEACHER, MUSIC-M/J	51035	Teacher, Music, Middle/Junior
TEACHER, MUSIC-SH	51036	Teacher, Music, Senior High
TEACHER, PEER CN-M/J	51037	Teacher, Peer Counseling, Middle/Junior
TEACHER, PEER CN-SH	51038	Teacher, Peer Counseling, Senior High
TEACHER, PE-E	51039	Teacher, Physical Education, Elementary
TEACHER, PE-M/J	51040	Teacher, Physical Education, Middle/Junior
TEACHER, PE-SH	51041	Teacher, Physical Education, Senior High
TEACHER, READ RES-SH	51042	Teacher, Reading Resource, Senior High
TEACHER, REM/CE-E	51043	Teacher, Remedial/Comp Ed, Elementary

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APPENDIX E (Continued)

JOB CODE ASSIGNMENTS (Continued)

51 Basic Instruction

Abbreviated Title	Job Code Number	Job Code Title
TEACHER, REM/CE-M/J	51044	Teacher, Remedial/Comp Ed, Middle/Junior
TEACHER, REM/CE-SH	51045	Teacher, Remedial/Comp Ed, Senior High
TEACHER, RSRCH/CRIT THNK-SH	51046	Teacher, Research/Critical Thinking, Senior High
TEACHER, ROTC/MIL TRNG-M/J	51047	Teacher, ROTC/Military Training, Middle/Junior
TEACHER, ROTC/MIL TRNG-SH	51048	Teacher, ROTC/Military Training, Senior High
TEACHER, DR ED-SH	51049	Teacher, Safety/Driver Education, Senior High
TEACHER, SCIENCE-E	51050	Teacher, Science, Elementary
TEACHER, SCIENCE-M/J	51051	Teacher, Science, Middle/Junior
TEACHER, SCIENCE-SH	51052	Teacher, Science, Senior High
TEACHER, LEAD DEV, SH	51053	Teacher, Leadership Skills Development, Senior High
TEACHER, KG	51054	Teacher, Self Contained, Kindergarten
TEACHER, FIRST	51055	Teacher, Self Contained, First Grade
TEACHER, SECOND	51056	Teacher, Self Contained, Second Grade
TEACHER, THIRD	51057	Teacher, Self Contained, Third Grade
TEACHER, FOURTH	51058	Teacher, Self Contained, Fourth Grade
TEACHER, FIFTH	51059	Teacher, Self Contained, Fifth Grade
TEACHER, SIXTH	51060	Teacher, Self Contained, Sixth Grade
TEACHER, SOC ST-E	51061	Teacher, Social Studies, Elementary
TEACHER, SOC ST-M/J	51062	Teacher, Social Studies, Middle/Junior
TEACHER, SOC ST-SH	51063	Teacher, Social Studies, Senior High
TEACHER, ST HALL-E	51064	Teacher, Study Hall, Elementary
TEACHER, ST HALL-M/J	51065	Teacher, Study Hall, Middle/Junior
TEACHER, ST HALL-SH	51066	Teacher, Study Hall, Senior High
TEACHER, UNGRADED-E	51067	Teacher, Ungraded Elementary
TEACHER, COMBIN-E	51068	Teacher, Combination, Elementary Grades
TEACHER, M/J	51069	Teacher, Middle/Junior High Classroom
TEACHER, SH	51070	Teacher, Senior High Classroom
TEACHER, OTHER	51071	Teacher, Other Classroom
TEACHER, VOC BASIC	51072	Teacher, Vocational Basic
TEACHER, CH 1-E	51073	Teacher, Title I, Elementary
TEACHER, CH 1-M/J	51074	Teacher, Title I, Middle/Junior
TEACHER, RSRCH/CRIT THNK-M/J	51075	Teacher, Research/Critical Thinking, Middle/Junior
INT RESOURCE TEACHER	51076	Intermediate Resource Teacher
BILINGUAL SPECIALIST	51077	Bilingual Specialist
LAB ASSISTANT	51078	Lab Assistant
TUTOR	51079	Tutor
SUB TEACH, BASIC	51080	Substitute Teacher, Basic Program
ATHLETIC COACH	51081	Athletic Coach

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**APPENDIX E (Continued)
JOB CODE ASSIGNMENTS (Continued) 51 Basic Instruction**

Abbreviated Title	Job Code Number	Job Code Title
INTERPRETER, BASIC	51082	Interpreter, Basic Instruction
TEACHER, EXPLOR, M/J	51083	Teacher, Exploratory and Experiential Education, Middle/Junior High
TEACHER, READ - E	51084	Teacher, Reading, Elementary
TEACHER, READ - M/J	51085	Teacher, Reading, Middle/Junior High
TSA, BASIC	51090	Teacher on Special Assignment, Basic Instruction
→ PARAPROFESSIONAL, KG	51101	Paraprofessional, Kindergarten
→ PARAPROFESSIONAL, FIRST	51102	Paraprofessional, First Grade
→ PARAPROFESSIONAL, SECOND	51103	Paraprofessional, Second Grade
→ PARAPROFESSIONAL, THIRD	51104	Paraprofessional, Third Grade
→ PARAPROFESSIONAL, FOURTH	51105	Paraprofessional, Fourth Grade
→ PARAPROFESSIONAL, FIFTH	51106	Paraprofessional, Fifth Grade
→ PARAPROFESSIONAL, SIXTH	51107	Paraprofessional, Sixth Grade
→ PARAPROFESSIONAL, ELEM	51108	Paraprofessional, Elementary
→ PARAPROFESSIONAL, M/J	51109	Paraprofessional, Middle/Junior High
→ PARAPROFESSIONAL, SH	51110	Paraprofessional, Senior High
→ PARAPROFESSIONAL, CH 1-E	51111	Paraprofessional, Title I, Elementary
→ PARAPROFESSIONAL, CH 1-M/J	51112	Paraprofessional, Title I, Middle/Junior High
→ PARAPROFESSIONAL, CH 1-SH	51113	Paraprofessional, Title I, Senior High
→ PARAPROFESSIONAL, OTH BA	51114	Paraprofessional, Other Basic Program
→ SUB PARAPROFESSIONAL	51115	Substitute Paraprofessional

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APPENDIX E (Continued)

JOB CODE ASSIGNMENTS (Continued)

**52 Exceptional Student
Education**

Abbreviated Title	Job Code Number	Job Code Title
TEACHER, EMH	52001	Teacher, Educable Mentally Handicapped
TEACHER, TMH	52002	Teacher, Trainable Mentally Handicapped
TEACHER, PI	52003	Teacher, Physically Impaired
TEACHER, DHH	52004	Teacher, Deaf or Hard of Hearing
TEACHER, VI	52005	Teacher, Visually Impaired
TEACHER, EH	52006	Teacher, Emotionally Handicapped
TEACHER, SLD	52007	Teacher, Specific Learning Disabled
TEACHER, GIFTED	52008	Teacher, Gifted
TEACHER, H/H	52009	Teacher, Hospital/Homebound
TEACHER, AUTISTIC	52010	Teacher, Autistic
TEACHER, PMH	52011	Teacher, Profoundly Mentally Handicapped
TEACHER, SED	52012	Teacher, Severely Emotionally Disturbed
TEACHER, DSI	52013	Teacher, Dual-Sensory Impaired
TEACHER, VE	52014	Teacher, Varying Exceptionalities
TEACHER, PK HDC	52015	Teacher, Prekindergarten Handicapped
PHYSICAL THERAPIST	52016	Physical Therapist
OCC THERAPIST	52017	Occupational Therapist
SP/LANG PATH	52018	Speech and Language Pathologist
O/M SPECIALIST	52019	Orientation & Mobility Specialist
MUSIC THERAPIST	52020	Music Therapist
REC THERAPIST	52021	Recreation Therapist
JOB COACH	52022	Job Coach, Exceptional Student Education
TUTOR COMP/ATTEND	52027	Tutor Companion/Attendant
INTERPRETER, EX ED	52028	Interpreter, Exceptional Student Education
ART SPEC	52029	Art Specialist
PT ASST	52030	Physical Therapist Assistant, Licensed
OT ASST	52031	Occupational Therapy Assistant, Licensed
SP THERAPY AIDE	52032	Speech Therapy Aide
TEACHER, ADAPTIVE PE	52033	Teacher, Adaptive Physical Education
→ PARAPROFESSIONAL, EX ST ED	52050	Paraprofessional, Exceptional Student Education
BUS AIDE, EX ST ED	52051	Bus Aide, Exceptional Student Education
SELF-CARE AIDE, EX ST ED	52052	Self-Care Aide, Exceptional Student Education
SUB TEACH, EX ST ED	52080	Substitute Teacher, Exceptional Student Education
TSA, EX ST ED	52090	Teacher on Special Assignment, Exceptional Student Education

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**APPENDIX E (Continued)
JOB CODE ASSIGNMENTS (Continued) 53 Vocational Technical**

Abbreviated Title	Job Code Number	Job Code Title
TEACHER, AGRI/NRE	53001	Teacher, Agribusiness/Natural Resources Education
TEACHER, BUSINESS ED	53002	Teacher, Business Technology Education
TEACHER, DIVERS ED	53003	Teacher, Diversified Education
TEACHER, HEALTH ED	53004	Teacher, Health Science Education
TEACHER, FAM/CONS	53005	Teacher, Family and Consumer Sciences
TEACHER, TECH ED	53006	Teacher, Technology Education
TEACHER, IND ED	53007	Teacher, Industrial Education
TEACHER, MARKETING	53008	Teacher, Marketing Education
TEACHER, PUB SER	53009	Teacher, Public Service Education
TEACHER, VOC OR/EXP	53010	Teacher, Vocational Orientation/Exploration
TEACHER, VOC ED-ISS	53011	Teacher, Vocational Education Instructional Support Services
TEACHER, SAIL	53012	Teacher, System for Applied Individualized Learning (SAIL)
WORK-STUDY COOR	53013	Work-Study Coordinator
TEACHER, OTH VOC	53014	Teacher, Other Vocational Technical Education
→ PARAPROFESSIONAL, VOC ED	53050	Paraprofessional, Vocational Technical Education
SUB TEACHER VOC ED	53080	Substitute Teacher, Vocational Technical Education
TSA, VOC ED	53090	Teacher on Special Assignment, Vocational Technical Education

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APPENDIX E (Continued)
JOB CODE ASSIGNMENTS (Continued)

54 Adult Education

Abbreviated Title	Job Code Number	Job Code Title
TEACHER, ADULT ED	54001	Teacher, Adult Education
→ PARAPROFESSIONAL, ADULT ED	54050	Paraprofessional, Adult Education
SUB TEACH ADULT ED	54080	Substitute Teacher, Adult Education
TSA, ADULT ED	54090	Teacher on Special Assignment, Adult Education

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APPENDIX E (Continued)
JOB CODE ASSIGNMENTS (Continued) 55 Other Education

Abbreviated Title	Job Code Number	Job Code Title
→ TEACHER, OTHER INS	55001	Teacher, Other Instruction
→ PARAPROFESSIONAL, OTH INS	55050	Paraprofessional, Other Instruction
→ PARAPROFESSIONAL, PK	55051	Paraprofessional, Prekindergarten
TEACHER, PK	55052	Teacher, Self Contained, Prekindergarten
SUB TEACH, OTH INS	55080	Substitute Teacher, Other Instruction
TSA, OTH INS	55090	Teacher on Special Assignment, Other Instruction

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APPENDIX E (Continued)

JOB CODE ASSIGNMENTS (Continued)

61 Pupil Personnel Services

Abbreviated Title	Job Code Number	Job Code Title
DEP SUPER, PPS	61001	Deputy Superintendent, Pupil Personnel Services
ASSOC SUPER, PPS	61002	Associate Superintendent, Pupil Personnel Services
ASST SUPER, PPS	61003	Assistant/Area Superintendent, Pupil Personnel Services
EXEC DIR, PPS	61004	Executive/General Director, Pupil Personnel Services
DIR, PPS	61005	Director, Pupil Personnel Services
ASST DIR, PPS	61006	Assistant Director, Pupil Personnel Services
SUPP, PPS	61007	Supervisor, Pupil Personnel Services
COOR, PPS	61008	Coordinator, Pupil Personnel Services
ADMIN SA, PPS	61009	Administrator on Special Assignment, Pupil Personnel Services
SPEC, PPS	61010	Specialist/Manager, Pupil Personnel Services
ADMIN ASST, PPS	61011	Administrative Assistant, Pupil Personnel Services
TSA, PPS	61012	Teacher on Special Assignment, Pupil Personnel Services
STUDENT SER WORKER	61020	Student Services Worker
SCH RES OFFICER	61021	School Resource Officer
PARENT ED SPEC	61022	Parent Education Specialist
RECRUITER, MIG ED	61023	Recruiter, Migrant Education
DROPOUT PV SPEC	61024	Dropout Prevention Specialist
CHILD FIND SPEC	61025	Child Find Specialist
DIAGNOSTIC SPEC	61026	Diagnostic Specialist
RESIDENT SUP	61040	Residential Supervisor
ASST RESIDENT SUP	61041	Assistant Residential Supervisor
RESIDENT INSTRUC	61042	Residential Instructor
ASST RESIDENT INST	61043	Assistant Residential Instructor
EXEC SEC, PPS	61090	Executive Secretary, Pupil Personnel Services
SEC, PPS	61091	Secretary, Pupil Personnel Services
CLERK TYP, PPS	61092	Clerk Typist, Pupil Personnel Services
CLERK, PPS	61093	Clerk, Pupil Personnel Services
OFF AIDE, PPS	61094	Office Aide, Pupil Personnel Services
RECEP, PPS	61095	Receptionist, Pupil Personnel Services
DATA ENTRY OP, PPS	61096	Data Entry Operator, Pupil Personnel Services
BOOKKEEPER, PPS	61097	Bookkeeper, Pupil Personnel Services
MESSENGER, PPS	61098	Messenger/Deliveryman, Pupil Personnel Services
OTH CLER, PPS	61099	Other Clerical Staff, Pupil Personnel Services

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APPENDIX E (Continued)

JOB ASSIGNMENT CODES (Continued)

61 Attendance/Social Work

Abbreviated Title	Job Code Number	Job Code Title
DEP SUPER, ATT/SW	61101	Deputy Superintendent, Attendance/Social Work
ASSOC SUPER, ATT/SW	61102	Associate Superintendent, Attendance/Social Work
ASST SUPER, ATT/SW	61103	Assistant/Area Superintendent, Attendance/Social Work
EXEC DIR, ATT/SOC WK	61104	Executive/General Director, Attendance/Social Work
DIR, ATT/SOC WK	61105	Director, Attendance/Social Work
ASST DIR, ATT/SOC WK	61106	Assistant Director, Attendance/Social Work
SUP, ATT/SOC WK	61107	Supervisor, Attendance/Social Work
COOR, ATT/SOC WK	61108	Coordinator, Attendance/Social Work
ADMIN SA ATT/SW	61109	Administrator on Special Assignment, Attendance/Social Work
SPEC, ATT/SW	61110	Specialist/Manager, Attendance/Social Work
ADMIN ASST, ATT/SW	61111	Administrative Assistant, Attendance/Social Work
TSA, ATT/SW	61112	Teacher on Special Assignment, Attendance/Social Work
DIR, ATTENDANCE	61119	Director, Attendance
DIR, SOCIAL WORK	61120	Director, Social Work
SUP, ATTENDANCE	61121	Supervisor, Attendance
SUP, SOCIAL WORK	61122	Supervisor, Social Work
COOR, ATTENDANCE	61123	Coordinator, Attendance
COOR, SOCIAL WORK	61124	Coordinator, Social Work
ATTENDANCE ASST	61130	Attendance Assistant/Truancy Officer
SCH SOC WK	61131	School Social Worker
EXEC SEC, ATT/SOC WK	61190	Executive Secretary, Attendance/Social Work
SEC, ATT/SOC WK	61191	Secretary, Attendance/Social Work
CLERK TYP, ATT/SOC WK	61192	Clerk Typist, Attendance/Social Work
CLERK, ATT/SOC WK	61193	Clerk, Attendance/Social Work
OFF AIDE, ATT/SOC WK	61194	Office Aide, Attendance/Social Work
RECEP, ATT/SOC WK	61195	Receptionist, Attendance/Social Work
DATA EN OP, ATT/SW	61196	Data Entry Operator, Attendance/Social Work
BOOKKEEPER, ATT/SW	61197	Bookkeeper, Attendance/Social Work
MESSENGER, ATT/SW	61198	Messenger/Deliveryman, Attendance/Social Work
OTH CLER, ATT/SW	61199	Other Clerical Staff, Attendance/Social Work

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APPENDIX E (Continued)

JOB ASSIGNMENT CODES (Continued)

61 Guidance Services

Abbreviated Title	Job Code Number	Job Code Title
DEP SUPER, GUIDANCE	61201	Deputy Superintendent, Guidance Services
ASSOC SUPER, GUID	61202	Associate Superintendent, Guidance Services
ASST SUPER, GUID	61203	Assistant/Area Superintendent, Guidance Services
EXEC DIR, GUIDANCE	61204	Executive/General Director, Guidance Services
DIR, GUIDANCE	61205	Director, Guidance Services
ASST DIR, GUIDANCE	61206	Assistant Director, Guidance Services
SUP, GUIDANCE	61207	Supervisor, Guidance Services
COOR, GUIDANCE	61208	Coordinator, Guidance Services
ADMIN SA, GUIDANCE	61209	Administrator on Special Assignment, Guidance Services
SPEC, GUIDANCE	61210	Specialist/Manager, Guidance Services
ADMIN ASST, GUIDANCE	61211	Administrative Assistant, Guidance Services
TSA, GUIDANCE	61212	Teacher on Special Assignment, Guidance Services
DIR, CAREER ED	61219	Director, Career Education
SUP, CAREER ED	61220	Supervisor, Career Education
COOR, CAREER ED	61221	Coordinator, Career Education
DIR, ELEM GUIDANCE	61222	Director, Elementary Guidance
SUP, ELEM GUIDANCE	61223	Supervisor, Elementary Guidance
COOR, ELEM GUIDANCE	61224	Coordinator, Elementary Guidance
DIR, SECON GUIDANCE	61225	Director, Secondary Guidance
SUP, SECON GUIDANCE	61226	Supervisor, Secondary Guidance
COOR, SECON GUIDANCE	61227	Coordinator, Secondary Guidance
DIR, OCC/PL SER	61228	Director, Occupational and Placement Services
SUP, OCC/PL SER	61229	Supervisor, Occupational and Placement Services
COOR, OCC/PL SER	61230	Coordinator, Occupational and Placement Services
COUNSELOR-E	61231	Counselor, Elementary School
COUNSELOR-M/J	61232	Counselor, Middle/Junior High
COUNSELOR-SH	61233	Counselor, Senior High School
COUNSELOR-ADULT/VOC	61234	Counselor, Adult/Vocation School
COUNSELOR-EX ED	61235	Counselor, Exceptional Education School
COUNSELOR-OTH SCH	61236	Counselor, Other Type School
COUNSELOR-CAREER ED	61237	Counselor, Career Education
OCC/PL SPEC	61238	Occupational and Placement Specialist
JOB DEV COUNSELOR	61239	Job Development Counselor
EXEC SEC, GUIDANCE	61290	Executive Secretary, Guidance Services
SEC, GUIDANCE	61291	Secretary, Guidance Services
CLERK TYP, GUIDANCE	61292	Clerk Typist, Guidance Services
CLERK, GUIDANCE	61293	Clerk, Guidance Services
OFF AIDE, GUIDANCE	61294	Office Aide, Guidance Services
RECEP, GUIDANCE	61295	Receptionist, Guidance Services
DATA ENT OP, GUID	61296	Data Entry Operator, Guidance Services
BOOKKEEPER, GUIDANCE	61297	Bookkeeper, Guidance Services
MESSENGER, GUIDANCE	61298	Messenger/Deliveryman, Guidance Services
OTH CLER, GUIDANCE	61299	Other Clerical Staff, Guidance Services

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APPENDIX E (Continued)

JOB ASSIGNMENT CODES (Continued)

61 Health Services

Abbreviated Title	Job Code Number	Job Code Title
DEP SUPER, HEALTH	61301	Deputy Superintendent, Health Services
ASSOC SUPER, HEALTH	61302	Associate Superintendent, Health Services
ASST SUPER, HEALTH	61303	Assistant/Area Superintendent, Health Services
EXEC DIR, HEALTH SER	61304	Executive/General Director, Health Services
DIR, HEALTH SER	61305	Director, Health Services
ASST DIR, HEALTH SER	61306	Assistant Director, Health Services
SUP, HEALTH SER	61307	Supervisor, Health Services
COOR, HEALTH SER	61308	Coordinator, Health Services
ADMIN SA, HEALTH	61309	Administrator on Special Assignment, Health Services
SPEC, HEALTH	61310	Specialist/Manager, Health Services
ADMIN ASST, HEALTH	61311	Administrative Assistant, Health Services
TSA, HEALTH	61312	Teacher on Special Assignment, Health Services
NURSE, RN	61320	Nurse, Registered (RN)
NURSE, LPN	61321	Nurse, Licensed Practical (LPN)
DOCTOR	61322	Doctor
DENTIST	61323	Dentist
DENTAL ASST/ORAL HYG	61324	Dental Assistant/Oral Hygienist
NURSE ASST	61325	Nurse's Assistant
NUTRITION SPEC	61326	Nutritional Specialist
SUBSTANCE ABUSE COOR	61327	Substance Abuse Coordinator
COMMUNITY HEALTH ADV	61328	Community Health Advocate
PHARMACY AIDE	61329	Pharmacy Aide
CLINIC ATTENDANT	61330	Clinic Attendant/Health Aide
HEALTH SER TRAINER	61331	Health Services Trainer
AUDIOLOGIST	61332	Audiologist
EXEC SEC, HEALTH SER	61390	Executive Secretary, Health Services
SEC, HEALTH SER	61391	Secretary, Health Services
CLERK TYP, HEALTH SER	61392	Clerk Typist, Health Services
CLERK, HEALTH SER	61393	Clerk, Health Services
OFF AIDE, HEALTH SER	61394	Office Aide, Health Services
RECEP, HEALTH SER	61395	Receptionist, Health Services
DATA ENT OP, HEALTH	61396	Data Entry Operator, Health Services
BOOKKEEPER, HEALTH	61397	Bookkeeper, Health Services
MESSENGER, HEALTH	61398	Messenger/Deliveryman, Health Services
OTH CLER, HEALTH	61399	Other Clerical Staff, Health Services

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APPENDIX E (Continued)

JOB ASSIGNMENT CODES (Continued)

61 Psychological Services

Abbreviated Title	Job Code Number	Job Code Title
DEP SUPER, PSYCH	61401	Deputy Superintendent, Psychological Services
ASSOC SUPER, PSYCH	61402	Associate Superintendent, Psychological Services
ASST SUPER, PSYCH	61403	Assistant/Area Superintendent, Psychological Services
EXEC DIR, PSYCH SER	61404	Executive/General Director, Psychological services
DIR, PSYCH SER	61405	Director, Psychological Services
ASST DIR, PSYCH SER	61406	Assistant Director, Psychological Services
SUP, PSYCH SER	61407	Supervisor, Psychological Services
COOR, PSYCH SER	61408	Coordinator, Psychological Services
ADMIN SA, PSYCH	61409	Administrator on Special Assignment, Psychological Services
SPEC, PSYCH	61410	Specialist/Manager, Psychological Services
ADMIN ASST, PSYCH	61411	Administrative Assistant, Psychological Services
TSA, PSYCH	61412	Teacher on Special Assignment, Psychological Services
SCHOOL PSYCHOLOGIST	61420	School Psychologist
PSYCHOMETRIST	61421	Psychometrist
EXEC SEC, PSYCH SER	61490	Executive Secretary, Psychological Services
SEC, PSYCH SER	61491	Secretary, Psychological Services
CLERK TYP, PSYCH SER	61492	Clerk Typist, Psychological Services
CLERK, PSYCH SER	61493	Clerk, Psychological Services
OFF AIDE, PSYCH SER	61494	Office Aide, Psychological Services
RECEP, PSYCH SER	61495	Receptionist, Psychological Services
DATA ENT OP, PSYCH	61496	Data Entry Operator, Psychological Services
BOOKKEEPER, PSYCH	61497	Bookkeeper, Psychological Services
MESSENGER, PSYCH	61498	Messenger/Deliveryman, Psychological Services
OTH CLER, PSYCH	61499	Other Clerical Staff, Psychological Services

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APPENDIX E (Continued)

JOB ASSIGNMENT CODES (Continued)

62 Instructional Media

Abbreviated Title	Job Code Number	Job Code Title
DEP SUPER, MEDIA	62001	Deputy Superintendent, Instructional Media
ASSOC SUPER, MEDIA	62002	Associate Superintendent, Instructional Media
ASST SUPER, MEDIA	62003	Assistant/Area Superintendent, Instructional Media
EXEC DIR, MEDIA	62004	Executive/General Director, Instructional Media
DIR, MEDIA	62005	Director, Instructional Media
ASST DIR, MEDIA	62006	Assistant Director, Instructional Media
SUP, MEDIA	62007	Supervisor, Instructional Media
COOR, MEDIA	62008	Coordinator, Instructional Media
ADMIN SA, MEDIA	62009	Administrator on Special Assignment, Instructional Media Services
SPEC, MEDIA	62010	Specialist/Manager, Instructional Media Services
ADMIN ASST, MEDIA	62011	Administrative Assistant, Instructional Media Services
TSA, MEDIA	62012	Teacher on Special Assignment, Instructional Media Services
MANAGER, MEDIA	62013	Manager, Instructional Media Services
FOREMAN, MEDIA	62014	Foreman, Instructional Media Services
LEAD WK, MEDIA	62015	Lead Worker, Instructional Media Services
DIR, TEXTBOOKS	62016	Director, Textbooks
COOR, TEXTBOOKS	62017	Coordinator, Textbooks
SUP, TEXTBOOKS	62018	Supervisor, Textbooks
DIR, LIB/MEDIA	62019	Director, Library/Media Services
COOR, LIB/MEDIA	62020	Coordinator, Library/Media Services
SUP, LIB/MEDIA	62021	Supervisor, Library/Media Services
INS TV PROG SPEC	62022	Instructional Television Program Specialist
LIB/MED SPEC-E	62030	School Librarian/Media Specialist, Elementary School
LIB/MED SPEC-M/J	62031	School Librarian/Media Specialist, Middle/Junior High
LIB/MED SPEC-SH	62032	School Librarian/Media Specialist, Senior High
LIB/MED SPEC-AD/VOC	62033	School Librarian/Media Specialist, Vocational/Adult School
LIB/MED SPEC-OTHER	62034	School Librarian/Media Specialist, Other Type School
LIB/MED SPEC-DIST	62035	Librarian/Media Specialist, District Office
LIB/MEDIA AIDE	62040	Library/Media Aide

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APPENDIX E (Continued)

JOB ASSIGNMENT CODES (Continued)

62 Instructional Media

Abbreviated Title	Job Code Number	Job Code Title
LIB TECH ASST	62077	Library Technical Assistant
FILM TECH	62078	Film Technician
INST EQUIP REPAIR MAN	62079	Instructional Equipment Repair Manager
AV TECHNICIAN	62080	Audio Visual Technician
ELECTRONICS, MEDIA	62081	Electronics Technician, Instructional Media
MEDIA TECHNICIAN	62082	Media Technician
SOFTWARE TECH	62083	Software Support Technician
OTHER MEDIA STAFF	62084	Other Instructional Media Staff
EXEC SEC, MEDIA	62090	Executive Secretary, Instructional Media Services
SEC, MEDIA	62091	Secretary, Instructional Media Services
CLERK TYP, MEDIA	62092	Clerk Typist, Instructional Media Services
CLERK, MEDIA	62093	Clerk, Instructional Media Services
OFF AIDE, MEDIA	62094	Office Aide, Instructional Media Services
RECEP, MEDIA	62095	Receptionist, Instructional Media Services
DATA ENT OP, MEDIA	62096	Data Entry Operator, Instructional Media Services
BOOKKEEPER, MEDIA	62097	Bookkeeper, Instructional Media Services
MESSENGER, MEDIA	62098	Messenger/Deliveryman, Instructional Media Services
OTH CLER, MEDIA	62099	Other Clerical Staff, Instructional Media Services

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APPENDIX E (Continued)

JOB ASSIGNMENT CODES (Continued)

**63 Instructional/Curriculum
Development Services**

Abbreviated Title	Job Code Number	Job Code Title
DEP SUPER, INS/CUR	63001	Deputy Superintendent, Instruction/Curriculum
ASSOC SUPER, INS/CUR	63002	Associate Superintendent, Instruction/Curriculum
ASST SUPER, INS/CUR	63003	Assistant/Area Superintendent, Instruction/Curriculum
EXEC DIR, INS/CUR	63004	Executive/General Director, Instruction/Curriculum
DIR, INS/CUR	63005	Director, Instruction/Curriculum
ASST DIR, INS/CUR	63006	Assistant Director, Instruction/Curriculum
SUP, INS/CUR	63007	Supervisor, Instruction/Curriculum
COOR, INS/CUR	63008	Coordinator, Instruction/Curriculum
ADMIN SA, INS/CUR	63009	Administrator on Special Assignment, Instruction/Curriculum
SPEC, INS/CUR	63010	Specialist/Manager, Instruction/Curriculum
ADMIN ASST, INS/CUR	63011	Administrative Assistant, Instruction/Curriculum
TSA, INS/CUR	63012	Teacher on Special Assignment, Instruction/Curriculum
DIR, EL ED	63016	Director, Elementary Education
DIR, MIDDLE/JR	63017	Director, Middle/Junior High Education
DIR/SEC ED	63018	Director, Secondary Education
DIR, VOC ED	63019	Director, Vocational Education
DIR, EX ST ED	63020	Director, Exceptional Student Education
DIR/ADULT ED	63021	Director, Adult Education
DIR, CH 1 PROG	63022	Director, Title I Programs
DIR, FED PROG	63023	Director, Federal Programs
SUP/COOR, DANCE	63024	Supervisor/Coordinator, Dance
SUP/COOR, DRAMA	63025	Supervisor/Coordinator, Drama
SUP/COOR, FOR LANG	63026	Supervisor/Coordinator, Foreign Language
SUP/COOR, HEALTH	63027	Supervisor/Coordinator, Health
SUP/COOR, LANG ARTS	63028	Supervisor/Coordinator, Language Arts
SUP/COOR, LIB/MEDIA	63029	Supervisor/Coordinator, Library/Media
SUP/COOR, MATH	63030	Supervisor/Coordinator, Mathematics
SUP/COOR, MUSIC	63031	Supervisor/Coordinator, Music
SUP/COOR, PE	63032	Supervisor/Coordinator, Physical Education
SUP/COOR, COMP ED	63033	Supervisor/Coordinator, Remedial/Compensatory Education
SUP/COOR, ROTC	63034	Supervisor/Coordinator, ROTC
SUP/COOR, DRIVER ED	63035	Supervisor/Coordinator, Safety/Driver Education
SUP/COOR, SCIENCE	63036	Supervisor/Coordinator, Science

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APPENDIX E (Continued)

JOB ASSIGNMENT CODES (Continued)

**63 Instructional/Curriculum
Development Services**

Abbreviated Title	Job Code Number	Job Code Title
SUP/COOR, SOC ST	63037	Supervisor/Coordinator, Social Studies
SUP/COOR, ADULT ED	63038	Supervisor/Coordinator, Adult Education
SUP/COOR, OTHER	63039	Supervisor/Coordinator, Other Educational Services
SUP/COOR, EX ED	63040	Supervisor/Coordinator, Exceptional Education
SUP/COOR, EMH	63041	Supervisor/Coordinator, Educable Mentally Handicapped
SUP/COOR, TMH	63042	Supervisor/Coordinator, Trainable Mentally Handicapped
SUP/COOR, PI	63043	Supervisor/Coordinator, Physically Impaired
SUP/COOR, PT/OT	63044	Supervisor/Coordinator, Physical and Occupational Therapy
SUP/COOR, SP/LANG	63045	Supervisor/Coordinator, Speech & Language Impaired
SUP/COOR, DHH	63046	Supervisor/Coordinator, Deaf or Hard of Hearing
SUP/COOR, VI	63047	Supervisor/Coordinator, Visually Impaired
SUP/COOR, SLD	63048	Supervisor/Coordinator, Specific Learning Disabled
SUP/COOR, GIFTED	63049	Supervisor/Coordinator, Gifted
SUP/COOR, H/H	63050	Supervisor/Coordinator, Hospital/Homebound
SUP/COOR, AUTISTIC	63051	Supervisor/Coordinator, Autistic
SUP/COOR, DSI	63052	Supervisor/Coordinator, Dual-Sensory Impaired
SUP/COOR, PMH	63053	Supervisor/Coordinator, Profoundly Mentally Handicapped
SUP/COOR, SED	63054	Supervisor/Coordinator, Severely Emotionally Disturbed
SUP/COOR, VE	63055	Supervisor/Coordinator, Varying Exceptionalities
SUP/COOR, PK HDC	63056	Supervisor/Coordinator, Prekindergarten Handicapped
SUP/COOR, OTHER ESE	63057	Supervisor/Coordinator, Other ESE Programs
SUP/COOR, STAFFING	63058	Supervisor/Coordinator, Staffing & Admissions
SUP/COOR, VOC ED	63059	Supervisor/Coordinator, Vocational Education
SUP/COOR, AGR/NRE	63060	Supervisor/Coordinator, Agribusiness Natural Resources Education
SUP/COOR, BUSINESS ED	63061	Supervisor/Coordinator, Business Technology Education
SUP/COOR, DIVERS ED	63062	Supervisor/Coordinator, Diversified Education
SUP/COOR, HEALTH ED	63063	Supervisor/Coordinator, Health Science Education
SUP/COOR, FAM/CONS	63064	Supervisor/Coordinator, Family and Consumer Science
SUP/COOR, TECH ED	63065	Supervisor/Coordinator, Technology Education

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APPENDIX E (Continued)

JOB ASSIGNMENT CODES (Continued)

**63 Instructional/Curriculum
Development Services**

Abbreviated Title	Job Code Number	Job Code Title
SUP/COOR, IND ED	63066	Supervisor/Coordinator, Industrial Education
SUP/COOR, MARKETING	63067	Supervisor/Coordinator, Marketing Education
SUP/COOR, PUB SER	63068	Supervisor/Coordinator, Public Service Education
SUP/COOR, VOC OR/EXP	63069	Supervisor/Coordinator, Vocational Orientation/Exploration
SUP/COOR, OTH VOC ED	63070	Supervisor/Coordinator, Other Vocational Technical Education Programs
SUP/COOR, VOC ED-ISS	63071	Supervisor/Coordinator, Vocational Education Instructional Support Services
SUP/COOR, MIGRANT ED	63072	Supervisor/Coordinator, Migrant Education
SUP/COOR, CH 1	63073	Supervisor/Coordinator, Title I
SUP/COOR, VOLUNTEER	63074	Supervisor/Coordinator, Volunteer Program
SUP/COOR, PREP	63075	Supervisor/Coordinator, PREP
SUP/COOR, EARLY CH PROJECT COOR	63076 63077	Supervisor/Coordinator, Early Childhood Education Project Coordinator
ASST PROJECT COOR	63078	Assistant Project Coordinator
SUP/COOR, ART	63079	Supervisor/Coordinator, Art
SUP/COOR, COMPU ED	63080	Supervisor/Coordinator, Computer Education
SUP/COOR, EH	63081	Supervisor/Coordinator, Emotionally Handicapped
SUP/COOR, DROPOUT PV	63082	Supervisor/Coordinator, Dropout Prevention
COOR, COMM ED	63083	Coordinator, Community Education
SUP/COOR, EL ED	63084	Supervisor/Coordinator, Elementary Education
SUP/COOR, MIDDLE/JR	63085	Supervisor/Coordinator, Middle/Junior High Education
SUP/COOR, SEC ED	63086	Supervisor/Coordinator, Secondary Education
SUP/COOR, BILINGUAL	63087	Supervisor/Coordinator, Bilingual Education
EXEC SEC, INS/CUR	63090	Executive Secretary, Instruction/Curriculum Development Services
SEC, INS/CUR	63091	Secretary, Instruction/Curriculum Development Services
CLERK TYP, INS/CUR	63092	Clerk Typist, Instruction/Curriculum Development Services
CLERK, INS/CUR	63093	Clerk, Instruction/Curriculum
OFF AIDE, INS/CUR	63094	Office Aide, Instruction/Curriculum Development Services
RECEP, INS/CUR	63095	Receptionist, Instruction/Curriculum Development Services
DATA ENT OP, INS/CUR	63096	Data Entry Operator, Instruction/Curriculum

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APPENDIX E (Continued)

**JOB ASSIGNMENT CODES (Continued) 63 Instructional/Curriculum
Development Services**

Abbreviated Title	Job Code Number	Job Code Title
BOOKKEEPER, INS/CUR	63097	Bookkeeper, Instruction/Curriculum
MESSENGER, INS/CUR	63098	Messenger/Deliveryman, Instruction/Curriculum
OTH CLER, INS/CUR	63099	Other Clerical Staff, Instruction/Curriculum
PRIMARY SPECIALIST	63100	Primary Specialist
PROGRAM SPEC	63101	Program Specialist
STAFFING SPEC	63102	Staffing Specialist
LEARN RES SPEC	63103	Learning Resource Specialist
TECHNOLOGY SPEC	63104	Technology Specialist
BEHAVIOR SPEC	63105	Behavior Specialist
DIR, COMM ED	63106	Director, Community Education
SUP/COOR, HEAD START	63107	Supervisor/Coordinator, Head Start
→ RDG COACH - E	63108	Reading Coach, Elementary
→ RDG COACH - M/J	63109	Reading Coach, Middle/Junior
→ RDG COACH - SH	63110	Reading Coach, Senior High
→ MATH COACH - E	63111	Math Coach, Elementary
→ MATH COACH - M/J	63112	Math Coach, Middle/Junior
→ MATH COACH - SH	63113	Math Coach, Senior High

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APPENDIX E (Continued)

JOB ASSIGNMENT CODES (Continued)

**64 Instructional Staff
Training Services**

Abbreviated Title	Job Code	
	Number	Job Code Title
DEP SUPER, ST TRNG	64001	Deputy Superintendent, Instructional Staff Training Services
ASSOC SUPER, ST TRNG	64002	Associate Superintendent, Instructional Staff Training Services
ASST SUPER, ST TRNG	64003	Assistant/Area Superintendent, Instructional Staff Training Services
EXEC DIR, ST TRNG	64004	Executive/General Director, Instructional Staff Training Services
DIR, ST TRNG	64005	Director, Instructional Staff Training Services
ASST DIR, ST TRNG	64006	Assistant Director, Instructional Staff Training Services
SUP, ST TRNG	64007	Supervisor, Instructional Staff Training Services
COOR, ST TRNG	64008	Coordinator, Instructional Staff Training Services
ADMIN SA, ST TRNG	64009	Administrator on Special Assignment, Instructional Staff Training Services
SPEC, ST TRNG	64010	Specialist/Manager, Instructional Staff Training Services
ADMIN ASST, ST TRNG	64011	Administrative Assistant, Instructional Staff Training Services
TSA, ST TRNG	64012	Teacher on Special Assignment, Instructional Staff Training Services
DIR, TEC	64016	Director, Teacher Education Center
SUP/COOR, TEC	64017	Supervisor/Coordinator, Teacher Education Center
DIR, PROF ORIEN PROG	64018	Director, Professional Orientation Program
SUP/COOR, PROF ORIEN PROG	64019	Supervisor/Coordinator, Professional Orientation Program
TRAINER, INS	64020	Trainer, Instructional

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JOB ASSIGNMENT CODES (Continued)

64 Instructional Staff
Training Services

Abbreviated Title	Job Code	
	Number	Job Code Title
EXEC SEC, ST TRNG	64090	Executive Secretary, Instructional Staff Training Services
SEC, ST TRNG	64091	Secretary, Instructional Staff Training Services
CLERK TYP, ST TRNG	64092	Clerk Typist, Instructional Staff Training Services
CLERK, ST TRNG	64093	Clerk, Instructional Staff Training Services
OFF AIDE, ST TRNG	64094	Office Aide, Instructional Staff Training Services
RECEP, ST TRNG	64095	Receptionist, Instructional Staff Training Services
DATA ENT OP, ST TRNG	64096	Data Entry Operator, Instructional Staff Training Services
BOOKKEEPER, ST TRNG	64097	Bookkeeper, Instructional Staff Training Services
MESSENGER, ST TRNG	64098	Messenger/Deliveryman, Instructional Staff Training Services
OTH CLER, ST TRNG	64099	Other Clerical Staff, Instructional Staff Training Services

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JOB ASSIGNMENT CODES (Continued)

71 School Board

Abbreviated Title	Job Code Number	Job Code Title
BOARD MEMBER	71001	Board Member
BOARD COUNSEL	71002	Board General Counsel
OTH BOARD ATTORNEY	71003	Other Board Attorney
BOARD AUDITOR	71004	Board Auditor
OTH BOARD EMP	71005	Other Board Employee (Assigned to Board)
ADMIN ASST, BOARD	71011	Administrative Assistant, School Board
LEGAL SEC, SCH BOARD	71089	Legal Secretary, School Board
EXEC SEC, SCH BOARD	71090	Executive Secretary, School Board
SEC, SCH BOARD	71091	Secretary, Board Members (s)
CLERK TYP, SCH BOARD	71092	Clerk Typist, Board Member(s)
CLERK, SCH BOARD	71093	Clerk, School Board
OFF AIDE, SCH BOARD	71094	Office Aide, Board Member (s)
RECEP, SCHOOL BOARD	71095	Receptionist, Board Member(s)
DATA ENT OP, SCH BD	71096	Data Entry Operator, School Board
BOOKKEEPER, SCH BD	71097	Bookkeeper, School Board
MESSENGER, SCH BD	71098	Messenger/Deliveryman, School Board
OTH CLER, SCH BD	71099	Other Clerical Staff, School Board

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JOB ASSIGNMENT CODES (Continued)

72 General Administration

Abbreviated Title	Job Code Number	Job Code Title
SUPERINTENDENT	72000	District Superintendent
DEP SUPER, ADMIN	72001	Deputy Superintendent, Administration
ASSOC SUPER, ADMIN	72002	Associate Superintendent, Administration
ASST SUPER, ADMIN	72003	Assistant/Area Superintendent, Administration
EXEC DIR, ADMIN	72004	Executive/General Director, Administration
DIR, ADMIN	72005	Director, Administration
ASST DIR, ADMIN	72006	Assistant Director, Administration
SUP, ADMIN	72007	Supervisor, Administration
COOR, ADMIN	72008	Coordinator, Administration
ADMIN SA, ADMIN	72009	Administrator on Special Assignment, Administration
SPEC, ADMIN	72010	Specialist/Manager, Administration
ADMIN ASST, ADMIN	72011	Administrative Assistant, Administration
TSA, ADMIN	72012	Teacher on Special Assignment, Administration
STAFF ATTORNEY	72020	Staff Attorney
ADMIN INTERN	72022	Administrative Intern
NEGOTIATOR	72023	Negotiator
FTE ADMIN	72024	FTE Administrator
EXEC SEC, ADMIN	72090	Executive Secretary, Administration
SEC, ADMIN	72091	Secretary, Administration
CLERK TYP, ADMIN	72092	Clerk Typist, Administration
CLERK, ADMIN	72093	Clerk, Administration
OFF AIDE, ADMIN	72094	Office Aide, Administration
RECEP, ADMIN	72095	Receptionist, Administration
DATA ENT OP, ADMIN	72096	Data Entry Operator, Administration
BOOKKEEPER, ADMIN	72097	Bookkeeper, Administration
MESSENGER, ADMIN	72098	Messenger/Deliveryman, Administration
OTH CLER, ADMIN	72099	Other Clerical Staff, Administration

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APPENDIX E (Continued)

JOB ASSIGNMENT CODES (Continued) 73 School Administration

Abbreviated Title	Job Code Number	Job Code Title
PRINCIPAL-E	73001	Principal, Elementary School
PRINCIPAL-M/J	73002	Principal, Middle/Junior High
PRINCIPAL-SH	73003	Principal, Senior High
PRINCIPAL-OTHER	73004	Principal, Other Elementary Secondary School
PRINCIPAL-EX ED	73005	Principal, Exceptional Student School
PRINCIPAL-ADULT	73006	Principal, Adult School
DIR, VO-TEC	73007	Director, Vocational Technical Center
ASST PRIN-E	73008	Assistant Principal, Elementary
ASST PRIN-M/J	73009	Assistant Principal, Middle/Junior High
ASST PRIN-SH	73010	Assistant Principal, Senior High
ASST PRIN-OTHER	73011	Assistant Principal, Other Elementary Secondary School
ASST PRIN-EX ED	73012	Assistant Principal, Exceptional Student School
ASST PRIN-ADULT	73013	Assistant Principal, Adult School
ASST DIR, VO-TEC	73014	Assistant Director, Vocational Technical Center
CURR COOR-E	73015	Curriculum Coordinator/Assistant Principal for Curriculum, Elementary
CURR COOR-M/J	73016	Curriculum Coordinator/Assistant Principal for Curriculum, Middle/Junior High
CURR COOR-SH	73017	Curriculum Coordinator/Assistant Principal for Curriculum, Senior High
CURR COOR-OTHER	73018	Curriculum Coordinator/Assistant Principal for Curriculum, Other Type School
DEAN-E	73019	Dean/Assistant Principal for Student Affairs, Elementary
DEAN-M/J	73020	Dean/Assistant Principal for Student Affairs, Middle/Junior High
DEAN-SH	73021	Dean/Assistant Principal for Student Affairs, Senior High
DEAN-OTHER	73022	Dean/Assistant Principal for Student Affairs, Other Type School
ACTIVITIES DIR	73023	Activities Director
ATHLETIC DIR	73024	Athletic Director
BUSINESS DIR	73025	Business Director
REGISTRAR	73026	Registrar
ATTENDANCE CLERK	73027	Attendance Clerk
ADMIN ASST, SCH	73028	Administrative Assistant, School
LABORER, SCH	73029	Laborer, School
TEACHER, APP TR I	73030	Teacher, Apprentice Trainer I
TEACHER, APP TR II	73031	Teacher, Apprentice Trainer II
TEACHER, ATH TR	73032	Teacher, Athletic Trainer
ATHLETIC TR	73033	Athletic Trainer
EXEC SEC, SCH	73090	Executive Secretary, School
SEC, SCH	73091	Secretary, School

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JOB ASSIGNMENT CODES (Continued)

73 School Administration

Abbreviated Title	Job Code Number	Job Code Title
CLERK TYPIST, SCH	73092	Clerk Typist, School
CLERK, SCH	73093	Clerk, School
OFF AIDE, SCH	73094	Office Aide, School
RECEP, SCH	73095	Receptionist, School
DATA ENTRY OP, SCH	73096	Data Entry Operator, School
BOOKKEEPER, SCH	73097	Bookkeeper, School
MESSENGER, SCH	73098	Messenger/Deliveryman, School
OTH CLER, SCH	73099	Other Clerical Staff, School
INTERN PRIN-E	73101	Intern Principal, Elementary School
INTERN PRIN-M/J	73102	Intern Principal, Middle/Junior High
INTERN PRIN-SH	73103	Intern Principal, Senior High
INTERN PRIN-OTHER	73104	Intern Principal, Other Elementary Secondary School
INTERN PRIN-EX ED	73105	Intern Principal, Exceptional Student School
INTERN PRIN-ADULT	73106	Intern Principal, Adult School
INTERN DIR, VO-TECH	73107	Intern Director, Vocational Technical Center
INTERN AP-E	73108	Intern Assistant Principal, Elementary School
INTERN AP-M/J	73109	Intern Assistant Principal, Middle/Junior High
INTERN AP-SH	73110	Intern Assistant Principal, Senior High
INTERN AP-OTHER	73111	Intern Assistant Principal, Other Elementary Secondary School
INTERN AP-EX ED	73112	Intern Assistant Principal, Exceptional Student School
INTERN AP-ADULT	73113	Intern Assistant Principal, Adult School
INTERN AD, VO-TECH	73114	Intern Assistant Director, Vocational Technical Center
INTERIM PRIN-E	73201	Interim Principal, Elementary School
INTERIM PRIN-M/J	73202	Interim Principal, Middle/Junior High
INTERIM PRIN-SH	73203	Interim Principal, Senior High
INTERIM PRIN-OTHER	73204	Interim Principal, Other Elementary Secondary School
INTERIM PRIN-EX ED	73205	Interim Principal, Exceptional Student School
INTERIM PRIN-ADULT	73206	Interim Principal, Adult School
INTERIM DIR, VO-TECH	73207	Interim Director, Vocational Technical Center
INTERIM AP-E	73208	Interim Assistant Principal, Elementary School
INTERIM AP-M/J	73209	Interim Assistant Principal, Middle/Junior High
INTERIM AP-SH	73210	Interim Assistant Principal, Senior High
INTERIM AP-OTHER	73211	Interim Assistant Principal, Other Elementary Secondary School
INTERIM AP-EX ED	73212	Interim Assistant Principal, Exceptional Student School
INTERIM AP-ADULT	73213	Interim Assistant Principal, Adult School
INTERIM AD, VO-TECH	73214	Interim Assistant Director, Vocational Technical Center

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JOB ASSIGNMENT CODES (Continued)

**74 Facilities Acquisition
and Construction**

Abbreviated Title	Job Code Number	Job Code Title
DEP SUPER, FACIL	74001	Deputy Superintendent, Facilities/Construction
ASSOC SUPER, FACIL	74002	Associate Superintendent, Facilities/Construction
ASST SUPER, FACIL	74003	Assistant/Area Superintendent, Facilities/Construction
EXEC DIR, FACIL	74004	Executive/General Director, Facilities/Construction
DIR/FACIL	74005	Director, Facilities/Construction
ASST DIR, FACIL	74006	Assistant Director, Facilities/Construction
SUP, FACIL	74007	Supervisor, Facilities/Construction
COOR, FACIL	74008	Coordinator, Facilities/Construction
ADMIN SA, FACIL	74009	Administrator on Special Assignment, Facilities/Construction
SPEC, FACIL	74010	Specialist, Facilities/Construction
ADMIN ASST, FACIL	74011	Administrative Assistant, Facilities/Construction
TSA, FACIL	74012	Teacher on Special Assignment, Facilities/Construction
MANAGER, FACIL	74013	Manager, Facilities/Construction
FOREMAN, FACIL	74014	Foreman, Facilities/Construction
LEAD WK, FACIL	74015	Lead Worker, Facilities/Construction
DIR, FACIL PL	74016	Director, Facilities Planning
SUP, FACIL PL	74017	Supervisor, Facilities Planning
COOR, FACIL PL	74018	Coordinator, Facilities Planning
FACILITIES PLANNER	74020	Facilities Planner
CHIEF ARCHITECT	74021	Chief Architect
OTHER ARCHITECT	74022	Other District Architect
BLDG INSPECTOR	74023	Building Inspector
PROJECT MAN, FACIL	74024	Project Manager, Facilities/Construction
MECH ENGINEER	74025	Mechanical Engineer
CIVIL ENGINEER	74026	Civil Engineer
ELEC ENGINEER	74027	Electrical Engineer
DRAFTSMAN	74028	Draftsman
STAT ENGINEER	74029	Stationary Engineer
MATERIALS SPEC, FACIL	74030	Materials Specialist, Facilities/Construction
ACCOUNTANT, FACIL	74031	Accountant, Facilities/Construction
LABORER, FACIL	74032	Laborer, Facilities/Construction
OTH FACIL ST	74033	Other Facilities Staff

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JOB ASSIGNMENT CODES (Continued)

**74 Facilities Acquisition
and Construction**

Abbreviated Title	Job Code Number	Job Code Title
EXEC SEC, FACIL	74090	Executive Secretary, Facilities/Construction
SEC, FACIL	74091	Secretary, Facilities/Construction
CLERK TYP, FACIL	74092	Clerk Typist, Facilities/Construction
CLERK, FACIL	74093	Clerk, Facilities/Construction
OFF AIDE, FACIL	74094	Office Aide, Facilities/Construction
RECEP, FACIL	74095	Receptionist, Facilities/Construction
DATA ENT OP, FACIL	74096	Data Entry Operator, Facilities/Construction
BOOKKEEPER, FACIL	74097	Bookkeeper, Facilities/Construction
MESSENGER, FACIL	74098	Messenger/Deliveryman, Facilities/Construction
OTH CLER, FACIL	74099	Other Clerical Staff, Facilities/Construction

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APPENDIX E (Continued)

JOB ASSIGNMENT CODES (Continued)

75 Fiscal Services

Abbreviated Title	Job Code Number	Job Code Title
DEP SUPER, FISCAL	75001	Deputy Superintendent, Business & Finance
ASSOC SUPER, FISCAL	75002	Associate Superintendent, Business & Finance
ASST SUPER, FISCAL	75003	Assistant/Area Superintendent, Business & Finance
EXEC DIR, FISCAL	75004	Executive/General Director, Business & Finance
DIR, FISCAL	75005	Director, Business & Finance
ASST DIR, FISCAL	75006	Assistant Director, Business & Finance
SUP, FISCAL	75007	Supervisor, Business & Finance
COOR, FISCAL	75008	Coordinator, Business & Finance
ADMIN SA, FISCAL	75009	Administrator on Special Assignment, Business & Finance
SPEC, FISCAL	75010	Specialist/Manager, Fiscal Services
ADMIN ASST, FISCAL	75011	Administrative Assistant, Fiscal Services
TSA, FISCAL	75012	Teacher on Special Assignment, Fiscal Services
MANAGER FISCAL	75013	Manager, Fiscal Services
DIR, BUDGET	75016	Director, Budgeting
DIR, ACCOUNTING	75017	Director, Accounting
SUP/COOR, BUDGET	75018	Supervisor/Coordinator, Budgeting
SUP/COOR, INT AUDIT	75019	Supervisor/Coordinator, Internal Auditing
SUP/COOR, ACCOUNTING	75020	Supervisor/Coordinator, Accounting
SUP/COOR, PAYROLL	75021	Supervisor/Coordinator, Payroll
SUP/COOR, INVEST	75022	Supervisor/Coordinator, Investments
FINANCE OFFICER	75023	Finance Officer/Comptroller
ASST FINANCE OFFICER	75024	Assistant Finance Officer/Comptroller
BUDGET ANALYST	75030	Fiscal/Budget Analyst
ACCOUNTANT	75031	Accountant
ACCOUNT CLERK	75032	Account Clerk/Payroll Clerk
INT AUDITOR	75033	Internal Accounts Auditor
OTH FISCAL EMP	75034	Other Fiscal Personnel
EXEC SEC, FISCAL	75090	Executive Secretary, Business & Finance
SEC, FISCAL	75091	Secretary, Business & Finance
CLERK TYP, FISCAL	75092	Clerk Typist, Business & Finance
CLERK, FISCAL	75093	Clerk, Fiscal Services
OFF AIDE, FISCAL	75094	Office Aide, Business & Finance
RECEP, FISCAL	75095	Receptionist, Business & Finance
DATA ENT OP, FISCAL	75096	Data Entry Operator, Fiscal Services
BOOKKEEPER, FISCAL	75097	Bookkeeper, Fiscal Services
MESSENGER, FISCAL	75098	Messenger/Deliveryman, Fiscal Services
OTH CLER, FISCAL	75099	Other Clerical Staff, Fiscal Services

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APPENDIX E (Continued)

JOB CODE ASSIGNMENTS (Continued)

76 Food Services

Abbreviated Title	Job Code Number	Job Code Title
DEP SUPER, FOOD SER	76001	Deputy Superintendent, Food Services
ASSOC SUPER, FOOD SER	76002	Associate Superintendent, Food Services
ASST SUPER, FOOD SER	76003	Assistant/Area Superintendent, Food Services
EXEC DIR, FOOD SER	76004	Executive/General Director, Food Services
DIR, FOOD SER	76005	Director, Food Services
ASST DIR, FOOD SER	76006	Assistant Director, Food Services
SUP, FOOD SER	76007	Supervisor, Food Services
COOR, FOOD SER	76008	Coordinator, Food Services
ADMIN SA, FOOD SER	76009	Administrator on Special Assignment, Food Services
SPEC, FOOD SER	76010	Specialist/Manager, Food Services
ADMIN ASST, FOOD SER	76011	Administrative Assistant, Food Services
TSA, FOOD SER	76012	Teacher on Special Assignment, Food Services
MANAGER, FOOD SER	76013	Manager, Food Services
ASST FOOD SER MANAGER	76016	Assistant Food Service Manager
BAKER	76020	Baker
COOK	76021	Cook
SALAD MAKER	76022	Salad Maker
FOOD SER WORKER	76023	School Food Service Worker/Assistant
LUNCH ROOM AIDE	76024	Lunch Room Aide
CASHIER, FOOD SER	76025	Cashier, Food Services
STORES CLERK, FOOD SER	76027	Stores Clerk/Buyer, Food Services
FOOD SER DRIVER	76028	Food Service Driver
OTH FOOD SER EMP	76029	Other Food Service Personnel
SUB FOOD SER WK	76030	Substitute Food Service Worker
EXEC SEC, FOOD SER	76090	Executive Secretary, Food Services
SEC, FOOD SER	76091	Secretary, Food Services
CLERK TYP, FOOD SER	76092	Clerk Typist, Food Services
CLERK, FOOD SER	76093	Clerk, Food Services
OFF AIDE, FOOD SER	76094	Office Aide, Food Services
RECEP, FOOD SER	76095	Receptionist, Food Services
DATA ENT OP, FOOD SER	76096	Data Entry Operator, Food Services
BOOKKEEPER, FOOD SER	76097	Bookkeeper, Food Services
MESSENGER, FOOD SER	76098	Messenger/Deliveryman, Food Services
OTH CLER, FOOD SER	76099	Other Clerical Staff, Food Services

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APPENDIX E (Continued)

JOB CODE ASSIGNMENTS (Continued)

77 Central Services

Abbreviated Title	Job Code Number	Job Code Title
DEP SUPER, CEN SER	77001	Deputy Superintendent, Central Services
ASSOC SUPER, CEN SER	77002	Associate Superintendent, Central Services
ASST SUPER, CEN SER	77003	Assistant/Area Superintendent, Central Services
EXEC DIR, CEN SER	77004	Executive/General Director, Central Services
DIR, CEN SER	77005	Director, Central Services
ASST DIR, CEN SER	77006	Assistant Director, Central Services
SUP, CEN SER	77007	Supervisor, Central Services
COOR, CEN SER	77008	Coordinator, Central Services
ADMIN SA, CEN SER	77009	Administrator on Special Assignment, Central Services
SPEC, CEN SER	77010	Specialist/Manager, Central Services
ADMIN ASST, CEN SER	77011	Administrative Assistant, Central Services
TSA, CEN SER	77012	Teacher on Special Assignment, Central Services
MANAGER, CEN SER	77013	Manager, Central Services
EXEC SEC, CEN SER	77090	Executive Secretary, Central Services
SEC, CEN SER	77091	Secretary, Central Services
CLERK TYP, CEN SER	77092	Clerk Typist, Central Services
CLERK, CEN SER	77093	Clerk, Central Services
OFF AIDE, CEN SER	77094	Office Aide, Central Services
RECEP, CEN SER	77095	Receptionist, Central Services
DATA ENT OP, CEN SER	77096	Data Entry Operator, Central Services
BOOKKEEPER, CEN SER	77097	Bookkeeper, Central Services
MESSENGER, CEN SER	77098	Messenger/Deliveryman, Central Services
OTH CLER, CEN SER	77099	Other Clerical Staff, Central Services

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APPENDIX E (Continued)

JOB CODE ASSIGNMENTS (Continued)

**77 Planning, Research
Development and
Evaluation Services**

Abbreviated Title	Job Code Number	Job Code Title
DEP SUPER, P/R/E	77101	Deputy Superintendent, Planning, Research & Evaluation
ASSOC SUPER, P/R/E	77102	Associate Superintendent, Planning, Research & Evaluation
ASST SUPER, P/R/E	77103	Assistant/Area Superintendent, Planning, Research & Evaluation
EXEC DIR, P/R/E	77104	Executive/General Director, Planning, Research & Evaluation
DIR, P/R/E	77105	Director, Planning, Research & Evaluation
ASST DIR, P/R/E	77106	Assistant Director, Planning, Research & Evaluation
SUP, P/R/E	77107	Supervisor, Planning Research & Evaluation
COOR, P/R/E	77108	Coordinator, Planning, Research & Evaluation
ADMIN SA, P/R/E	77109	Administrator on Special Assignment, Planning, Research & Evaluation
SPEC, P/R/E	77110	Specialist/Manager, Planning, Research & Evaluation
ADMIN ASST, P/R/E	77111	Administrative Assistant, Planning, Research & Evaluation
TSA, P/R/E	77112	Teacher on Special Assignment, Planning, Research & Evaluation
DIR, RES/EVAL	77117	Director, Research & Evaluation
SUP, RES/EVAL	77118	Supervisor, Research & Evaluation
COOR, RES/EVAL	77119	Coordinator, Research & Evaluation
DIR, PLAN	77120	Director, Planning
SUP, PLAN	77121	Supervisor, Planning
COOR, PLAN	77122	Coordinator, Planning
PLANNING SPEC	77130	Planning Specialist
EVAL SPEC	77131	Testing/Evaluation/Assessment Specialist
ED DIAG	77132	Educational Diagnostician
OTH DIAG	77133	Other Diagnosticians
TESTING ASST	77134	Testing Assistant
EXEC SEC, P/R/E	77190	Executive Secretary, Planning, Research & Evaluation
SEC, P/R/E	77191	Secretary, Planning, Research & Evaluation
CLERK TYP, P/R/E	77192	Clerk Typist, Planning, Research & Evaluation
CLERK, P/R/E	77193	Clerk, Planning, Research & Evaluation
OFF AIDE, P/R/E	77194	Office Aide, Planning, Research & Evaluation
RECEP, P/R/E	77195	Receptionist, Planning, Research & Evaluation
DATA ENT OP, P/R/E	77196	Data Entry Operator, Planning, Research & Evaluation
BOOKKEEPER, P/R/E	77197	Bookkeeper, Planning, Research & Evaluation
MESSENGER, P/R/E	77198	Messenger/Deliveryman, Planning, Research & Evaluation
OTH CLER, P/R/E	77199	Other Clerical Staff, Planning Research & Evaluation

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JOB CODE ASSIGNMENTS (Continued)

77 Information Services

Abbreviated Title	Job Code Number	Job Code Title
DEP SUPER, INFO	77201	Deputy Superintendent, Information Services
ASSOC SUPER, INFO	77202	Associate Superintendent, Information Services
ASST SUPER, INFO	77203	Assistant/Area Superintendent, Information Services
EXEC DIR, INFO SER	77204	Executive/General Director, Information Services
DIR, INFO SER	77205	Director, Information Services
ASST DIR, INFO SER	77206	Assistant Director, Information Services
SUP, INFO SER	77207	Supervisor, Information Services
COOR, INFO SER	77208	Coordinator, Information Services
ADMIN SA, INFO	77209	Administrator on Special Assignment, Information Services
SPEC, INFO	77210	Specialist/Manager, Information Services
ADMIN ASST, INFO	77211	Administrative Assistant, Information Services
TSA, INFO	77212	Teacher on Special Assignment, Information Services
MANAGER, INFO	77213	Manager, Information Services
PUB REL INFO SPEC	77220	Public Relations information Specialist
WP MANAGER	77221	Word Processing Center Manager
WP OPERATOR	77222	Word Processing Operator
GRAPHICS ARTIST	77223	Graphics Artist
PHOTOGRAPHER	77224	Photographer
DATA ANALYST	77225	Data Analyst
RESEARCH ASSOC	77226	Research Associate
RECORDS/FORMS ANAL	77227	Records/Forms Analyst
EXEC SEC, INFO SER	77290	Executive Secretary, Information Services
SEC, INFO SER	77291	Secretary, Information Services
CLERK TYP, INFO SER	77292	Clerk Typist, Information Services
CLERK, INFO	77293	Clerk, Information Services
OFF AIDE, INFO SER	77294	Office Aide, Information Services
RECEP, INFO SER	77295	Receptionist, Information Services
DATA ENT OP, INFO	77296	Data Entry Operator, Information Services
BOOKKEEPER, INFO	77297	Bookkeeper, Information Services
MESSENGER, INFO	77298	Messenger/Deliveryman, Information Services
OTH CLER, INFO	77299	Other Clerical Staff, Information Services

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77 Staff Services

Abbreviated Title	Job Code Number	Job Code Title
DEP SUPER, STAFF	77301	Deputy Superintendent, Staff Services
ASSOC SUPER, STAFF	77302	Associate Superintendent, Staff Services
ASST SUPER, STAFF	77303	Assistant/Area Superintendent, Staff Services
EXEC DIR, STAFF	77304	Executive/General Director, Staff Services
DIR, STAFF	77305	Director, Staff Services
ASST DIR, STAFF	77306	Assistant Director, Staff Services
SUP, STAFF	77307	Supervisor, Staff Services
COOR, STAFF	77308	Coordinator, Staff Services
ADMIN SA, STAFF	77309	Administrator on Special Assignment, Staff Services
SPEC, STAFF	77310	Specialist/Manager, Staff Services
ADMIN ASST, STAFF	77311	Administrative Assistant, Staff Services
TSA, STAFF	77312	Teacher on Special Assignment, Staff Services
DIR, RISK MAN	77316	Director, Risk Management
SUP, RISK MAN	77317	Supervisor, Risk Management
COOR, RISK MAN	77318	Coordinator, Risk Management
DIR, EMP REL	77319	Director, Employee Relations
SUP, EMP REL	77320	Supervisor, Employee Relations
COOR, EMP REL	77321	Coordinator, Employee Relations
DIR, PERS	77322	Director, Personnel
SUP, PERS	77323	Supervisor, Personnel
COOR, PERS	77324	Coordinator, Personnel
ASST CERT	77325	Assistant for Certification
ASST RET	77326	Assistant for Retirement
CLAIMS REP	77327	Claims Representative
TRAINER, NONINST	77328	Trainer, Noninstructional
SR PERS ANALYST	77329	Senior Personnel Analyst
PERS SPEC	77330	Personnel Specialist
AFF ACTION SPEC	77331	Affirmative Action/Title IX Specialist
INSURANCE SPEC	77332	Insurance Specialist
EQUITY OFF	77333	Equity Officer
SALARY ADMIN	77334	Salary Administrator
RECRUITER	77335	Recruiter
HUMAN REL SPEC	77336	Human Relations Specialist
CERT SPEC	77337	Certification Specialist
SUP, HRMD TRNG	77338	Supervisor, Human Resource Management Development Training

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APPENDIX E (Continued)

JOB CODE ASSIGNMENTS (Continued)

77 Staff Services

Abbreviated Title	Job Code Number	Job Code Title
EXEC SEC, STAFF SER	77390	Executive Secretary, Staff Services
SEC, STAFF SER	77391	Secretary, Staff Services
CLERK TYP, STAFF SER	77392	Clerk Typist, Staff Services
CLERK, STAFF	77393	Clerk, Staff Services
OFF AIDE, STAFF SER	77394	Office Aide, Staff Services
RECEP, STAFF SER	77395	Receptionist, Staff Services
DATA ENT OP, STAFF	77396	Data Entry Operator, Staff Services
BOOKKEEPER, STAFF	77397	Bookkeeper, Staff Services
MESSENGER, STAFF	77398	Messenger/Deliveryman, Staff Services
OTH CLER, STAFF	77399	Other Clerical Staff, Staff Services

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APPENDIX E (Continued)
JOB CODE ASSIGNMENTS (Continued)

77 Statistical Services

Abbreviated Title	Job Code Number	Job Code Title
STATISTICIAN	77420	Statistician
STAT AIDE	77421	Statistical Aide/Clerk

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APPENDIX E (Continued)

JOB CODE ASSIGNMENTS (Continued)

77 Data Processing

Abbreviated Title	Job Code Number	Job Code Title
DEP SUPER, DP	77501	Deputy Superintendent, Data Processing
ASSOC SUPER, DP	77502	Associate Superintendent, Data Processing
ASST SUPER, DP	77503	Assistant/Area Superintendent, Data Processing
EXEC DIR, DP	77504	Executive/General Director, Data Processing
DIR, DP	77505	Director, Data Processing
ASST DIR, DP	77506	Assistant Director, Data Processing
SUP, DP	77507	Supervisor, Data Processing
COOR, DP	77508	Coordinator, Data Processing
ADMIN SA, DP	77509	Administrator on Special Assignment, Data Processing
SPEC, DP	77510	Specialist/Manager, Data Processing
ADMIN ASST, DP	77511	Administrative Assistant, Data Processing
TSA, DP	77512	Teacher on Special Assignment, Data Processing
COMP SYS ANALYST	77520	Computer Systems Analyst
COMP SYS USER ED	77521	Computer Systems User Educator
COMP PROG	77522	Computer Programmer
COMP OP	77523	Computer Operator
DATA ENTRY SUP	77524	Data Entry Supervisor
LEAD COMP OP	77525	Lead Computer Operator
MICROFILM CLERK	77526	Microfilm Clerk
COMP NET SPEC	77527	Computer Network Specialist
PROG ANALYST	77528	Programmer Analyst
SR PROG ANALYST	77529	Senior Programmer Analyst
PROJECT MAN, DP	77530	Project Manager, Data Processing
ASST COMP PROG	77531	Assistant Computer Programmer
TELECOMM SPEC	77532	Telecommunications Specialist
TECH, DP	77533	Technician, Data Processing
INFO SPEC	77534	Information Specialist
SYS SUPPORT SPEC	77535	Systems Support Specialist
EXEC SEC, DP	77590	Executive Secretary, Data Processing
SEC, DP	77591	Secretary, Data Processing
CLERK TYP, DP	77592	Clerk Typist, Data Processing
CLERK, DP	77593	Clerk, Data Processing
OFF AIDE, DP	77594	Office Aide, Data Processing
RECEP, DP	77595	Receptionist, Data Processing
DATA ENTRY OP, DP	77596	Data Entry Operator, Data Processing
BOOKKEEPER, DP	77597	Bookkeeper, Data Processing
MESSENGER, DP	77598	Messenger/Deliveryman, Data Processing
OTH CLER, DP	77599	Other Clerical Staff, Data Processing

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APPENDIX E (Continued)

JOB CODE ASSIGNMENTS (Continued)

77 Internal Services

Abbreviated Title	Job Code Number	Job Code Title
DEP SUPER, INT SER	77601	Deputy Superintendent, Internal Services
ASSOC SUPER, INT SER	77602	Associate Superintendent, Internal Services
ASST SUPER, INT SER	77603	Assistant/Area Superintendent, Internal Services
EXEC DIR, INT SER	77604	Executive/General Director, Internal Services
DIR, INT SER	77605	Director, Internal Services
ASST DIR, INT SER	77606	Assistant Director, Internal Services
SUP, INT SER	77607	Supervisor, Internal Services
COOR, INT SER	77608	Coordinator, Internal Services
ADMIN SA, INT SER	77609	Administrator on Special Assignment, Internal Service
SPEC, INT SER	77610	Specialist/Manager, Internal Services
ADMIN ASST, INT SER	77611	Administrative Assistant, Internal Services
TSA, INT SER	77612	Teacher on Special Assignment, Internal Services
MANAGER, INT SER	77613	Manager, Internal Services
FOREMAN, INT SER	77614	Foreman, Internal Services
LEAD WK, INT SER	77615	Lead Worker, Internal Services
DIR, PROP REC	77616	Director, Property Records
SUP, PROP REC	77617	Supervisor, Property Records
COOR, PROP REC	77618	Coordinator, Property Records
DIR, WAREHOUSING	77619	Director, Warehousing
SUP, WAREHOUSING	77620	Supervisor, Warehousing
COOR, WAREHOUSING	77621	Coordinator, Warehousing
DIR, PURCHASING	77622	Director, Purchasing
SUP, PURCHASING	77623	Supervisor, Purchasing
COOR, PURCHASING	77624	Coordinator, Purchasing
PROP CONTROL SPEC	77625	Property Control Specialist
STOREROOM MANAGER	77626	Storeroom Manager
WAREHOUSEMAN	77627	Storekeeper/Warehouseman
SHIP/REC CLERK	77628	Shipping/Receiving Clerk
TEXTBOOK SPEC, WHSE	77629	Textbook Specialist, Warehouse
DUP EQUIP OP	77630	Duplicating/Reproduction Equipment Operator
PRINTER	77631	Printer/Print Manager
PRODUCTION SPEC	77632	Production Specialist
CAMERAMAN	77633	Cameraman (Print Shop)
OFFSET PRESSMAN	77634	Offset Pressman
BINDERY TECH	77635	Bindery Technician
MICROGRAPHICS TECH	77636	Micrographics Technician
PURCHASING AGENT	77637	Purchasing Agent/Buyer
SUPPLIES SPEC	77638	Supplies Specialist
WAREHOUSE MANAGER	77639	Warehouse Manager
FOREMAN, PRINT SHOP	77640	Foreman, Print Shop

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APPENDIX E (Continued)

JOB CODE ASSIGNMENTS (Continued)

77 Internal Services

Abbreviated Title	Job Code Number	Job Code Title
RECORDS SPEC	77641	Records Specialist/Technician
GRAPHICS SPEC	77642	Graphics Production Specialist
MATERIALS SPEC, INT	77643	Materials Control/Testing Specialist, Internal Services
MAILROOM SUP	77644	Mail Room Supervisor
COURIER	77645	Mail Delivery Clerk/Courier
EXEC SEC, INT SER	77690	Executive Secretary, Internal Services
SEC, INT SER	77691	Secretary, Internal Services
CLERK TYP, INT SER	77692	Clerk Typist, Internal Services
CLERK, INT SER	77693	Clerk, Internal Services
OFF AIDE, INT SER	77694	Office Aide, Internal Services
RECEP, INT SER	77695	Receptionist, Internal Services
DATA ENT OP, INT SER	77696	Data Entry Operator, Internal Services
BOOKKEEPER, INT SER	77697	Bookkeeper, Internal Services
MESSENGER, INT SER	77698	Messenger/Deliveryman, Internal Services
OTH CLER, INT SER	77699	Other Clerical Staff, Internal Services

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APPENDIX E (Continued)

JOB CODE ASSIGNMENTS (Continued)

78 Pupil Transportation Services

Abbreviated Title	Job Code Number	Job Code Title
DEP SUPER, TRANS	78001	Deputy Superintendent, Transportation
ASSOC SUPER, TRANS	78002	Associate Superintendent, Transportation
ASST SUPER, TRANS	78003	Assistant/Area Superintendent, Transportation
EXEC DIR, TRANS	78004	Executive/General Director, Transportation
DIR, TRANS	78005	Director, Transportation
ASST DIR, TRANS	78006	Assistant Director, Transportation
SUP, TRANS	78007	Supervisor, Transportation
COOR, TRANS	78008	Coordinator, Transportation
ADMIN SA, TRANS	78009	Administrator on Special Assignment, Transportation
SPEC, TRANS	78010	Specialist/Manager, Transportation
ADMIN ASST, TRANS	78011	Administrative Assistant, Transportation
TSA, TRANS	78012	Teacher on Special Assignment, Transportation
MANAGER, TRANS	78013	Manager, Transportation
FOREMAN, TRANS	78014	Foreman, Transportation
LEAD WK, TRANS	78015	Lead Worker, Transportation
ROUTE COOR	78020	Route Coordinator/Manager
OTH ROUTING EMP	78021	Other Routing Personnel/Assistants
SUP/COOR, EX ED TRANS	78022	Supervisor/Coordinator of Exceptional Education Transportation
SUP/COOR, VEH SER	78023	Supervisor/Coordinator, Vehicle Service
MECHANIC	78024	Mechanic
MECHANIC HELPER	78025	Mechanic's Helper
PAINT & BODY EMP	78026	Paint & Body Personnel
PARTS EMP	78027	Parts Personnel
GAS ATTEND	78028	Gas Attendant/Tire Personnel
DISPATCHER, TRANS	78029	Dispatcher, Transportation
BUS DRIVER	78030	Bus Driver
SUB BUS DRIVER	78031	Relief Driver/Substitute
BUS AIDE	78032	Bus Aide/Bus Attendant
BUS DRIVER TRAINER	78033	Bus Driver Trainer/Safety Specialist
OTH TRANS EMP	78034	Other Transportation Personnel
SHOP SUPER	78035	Shop Supervisor
EXEC SEC, TRANS	78090	Executive Secretary, Transportation
SEC, TRANS	78091	Secretary, Transportation
CLERK TYP, TRANS	78092	Clerk Typist, Transportation
CLERK, TRANS	78093	Clerk, Transportation
OFF AIDE, TRANS	78094	Office Aide, Transportation
RECEP, TRANS	78095	Receptionist, Transportation
DATA ENT OP, TRANS	78096	Data Entry Operator, Transportation
BOOKKEEPER, TRANS	78097	Bookkeeper, Transportation
MESSENGER, TRANS	78098	Messenger/Deliveryman, Transportation
OTH CLER, TRANS	78099	Other Clerical Staff, Transportation

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APPENDIX E (Continued)

JOB CODE ASSIGNMENTS (Continued)

79 Operation of Plant

Abbreviated Title	Job Code Number	Job Code Title
DEP SUPER, OP	79001	Deputy Superintendent, Operations
ASSOC SUPER, OP	79002	Associate Superintendent, Operations
ASST SUPER, OP	79003	Assistant/Area Superintendent, Operations
EXEC DIR, OP	79004	Executive/General Director, Operations
DIR, OP	79005	Director, Operations
ASST DIR, OP	79006	Assistant Director, Operations
SUP, OP	79007	Supervisor, Operations
COOR, OP	79008	Coordinator, Operations
ADMIN SA, OP	79009	Administrator on Special Assignment, Operations
SPEC, OP	79010	Specialist/Manager, Operations
ADMIN ASST, OP	79011	Administrative Assistant, Operations
TSA, OP	79012	Teacher on Special Assignment, Operations
MANAGER, OP	79013	Manager, Operations
FOREMAN, OP	79014	Foreman, Operations
LEAD WK, OP	79015	Lead Worker, Operations
UTILITIES MANAGER	79016	Utilities Manager
SUP, SECURITY	79017	Supervisor of Security
ENERGY MANAGER	79018	Energy Manager
INVESTIGATOR	79020	Special Investigator
SAFETY OFF	79021	Safety and Security Officer
SAFETY INSPECTOR	79022	Loss Prevention/Fire & Safety Inspector
SECURITY GUARD	79023	Security Guard/Night Watchman
CROSSING GUARD, SCH	79024	Crossing Guard, School
HEAD CUSTODIAN	79025	Head Custodian/Maintenance Unit Manager
CUSTODIAN	79026	Custodian
MAID	79027	Maid
PEST CONTROL WK	79028	Insect/Pest Control Worker
GARDENER	79029	Landscape Gardener/Worker
COMM TECH	79032	Communications Technician
DISPATCHER, OP	79033	Dispatcher, Operations
SUB CUSTODIAN	79034	Substitute Custodian
LABORER, OP	79035	Laborer, Operations
GROUNDS MAIN TECH	79036	Grounds Maintenance Technician/Tree Surgeon
ENVIRONMENTAL ENG	79037	Environmental Engineer
EXEC SEC, OP	79090	Executive Secretary, Operations
SEC, OP	79091	Secretary, Operations

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APPENDIX E (Continued)

JOB CODE ASSIGNMENTS (Continued)

79 Operation of Plant

Abbreviated Title	Job Code Number	Job Code Title
CLERK TYP, OP	79092	Clerk Typist, Operations
CLERK, OP	79093	Clerk, Operations
OFF AIDE, OP	79094	Office Aide, Operations
RECEP, OP	79095	Receptionist, Operations
DATA ENT OP, OP	79096	Data Entry Operator, Operations
BOOKKEEPER, OP	79097	Bookkeeper, Operations
MESSENGER, OP	79098	Messenger/Deliveryman, Operations
OTH CLER, OP	79099	Other Clerical Staff, Operations

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APPENDIX E (Continued)

JOB CODE ASSIGNMENTS (Continued)

81 Maintenance of Plant

Abbreviated Title	Job Code Number	Job Code Title
DEP SUPER, MAIN	81001	Deputy Superintendent, Maintenance
ASSOS SUPER, MAIN	81002	Associate Superintendent, Maintenance
ASST SUPER, MAIN	81003	Assistant/Area Superintendent, Maintenance
EXEC DIR, MAIN	81004	Executive/General Director, Maintenance
DIR, MAIN	81005	Director, Maintenance
ASST DIR, MAIN	81006	Assistant Director, Maintenance
SUP, MAIN	81007	Supervisor, Maintenance
COOR, MAIN	81008	Coordinator, Maintenance
ADMIN SA, MAIN	81009	Administrator on Special Assignment, Maintenance
SPEC, MAIN	81010	Specialist/Manager, Maintenance
ADMIN ASST, MAIN	81011	Administrative Assistant, Maintenance
TSA, MAIN	81012	Teacher on Special Assignment, Maintenance
MANAGER, MAIN	81013	Manager, Maintenance
FOREMAN, MAIN	81014	Foreman, Maintenance
LEAD WK, MAIN	81015	Lead Worker, Maintenance
EQUIP OP	81020	Equipment Operator
TRUCK DRIVER	81021	Truck Driver
WASTE PLANT OP	81022	Wastewater Plant Operator
AC MECHANIC	81024	Air Conditioning and Refrigeration Mechanic
BOILER MECHANIC	81025	Boiler Mechanic
ELECTRICIAN	81026	Electrician
PLUMBER	81027	Plumber
WELDER	81028	Welder
CARPENTER	81029	Carpenter
MASON	81030	Mason
CARPET REPAIRMAN	81031	Carpet & Tile Repairman
GLAZIER	81032	Glazier (Window Repairman)
PAINTER	81033	Painter
ROOFER	81034	Roofer
SHEET METAL WK	81035	Sheet Metal Worker
REFINISHER	81036	Refinisher
EQUIP MECHANIC	81037	Equipment Mechanic
SMALL ENGINE MECH	81038	Small Engine Mechanic
HVY EQUIP MECH	81039	Heavy Equipment Mechanic
APPL REPAIRMAN	81040	Appliance Repairman
LOCKSMITH	81041	Locksmith
OFF MACH REPAIRMAN	81042	Office Machine Repairman
MAIN WK	81043	Maintenance Worker/Trades worker
CABINET MAKER	81044	Millshop Worker/Cabinet Maker
ELECTRONICS, MAIN	81045	Electronics Technician, Maintenance
MECHANICS, OTHER	81046	Other Mechanics
VENETIAN BL REPAIRS	81047	Venetian Blind Repairman
FURNITURE REPAIR	81048	Furniture Repairman
PLASTERER	81049	Plasterer

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APPENDIX E (Continued)
JOB CODE ASSIGNMENTS (Continued) 81 Maintenance of Plant

Abbreviated Title	Job Code Number	Job Code Title
OTH MAIN PERS	81050	Other Maintenance Personnel
EXEC SEC, MAIN	81090	Executive Secretary, Maintenance
SEC, MAIN	81091	Secretary, Maintenance
CLERK TYP, MAIN	81092	Clerk Typist, Maintenance
CLERK, MAIN	81093	Clerk, Maintenance
OFF AIDE, MAIN	81094	Office Aide, Maintenance
RECEP, MAIN	81095	Receptionist, Maintenance
DATA ENT OP, MAIN	81096	Data Entry Operator, Maintenance
BOOKKEEPER, MAIN	81097	Bookkeeper, Maintenance
MESSENGER, MAIN	81098	Messenger/Deliveryman, Maintenance
OTH CLER, MAIN	81099	Other Clerical Staff, Maintenance

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APPENDIX E (Continued)

JOB CODE ASSIGNMENTS (Continued)

91 Community Services

Abbreviated Title	Job Code Number	Job Code Title
DEP SUPER, COMM	91001	Deputy Superintendent, Community Services
ASSOC SUPER, COMM	91002	Associate Superintendent, Community Services
ASST SUPER, COMM	91003	Assistant/Area Superintendent, Community Services
EXEC DIR, COMM	91004	Executive/General Director, Community Services
DIR, COMM	91005	Director, Community Services
ASST DIR, COMM	91006	Assistant Director, Community Services
SUP, COMM	91007	Supervisor, Community Services
COOR, COMM	91008	Coordinator, Community Services
ADMIN SA, COMM	91009	Administrator on Special Assignment, Community Services
SPEC, COMM	91010	Specialist/Manager, Community Services
ADMIN ASST, COMM	91011	Administrative Assistant, Community Services
TSA, COMM	91012	Teacher on Special Assignment, Community Services
REC SPEC	91030	Recreation Specialist
ACTIVITIES LEADER	91031	Activities Leader
PARENT SPEC, COMM	91032	Parent Specialist, Community Services
AIDE, COMM	91033	Aide, Community Services
OTH COMM PERS	91034	Other Community Services Personnel
EXEC SEC, COMM	91090	Executive Secretary, Community Services
SEC, COMM	91091	Secretary, Community Services
CLERK TYP, COMM	91092	Clerk Typist, Community Services
CLERK, COMM	91093	Clerk, Community Services
OFF AIDE, COMM	91094	Office Aide, Community Services
RECEP, COMM	91095	Receptionist, Community Services
DATA ENT OP, COMM	91096	Data Entry Operator, Community Services
BOOKKEEPER, COMM	91097	Bookkeeper, Community Services
MESSENGER, COMM	91098	Messenger/Deliveryman, Community Services
OTH CLER, COMM	91099	Other Clerical Staff, Community Services

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**APPENDIX H
STATE CODES**

<u>STATE</u>	<u>CODE</u>	<u>STATE</u>	<u>CODE</u>
Alabama	AL	Montana.....	MT
Alaska	AK	Nebraska	NE
Arizona.....	AZ	Nevada	NV
Arkansas	AR	New Hampshire	NH
California.....	CA	New Jersey.....	NJ
Colorado.....	CO	New Mexico	NM
Connecticut	CT	New York	NY
Delaware.....	DE	North Carolina	NC
District of Columbia.....	DC	North Dakota	ND
Florida	FL	Ohio	OH
Georgia	GA	Oklahoma	OK
Hawaii	HI	Oregon.....	OR
Idaho	ID	Pennsylvania	PA
Illinois	IL	Rhode Island	RI
Indiana	IN	South Carolina.....	SC
Iowa.....	IA	South Dakota.....	SD
Kansas	KS	Tennessee.....	TN
Kentucky	KY	Texas	TX
Louisiana.....	LA	Utah	UT
Maine	ME	Vermont	VT
Maryland	MD	Virginia.....	VA
Massachusetts.....	MA	Washington.....	WA
Michigan.....	MI	West Virginia	WV
Minnesota.....	MN	Wisconsin	WI
Mississippi.....	MS	Wyoming.....	WY
Missouri.....	MO		

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APPENDIX I

SELECTED BENEFITS DEFINITIONS

<u>CODE</u>	<u>BENEFITS</u>	<u>DEFINITION</u>
A	Health and Hospitalization	Employer contribution towards medical benefits provided through major medical insurance and/or health maintenance organizations.
B	Life Insurance	Employer contribution towards term or whole life and/or accidental death benefits.
C	Social Security	Employer contribution required under the Federal Insurance Contributions Act for retirement, survivors and disability tax (insurance tax for Old Age Survivors and Disability Insurance - OASDI).
D	Florida Retirement System	A defined benefit plan, qualified under Section 401(a) of the Internal Revenue Code and established by Chapter 121, Florida Statutes, and administrated under Chapter 22B of the Florida Administrative Code. Include the Florida Teachers' Retirement System personnel here.
E	Commercial or Mutual Insurance Annuity Plan	Tax shelter annuities reported on Internal Revenue Service Code 403(B).
F	Unemployment Compensation	Insurance to partially compensate for a specific period of time that employees' are involuntarily terminated.
G	Workers' Compensation	Insurance protecting employees and their dependents against financial loss resulting from death, disability or injury that occurs during the course of employment.
K	Cafeteria Plan	A flexible benefit plan generally that complies with the requirements of Internal Revenue Code Section 125 and offers a choice of two or more qualified benefits or a choice between cash and one or more qualified benefits. A qualified benefit is a nontaxable benefit that is included in a cafeteria plan (i.e., group term life, accident and health insurance, dependent care assistance and cash-or-deferred arrangements.)

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APPENDIX I

SELECTED BENEFITS DEFINITIONS

<u>CODE</u>	<u>BENEFITS</u>	<u>DEFINITION</u>
L	Other	Those benefits not included in codes A – G, K, M and N.
M	Medicare	Employer contributions required under Federal Insurance Contributions Act for a system of federal reimbursement for medical care to certain eligible elderly and disabled individuals.
N	Cafeteria Plan - Administrative Costs	Fees paid to a third party administrator for a Cafeteria Plan.

2004-05 STAFF EDITS

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RECORDS PROCESSING ON THE DOE STAFF INFORMATION DATA BASE

Records received from school districts are subjected to different categories of edits upon their receipt. These edits result in two kinds of detailed reports:

1. Initial Edit Reports,
2. State Validation/Exception Reports.

Initial Edit Reports

Initial Edit Reports contain the result of the first edits applied to the individual records received. The Initial Edit Reports include only the REJECT RULES as detailed in the following pages. Districts have access to these edit programs and are expected to apply the edits to their records prior to submission to the DOE for processing.

An example of this category of edit is the checking for valid codes for district number. A district number of 82 will not pass this category of edit and will result in omission of the record from the data base.

State Validation/Exception Reports

A second type of edit report is the State Validation/Exception Report. During the State Records Processing Cycle (generally, two weeks after the data are due), State Validation/Exception Edit Rules are applied to the records. In each case where an error condition is detected, State Validation/Exception edits list the records in error on the initial load of the file. Batch updates to the file, however, do not reject records based on the State Validation/Exception rules nor are they listed again.

An example of the State Validation/Exception Edit is each Staff Payroll Information record must have a matching Staff Demographic Information record based on District Number, Social Security Number, Survey Period Code and Fiscal Year.

Edit Specifications

The edit specifications which follow are organized by reporting format and are subdivided into the categories discussed above: Reject Rules, State Validation Rules and Exception Reports. This document goes through each of the edits that are applied to records submitted for processing, defines and gives examples of what causes each error, and discusses actions districts may need to take to resolve additional problems created as a result of the initial error.

IN THE EXAMPLES, NOT ALL PARTS OF THE RECORD ARE SHOWN. DUE TO SPACE LIMITATIONS, ONLY THE AFFECTED PARTS OF THE RECORD ARE GIVEN. When reference is made to the "data base," it should be assumed that the reference is to the DOE Information Data Base files maintained at Northwest Regional Data Center.

Error Resolution

The process of error resolution on the DOE Information Data Base may require intervention by districts in several different ways. Although the net effect of the intervention is to correct the error in the specific record, several other factors may need to be taken into consideration when the district "corrects" the error. The single error may have created other situations which also need resolution.

During the edit process, the Transaction Codes for initial submission, updating of records, or deleting records from the data base will be as they always have been. That is, the Transaction Code of A will indicate an add to the data base, the Transaction Code of C will indicate a change to the data base while the Transaction Code of D will indicate a deletion from the data base. However, the Error File generated by the edits will have records with Transaction Codes created by the State which reflect the action taken on the record. See the table below which explains the Error File Transaction Codes generated by the State.

Sending Transaction Code	Return Transaction Code on Initial and Batch	Explanation
A	A	Added record
	X	Not added, duplicate record
C	C	Changed record
D	D	Deleted record

In updating the errors using the batch update method, if a key field needs to be changed, the record in error must be deleted and re-submitted as an add to the data base. Key fields are listed on the front of each record format.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

1. **District Number must be numeric in the range 01-70 or 72-76 and must be correct for the district submitting the data. -record rejected-**

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number is not in the appropriate range.

District Number	Social Security Number
03	123456789
03	123456782
* 00	123456781

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 District Number and resubmit the record for processing.

2. **Social Security Number (SSN) must be numeric and greater than zero, unless it is a Staff Number Identifier and the first two positions are "CS" and the last seven positions are numeric. Nine-character SSN's should be left-justified, with a trailing blank. -record rejected-**

EXAMPLE

Social Security Numbers of 0000000000 and (blank)504767954 would cause each record to be rejected. The first number is incorrect because it is not greater than zero. The second is incorrect because it is right-justified rather than left-justified.

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 Social Security Numbers by making them numeric, greater than zero and left-justified. Resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

- 3. Survey Period Code must be correct for the submission specified by the district and must be 2, 3 or 5. -record rejected-**

EXAMPLE

The Survey Period Code as specified in the transmission JCL is identified as Survey Period Code "2" and the records are coded as Survey Period Code "3". All updates, adds, or deletes that have this inconsistency are rejected.

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 Survey Period Code on the records coming in or in the JCL and resubmit the records for processing.

- 4. Fiscal Year must be correct for the submission specified by the district. -record rejected-**

EXAMPLE

Similar to the edit for Survey Period Code, both the Fiscal Year on the JCL and the records being submitted for processing must match.

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 Fiscal Year either on the JCL or the records being submitted and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

5. **School Number, Primary/Home must exist on the Master School Identification File as a valid school in the district of submission. -record rejected-**

EXAMPLE

School Number, Primary/Home 0661 is submitted for District Number 01. Since this School Number, Primary/Home is not found on the Master School Identification File for district 01, the record would be rejected.

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 School Number, Primary/Home and resubmit the record for processing.

6. **Florida Educators Certificate Number must be numeric, and in the range 0000000000-0000999998, 0001000000-0009999999, 0000999999 or 9999999999. -record rejected-**

EXAMPLE

The following Florida Educators Certificate Number would cause the records to be rejected: 8888888888, (blank)123456. The first of these numbers is not within the acceptable range. The second number contains leading blanks instead of zeros.

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 Florida Educators Certificate Numbers to be valid numbers and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

7. For the Employee Name, Legal; the Last Name cannot be blank. Allowable characters include double or single quotation marks, commas, slashes, periods, hyphens and accent marks. (Z-fill is not allowed.) -record rejected-

EXAMPLE

The two records below would be rejected because no valid Last Name was submitted.

District Number	Social Security Number	School Number, Primary/Home	Florida Educators Certificate Number	Employee Name, Legal: Last Name	Employee Name, Legal: First Name
* 03	123456789	0081	0000112233		Denise
* 03	123456780	0291	0000445566	////////////////	////////////////

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 records by providing valid Last Names and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

8. For the Employee Name, Legal; the Appendage may be blank but must not include nondisplayable characters. Allowable characters include double or single quotation marks, commas, slashes, periods, hyphens and accent marks. -record rejected-

EXAMPLE

The two records below would be rejected because no valid Appendage was submitted.

District Number	Social Security Number	School Number, Primary/Home	Florida Educators Certificate Number	Employee Name, Legal: Appendage
* 03	123456789	0081	0000112233	(nondisplayable character)
* 03	123456780	0291	0000445566	@ @ @

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 records by including a valid Appendage and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

9. Birth Date must be numeric and a valid date. -record rejected-

EXAMPLE

The two records below would be rejected because the Birth Dates are not valid dates.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Florida Educators Certificate Number	Employee Name, Legal: Last Name	Birth Date
* 03	123456789	2	****	0081	0000112233	Jones	13151962
* 03	123456780	2	****	0291	0000445566	Smith	02301957

**** = 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 Birth Dates to be valid dates and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

10. Gender code must be M or F. -record rejected-

EXAMPLE

The two records below would be rejected; the first because there is no code for Gender, the second because "Z" is not a valid code for Gender.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Florida Educators Certificate Number	Employee Name, Legal: Last Name	Gender
* 03	123456789	2	****	0081	0000112233	Jones	
* 03	123456780	2	****	0291	0000445566	Smith	Z

**** = 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 records by including valid Gender codes and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

11. Racial/Ethnic Category code must be W, B, H, A, or I. -record rejected-

EXAMPLE

The two records below would be rejected; the first because there is no code for Racial/Ethnic Category, the second because "Z" is not a valid code for Racial/Ethnic Category.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Florida Educators Certificate Number	Employee Name, Legal: Last Name	Racial/Ethnic Category
* 03	123456789	2	****	0081	0000112233	Jones	
* 03	123456780	2	****	0291	0000445566	Smith	Z

**** = 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 records by including valid Racial/Ethnic Category codes and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

12. Employment Date, Current Position must be numeric and a valid date which is prior to the current date unless Separation Date is prior to the Fiscal Year being reported, in which case, Employment Date, Current Position may be all zeros.
-record rejected-

EXAMPLE

The first record listed below would be rejected because of an invalid Employment Date, Current Position. The date is invalid because it is in the future. The second record would pass the edit.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Florida Educators Certificate Number	Employment Date, Current Position	Separation Date
* 03	123456789	2	****	0081	0000112233	08212099	0602****
03	123456780	2	****	0291	0000445566	00000000	0115****

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

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 Employment Date, Current Position and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

13. **Employment Date, Continuous Employment must be numeric and a valid date which is prior to the current date unless Separation Date is prior to the Fiscal Year being reported, in which case, Employment Date, Continuous Employment may be all zeros. -record rejected-**

EXAMPLE

The first record listed below would be rejected because of an invalid Employment Date, Continuous Employment. The date is invalid because it is in the future. The second record would pass the edit.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Florida Educators Certificate Number	Employment Date, Continuous Employment	Separation Date
* 03	123456789	2	****	0081	0000112233	08212099	0602****
03	123456780	2	****	0291	0000445566	00000000	0115****

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

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 Employment Date, Continuous Employment and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

14. **Employment Date, Original Position must be numeric and a valid date which is prior to the current date. -record rejected-**

EXAMPLE

The two records below would be rejected because of an invalid Employment Date, Original Position. The first is invalid because it is in the future; the second because it is all zeros.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Florida Educators Certificate Number	Employment Date, Original Position
* 03	123456789	2	****	0081	0000112233	0821****
* 03	123456780	2	****	0291	0000445566	00000000

**** = 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 Employment Date, Original Position and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

15. Separation Date must be numeric and a valid date which is prior to the current date, or it must be all zeros. -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 would be rejected because Separation Date is a future date. The third record would be rejected because Separation Date is not a valid calendar date.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Florida Educators Certificate Number	Separation Date
03	123456788	5	****	0000996096	00000000
* 03	123456789	5	****	0000112233	06162099
* 03	123456780	5	****	0000445566	0243****

**** = 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 Separation Date and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

16. Separation Reason code must be A-N or Z. -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 would be rejected because Separation Reason is not a valid code.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Florida Educators Certificate Number	Separation Date	Separation Reason
03	123456788	5	****	0081	0000967896	0701****	L
* 03	123456789	5	****	0081	0000112233	0701****	S

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

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 Separation Reason and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

17. Job Code, Primary must equal one of the codes on the Job Code Assignments table as listed in Appendix E of the DOE Information Data Base Requirements: Volume II--Automated Staff Information System Manual. -record rejected-

EXAMPLE

The two records below would be rejected due to an incorrect Job Code, Primary. The first record is incorrect because it is not a valid code from the Job Code Assignments table. The second record is incorrect because it is blank.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Florida Educators Certificate Number	Job Code, Primary
* 03	123456789	2	****	0081	0000112233	55555
* 03	123456780	2	****	0291	0000445566	

**** = 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, Primary by reporting a valid number from the Job Code Assignments table and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

18. The Transaction Code must be A, C or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified then the record must not already exist on the data base; if C or D is specified, then the record must exist on the data base. -record rejected-

EXAMPLE

For all original transmissions, the Transaction Code must be "A." An original transaction is the first submission of a record during a survey period. After original transmission of records, changes to the record for elements other than the key elements must be done with a "C" as the Transaction Code. To delete a record, the Transaction Code must be a "D". To change key elements in a batch transaction, the record must FIRST be deleted with a "D" and then added with an "A". Records with an incorrect Transaction Code would be rejected.

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 Transaction Code and resubmit the record for processing.

19. Exempt from Public Records Law, Employee, must be Y or Z. -record rejected-

EXAMPLE

The two records below would be rejected either because the Exempt from Public Records Law, Employee code is left blank or because the code is not valid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Florida Educators Certificate Number	Employee Name, Legal: Last Name	Exempt From Public Records Law, Employee
* 03	123456789	2	****	0081	0000112233	Jones	
* 03	123456780	2	****	0291	0000445566	Smith	X

**** = 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 Exempt from Public Records Law, Employee codes and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

20. If Survey Period Code is not 5, Separation Date must be zeros. -record rejected-

EXAMPLE

The record listed below would be rejected because the Separation Date is not valid for the Survey Period reported. If the survey period is not 5, then Separation Date must be all zeros.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Florida Educators Certificate Number	Separation Date
* 03	123456780	2	****	0291	0000445566	1219****

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

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 record to show all zeros in the Separation Date field. If, however, the Survey Period Code was reported incorrectly and should be 5, correct the Survey Period Code leaving the Separation Date code as it is. Resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

21. If Survey Period Code is not 5, Separation Reason code must be Z. -record rejected-

EXAMPLE

The record listed below would be rejected because the Separation Reason is not valid for the Survey Period reported. If the survey period is not 5, then Separation Reason must be Z.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Florida Educators Certificate Number	Separation Date	Separation Reason
* 03	123456789	2	****	0081	0000112233	12192002	A

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

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 either change the Separation Reason code to Z or change the Survey Period Code to 5 and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

23. Each Staff Demographic Information record must be unique based on District Number, Social Security Number, Survey Period Code, and Fiscal Year. -first record accepted, all other duplicate records rejected-

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejections. The third record listed below would be rejected because the key items (District Number, Social Security Number, Survey Period Code and Fiscal Year) duplicate the key items in the first record.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Florida Educators Certificate Number	Job Code, Primary
03	123456789	5	****	0081	0000112233	53002
03	123456780	2	****	0291	0000445566	00000
* 03	123456789	5	****	0081	0000778899	51081

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

DISTRICT RESPONSIBILITY

If, in fact, the last record should not have been submitted, the district would take no action. The record was rejected. However, if the record should have been submitted but with a different key, the record should be corrected and resubmitted. If the district wishes to update some item in this record, the record should be submitted with a Transaction Code of "C" rather than "A".

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

24. Employee Type code must be RF, RP, TF, TP, or ST. -record rejected-

EXAMPLE

The two records below would be rejected either because the Employee Type code is left blank or because the code is not valid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Employee Type
* 03	123456789	5	****	0491	53007	RT
* 03	123456780	5	****	0481	51004	

**** = 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 Employee Type codes and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

25. For the Employee Name, Legal; the First Name cannot be blank. Allowable characters include double or single quotation marks, commas, slashes, periods, hyphens and accent marks. (Z-fill is not allowed.) -record rejected-

EXAMPLE

The two records below would be rejected because no valid First Names were submitted.

District Number	Social Security Number	School Number, Primary/Home	Florida Educators Certificate Number	Employee Name, Legal: Last Name	Employee Name, Legal: First Name
* 03	123456789	0081	0000112233	Jones	
* 03	123456780	0291	0000445566	Smith-Jones	////////////////

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 records by including valid First Names and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

26. For the Employee Name, Legal; Middle/Maiden Name or Initial may be blank but may not include nondisplayable characters. Allowable characters include double or single quotation marks, commas, slashes, periods, hyphens and accent marks. -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 and third records listed below would be rejected because no valid Employee Name, Legal; Middle/Maiden Name or Initial was submitted.

District Number	Social Security Number	Florida Educators Certificate Number	Employee Name, Legal: Last Name	Employee Name, Legal: First Name	Employee Name, Legal: Middle/Maiden Name or Initial
03	123456788	0000112234	Smith	Susan	
* 03	123456789	0000112233	Jones	Mary	(nondisplayable character)
* 03	123456780	0000445566	Smith-Jones	Rashanda	@ @ @ @ @ @ @ @

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 records by including a valid Middle/Maiden Name or Initial and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

27. The Degree Earned code must be B, M, S, D, or Z. -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 and third records listed below would be rejected because Degree Earned is either invalid or it was left blank.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Degree Earned
03	123456789	2	****	0081	M
* 03	123456790	2	****	0081	P
* 03	123456791	2	****	0081	

**** = 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 Degree Earned by reporting a valid code and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

28. Days Absent, Personal Leave must be numeric and less than or equal to 180 or it must be 999. -record rejected-

EXAMPLE

The first record below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the number of Days Absent, Personal Leave is greater than 180.

District Number	Social Security Number	Days Absent, Personal Leave
16	123456789	002
* 16	123456780	205

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 Days Absent, Personal Leave so that it is in the range 000 to 180 and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

29. Days Absent, Sick Leave must be numeric and less than or equal to 180 or it must be 999. -record rejected-

EXAMPLE

The first record below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the number of Days Absent, Sick Leave is greater than 180.

District Number	Social Security Number	Days Absent, Sick Leave
16	123456789	002
* 16	123456780	195

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 Days Absent, Sick Leave so that it is in the range 000 to 180 and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

2A. Days Absent, Temporary Duty Elsewhere must be numeric and less than or equal to 180 or it must be 999. -record rejected-

EXAMPLE

The first record below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the number of Days Absent, Temporary Duty Elsewhere is greater than 180.

District Number	Social Security Number	Days Absent, Temporary Duty Elsewhere
16	123456789	002
* 16	123456780	210

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 Days Absent, Temporary Duty Elsewhere so that it is in the range 000 to 180 and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

2B. Days Absent, Other must be numeric and less than or equal to 180 or it must be 999. -record rejected-

EXAMPLE

The first record below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the number of Days Absent, Other is blank.

District Number	Social Security Number	Days Absent, Other
16	123456789	002
* 16	123456780	

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 Days Absent, Other so that it is in the range 000 to 180 and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

**2C. Days Present must be numeric and less than or equal to 180 or it must be 999.
-record rejected-**

EXAMPLE

The first record below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the number of Days Present is greater than 180.

District Number	Social Security Number	Days Present
16	123456789	002
* 16	123456780	210

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 Days Present so that it is in the range 000 to 180 and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

2D. The number of Days Present; Days Absent, Personal Leave; Days Absent, Sick Leave; Days Absent, Temporary Duty Elsewhere; and Days Absent, Other added together must be in the range zero through 180 or all of these must be 999. -record rejected-

EXAMPLE

The first two records below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the number of Days Present; Days Absent, Personal Leave; Days Absent, Sick Leave; Days Absent, Temporary Duty Elsewhere; and Days Absent, Other add to 181.

District Number	Social Security Number	Days Present	Days Absent, Personal Leave	Days Absent, Sick Leave	Days Absent, Temporary Duty Elsewhere	Days Absent, Other
16	123456789	169	003	006	002	000
16	123456788	000	000	000	000	000
* 16	123456780	170	005	004	002	000

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 record so that the number of days present plus days absent added together are in the range zero to 180 and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

2E. If Separation Date falls within the Fiscal Year being reported, then Separation Reason code must not be Z. –record rejected-

EXAMPLE

The first record would pass this edit. The second record below would not pass this edit because a Separation Date within the Fiscal Year being reported has a Separation Reason code of Z.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Separation Date	Separation Reason
03	0123456789	5	****	0701****	A
* 03	0123456780	5	****	0701****	Z

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

DISTRICT RESPONSIBILITY

For the second record, the district should correct the Separation Reason code by changing it to a valid non-Z code or change the Separation Date to zeros if the employee has not separated from the school district or a valid date prior to the Fiscal Year being reported and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

2F. If Separation Reason code is not Z, then Separation Date must be greater than zero. -record rejected-

EXAMPLE

The first record would pass this edit. The second record below would not pass this edit because it has a Separation Reason code but no Separation Date.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Separation Date	Separation Reason
03	0123456789	5	****	0701****	A
* 03	0123456788	5	****	00000000	A

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

DISTRICT RESPONSIBILITY

For the second record, the district should correct the Separation Date to be a valid date greater than zero or change the Separation Reason to Z if the employee has not separated from the school district and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

➔ 2H. Highly Qualified Paraprofessional code must be A, B, C, D, or Z. -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 and third records below would be rejected because the codes for Highly Qualified Paraprofessional are invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Highly Qualified Paraprofessional
03	123456789	2	****	C
* 03	123456780	2	****	T
* 03	123456781	2	****	P

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 Highly Qualified Paraprofessional code and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

- 2I. Highly Qualified Paraprofessional code must be A, B, C, or D for Job Codes 51111, 51112 and 51113. -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	****	51111	Z

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 code and the Job Code and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

- 2J. If the Highly Qualified Paraprofessional code is A, B, C, or D then the Job Code must begin with 51, 52, 53, 54, or 55. -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 - STATE VALIDATION RULES

30. If Survey Period Code is 2 or 3, each Staff Demographic Information record must have a matching Staff Payroll record based on District Number, Social Security Number, Survey Period Code and Fiscal Year. If Survey Period Code is 5, each Staff Demographic Information record must have a matching Staff Fiscal Year Salaries, or Staff Fiscal Year Benefits format based on District Number, Social Security number, Survey Period Code, and Fiscal Year. -state validation 3-

EXAMPLE

The first Staff Demographic Information record listed below would not pass this edit because there is not a matching Staff Payroll Information record based on District Number, Social Security Number, Survey Period Code and Fiscal Year. The second Staff Demographic Information record would pass this edit.

Staff Demographic Information record

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

Staff Payroll Information record

District Number	Social Security Number	Survey Period Code	Fiscal Year
03	454567858	2	****

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

DISTRICT RESPONSIBILITY

The district must verify that the Staff Demographic Information record is valid, then submit a matching Staff Payroll record based on District Number, Social Security Number, Survey Period Code and Fiscal Year.

STAFF DEMOGRAPHIC INFORMATION - STATE VALIDATION RULES

32. If Survey Period is 2 or 3, Job Code, Primary on the Staff Demographic Information record must match at least one Job Code, Primary on the matching Staff Payroll Information records. -state validation 3-

EXAMPLE

The Staff Demographic Information record below would not pass this edit because the Job Code, Primary does not match the Job Code, Primary on the matching Staff Payroll Information record.

Staff Demographic Information Record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary
* 03	123456789	2	****	54001

Staff Payroll Information Record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary
03	123456789	2	****	51071

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

DISTRICT RESPONSIBILITY

The district must correct the Job Code, Primary on the Staff Demographic Information record or the Staff Payroll Information record so that they are the same and reflect the actual job the employee held.

STAFF DEMOGRAPHIC INFORMATION -EXCEPTION REPORTS

51. If Separation Date is not zero then it must be greater than or equal to Employment Date, Current Position; Employment Date, Continuous Employment; and Employment Date, Original Position. -exception report-

EXAMPLE

The second record below would cause an error message to be generated because the Separation Date is prior to the Employment Date, Current Position.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Separation Date	Employment Date, Current Position
03	123456789	5	****	0081	00000000	08212000
* 03	123456780	5	****	0291	0813****	0821****

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

DISTRICT RESPONSIBILITY

The district should verify the Separation Date; Employment Date, Current Position; Employment Date, Continuous Employment; and Employment Date, Original Position and correct if in error.

STAFF DEMOGRAPHIC INFORMATION -EXCEPTION REPORTS

52. If Separation Date is in the current Fiscal Year being reported or is zeroes, then Employment Date, Current Position must be greater than or equal to Employment Date, Continuous Employment and Employment Date, Original Position. -exception report-

EXAMPLE

The second record below would cause an error message to be generated because the Employment Date, Current Position code is not greater than the Employment Date, Continuous Employment code.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Employment Date, Continuous Employment	Employment Date, Current Position	Separation Date
03	123456789	5	****	08211997	08211997	0602****
* 03	123456780	5	****	08211999	08211997	00000000

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

DISTRICT RESPONSIBILITY

The district should verify the Employment Date, Current Position; Employment Date, Continuous Employment and Employment Date, Original Position and correct if in error.

STAFF DEMOGRAPHIC INFORMATION -EXCEPTION REPORTS

53. If Separation Date is in the current Fiscal Year being reported or is zeroes, then Employment Date, Continuous Employment must be greater than or equal to the Employment Date, Original Position. -exception report-

EXAMPLE

The second record below would cause an error message to be generated because the Employment Date, Continuous Employment is prior to the Employment Date, Original Position.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Employment Date, Original Position	Employment Date, Continuous Employment	Separation Date
03	123456789	5	****	08191992	08211994	06022003
* 03	123456780	5	****	08211997	08211993	00000000

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

DISTRICT RESPONSIBILITY

The district should verify the Employment Date, Continuous Employment and the Employment Date, Original Position and correct if in error.

54. If the Florida Educators Certificate Number is less than 0000900000 and greater than zero (0000000000) then the teacher must be on the Florida Educators Certification file. -exception report-

EXAMPLE

A Florida Educators Certificate Number of 0000888999 is submitted. The teacher with this number is not found on the Florida Educators Certification file; thus, an error message would be generated.

DISTRICT RESPONSIBILITY

The district should verify the Florida Educators Certificate Number and if in error, correct the record.

STAFF DEMOGRAPHIC INFORMATION -EXCEPTION REPORTS

55. If Survey Period is 5, the number of Days Present; Days Absent, Personal Leave; Days Absent, Sick Leave; Days Absent, Temporary Duty Elsewhere; and Days Absent, Other added together must be greater than zero for regular full-time (RF) and temporary full-time (TF) employees whose job codes place them on lines 9-19 (school administrators) or 21-33 (teachers) of the Public Schools Staff Survey (EEO-5) unless they are all 999. –exception report-

EXAMPLE

The first two records below would pass this edit. The third record would not pass this edit because the number of Days Present; Days Absent, Personal Leave; Days Absent, Sick Leave; Days Absent, Temporary Duty Elsewhere; and Days Absent, Other add to zero for a regular full-time teacher.

Dist. Num.	Svy. Per. Code	Social Security Number	Days Present	Days Absent, Personal Leave	Days Absent, Sick Leave	Days Absent, Temporary Duty Elsewhere	Days Absent, Other	Job Code	Employee Type
16	5	123456789	000	000	000	000	000	78030	RF
16	5	123456788	170	004	004	002	000	51055	TF
* 16	5	123456780	000	000	000	000	000	51055	RF

DISTRICT RESPONSIBILITY

The district should review the data in the third record to verify that this regular full-time teacher did not have days present or absent during the regular 180 day school year. If there is an error in the data on this record, the district should submit an update to the record.

STAFF DEMOGRAPHIC INFORMATION -EXCEPTION REPORTS

56. If the employee's Job Code places the employee on lines 21-43, inclusive, of the Public Schools Staff Survey – EEO-5, excluding substitute teachers (Job Code, Primary code equal to 51080, 52080, 53080, 54080 or 55080) the Degree Earned code must not be Z. –exception report-

EXAMPLE

The first and third records listed below would pass this edit. The second record listed below would cause an error message to be generated because Degree Earned is Z and the job code is on lines 21-43 of the EEO-5.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary	Degree Earned
36	123456781	2	****	51051	M
*36	223456782	2	****	51032	Z
36	123906783	2	****	52004	D

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

DISTRICT RESPONSIBILITY

The district should verify the Degree Earned code and if in error correct the record.

STAFF DEMOGRAPHIC INFORMATION -EXCEPTION REPORTS

→ 57. Birth Date must be in the range beginning with 01011900 and ending with 12311989. -exception report-

EXAMPLE

The first record listed below would pass this edit. The second record would cause an error message to be generated because Birth Date is not within the specified range.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Birth Date
04	012352847	2	****	04131960
* 04	025123478	2	****	02031994

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

DISTRICT RESPONSIBILITY

The district should verify the Birth Date and if in error correct the record.

STAFF PAYROLL INFORMATION - REJECT RULES

1. **District Number must be numeric in the range 01-70 or 72-76 and must be correct for the district submitting the data. -record rejected-**

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the District Number submitted is not in the acceptable range.

District Number	Social Security Number
03	123456789
03	123456782
* 00	123456781

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 District Number and resubmit the record for processing.

2. **Social Security Number (SSN) must be numeric and greater than zero, unless it is a Staff Number Identifier and the first two positions are "CS" and the last seven positions are numeric. Nine-character SSN's should be left-justified, with a trailing blank. -record rejected-**

EXAMPLE

Social Security Numbers of 0000000000 and (blank)504767954 would cause each record to be rejected. The first number is incorrect because it is not greater than zero. The second is incorrect because it is right-justified rather than left-justified.

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 Social Security Numbers by making them numeric, greater than zero and left-justified. Resubmit the records for processing.

STAFF PAYROLL INFORMATION - REJECT RULES

- 3. Survey Period Code must be correct for the submission specified by the district and must be 2 or 3. -record rejected-**

EXAMPLE

The Survey Period Code as specified in the transmission JCL is identified as Survey Period Code "2" and the records are coded as Survey Period Code "3." All updates, adds, or deletes that have this inconsistency are rejected.

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 Survey Period Code either on the records coming in or in the JCL and resubmit the records for processing.

- 4. Fiscal Year must be correct for the submission specified by the district. -record rejected-**

EXAMPLE

Similar to the edit for Survey Period Code, both the Fiscal Year on the JCL and the records being submitted for processing must match.

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 Fiscal Year either on the JCL or the records being submitted and resubmit the records for processing.

STAFF PAYROLL INFORMATION - REJECT RULES

5. **School Number, Primary/Home must exist on the Master School Identification File as a valid school in the district of submission. -record rejected-**

EXAMPLE

School Number, Primary/Home 0661 is submitted for District Number 01. Since this School Number, Primary/Home is not found on the Master School Identification File for district 01, the record would be rejected.

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 School Number, Primary/Home and resubmit the record.

6. **Job Code, Primary must equal one of the codes on the Job Code Assignments table as listed in Appendix E of the DOE Information Data Base Requirements: Volume II--Automated Staff Information System Manual. -record rejected-**

EXAMPLE

The two records listed below would not be loaded to the data base because the Job Code, Primary codes reported are not on the Job Code Assignments table.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Job Code FTE
* 03	123456789	2	****	0481	00000	100
* 03	123456780	2	****	0481	51000	100

**** = 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 Job Code, Primary by reporting a valid number from the Job Code Assignments table and resubmit the records for processing.

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. -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.

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

**** = 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

9. Each of the three Job Code Fund Source percentages must be numeric and greater than or equal to zero. -record rejected-

EXAMPLE

The two records listed below would not be loaded to the data base. The first record would be rejected because Z's rather than zeros are placed in the percentage positions. The second record would be rejected because only the first Job Code Fund Source percentage is included and the last two are left blank.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Job Code FTE	Job Code Fund Source
* 03	123456789	2	****	0481	53007	100	G050CO50OZZZ
* 03	123456780	2	****	0481	51004	100	G100

**** = 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 percentages and resubmit the records for processing.

STAFF PAYROLL INFORMATION - REJECT RULES

10. Pay Type code must be H, S, or D. -record rejected-

EXAMPLE

The two records listed below would not be loaded to the data base. The first record would be rejected because the Pay Type is invalid. The second record would be rejected because the Pay Type code was left blank.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Pay Type	Pay Rate
* 03	123456789	2	****	0481	78030	Z	00000850
* 03	123456780	2	****	0481	79027		00000450

**** = 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 Pay Type and resubmit the records for processing.

STAFF PAYROLL INFORMATION - REJECT RULES

11. Pay Rate must be numeric and greater than 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 Pay Rate was left blank. The second record would be rejected because the Pay Rate is not numeric.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Pay Type	Pay Rate
* 03	123456789	2	****	0481	78030	H	
* 03	123456780	2	****	0481	79023	H	ZZZZZZZZ

**** = 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 Pay Rate and resubmit the records for processing.

STAFF PAYROLL INFORMATION - REJECT RULES

12. Pay Frequency must be numeric and greater than or equal to 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 Pay Frequency was left blank. The second record would be rejected because the Pay Frequency is Z filled.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Pay Type	Pay Rate	Pay Frequency
* 03	123456789	2	****	0481	53007	S	00217500	
* 03	123456780	2	****	0481	51004	S	00217500	ZZZZ

**** = 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 Pay Frequency and resubmit the records for processing.

STAFF PAYROLL INFORMATION - REJECT RULES

13. Pay Class code must be A, I, E, or O. -record rejected-

EXAMPLE

The two records listed below would not be loaded to the data base. The first record would be rejected because the Pay Class is blank. The second record would be rejected because the Pay Class is invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Pay Type	Pay Rate	Pay Class
* 03	123456789	2	****	0481	53007	S	00217500	
* 03	123456780	2	****	0481	51004	S	00217500	U

**** = 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 Pay Class and resubmit the records for processing.

STAFF PAYROLL INFORMATION - REJECT RULES

14. **Duty Days must be numeric, greater than or equal to zero, and not more than 366.**
-record rejected-

EXAMPLE

The two records listed below would not be loaded to the data base. The first record would be rejected because Duty Days is greater than 366. The second record would be rejected because Duty Days is not numeric.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Pay Type	Pay Rate	Duty Days
* 03	123456789	2	****	0481	53007	S	00217500	367
* 03	123456780	2	****	0481	51004	S	00217500	ZZZ

**** = 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 Duty Days and resubmit the records for processing.

STAFF PAYROLL INFORMATION - REJECT RULES

15. Employment Length must be numeric, greater than or equal to zero and less than or equal to 12.0. Since this value must be rounded to the nearest half month, all values must end in either zero or five. -record rejected-

EXAMPLE

The three records listed below would not be loaded to the data. The first record would be rejected because the Employment Length is not rounded to zero or five. The second record would be rejected because the Employment Length is not numeric. The third record would be rejected because the Employment Length is greater than twelve.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Pay Type	Pay Rate	Employment Length
* 03	123456789	2	****	0481	53007	S	00217500	103
* 03	123456780	2	****	0481	51004	S	00217500	ZZZ
* 03	123456781	2	****	0481	51001	S	00217500	125

**** = 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 Employment Length and resubmit the records for processing.

STAFF PAYROLL INFORMATION - REJECT RULES

16. Employment Status Code must be A, L, P or T. -record rejected-

EXAMPLE

The two records listed below would not be loaded to the data base. The first record would be rejected because the Employment Status Code is blank. The second record would be rejected because the Employment Status Code is invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Pay Type	Pay Rate	Employment Status Code
* 03	123456781	2	****	0481	51059	S	00227500	
* 03	123456780	2	****	0481	51059	S	00217500	Z

**** = 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 Employment Status Codes and resubmit the records for processing.

STAFF PAYROLL INFORMATION - REJECT RULES

17. **Employee Type code must be RF, RP, TF, TP, or ST. -record rejected-**

EXAMPLE

The two records listed below would not be loaded to the data base. The first record would be rejected because the Employee Type is blank. The second record would be rejected because the Employee Type is invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Pay Type	Pay Rate	Employee Type
* 03	123456789	2	****	0481	78030	H	00000850	
* 03	123456780	2	****	0481	79027	H	00000450	RT

**** = 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 Employee Type and resubmit the records for processing.

STAFF PAYROLL INFORMATION - REJECT RULES

19. Salary Schedule Pay Lane must be 0-8. -record rejected-

EXAMPLE

The two records listed below would not be loaded to the data base. The first record would be rejected because the Salary Schedule Pay Lane is blank. The second record would be rejected because the Salary Schedule Pay Lane is invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Pay Type	Pay Rate	Salary Schedule Pay Lane
* 03	123456789	2	****	0481	53007	S	00217500	
* 03	123456780	2	****	0481	51004	S	00217500	9

**** = 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 Salary Schedule Pay Lane and resubmit the records for processing.

STAFF PAYROLL INFORMATION - REJECT RULES

20. Salary Schedule Step must be numeric, from 00 through 99. -record rejected-

EXAMPLE

The two records listed below would not be loaded to the data base. The first record would be rejected because the Salary Schedule Step is blank. The second record would be rejected because the Salary Schedule Step is not numeric.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Pay Type	Pay Rate	Salary Schedule Step
* 03	123456789	2	****	0481	53007	S	00217500	
* 03	123456780	2	****	0481	51004	S	00217500	ZZ

**** = 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 Salary Schedule Step and resubmit the records for processing.

STAFF PAYROLL INFORMATION - REJECT RULES

21. The Transaction Code must be A, C, or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified then the record must not already exist on the data base; if C or D is specified, then the record must exist on the data base. -record rejected-

EXAMPLE

For all original transmissions, the Transaction Code must be "A." An original transaction is the first submission of a record during a survey period. After original transmission of records, changes to the record for elements other than the key elements must be done with a "C" as the Transaction Code. To delete a record, the Transaction Code must be a "D." To change key elements in a batch transaction, the record must FIRST be deleted with a "D" and then added with an "A." Records with an incorrect Transaction Code would be rejected.

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 Transaction Code and resubmit the records for processing with the correct Transaction Code.

STAFF PAYROLL INFORMATION - REJECT RULES

22. If the employee's Job Code places the employee on lines 1-43, inclusive, of the Public Schools Staff Survey - EEO-5, then the first 25 characters of Address, Mailing must not all be blank. -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 would be rejected because the first 25 characters of Address, Mailing contains all blanks.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Address, Mailing (characters 1-25)	Job Code, Primary
03	123456789	2	****	2200 Sunshine Road	51058
* 03	123456780	2	****		51058

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

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 Address, Mailing so that the first 25 characters contain the employee's street number and name, P.O. box, or apartment number, etc. and resubmit the record for processing.

STAFF PAYROLL INFORMATION - REJECT RULES

23. If the employee's Job Code places the employee on lines 1-43, inclusive, of the Public Schools Staff Survey - EEO-5, then the city in Address, Mailing must not be all blanks. -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 would be rejected because the city contains all blanks.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Address, Mailing City	Job Code, Primary
13	123456789	2	****	Miami	51058
* 13	123456780	2	****		51058

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

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 Address, Mailing to contain the employee's city and resubmit the record for processing.

STAFF PAYROLL INFORMATION - REJECT RULES

24. If the employee's Job Code places the employee on lines 1-43, inclusive, of the Public Schools Staff Survey - EEO-5, then the state code in Address, Mailing must be one of those listed in Appendix H: State Codes in the DOE Information Data Base Requirements: Volume II - Automated Staff Information System. If the employee's Job Code does not place the employee on lines 1-43, inclusive, of the Public Schools Staff Survey - EEO-5, then the state code must either be blank or it must be a valid state code as listed in Appendix H: State Codes. -record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because the state code is not a valid code from the State Code listing.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Address, Mailing State	Job Code, Primary
03	123456789	2	****	FL	51058
* 03	123456780	2	****	FF	51058
03	123456790	2	****		73091

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

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 Address, Mailing to contain a valid state code and resubmit the record for processing.

STAFF PAYROLL INFORMATION - REJECT RULES

25. If the employee's Job Code places the employee on lines 1-43, inclusive, of the Public Schools Staff Survey - EEO-5, then each character of zip code in Address, Mailing must be numerical and the first five characters taken together must contain a number greater than zero. If the employee's Job Code does not place the employee on lines 1-43, inclusive, of the Public Schools Staff Survey - EEO-5, then the zip code must either be blank or must follow the above edit rule. -record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because the zip code contains all zeroes.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Address, Mailing Zip Code	Job Code, Primary
03	123456789	2	****	324010000	51058
* 03	123456780	2	****	000000000	51058
03	123456790	2	****		73091

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

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 Address, Mailing to contain a valid zip code and resubmit the record for processing.

STAFF PAYROLL INFORMATION - REJECT RULES

30. At least one of the three Job Code Fund Source codes must be nonzero. -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 would be rejected because each of the three Job Code Fund Source codes is zero.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary	Pay Type	Pay Rate	Job Code Fund Source
03	123456780	2	****	51004	S	00217500	G10000000000
* 03	123456789	2	****	53007	S	00217500	000000000000

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

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 Job Code Fund Source so that there is a valid nonzero job code in at least one of the three Job Code Fund Source positions and resubmit the record for processing.

STAFF PAYROLL INFORMATION - REJECT RULES

31. Any one Job Code Fund Source code can appear only once on a Staff Payroll record. For purposes of this edit, zero (used where there are fewer than three fund sources) is NOT treated as a Job Code Fund Source code. -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 would be rejected because the Job Code Fund Source of "G" appears twice.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Pay Type	Pay Rate	Job Code Fund Source
03	123456780	2	****	0481	51004	S	00217500	G1000000000
* 03	123456789	2	****	0481	53007	S	00217500	GO50GO50000

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

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 Job Code Fund Source so there is no repetition within that record and resubmit the record for processing.

STAFF PAYROLL INFORMATION - REJECT RULES

32. The three Job Code Fund Source percentages on a Staff Payroll record must add up to 100 percent. -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 would be rejected because the Job Code Fund Source percentages add up to 90 instead of to 100.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary	Pay Type	Pay Rate	Job Code Fund Source
03	123456780	2	****	51004	S	00217500	G10000000000
* 03	123456789	2	****	51073	S	00217500	G050B0400000

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

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 Job Code Fund Source percentages so that they add up to 100 and resubmit the record for processing.

STAFF PAYROLL INFORMATION - REJECT RULES

33. If Pay Type code is S, then Pay Frequency must be less than or equal to 5200 (pay periods in a year), and Pay Rate must be greater than or equal to 00000361 and less than or equal to 01700000. -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 Pay Frequency exceeds 52 pay periods per year. The third and fourth records are not within the appropriate range for Pay Rate.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Pay Type	Pay Rate	Pay Frequency
03	123456780	2	****	0481	51004	S	00217500	1200
* 03	123456789	2	****	0481	53007	S	00217500	6200
* 03	123456781	2	****	9001	72000	S	17000000	1200
* 03	123456782	2	****	9001	63049	S	00000310	1200

**** = 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 Pay Frequency, Pay Rate, or Pay Type, as appropriate, and resubmit the record for processing.

STAFF PAYROLL INFORMATION - REJECT RULES

34. If Pay Type code is H, then Pay Frequency must be less than or equal to 1600 (work hours scheduled in a day) and Pay Rate must be greater than or equal to 00000361 and less than or equal to 00050000. -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 would be rejected because the Pay Frequency exceeds the maximum 16 hours work schedule. The third record would be rejected because the Pay Rate is less than the required minimum.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Pay Type	Pay Rate	Pay Frequency
03	123456780	2	****	0481	79026	H	00001411	0750
* 03	123456789	2	****	9001	78030	H	00000850	1800
* 03	123456781	2	****	0481	73094	H	00000310	1200

**** = 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 relationship between Pay Type, Pay Rate and Pay Frequency and resubmit the records for processing.

STAFF PAYROLL INFORMATION - REJECT RULES

35. If Pay Type code is D, then Pay Frequency must be less than or equal to 0700 (work days in a week) and Pay Rate must be greater than or equal to 00000361 and less than or equal to 00150000. -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 would be rejected because Pay Rate exceeds 7 work days per week. The third record would be rejected because Pay Rate is not in the acceptable range.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Pay Type	Pay Rate	Pay Frequency
03	123456780	2	****	0481	52080	D	00005500	0500
* 03	123456781	2	****	9001	72000	D	00150000	0800
* 03	123456789	2	****	0481	51080	D	15000000	0700

**** = 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 relationship between Pay Type, Pay Rate and Pay Frequency and resubmit the records for processing.

STAFF PAYROLL INFORMATION - REJECT RULES

**36. Pay Frequency may be zero for temporary part-time or student employees only.
-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 would be rejected because Pay Frequency is zero and the employee is not a temporary part-time or student employee.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Pay Type	Employee Type	Pay Frequency
03	123456780	2	****	0481	51004	S	TP	0000
* 03	123456789	2	****	0481	78030	H	TF	0000

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

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 Pay Frequency and Employee Type and resubmit the record for processing.

STAFF PAYROLL INFORMATION - REJECT RULES

37. Job Code FTE may be equal to or greater than zero for temporary part-time employees, student employees and substitute teachers (Job Code, Primary codes equal to 51080, 52080, 53080, 54080, or 55080), but must be greater than zero for all other employees. -record rejected-

EXAMPLE

The first three records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The fourth record would be rejected because the Job Code FTE is invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Job Code FTE	Employee Type
03	123456782	2	****	9001	61094	000	ST
03	123456789	2	****	0481	51080	000	TF
03	123456780	2	****	0481	51004	000	TP
* 03	123456781	2	****	0481	53007	000	RF

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

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 Job Code FTE and resubmit the record for processing.

STAFF PAYROLL INFORMATION - REJECT RULES

38. Duty Days may be zero or greater than zero for temporary or student employees and substitute teachers (Job Code, Primary codes equal to 51080, 52080, 53080, 54080, or 55080), but must be greater than zero for all other employees. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because Duty Days is zero for a regular full-time employee.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Job Code FTE	Employee Type	Duty Days
03	123456789	2	****	0481	51080	000	TF	090
03	123456780	2	****	0481	51004	000	TP	000
* 03	123456781	2	****	0481	53007	100	RF	000

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

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 Duty Days to be the standard number of working days for a regular full-time employee and resubmit the record for processing.

STAFF PAYROLL INFORMATION - REJECT RULES

39. Employment Length may be zero for temporary employees, student employees, and substitute teachers (Job Code, Primary equal to 51080, 52080, 53080, 54080, or 55080), but must be greater than zero for all other employees. -record rejected-

EXAMPLE

The first three records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The fourth record listed below would be rejected because Employment Length is zero for a regular full-time employee.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Job Code FTE	Employee Type	Employment Length
03	123456782	2	****	9001	61094	000	ST	000
03	123456789	2	****	0481	51080	000	TF	090
03	123456780	2	****	0481	51004	000	TP	000
* 03	123456781	2	****	0481	53007	100	RF	000

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

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 Employment Length to be the standard number of months for a regular full-time employee and resubmit the record for processing.

STAFF PAYROLL INFORMATION - REJECT RULES

41. Salary Schedule Pay Lane code must be 1-8 for instructional employees (Pay Class equals I), and zero for all other employee classes. -record rejected-

EXAMPLE

The three records listed below would not be loaded to the data base. The first and second records would be rejected because the Salary Schedule Pay Lane is "0" for an instructional employee. The third record would be rejected because the Salary Schedule Pay Lane is "1" for a noninstructional employee.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Job Code FTE	Pay Class	Salary Schedule Pay Lane
* 03	123456789	2	****	0481	51080	000	I	0
* 03	123456780	2	****	0481	51004	100	I	0
* 03	123456781	2	****	0481	77591	100	O	1

**** = 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 relationship between the Salary Schedule Pay Lane and Pay Class and resubmit the records for processing.

STAFF PAYROLL INFORMATION - REJECT RULES

42. Salary Schedule Step must be 00-97 for instructional employees not paid on a flat rate (Salary Schedule Pay Lane code equals 1-7), 98 for flat rate employees (Salary Schedule Pay Lane code equals 8), and 99 for employees not paid on the regular instructional personnel salary schedule (Salary Schedule Pay Lane code equals 0).
-record rejected-

EXAMPLE

The three records list below would not be loaded to the data base. The first record would be rejected because a Salary Schedule Step of 99 is not valid for an employee paid on a flat rate schedule. The second record would be rejected because a Salary Schedule Step of 99 is not valid for an employee who is not paid on a flat rate schedule. The third record would be rejected because a Salary Schedule Step of 07 is not valid for an employee not paid on the regular instructional personnel salary schedule.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Job Code FTE	Pay Class	Salary Schedule Pay Lane	Salary Schedule Step
* 03	123456789	2	****	0481	51080	000	I	8	99
* 03	123456780	2	****	0481	51004	100	I	3	99
* 03	123456781	2	****	0481	77591	100	O	0	07

**** = 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 relationship between the Salary Schedule Pay Lane and Salary Schedule Step and resubmit the records for processing.

STAFF PAYROLL INFORMATION - REJECT RULES

43. Each Staff Payroll record must be unique based on District Number; Social Security Number; Survey Period Code; Fiscal Year; Job Code, Primary and Employee Type code. -first record accepted, all others rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record below would be rejected because the key items (District Number; Social Security Number; Survey Period Code; Fiscal Year; Job Code, Primary and Employee Type code) duplicate the key items in the first record.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Job Code FTE	Employee Type
03	123456789	2	****	0481	51080	100	RF
03	123456780	2	****	0481	51004	100	RF
* 03	123456789	2	****	0481	51080	050	RF

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

DISTRICT RESPONSIBILITY

If, in fact, the last record should not have been submitted, the district would not have to take any action. The record was rejected. However, if the record should have been submitted but with a different key, the record should be corrected and resubmitted. If the district wishes to update some item in this record, the record should be submitted with a Transaction Code of "C" rather than "A."

STAFF PAYROLL INFORMATION - STATE VALIDATION/NULL RULES

50. Each Staff Payroll record must have a matching Staff Demographic Information record based on District Number, Social Security Number, Survey Period Code, and Fiscal Year. -state validation 3-

****ALLOWABLE for Batch/update****

EXAMPLE

The Staff Payroll record listed below would cause an error message to be generated because there is no matching Staff Demographic Information record based on the key items of District Number, Social Security Number, Survey Period Code and Fiscal Year.

Staff Demographic Information record

District Number	Social Security Number	Survey Period Code	Fiscal Year
03	123456789	2	****
03	123456780	2	****



Staff Payroll record

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Pay Type	Pay Rate
* 03	123456781	2	****	0481	53007	S	00217500



DISTRICT RESPONSIBILITY

The district must verify that the Staff Payroll record is valid, then submit a Staff Demographic Information record based on District Number, Social Security Number, Survey Period Code and Fiscal Year.

STAFF PAYROLL INFORMATION - STATE VALIDATION RULES

51. No Staff Payroll record may have a matching Staff Additional Job Assignment record where the employee's Job Code, Primary is the same as the employee's Job Code, Additional. -state validation 3-

EXAMPLE

The Staff Payroll record listed below would not pass this edit because the Job Code, Primary is the same as the Job Code, Additional on the Staff Additional Job Assignment record.

Staff Payroll record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary
03	123456781	2	****	53007

Staff Additional Job Assignment record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Additional
* 03	123456781	2	****	53007

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

DISTRICT RESPONSIBILITY

The district must verify that the Staff Payroll record is valid and correct the Job Code, Additional on the Staff Additional Job Assignment record so that it is not identical to the Job Code, Primary.

STAFF PAYROLL INFORMATION - STATE VALIDATION RULES

52. If Job Code FTE equals zero on all Payroll records for an employee, then there must not be an Additional Job Assignment record for that employee. -state validation 3-

EXAMPLE

The Staff Additional Job Assignment record listed below would not pass this edit because it has a reported Job Code FTE of "050" with a Staff Payroll record reporting a Job Code FTE of "000" for the same employee.

Staff Payroll record

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Job Code FTE
03	123456781	2	****	0481	51080	000

Staff Additional Job Assignment record

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number	Job Code, Additional	Job Code FTE
* 03	123456781	2	****	0481	53007	050

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

DISTRICT RESPONSIBILITY

The district must determine whether the Staff Additional Job Assignment record is valid and correct the Job Code, FTE on the appropriate record or change the Job Code, Primary and Job Code, Additional to accurately reflect the jobs the employee holds.

STAFF PAYROLL INFORMATION - EXCEPTION REPORTS

60. If Survey Period is 2 and the employee's Job Code places the employee on lines 8-43, inclusive, of the Public Schools Staff Survey - EEO-5, excluding substitute teachers (Job Code, Primary code equal to 51080, 52080, 53080, 54080, or 55080), then the Payroll record should have a matching Experience format based on District Number, Social Security Number, Survey Period Code, and Fiscal Year. -exception report-

EXAMPLE

The first record below would pass the edit because the employee has a matching Staff Experience record. The second record below would cause a message to be generated because this employee, who has a Job Code, Primary placing the employee on the Public Schools Staff Survey EEO-5 line 24, does not have a matching Staff Experience record (based on District Number, Social Security Number, Survey Period Code and Fiscal Year).

Staff Payroll Record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary
13	123456789	2	****	51058
* 13	123456780	2	****	51058

Staff Experience Record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Experience Type	Experience Length
13	123456789	2	****	F	04

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

DISTRICT RESPONSIBILITY

The district should verify the Job Code, Primary and correct it if in error or submit a matching Staff Experience record.

STAFF PAYROLL INFORMATION - EXCEPTION REPORTS

61. If Pay Type is S; and Employment Status Code is A; and Pay Class is I; and Employee Type is RF or TF; and Salary Schedule Pay Lane is greater than zero; and Salary Schedule Step is 00-98; then Pay Frequency must be greater than or equal to 1000 and less than or equal to 5200 and Pay Rate must be greater than or equal to 00068500 and less than or equal to 00625000. -exception report-

EXAMPLE

The first and second records listed below would cause a message to be generated because the Pay Rate is not in the acceptable range. The third record would cause a message to be generated because it is not in the acceptable Pay Frequency range.

Pay Type	Employment Status Code	Pay Class	Employee Type	Salary Schedule Pay Lane	Salary Schedule Step	Pay Frequency	Pay Rate
* S	A	I	RF	1	00	1200	00725000
* S	A	I	TF	3	20	2600	00068000
* S	A	I	RF	6	05	0010	00150000

DISTRICT RESPONSIBILITY

The district should verify the Pay Frequency and/or Pay Rate and if in error correct the records.

STAFF ADDITIONAL JOB ASSIGNMENTS - REJECT RULES

1. **District Number must be numeric in the range 01-70 or 72-76 and must be correct for the district submitting the data. -record rejected-**

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number is not in the appropriate range.

District Number	Social Security Number
03	123456789
03	123456782
* 00	123456781

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 District Number and resubmit the record for processing.

2. **Social Security Number (SSN) must be numeric and greater than zero, unless it is a Staff Number Identifier and the first two positions are "CS" and the last seven positions are numeric. Nine-character SSN's should be left-justified, with a trailing blank. -record rejected-**

EXAMPLE

Social Security Numbers of 0000000000 and (blank)504767954 would cause each record to be rejected. The first number is incorrect because it is not greater than zero. The second is incorrect because it is right-justified rather than left-justified.

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 Social Security Numbers by making them numeric, greater than zero and left-justified. Resubmit the records for processing.

STAFF ADDITIONAL JOB ASSIGNMENTS - REJECT RULES

- 3. Survey Period Code must be correct for the submission specified by the district and must be 2 or 3. -record rejected-**

EXAMPLE

The Survey Period Code as specified in the transmission JCL is identified as Survey Period Code "2" and the records are coded as Survey Period Code "3". All updates, adds, or deletes that have this inconsistency are rejected.

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 Survey Period either on the JCL or the records being submitted and resubmit the records for processing.

- 4. Fiscal Year must be correct for the submission specified by the district. -record rejected-**

EXAMPLE

Similar to the edit for Survey Period Code, both the Fiscal Year on the JCL and the records being submitted for processing must match.

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 Fiscal Year either on the JCL or the records being submitted and resubmit the records for processing.

STAFF ADDITIONAL JOB ASSIGNMENTS - REJECT RULES

5. **School Number, Primary/Home must exist on the Master School Identification File as a valid school in the district of submission. -record rejected-**

EXAMPLE

School Number, Primary/Home 0661 is submitted for District Number 01. Since this School Number, Primary/Home is not found on the Master School Identification File for district 01, the record would be rejected.

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 School Number, Primary/Home and resubmit the record for processing.

6. **Job Code, Additional must equal one of the codes on the Job Code Assignments table as listed in Appendix E of the DOE Information Data Base Requirements: Volume II--Automated Staff Information System manual. -record rejected-**

EXAMPLE

The two records below would be rejected because the Job Code, Additional codes reported are not on the Job Code Assignment table.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Additional
* 03	123456789	2	****	0000
* 03	123456780	2	****	51000

**** = 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 Job Code, Additional by reporting a valid number from the Job Code Assignments table and resubmit the records for processing.

STAFF ADDITIONAL JOB ASSIGNMENTS - REJECT RULES

7. Job Code FTE must be numeric and less than or equal to 100. -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 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 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.

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

**** = 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 ADDITIONAL JOB ASSIGNMENTS - REJECT RULES

9. Each of the three Job Code Fund Source percentages must be numeric and greater than or equal to zero. -record rejected-

EXAMPLE

The two records below would be rejected due to incorrect Job Code Fund Source percentages. In the first record, "Z's" rather than zeros are placed in the percentage positions. In the second record, only the first Job Code Fund Source percentage is included and the last two are left blank.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code Fund Source
* 03	123456789	2	****	BZZZC0500000
* 03	123456780	2	****	G100

**** = 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 percentages by supplying the numeric percentage rather than "Z's" in the first record, and by reporting all three Job Code Fund Source percentages (using zeros if appropriate) in the second record. Resubmit the records for processing.

STAFF ADDITIONAL JOB ASSIGNMENTS - REJECT RULES

10. The Transaction Code must be A, C, or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified then the record must not already exist on the data base; if C or D is specified, then the record must exist on the data base. -record rejected-

EXAMPLE

For all original transmissions, the Transaction Code must be "A." An original transaction is the first submission of a record during a survey period. After original transmission of records, changes to the record for elements other than the key elements must be done with a "C" as the Transaction Code. To delete a record, the Transaction Code must be a "D." To change key elements in a batch transaction, the record must FIRST be deleted with a "D" and then added with an "A." Records with an incorrect Transaction Code would be rejected.

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 Transaction Code and resubmit the record for processing.

STAFF ADDITIONAL JOB ASSIGNMENTS - REJECT RULES

30. At least one of the three Job Code Fund Source codes must be nonzero.
-record rejected-

EXAMPLE

The second record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first record below would be rejected because each of the three Job Code Fund Source codes is zero.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Additional	Job Code FTE	Job Code Fund Source
* 03	123456789	2	****	53007	050	000000000000
03	123456780	2	****	51004	025	G10000000000

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

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 records to be loaded to the data base, the district must correct the record so that a valid nonzero Job Code Fund Source code is reported in at least one of the three Job Code Fund Source code positions. Resubmit the record for processing.

STAFF ADDITIONAL JOB ASSIGNMENTS - REJECT RULES

31. Any one Job Code Fund Source code can appear only once on a Staff Additional Job Assignment record. For purposes of this edit, zero (used where there are fewer than three fund sources) is NOT treated as a Job Code Fund Source code. -record rejected-

EXAMPLE

The second record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first record below would be rejected because the Job Code Fund Source "G" appears twice.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Additional	Job Code FTE	Job Code Fund Source
* 03	123456789	2	****	53007	050	G050G0500000
03	123456780	2	****	51004	025	G10000000000

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

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 change the "G" Job Code Fund Source to another valid Job Code Fund Source or combine the percentages attributed to that Job Code Fund Source into the first four positions so that the Job Code Fund Source is not repeated within that record. Resubmit the record for processing.

STAFF ADDITIONAL JOB ASSIGNMENTS - REJECT RULES

32. The three Job Code Fund Source percentages on a Staff Additional Job Assignment record must add up to 100 percent. -record rejected-

EXAMPLE

The second record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first record below would be rejected because the Job Code Fund Source percentages add up to 90 rather than to 100 percent.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Additional	Job Code FTE	Job Code Fund Source
* 03	123456789	2	****	51073	050	G050B0400000
03	123456780	2	****	51004	025	G10000000000

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

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 Job Code Fund Source percentages so that they add up to 100 percent for that record and resubmit the record for processing.

STAFF ADDITIONAL JOB ASSIGNMENTS - REJECT RULES

33. Each Staff Additional Job Assignment record must be unique based on District Number, Social Security Number, Survey Period Code, Fiscal Year, and Job Code, Additional. -first record accepted, all other duplicate records rejected-

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the key items (District Number; Social Security Number; Survey Period Code; Fiscal Year; and Job Code, Additional) duplicate the key items in the first record.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Additional
03	123456789	2	****	51080
03	123456780	2	****	51004
* 03	123456789	2	****	51080

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

DISTRICT RESPONSIBILITY

If, in fact, the last record above should not have been submitted, the district would not have to take any action. The record was rejected. However, if the record should have been submitted but with a different key, the record should be corrected and resubmitted. If the district wishes to update some item in this record, the record should be submitted with a Transaction Code of C rather than A.

STAFF ADDITIONAL JOB ASSIGNMENTS - REJECT RULES

34. Job Code FTE may be equal to or greater than zero for temporary part-time employees, student employees and substitute teachers (Job Code, Additional codes equal to 51080, 52080, 53080, 54080, or 55080), but must be greater than zero for all other employees. -record rejected-

EXAMPLE

The first three records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The fourth record below would be rejected because the Job Code FTE has zero FTE for a regular full-time employee.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code Additional	Job Code FTE	Employee Type
03	123456782	2	****	9001	61094	000	ST
03	123456789	2	****	0481	51080	000	TF
03	123456780	2	****	0481	51004	000	TP
* 03	123456781	2	****	0481	53007	000	RF

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

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 Job Code FTE to be greater than zero for the regular full-time employee who is not a substitute teacher. Resubmit the record for processing.

STAFF ADDITIONAL JOB ASSIGNMENTS - STATE VALIDATION RULES

50. Each Staff Additional Job Assignment record must have a matching Staff Demographic Information record based on District Number, Social Security Number, Survey Period Code, and Fiscal Year. -state validation 3-

EXAMPLE

The Staff Additional Job Assignment record below would not pass this edit because it has no matching Staff Demographic Information record (based on District Number, Social Security Number, Survey Period Code and Fiscal Year).

Staff Demographic Information records

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home
03	123456789	2	****	0481
03	123456780	2	****	0481

Staff Additional Job Assignment record

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code Additional	Job Code FTE
* 03	123456781	2	****	0481	53007	050

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

DISTRICT RESPONSIBILITY

The district must verify that the Staff Additional Job Assignment record is valid, then submit a matching Staff Demographic Information record based on District Number, Social Security Number, Survey Period Code, and Fiscal Year.

STAFF ADDITIONAL JOB ASSIGNMENTS - STATE VALIDATION RULES

51. Each Staff Additional Job Assignment record must have at least one matching Staff Payroll record based on District Number, Social Security Number, Survey Period Code, and Fiscal Year. -state validation 3-

EXAMPLE

The Staff Additional Job Assignment record below would not pass this edit because it has no matching Staff Payroll record based on the key items of District Number, Social Security Number, Survey Period Code, and Fiscal Year.

Staff Payroll records

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	050
03	123456780	2	****	0481	53050	075

Staff Additional Job Assignment record

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Additional	Job Code FTE
* 03	123456788	2	****	0481	53013	050

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

DISTRICT RESPONSIBILITY

The district must verify that the Staff Additional Job Assignment record is valid, then submit a matching Staff Payroll record based on the key items of District Number, Social Security Number, Survey Period Code, and Fiscal Year.

STAFF ADDITIONAL JOB ASSIGNMENTS - STATE VALIDATION RULES

52. No Staff Additional Job Assignment record may have a matching Staff Payroll record where the employee's Job Code, Additional is the same as the employee's Job Code, Primary. -state validation 3-

EXAMPLE

The Staff Additional Job Assignment record listed below would not pass this edit because the Job Code, Additional is the same as the Job Code, Primary on the Staff Payroll record.

Staff Additional Job Assignment record

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Additional
03	123456781	2	****	0481	53007

Staff Payroll record

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary
* 03	123456781	2	****	0481	53007

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

DISTRICT RESPONSIBILITY

The district must verify that the Staff Additional Job Assignment record is valid and correct the Job Code, Additional so that it is not identical to the Job Code, Primary.

STAFF SALARY SUPPLEMENTS - REJECT RULES

- 1. District Number must be numeric in the range 01-70 or 72-76 and must be correct for the district submitting the data. -record rejected-**

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number is not in the appropriate range.

District Number	Social Security Number
03	123456789
03	123456782
* 00	123456781

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 District Number and resubmit the record for processing.

- 2. Social Security Number (SSN) must be numeric and greater than zero, unless it is a Staff Number Identifier and the first two positions are "CS" and the last seven positions are numeric. Nine-character SSN's should be left-justified, with a trailing blank. -record rejected-**

EXAMPLE

Social Security Numbers of 0000000000 and (blank)504767954 would cause each record to be rejected. The first number is incorrect because it is not greater than zero. The second is incorrect because it is right-justified rather than left-justified.

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 Social Security Numbers by making them numeric, greater than zero and left-justified. Resubmit the records for processing.

STAFF SALARY SUPPLEMENTS - REJECT RULES

- 3. Survey Period Code must be correct for the submission specified by the district and must be 2 or 3. -record rejected-**

EXAMPLE

The Survey Period Code as specified in the transmission JCL is identified as Survey Period Code "2" and the records are coded as Survey Period Code "3". All updates, adds, or deletes that have this inconsistency are rejected.

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 Survey Period Code either on the JCL or the records being submitted and resubmit the records for processing.

- 4. Fiscal Year must be correct for the submission specified by the district. -record rejected-**

EXAMPLE

Similar to the edit for Survey Period Code, both the Fiscal Year on the JCL and the records being submitted for processing must match.

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 Fiscal Year either on the JCL or the records being submitted and resubmit the records for processing.

STAFF SALARY SUPPLEMENTS - REJECT RULES

5. Salary Supplement Type code must be A - C, E - K, or N - W. -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 listed below would be rejected because the Salary Supplement Type code is not an acceptable code.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Salary Supplement Type	Salary Supplement Value
03	123456789	2	****	B	0045000
* 03	123456780	2	****	W	0025000

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

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 Salary Supplement Type and resubmit the record for processing.

STAFF SALARY SUPPLEMENTS - REJECT RULES

6. Salary Supplement Value must be numeric. -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 listed below would be rejected because the Salary Supplement Value is not numeric.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Salary Supplement Type	Salary Supplement Value
03	123456789	2	****	B	0045000
* 03	123456780	2	****	B	Z000000

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

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 Salary Supplement Value to be greater than zero and resubmit the record for processing.

STAFF SALARY SUPPLEMENTS - REJECT RULES

7. The Transaction Code must be A, C, or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified then the record must not already exist on the data base; if C or D is specified, then the record must exist on the data base. -record rejected-

EXAMPLE

For all original transmissions, the Transaction Code must be "A." An original transaction is the first submission of a record during a survey period. After original transmission of records, changes to the record for elements other than the key elements must be done with a "C" as the Transaction Code. To delete a record, the Transaction Code must be a "D." To change key elements in a batch transaction, the record must FIRST be deleted with a "D" and then added with an "A." Records with an incorrect Transaction Code would be rejected.

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 Transaction Code and resubmit the record for processing.

STAFF SALARY SUPPLEMENTS - REJECT RULES

8. Each Staff Salary Supplements record must be unique based on District Number, Social Security Number, Survey Period Code, Fiscal Year, and Salary Supplement Type code. -first record accepted, all others duplicate records rejected-

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The last record below would be rejected because the key items (District Number, Social Security Number, Survey Period Code, Fiscal Year, and Salary Supplement Type code) duplicate the key items in the first record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Salary Supplement Type
03	123456789	2	****	C
03	123456780	2	****	B
* 03	123456789	2	****	C

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the record should have been submitted but with a different key, the record should be corrected and resubmitted. If the district wishes to update some item in this record, the record should be submitted with a Transaction Code of C rather than A.

STAFF SALARY SUPPLEMENTS - STATE VALIDATION RULES

50. Each Staff Salary Supplement record must have a matching Staff Demographic Information record based on District Number, Social Security Number, Survey Period Code and Fiscal Year. -state validation 3-

EXAMPLE

The Staff Salary Supplement record below would not pass this edit because it has no matching Staff Demographic Information record (based on District Number, Social Security Number, Survey Period Code, and Fiscal Year).

Staff Demographic Information records

District Number	Social Security Number	Survey Period Code	Fiscal Year
03	123456789	2	****
03	123456780	2	****

Staff Salary Supplement record

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Salary Supplement Type	Salary Supplement Value
* 03	123456781	2	****	0481	B	0045000

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

DISTRICT RESPONSIBILITY

The district must verify that the Staff Salary Supplement record is valid, then submit a matching Staff Demographic Information record based on District Number, Social Security Number, Survey Period Code, and Fiscal Year.

STAFF BENEFITS - REJECT RULES

1. **District Number must be numeric in the range 01-70 or 72-76 and must be correct for the district submitting the data. -record rejected-**

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number is not in the appropriate range.

District Number	Social Security Number
03	123456789
03	123456782
* 00	123456781

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 District Number and resubmit the record for processing.

2. **Social Security Number (SSN) must be numeric and greater than zero, unless it is a Staff Number Identifier and the first two positions are "CS" and the last seven positions are numeric. Nine-character SSN's should be left-justified, with a trailing blank. -record rejected-**

EXAMPLE

Social Security Numbers of 0000000000 and (blank)504767954 would cause each record to be rejected. The first number is incorrect because it is not greater than zero. The second is incorrect because it is right-justified rather than left-justified.

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 Social Security Numbers by making them numeric, greater than zero, and left-justified. Resubmit the records for processing.

STAFF BENEFITS - REJECT RULES

- 3. Survey Period Code must be correct for the submission specified by the district and must be 2 or 3. -record rejected-**

EXAMPLE

The Survey Period Code as specified in the transmission JCL is identified as Survey Period Code "2" and the records are coded as Survey Period Code "3". All updates, adds, or deletes that have this inconsistency are rejected.

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 Survey Period Code either on the JCL or the records being submitted and resubmit the records for processing.

- 4. Fiscal Year must be correct for the submission specified by the district. - record rejected-**

EXAMPLE

Similar to the edit for Survey Period Code, both the Fiscal Year on the JCL and the records being submitted for processing must match.

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 Fiscal Year either on the JCL or the records being submitted and resubmit the records for processing.

STAFF BENEFITS - REJECT RULES

5. Selected Benefits, Type must be A, B, C, D, E, F, G, K, L, M, or N. -record rejected-

EXAMPLE

The first and second record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The third record below would be rejected because of an incorrect code for Selected Benefits, Type. The fourth record would be rejected because the Selected Benefits, Type code is blank.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Selected Benefits, Type
03	123456789	2	****	B
03	123456781	3	****	F
* 03	123456780	2	****	W
* 03	123456788	3	****	

**** = 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 Selected Benefits, Type and resubmit the records for processing.

STAFF BENEFITS - REJECT RULES

6. **Selected Benefits, Frequency code must be numeric, greater than zero, and less than or equal to 5200. -record rejected-**

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Selected Benefits, Frequency code is not numeric. The fourth record would be rejected because Selected Benefits, Frequency code has been left blank. The fifth record would be rejected because the Selected Benefits, Frequency code is not within the acceptable range.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Selected Benefits, Type	Selected Benefits, Frequency	Selected Benefits, Value
03	123456789	2	****	B	1200	00012500
03	123456780	2	****	C	1200	00020250
* 03	123456790	2	****	Z	ZZZZ	00000000
* 03	123456791	2	****	D		00013000
* 03	123456798	2	****	M	5530	00013000

**** = 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 Selected Benefits, Frequency codes and resubmit the records for processing.

STAFF BENEFITS - REJECT RULES

7. Selected Benefits, Value must be numeric and greater than zero. -record rejected-

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record below would be rejected because the Selected Benefits, Value has been left blank. The fourth record would be rejected because the Selected Benefits, Value is not numeric.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Selected Benefits, Type	Selected Benefits, Frequency	Selected Benefits, Value
03	123456789	2	****	B	1200	00012500
03	123456780	2	****	C	1200	00005300
* 03	123456790	2	****	Z	0000	
* 03	123456791	2	****	D	1000	ZZZZZZZZ

**** = 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 Selected Benefits, Value and resubmit the records for processing.

STAFF BENEFITS - REJECT RULES

8. The Transaction Code must be A, C, or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified then the record must not already exist on the data base; if C or D is specified, then the record must exist on the data base. -record rejected-

EXAMPLE

For all original transmissions, the Transaction Code must be "A." An original transaction is the first submission of a record during a survey period. After original transmission of records, changes to the record for elements other than the key elements must be done with a "C" as the Transaction Code. To delete a record, the Transaction Code must be a "D." To change key elements in a batch transaction, the record must FIRST be deleted with a "D" and then added with an "A." Records with an incorrect Transaction Code would be rejected.

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 Transaction Code and resubmit the record for processing.

STAFF BENEFITS - REJECT RULES

9. Each Staff Benefits record must be unique based on District Number; Social Security Number; Survey Period Code; Fiscal Year; and Selected Benefits, Type code. -first record accepted, all other duplicate records rejected-

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the key items (District Number; Social Security Number; Survey Period Code; Fiscal Year; and Selected Benefits, Type code) duplicate the key items in the first record.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Selected Benefits, Type	Selected Benefits, Frequency	Selected Benefits, Value
03	123456789	2	****	B	1200	00012500
03	123456780	2	****	C	1200	00020250
* 03	123456789	2	****	B	0800	00010250

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

DISTRICT RESPONSIBILITY

If, in fact, the third record above should not have been submitted, the district would not have to take any action. The record was rejected. However, if the record should have been submitted but with a different key, the record should be corrected and resubmitted. If the district wishes to update some item in this record, the record should be submitted for processing with a Transaction Code of "C" rather than "A."

STAFF BENEFITS - STATE VALIDATION RULES

20. Each Staff Benefits record must have a matching Staff Demographic Information record based on District Number, Social Security Number, Survey Period Code, and Fiscal Year. -state validation 3-

EXAMPLE

The Staff Benefits record listed below would not pass this edit because there is no matching Staff Demographic Information record based on the key items of District Number, Social Security Number, Survey Period Code, and Fiscal Year.

Staff Demographic Information records

District Number	Social Security Number	Survey Period Code	Fiscal Year
03	123456789	2	****
03	123456780	2	****

Staff Benefits records

District Number	Social Security Number	Survey Period Code	Fiscal Year	Selected Benefits, Type	Selected Benefits, Frequency	Selected Benefits, Value
* 03	123456781	2	****	B	1200	00012500

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

DISTRICT RESPONSIBILITY

The district must verify that the Staff Benefits record is valid, then submit a Staff Demographic Information record based on District Number, Social Security Number, Survey Period Code, and Fiscal Year.

INSERVICE EDUCATION - REJECT RULES

1. **District Number must be numeric in the range 01-70 or 72-76 and must be correct for the district submitting the data. -record rejected-**

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number is not in the appropriate range.

District Number	Inservice Education, Component Number
03	5008045
03	6201069
* 00	5105136

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 District Number and resubmit the record for processing.

2. **School Number, Primary/Home must exist on the Master School Identification File as a valid school in the district of submission. -record rejected-**

EXAMPLE

School Number, Primary/Home 0661 is submitted for District Number 01. Since this School Number, Primary/Home is not found on the Master School Identification File for district 01, the record would be rejected.

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 School Number, Primary/Home and resubmit the record for processing.

INSERVICE EDUCATION - REJECT RULES

- 3. Social Security Number (SSN) must be numeric and greater than zero, unless it is a Staff Number Identifier and the first two positions are "CS" and the last seven positions are numeric. Nine-character SSN's should be left-justified, with a trailing blank. -record rejected-**

EXAMPLE

Social Security Numbers of 000000000 and (blank)504767954 would cause each record to be rejected. The first number is incorrect because it is not greater than zero. The second is incorrect because it is right-justified rather than left-justified.

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 Social Security Numbers by making them numeric, greater than zero and left-justified. Resubmit the records for processing.

- 4. Survey Period Code must be 5 and must be correct for the submission specified by the district. -record rejected-**

EXAMPLE

The Survey Period Code as specified in the transmission JCL is identified as Survey Period Code "5" and the records are coded as Survey Period code "3." All updates, adds, or deletes that have this inconsistency are rejected.

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 Survey Period Code on the records being submitted and resubmit the records for processing.

INSERVICE EDUCATION - REJECT RULES

5. **Fiscal Year must be correct for the submission specified by the district.**
-record rejected-

EXAMPLE

Similar to the edit for Survey Period Code, both the Fiscal Year on the JCL and the records being submitted for processing must match.

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 Fiscal Year either on the JCL or the records being submitted and resubmit the records for processing.

6. **Inservice Education Delivery Method must be A, B, C, D, E or F.** -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 and third records would be rejected because the codes for Inservice Education, Delivery Method are invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Inservice Education, Delivery Method
03	123456789	5	****	C
* 03	123456780	5	****	G
* 03	123456781	5	****	M

**** = 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 Inservice Education, Delivery Method and resubmit the records for processing.

INSERVICE EDUCATION - REJECT RULES

8. Inservice Education, Participation Hours must be numeric, greater than zero (000) and less than or equal to 120. -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 Inservice Education, Participation Hours contains a blank. The third record would be rejected because Inservice Education, Participation Hours is not in the acceptable range.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Inservice Education, Component Number	Inservice Education, Participation Hours
03	123456789	5	****	5008045	020
* 03	123456780	5	****	6201069	15
* 03	123456781	5	****	6201069	180

**** = 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 Inservice Education, Participation Hours and resubmit the records for processing.

INSERVICE EDUCATION - REJECT RULES

10. The Transaction Code must be A, C or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified then the record must not already exist on the data base; if C or D is specified, then the record must exist on the data base. -record rejected-

EXAMPLE

For all original transmissions, the Transaction Code must be "A." An original transaction is the first submission of a record during a survey period. After original transmission of records, changes to the record for elements other than the key elements must be done with a "C" as the Transaction Code. To delete a record, the Transaction Code must be a "D." To change key elements in a batch transaction, the record must FIRST be deleted with a "D" and then added with an "A." Records with an incorrect Transaction Code will be rejected.

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 Transaction Code and resubmit the record for processing with the correct Transaction Code.

INSERVICE EDUCATION - REJECT RULES

11. Each Inservice Education record must be unique based on District Number; Social Security Number; Survey Period Code; Fiscal Year and Inservice Education, Component Number. -first record accepted, all other duplicate records rejected-

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the key items (District Number; Social Security Number; Survey Period Code; Fiscal Year and Inservice Education, Component Number) duplicate the key items in the first record.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Inservice Education, Component Number
03	123456789	5	****	5008045
03	123456780	5	****	6201069
* 03	123456789	5	****	5008045

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

DISTRICT RESPONSIBILITY

If, in fact, the last record above should not have been submitted, the district would not have to take any action. The record was rejected. However, if the record should have been submitted but with a different key, the record should be corrected and resubmitted. If the district wishes to update some item in this record, the record should be submitted with a Transaction Code of "C" rather than "A."

INSERVICE EDUCATION - REJECT RULES

12. Position one of the Inservice Education, Component Number must be 1-8. Positions two, three and four must be 000-017, 100-105, 200-211 300-308, 400-424, 500-515 or 600-602. Positions five, six and seven must be 001-999. -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 positions two, three and four of the Inservice Education, Component Number are invalid. The third record would be rejected because positions five, six and seven of the Inservice Education, Component Number are invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Inservice Education, Component Number
03	123456789	5	****	5008045
* 03	123456780	5	****	6241011
* 03	123456781	5	****	5017000

**** = 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 Inservice Education, Component Number and resubmit the records for processing.

INSERVICE EDUCATION - REJECT RULES

13. Inservice Education, Follow-up Method must be A, B, C, D, E, F, G, H, I, J, K, L, M or N. -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 and third below records would be rejected because the codes for Inservice Education, Follow-up Method are invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Inservice Education, Follow-up Method
03	123456789	5	****	C
* 03	123456780	5	****	T
* 03	123456781	5	****	P

**** = 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 Inservice Education, Follow-up Method and resubmit the records for processing.

INSERVICE EDUCATION - REJECT RULES

14. District Number, Where Inservice Completed must be numeric in the range 01-70, 72-76 or 99. -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 and third records would be rejected because, they are not in the acceptable range.

District Number, Where Inservice Completed	Social Security Number
03	123456789
* 71	123456782
* 00	123456781

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 District Number, Where Inservice Completed and resubmit the records for processing.

INSERVICE EDUCATION - REJECT RULES

15. Inservice Education, Primary Purpose must be A, B, C, D, or E. -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 and third records below would be rejected because the codes for Inservice Education, Primary Purpose are invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Inservice Education, Follow-up Method
03	123456789	5	****	C
* 03	123456780	5	****	G
* 03	123456781	5	****	M

**** = 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 Inservice Education, Primary Purpose and resubmit the records for processing.

INSERVICE EDUCATION - STATE VALIDATION RULES

30. Each Inservice Education record must have a matching Staff Demographic Information record based on District Number, Social Security Number, Survey Period Code and Fiscal Year. -state validation 3-

EXAMPLE

The Inservice Education record listed below would not pass this edit because there is no matching Staff Demographic Information record based on the key items of District Number, Social Security Number, Survey Period Code and Fiscal Year.

Staff Demographic Information records

District Number	Social Security Number	Survey Period Code	Fiscal Year
03	123456789	5	****
03	123456780	5	****

Inservice Education record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Inservice Education, Component Number
* 03	123456790	5	****	5008021

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

DISTRICT RESPONSIBILITY

The district must verify that the Staff Inservice Education record is valid, then submit a matching Staff Demographic Information record based on District Number, Social Security Number, Survey Period Code and Fiscal Year.

STAFF EXPERIENCE - REJECT RULES

1. **District Number must be numeric in the range 01-70 or 72-76 and must be correct for the district submitting the data. -record rejected-**

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number is not in the appropriate range.

District Number	Social Security Number
03	123456789
03	123456782
* 00	123456781

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 District Number and resubmit the record for processing.

2. **Social Security Number (SSN) must be numeric and greater than zero, unless it is a Staff Number Identifier and the first two positions are "CS" and the last seven positions are numeric. Nine-character SSN's should be left-justified, with a trailing blank. -record rejected-**

EXAMPLE

Social Security Numbers of 0000000000 and (blank)504767954 would cause each record to be rejected. The first number is incorrect because it is not greater than zero. The second is incorrect because it is right-justified rather than left-justified.

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 Social Security Numbers by making them numeric, greater than zero and left-justified. Resubmit the records for processing.

STAFF EXPERIENCE - REJECT RULES

- 3. **Survey Period Code must be correct for the submission specified by the district and must be 2 or 3. -record rejected-**

EXAMPLE

The Survey Period Code as specified in the transmission JCL is identified as Survey Period Code "2" and the records are coded as Survey Period Code "3". All updates, adds, or deletes that have this inconsistency are rejected.

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 Survey Period Code on the records coming in or in the JCL and resubmit the records for processing. ←

4. **Fiscal Year must be correct for the submission specified by the district. -record rejected-**

EXAMPLE

Similar to the edit for Survey Period Code, both the Fiscal Year on the JCL and the records being submitted for processing must match.

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 Fiscal Year either on the JCL or the records being submitted and resubmit the records for processing.

STAFF EXPERIENCE - REJECT RULES

5. Experience Type code must be A, C, D, F, M, N, P, or S. -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 of an incorrect code for Experience Type.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Experience Type	Experience Length
03	123456789	2	****	C	02
* 03	123456780	2	****	B	06

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

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 Experience Type code to be a valid code and resubmit the record for processing.

STAFF EXPERIENCE - REJECT RULES

6. Experience Length must be numeric and be greater than or equal to zero and less than or equal to 75. -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 Experience Length code was left blank. The third record would be rejected because Experience Length is not within the acceptable range.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Experience Type	Experience Length
03	123456789	2	****	C	02
* 03	123456780	2	****	D	
* 03	123456781	2	****	M	99

**** = 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 Experience Length and resubmit the records for processing.

STAFF EXPERIENCE - REJECT RULES

7. The Transaction Code must be A, C or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified then the record must not already exist on the data base; if C or D is specified, then the record must exist on the data base. -record rejected-

EXAMPLE

For all original transmissions, the Transaction Code must be "A." An original transaction is the first submission of a record during a survey period. After original transmission of records, changes to the record for elements other than the key elements must be done with a "C" as the Transaction Code. To delete a record, the Transaction Code must be a "D." To change key elements in a batch transaction, the record must FIRST be deleted with a "D" and then added with an "A." Records with an incorrect Transaction Code would be rejected.

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 Transaction Code and resubmit the record for processing.

STAFF EXPERIENCE - REJECT RULES

8. Each Staff Experience record must be unique based on District Number, Social Security Number, Survey Period Code, Fiscal Year, and Experience Type code. -first record accepted, all other duplicate records rejected-

EXAMPLE

The first and second record listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The last record would be rejected because the key items (District Number, Social Security Number, Survey Period Code, Fiscal Year, and Experience Type code) duplicate the key items in the first record.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Experience Type	Experience Length
03	123456789	2	****	C	02
03	123456780	2	****	D	06
* 03	123456789	2	****	C	03

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the record should have been submitted but with a different key, the record should be corrected and resubmitted. If the district wishes to update some item in this record, the record should be submitted with a Transaction Code of "C" rather than "A."

STAFF EXPERIENCE - STATE VALIDATION RULES

20. Each Staff Experience record must have a matching Staff Demographic Information record based on District Number, Social Security Number, Survey Period Code and Fiscal Year. -state validation 3-

EXAMPLE

The Staff Experience record below would not pass this edit because there is no matching Staff Demographic Information record based on the key items of District Number, Social Security Number, Survey Period Code and Fiscal Year.

Staff Demographic Information records

District Number	Social Security Number	Survey Period Code	Fiscal Year
03	123456789	2	****
03	123456780	2	****

Staff Experience record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Experience Type	Experience Length
* 03	123456781	2	****	C	02

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

DISTRICT RESPONSIBILITY

The district must verify that the Staff Experience record is valid, then submit a matching Staff Demographic Information record based on District Number, Social Security Number, Survey Period Code and Fiscal Year.

STAFF MULTIDISTRICT EMPLOYEE - REJECT RULES

1. **District Number must be numeric in the range 01-70 or 72-76 and must be correct for the district submitting the data. -record rejected-**

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because it is not in the acceptable range.

District Number	Social Security Number
03	123456789
03	123456782
* 00	123456781

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 District Number and resubmit the record for processing.

2. **Social Security Number (SSN) must be numeric and greater than zero, unless it is a Staff Number Identifier and the first two positions are "CS" and the last seven positions are numeric. Nine-character SSN's should be left-justified, with a trailing blank. -record rejected-**

EXAMPLE

Social Security Numbers of 0000000000 and (blank)504767954 would cause each record to be rejected. The first number is incorrect because it is not greater than zero. The second is incorrect because it is right-justified rather than left-justified.

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 Social Security Numbers by making them numeric, greater than zero and left-justified. Resubmit the records for processing.

STAFF MULTIDISTRICT EMPLOYEE - REJECT RULES

- 3. Survey Period Code must be 2 and must be correct for the submission specified by the district. -record rejected-**

EXAMPLE

The Survey Period Code as specified in the transmission JCL is identified as Survey Period Code "3" and the records are coded as Survey Period Code "2." All updates, adds, or deletes that have this inconsistency are rejected.

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 Survey Period Code in the JCL and resubmit the records for processing.

- 4. Fiscal Year must be correct for the submission specified by the district. -record rejected-**

EXAMPLE

Similar to the edit for Survey Period Code, both the Fiscal Year on the JCL and the records being submitted for processing must match.

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 Fiscal Year either on the JCL or the records being submitted and resubmit the records for processing.

STAFF MULTIDISTRICT EMPLOYEE - REJECT RULES

5. **Multidistrict Employee, Assignment Identifier must be X or Y. -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 of an incorrect Multidistrict Employee, Assignment Identifier.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Multidistrict Employee, Assignment Identifier	Multidistrict Employee, District Number
03	123456789	2	****	X	02
* 03	123456780	2	****	Z	06

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

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 Multidistrict Employee, Assignment Identifier and resubmit the record for processing.

STAFF MULTIDISTRICT EMPLOYEE - REJECT RULES

6. **Multidistrict Employee, District Number must be numeric and in the range 01 –70, 72-76 or 99. -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 Multidistrict Employee, District Number is not in the valid range.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Multidistrict Employee, Assignment Identifier	Multidistrict Employee, District Number
03	123456789	2	****	X	02
* 03	123456780	2	****	Y	71

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

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 Multidistrict Employee, District Number and resubmit the record for processing.

STAFF MULTIDISTRICT EMPLOYEE - REJECT RULES

7. The Transaction Code must be A, C or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified then the record must not already exist on the data base; if C or D is specified, then the record must exist on the data base. -record rejected-

EXAMPLE

For all original transmissions, the Transaction Code must be "A." An original transaction is the first submission of a record during a survey period. After original transmission of records, changes to the record for elements other than the key elements must be done with a "C" as the Transaction Code. To delete a record, the Transaction Code must be a "D." To change key elements in a batch transaction, the record must FIRST be deleted with a "D" and then added with an "A." Records with an incorrect Transaction Code would be rejected.

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 Transaction Code and resubmit the record for processing.

STAFF MULTIDISTRICT EMPLOYEE - REJECT RULES

8. Each Staff Multidistrict Employee record must be unique based on District Number; Social Security Number; Survey Period Code; Fiscal Year; and Multidistrict Employee, District Number. -first record accepted, all other duplicate records rejected-

EXAMPLE

The first and second record listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record below would be rejected because the key items (District Number; Social Security Number; Survey Period Code; Fiscal Year; and Multidistrict Employee, District Number) duplicate the key items in the first record.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Multidistrict Employee, District Number
03	123456789	2	****	02
03	123456780	2	****	25
* 03	123456789	2	****	02

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the record should have been submitted but with a different key, the record should be corrected and resubmitted. If the district wishes to update some item in this record, the record should be submitted with a Transaction Code of "C" rather than "A."

STAFF MULTIDISTRICT EMPLOYEE - STATE VALIDATION RULES

20. Each Multidistrict Employee record must have a matching Staff Demographic Information record based on District Number, Social Security Number, Survey Period Code and Fiscal Year. -state validation 3-

EXAMPLE

The Staff Multidistrict Employee record below would not pass this edit because there is no matching Staff Demographic Information record based on the key items of District Number, Social Security Number, Survey Period Code and Fiscal Year.

Staff Demographic Information records

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home
03	123456789	2	****	0481
03	123456780	2	****	0481

Staff Multidistrict Employee record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Multidistrict Employee, Assignment Identifier	Multidistrict Employee, District Number
* 03	123456781	2	****	X	02

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

DISTRICT RESPONSIBILITY

The district must determine whether the Staff Multidistrict Employee record is valid. If it is valid the district must submit a Staff Demographic Information record based on District Number, Social Security Number, Survey Period Code and Fiscal Year.

STAFF MULTIDISTRICT EMPLOYEE - STATE VALIDATION RULES

21. **Multidistrict Employee, Assignment Identifier must be identical on all of an employee's Multidistrict Employee records. -state validation 3-**

EXAMPLE

The records listed below would not pass this edit because the Multidistrict Employee, Assignment Identifier is not identical for all of the employee records submitted.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Multidistrict Employee, Assignment Identifier	Multidistrict Employee, District Number
* 03	123456789	2	****	X	02
* 03	123456789	2	****	Y	25
* 03	123456789	2	****	Y	06

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

DISTRICT RESPONSIBILITY

Correct the Multidistrict Employee, Assignment Identifier so that they are all the same.

STAFF FISCAL YEAR SALARIES - REJECT RULES

1. **District Number must be numeric in the range 01-70 or 72-76 and must be correct for the district submitting the data. -record rejected-**

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number is not in the appropriate range.

District Number	Social Security Number
03	123456789
03	123456782
* 00	123456781

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 District Number and resubmit the record for processing.

2. **Social Security Number (SSN) must be numeric and greater than zero, unless it is a Staff Number Identifier and the first two positions are "CS" and the last seven positions are numeric. Nine-character SSN's should be left-justified, with a trailing blank. -record rejected-**

EXAMPLE

Social Security Numbers of 0000000000 and (blank)504767954 would cause each record to be rejected. The first number is incorrect because it is not greater than zero. The second is incorrect because it is right-justified rather than left-justified.

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 Social Security Numbers by making them numeric, greater than zero and left-justified. Resubmit the records for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

- 3. Survey Period Code must be 5 and must be correct for the submission specified by the district. -record rejected-**

EXAMPLE

The Survey Period Code specified in the transmission JCL is identified as Survey Period Code "5" and the records are coded as Survey Period Code "3". All updates, adds, or deletes that have this inconsistency are rejected.

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 Survey Period Code on the records being submitted and resubmit the records for processing.

- 4. Fiscal Year must be correct for the submission specified by the district. - record rejected-**

EXAMPLE

Similar to the edit for Survey Period Code, both the Fiscal Year on the JCL and the records being submitted for processing must match.

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 Fiscal Year either on the JCL or the records being submitted and resubmit the records for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

5. **School Number, Primary/Home must exist on the Master School Identification File as a valid school in the district of submission. -record rejected-**

EXAMPLE

School Number, Primary/Home 0661 is submitted for district number 01. Since this School Number, Primary/Home is not found on the Master School Identification File for district 01, the record will be rejected.

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 School Number, Primary/Home and resubmit the record for processing.

6. **Job Code must equal one of the codes on the Job Code Assignments table as listed in Appendix E of the DOE Information Data Base Requirements: Volume II--Automated Staff Information System Manual. -record rejected-**

EXAMPLE

The two records listed below would not be loaded to the data base because the Job Codes reported are not on the Job Code Assignments table.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code
* 03	123456789	5	****	0481	00000
* 03	123456780	5	****	0481	51000

**** = 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 Job Code by reporting a valid number from the Job Code Assignments table and resubmit the records for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

7. Fiscal Year Salary must be numeric, greater than or equal to 000000000 and less than or equal to 088400000. -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 listed below would be rejected because the Fiscal Year Salary is greater than 088400000.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code	Fiscal Year Salary
03	123456789	5	****	0481	72000	006700000
* 03	123456780	5	****	0481	72000	520000000

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

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 Fiscal Year Salary to be less than 088400000 and resubmit the record 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 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 Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code	Fiscal Year Salary	Job Code Fund Source
* 03	123456789	5	****	0481	51073	006700000	Z050C0500000
* 03	123456780	5	****	0481	51004	005200000	G100

**** = 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 FISCAL YEAR SALARIES - REJECT RULES

9. Each of the three Job Code Fund Source percentages must be numeric and greater than or equal to zero. -record rejected-

EXAMPLE

The two records listed below would not be loaded to the data base. The first record would be rejected because Z's rather than zeros are placed in the percentage positions. The second record would be rejected because only the first Job Code Fund Source percentage is included and the last two are left blank.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code	Fiscal Year Salary	Job Code Fund Source
* 03	123456789	5	****	0481	53007	006700000	G050C050OZZZ
* 03	123456780	5	****	0481	51004	005200000	G100

**** = 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 percentages and resubmit the records for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

10. At least one of the three Job Code Fund Source codes must be nonzero. - 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 would be rejected because each of the three Job Code Fund Source codes is zero.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code	Fiscal Year Salary	Job Code Fund Source
03	123456780	5	****	51004	006700000	G10000000000
* 03	123456789	5	****	53007	005200000	000000000000

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

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 Job Code Fund Source so that it has a valid nonzero code in at least one of the three Job Code Fund Source positions and resubmit the record for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

11. Any one Job Code Fund Source code can appear only once on a Staff Fiscal Year Salaries record. For purposes of this edit, zero (used where there are fewer than three fund sources) is NOT treated as a Job Code Fund Source code. -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 would be rejected because the Job Code Fund Source of "G" appears twice.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code	Fiscal Year Salary	Job Code Fund Source
03	123456780	5	****	0481	51004	006700000	G1000000000
* 03	123456789	5	****	0481	53007	005200000	G050G0500000

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

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 Job Code Fund Source so there is no repetition within that record and resubmit the record for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

12. The three Job Code Fund Source percentages on a Fiscal Year Salaries record must add up to 100 percent. -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 would be rejected because the Job Code Fund Source percentages add up to 90 instead of to 100.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code	Fiscal Year Salary	Job Code Fund Source
03	123456780	5	****	51004	006700000	G10000000000
* 03	123456789	5	****	51073	005200000	G050B0400000

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

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 Job Code Fund Source percentages so that they add up to 100 and resubmit the record for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

13. Salary Supplement Type code must be A - C, E - K, N - V or zero. -record rejected-

EXAMPLE

In the two examples below, 49 zeroes are implied following the listed data in Salary Supplement Type/Value. The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record listed below would be rejected because the Salary Supplement Type code is not an acceptable code.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Salary Supplement Type/Value
03	123456789	5	****	B0045000
* 03	123456780	5	****	D0025000

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

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 Salary Supplement Type and resubmit the record for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

14. **Salary Supplement Value must be numeric, greater than or equal to 0000000 and less than or equal to 9999900. -record rejected-**

EXAMPLE

In the two examples below, 49 zeroes are implied following the listed data in Salary Supplement Type/Value. The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record listed below would be rejected because the Salary Supplement Value is blank.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Salary Supplement Type/Value
03	123456789	5	****	B0045000
* 03	123456780	5	****	B

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

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 Salary Supplement Value and resubmit the record for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

15. The Transaction Code must be A, C or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified then the record must not already exist on the data base; if C or D is specified, then the record must exist on the data base. -record rejected-

EXAMPLE

For all original transmissions, the Transaction Code must be "A." An original transaction is the first submission of a record during a survey period. To delete a record, the Transaction Code must be a "D." To change key elements in a batch transaction, the record must FIRST be deleted with a "D" and then added with an "A." Records with an incorrect Transaction Code will be rejected.

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 Transaction Code and resubmit the record with the correct Transaction Code for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

16. Each Staff Fiscal Year Salary record must be unique based on District Number, Social Security Number, Survey Period Code, Fiscal Year and Job Code. -first record accepted, all other duplicate records rejected-

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The last record below would be rejected because the key items (District Number, Social Security Number, Survey Period Code, Fiscal Year and Job Code) duplicate the key items in the first record.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code
03	123456789	5	****	53007
03	123456780	5	****	51004
* 03	123456789	5	****	53007

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

DISTRICT RESPONSIBILITY

If, in fact, the last record above should not have been submitted, the district would not have to take any action. The record was rejected. However, if the record should have been submitted but with a different key, the record should be corrected and resubmitted for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

17. If Salary Supplement Type equals zero, then Salary Supplement Value should equal zero, and if Salary Supplement Type is not zero, Salary Supplement Value should be greater than zero. -record rejected-

EXAMPLE

In the two examples below, 49 zeroes are implied following the listed data in Salary Supplement Type/Value. The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record listed below would be rejected because the Salary Supplement Value is not greater than zero.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Salary Supplement Type/Value
03	123456789	5	****	00000000
* 03	123456780	5	****	B0000000

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

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 Salary Supplement Value and resubmit the record for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

18. If Fiscal Year Salary is 000000000, then at least one Salary Supplement Value must be greater than zero. -record rejected-

EXAMPLE

In the two examples below, 49 zeroes are implied following the listed data in Salary Supplement Type/Value. The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record listed below would be rejected because the Fiscal Year Salary is equal to zero and there is no Salary Supplement Value greater than zero.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Fiscal Year Salary	Salary Supplement Type/Value
03	123456789	5	****	002700000	00000000
* 03	123456780	5	****	000000000	00000000

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

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 Salary Supplement Type/Value or the Fiscal Year Salary and resubmit the record for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

19. Employment Status Code must be A, L, P or T. -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 would be rejected because the Employment Status Code is not valid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Employment Status Code
03	123456789	5	****	A
* 03	123456780	5	****	C

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

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 Employment Status Code and resubmit the record.

STAFF FISCAL YEAR SALARIES - STATE VALIDATIONS RULES

52. Each Fiscal Year Salaries record must have a matching Staff Demographic Information record based on District Number, Social Security Number, Survey Period Code, and Fiscal Year. -state validation 3-

EXAMPLE

The Staff Fiscal Year Salaries record listed below would not pass this edit because there is no matching Staff Demographic Information record based on the key items of District Number, Social Security Number, Survey Period Code, and Fiscal Year.

Staff Demographic Information records

District Number	Social Security Number	Survey Period Code	Fiscal Year
03	123456789	5	****
03	123456780	5	****

Staff Fiscal Year Salaries record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Salary Supplement Type/Value
* 03	123456781	5	****	B00012500

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

DISTRICT RESPONSIBILITY

The district must verify that the Staff Fiscal Year Salaries record is valid, then submit a Staff Demographic Information record based on District Number, Social Security Number, Survey Code, and Fiscal Year.

FISCAL YEAR BENEFITS - REJECT RULES

- 1. District Number must be numeric in the range 01-70 or 72-76 and must be correct for the district submitting the data. -record rejected-**

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number is not in the appropriate range.

District Number	Social Security Number
03	123456789
03	123456782
* 00	123456781

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 District Number and resubmit the record for processing.

- 2. Social Security Number (SSN) must be numeric and greater than zero, unless it is a Staff Number Identifier and the first two positions are "CS" and the last seven positions are numeric. Nine-character SSN's should be left-justified, with a trailing blank. -record rejected-**

EXAMPLE

Social Security Numbers of 0000000000 and (blank)504767954 would cause each record to be rejected. The first number is incorrect because it is not greater than zero. The second is incorrect because it is right-justified rather than left-justified.

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 Social Security Numbers by making them numeric, greater than zero, and left-justified. Resubmit the records for processing.

FISCAL YEAR BENEFITS - REJECT RULES

- 3. Survey Period Code must be 5 and must be correct for the submission specified by the district. -record rejected-**

EXAMPLE

The Survey Period Code specified in the transmission JCL is identified as Survey Period Code "5" and the records are coded as Survey Period Code "3". All updates, adds, or deletes that have this inconsistency are rejected.

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 Survey Period Code on the records being submitted and resubmit the records for processing.

- 4. Fiscal Year must be correct for the submission specified by the district. -record rejected-**

EXAMPLE

Similar to the edit for Survey Period Code, both the Fiscal Year on the JCL and the records being submitted for processing must match.

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 Fiscal Year either on the JCL or the records being submitted and resubmit the records for processing.

FISCAL YEAR BENEFITS - REJECT RULES

5. **School Number, Primary/Home must exist on the Master School Identification File as a valid school in the district of submission. -record rejected-**

EXAMPLE

School Number, Primary/Home 0661 is submitted for district number 01. Since this School Number, Primary/Home is not found on the Master School Identification File for district 01, the record would be rejected.

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 School Number, Primary/Home and resubmit the record for processing.

6. **Job Code must equal one of the codes on the Job Code Assignments table as listed in Appendix E of the DOE Information Data Base Requirements: Volume II--Automated Staff Information System Manual. -record rejected-**

EXAMPLE

The two records listed below would not be loaded to the data base because the Job Codes reported are not on the Job Code Assignments table.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code
* 03	123456789	5	****	0481	00000
* 03	123456780	5	****	0481	51000

**** = 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 Job Code by reporting a valid number from the Job Code Assignments table and resubmit the records for processing.

FISCAL YEAR BENEFITS - REJECT RULES

7. The first occurrence of Selected Benefits, Type must be A, B, C, D, E, F, G, K, L, M, or N; any subsequent occurrences may be Z. However, each Selected Benefits, Type must otherwise be unique. -record rejected- ←

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third and fourth records below would be rejected because the code for Selected Benefits, Type is incorrect.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Selected Benefits, Type
03	123456789	5	****	B
03	123456781	5	****	F
* 03	123456780	5	****	w
* 03	123456788	5	****	O

**** = 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 Selected Benefits, Type and resubmit the records for processing.

FISCAL YEAR BENEFITS - REJECT RULES

8. The first occurrence of Selected Benefits, Value must be numeric and greater than zero, any subsequent occurrences must be numeric and greater than or equal to zero. -record rejected-

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record below would be rejected because the Selected Benefits, Value has been left blank. The fourth record would be rejected because the Selected Benefits, Value is not numeric.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Selected Benefits, Type	Selected Benefits, Value
03	123456789	5	****	B	00012500
03	123456780	5	****	C	00300000
* 03	123456790	5	****	A	
* 03	123456791	5	****	D	ZZZZZZZZ

**** = 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 Selected Benefits, Value and resubmit the records for processing.

FISCAL YEAR BENEFITS - REJECT RULES

9. The Transaction Code must be A, C or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified then the record must not already exist on the data base; if C or D is specified, then the record must exist on the data base. -record rejected-

EXAMPLE

For all original transmissions, the Transaction Code must be "A." An original transaction is the first submission of a record during a survey period. To delete a record, the Transaction Code must be a "D." To change key elements in a batch transaction, the record must FIRST be deleted with a "D" and then added with an "A." Records with an incorrect Transaction Code will be rejected.

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 Transaction Code and resubmit the records for processing.

FISCAL YEAR BENEFITS - REJECT RULES

10. Each Staff Fiscal Year Benefits record must be unique based on District Number; Social Security Number; Survey Period Code; Fiscal Year; and Job Code. -first record accepted, all other duplicate records rejected-

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the key items (District Number; Social Security Number; Survey Period Code; Fiscal Year; and Job Code) duplicate the key items in the first record.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code
03	123456789	5	****	52001
03	123456780	5	****	61234
* 03	123456789	5	****	52001

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

DISTRICT RESPONSIBILITY

If the records that were accepted and loaded to the data base are the correct ones, 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 delete any invalid records, correct any rejected records if necessary, and resubmit the corrected record for processing.

FISCAL YEAR BENEFITS - REJECT RULES

11. For each Selected Benefits, Type code that is not Z, the Selected Benefits, Value must be greater than zero. -record rejected- ←

EXAMPLE

The first and second records below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record below would be rejected because the Selected Benefits, Value for Selected Benefits, Type "D" is zero.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Selected Benefits, Type	Selected Benefits, Value
04	123456789	5	****	B	00012500
04	123456780	5	****	Z	00000000
* 04	123456780	5	****	D	00000000

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

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 Selected Benefits, Value and resubmit the record for processing.

FISCAL YEAR BENEFITS - STATE VALIDATION RULES

22. Each Fiscal Year Benefits record must have a matching Staff Demographic Information record based on District Number, Social Security Number, Survey Period Code, and Fiscal Year. -state validation 3-

EXAMPLE

The Staff Fiscal Year Benefits records listed below would not pass this edit because there is no matching Staff Demographic Information record based on the key items of District Number, Social Security Number, Survey Period Code, and Fiscal Year.

Staff Demographic Information records

District Number	Social Security Number	Survey Period Code	Fiscal Year
03	123456789	5	****
03	123456780	5	****

Staff Fiscal Year Benefits record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Selected Benefits, Type	Selected Benefits, Value
* 03	123456781	5	****	B	00012500

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

DISTRICT RESPONSIBILITY

The district must verify that the Staff Fiscal Year Benefits record is valid, then submit a matching Staff Demographic Information record based on District Number, Social Security Number, Survey Period Code, and Fiscal Year.

FISCAL YEAR BENEFITS - EXCEPTION REPORTS

40. Each Fiscal Year Benefits record must have a matching Fiscal Year Salaries record based on District Number, Social Security Number, Survey Period Code, and Fiscal Year unless the Separation Date on the Staff Demographic Information record is prior to the reported Fiscal Year. -exception report-

EXAMPLE

The Staff Fiscal Year Benefits record listed below would not pass this edit because there is no matching Fiscal Year Salaries record based on the key items of District Number, Social Security Number, Survey Period Code, and Fiscal Year.

Fiscal Year Salaries records

District Number	Social Security Number	Survey Period Code	Fiscal Year
03	123456789	5	****
03	123456780	5	****

Staff Fiscal Year Benefits record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Selected Benefits, Type	Selected Benefits, Value
* 03	123456781	5	****	B	00012500

Staff Demographic Information record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Separation Date
03	123456781	5	****	00000000

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

FISCAL YEAR BENEFITS - EXCEPTION REPORTS

DISTRICT RESPONSIBILITY

The district must verify that the Staff Fiscal Year Benefits record is valid and that the employee had no salary for this fiscal year. If the employee did earn salary during the fiscal year, the district must submit a matching Fiscal Year Salaries record based on District Number, Social Security Number, Survey Period Code, and Fiscal Year.