

**Florida Department of Education  
Education Information and Accountability Services/  
Educational Data Systems**

**Comprehensive Management Information System  
Automated Staff Reporting Format**

**2002-2003 Staff Payroll Information**

1. This type of record must be submitted for all employees during reporting periods 2 and 3. The majority of employees in a district will only have one STAFF PAYROLL record per submission. However, for those individuals who have two primary jobs, e.g., bus driver and cafeteria worker, one record should be submitted for each job. An individual who holds a contract as a teacher and teaches different subjects is not viewed as having two primary job codes. Other examples of individuals holding two primary jobs could include the following: high school teacher/adult night school teacher; bus driver/teacher aide, maintenance worker/security guard.
2. JOB CODE FUND SOURCE: This element should identify up to three fund sources from which the employee is paid at the time of the survey for the primary job reported.
3. SCHOOL NUMBER: Report the school number which indicates the primary school to which this individual is assigned for the reported job code. This may or may not match the school number reported on the employee's demographic information record.
4. DUTY DAYS: Report the standard number of days per year an employee in this job is scheduled to work. For example, if a teacher is hired one week after the school year begins, report the standard duty days (196) for that job.
5. PAY TYPE, PAY RATE, PAY FREQUENCY: Report pay rate and frequency based upon the pay type of the employee. For example, an hourly paid employee (pay type H) would have "hourly wages" reported for pay rate item and "number of hours worked per day" reported for pay frequency. A salaried employee (pay type S) would have "salary earned per pay period" reported for pay rate and "number of pay periods" reported for pay frequency.

**2002-2003 Staff Payroll Information (continued)**

6. JOB CODE, PRIMARY: See Appendix E, (JOB CODE ASSIGNMENTS), in the DOE Information Data Base Requirements: Volume II - Automated Staff Information System for Job Codes.
7. ADDRESS, MAILING: Submit for all employees whose position classification defines them as either administrative or instructional personnel (lines 1-43 of the Public Schools Staff Survey - EEO-5). These include superintendents, assistant superintendents, directors/supervisors of instruction, principals, assistant principals, teachers, librarians/media specialists, guidance counselors, other professional instructional staff, and other personnel occupying similar positions to those listed here.
8. KEY FIELDS: The key fields for this format are item numbers 1, 2, 3, 4, 6 and 16. If a key field needs to be changed, the record must be deleted and re-submitted as an add.

**FLORIDA DEPARTMENT OF EDUCATION  
EDUCATION INFORMATION AND ACCOUNTABILITY SERVICES/  
EDUCATIONAL DATA SYSTEMS**

**2002-2003 STAFF PAYROLL INFORMATION**

<b>FIELD CHARACTERISTICS:</b>  A = Alphabetic only A/N = Alphanumeric N = Numeric only Z = Zoned Numeric P = Packed decimal R = Right justified leading zeros L = Left justified	<b>TAPE CHARACTERISTICS:</b>  9 Track (odd Parity) 1600 or 6250 BPI, EBCDIC Label Information _____ Record size _____ Block size _____	Date: April 2001  Effective Date: July 2001  Format No.: 6359  Record Type: 1 of 1  Activity No.: DB9 30B
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Item Number	From-To	Size	Field Char.	Field Description						
<b>1</b>	<b>1-2</b>	<b>2</b>	<b>N/R</b>	<b>District Number</b>						
				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. See <u>DOE Information Data Base Requirements: Volume II - Automated Staff Information System</u> , Appendix B, for acceptable codes.						
<b>2</b>	<b>3-12</b>	<b>10</b>	<b>A/N/L</b>	<b>Social Security Number</b>						
			→	The number assigned to an individual by the Social Security Administration (left justified).						
<b>3</b>	<b>13-13</b>	<b>1</b>	<b>N</b>	<b>Survey Period Code</b>						
				A code representing one of the state reporting periods.  <table style="margin-left: 40px;"> <tr> <td style="text-align: center;"><u>Code</u></td> <td style="text-align: center;"><u>Definition</u></td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">October</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">February</td> </tr> </table>	<u>Code</u>	<u>Definition</u>	2	October	3	February
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2	October									
3	February									
<b>4</b>	<b>14-17</b>	<b>4</b>	<b>N</b>	<b>Fiscal Year</b>						
				The state fiscal year running from July 1 through June 30 for which the reported data are applicable.  Example: 8788 Fiscal year July 1, 1987 through June 30, 1988						

**FLORIDA DEPARTMENT OF EDUCATION  
EDUCATION INFORMATION AND ACCOUNTABILITY SERVICES/  
EDUCATIONAL DATA SYSTEMS**

**2002-2003 STAFF PAYROLL INFORMATION**

Item Number	From-To	Size	Field Char.	Field Description
<b>5</b>	<b>18-21</b>	<b>4</b>	<b>N/R</b>	<b>School Number, Primary/Home</b>
				The state assigned four digit school number (0001-9899) which indicates the primary administrative reporting unit to which the individual is assigned.
<b>6</b>	<b>22-26</b>	<b>5</b>	<b>N</b>	<b>Job Code, Primary</b>
				<p>The code associated with each primary job assignment of the employee. See <u>DOE Information Data Base Requirements: Volume II -Automated Staff Information System</u>, Appendix E for valid job codes.</p> <p>Example: 53002 Business Education Teacher</p> <p>NOTE: The majority of employees in a district will have only one primary job. However, it is possible for some individuals to have more than one primary job. For example, an employee could hold the primary job of bus driver and a second primary job of cafeteria worker. Caution should be used in differentiating a second primary job from an additional job assignment.</p>
<b>7</b>	<b>27-29</b>	<b>3</b>	<b>N/R</b>	<b>Job Code FTE</b>
				<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 one full-time position should not exceed 100.</p>

**FLORIDA DEPARTMENT OF EDUCATION  
EDUCATION INFORMATION AND ACCOUNTABILITY SERVICES/  
EDUCATIONAL DATA SYSTEMS**

**2002-2003 STAFF PAYROLL INFORMATION**

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<b>8</b>	<b>30-41</b>	<b>12</b>	<b>A/N</b>	<p><b>Job Code Fund Source</b></p> <p>A code to identify up to three fund sources (and corresponding percentages) from which the employee's salary is paid.</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>Elementary and Secondary Education Act (ESEA) Title I</td> </tr> <tr> <td>C</td> <td>Charter School, Not Paid Through District.</td> </tr> <tr> <td>E</td> <td>IDEA - Individuals with Disabilities Education Act</td> </tr> <tr> <td>O</td> <td>Other Federal Programs</td> </tr> <tr> <td>G</td> <td>State/Local Funded Programs (e.g. FEFP, state categorical programs)</td> </tr> </tbody> </table> <p>Examples:</p> <p>→ 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.</p> <p>→ E1000000000-One hundred percent of the employee's salary or wage is paid from IDEA, Individuals with Disabilities Education Act.</p>	<u>Code</u>	<u>Definition</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)
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<b>9</b>	<b>42-42</b>	<b>1</b>	<b>A/R</b>	<p><b>Pay Type</b></p> <p>A code to identify the type of pay the employee receives.</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>H</td> <td>Hourly pay</td> </tr> <tr> <td>S</td> <td>Salary</td> </tr> <tr> <td>D</td> <td>Daily</td> </tr> </tbody> </table>	<u>Code</u>	<u>Definition</u>	H	Hourly pay	S	Salary	D	Daily				
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**FLORIDA DEPARTMENT OF EDUCATION  
EDUCATION INFORMATION AND ACCOUNTABILITY SERVICES/  
EDUCATIONAL DATA SYSTEMS**

**2002-2003 STAFF PAYROLL INFORMATION**

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<b>10</b>	<b>43-50</b>	<b>8</b>	<b>N/R</b>	<b>Pay Rate</b>
				<p>FOR SALARIED EMPLOYEES:</p> <p>The salary, before deductions and prior to supplements, expected to be paid to an employee each pay period. (XXX,XXX.XX)</p> <p>Example: 00217500 = A salaried employee is paid \$2,175 each pay period.</p> <p><u>Or</u></p> <p>FOR EMPLOYEES PAID ON AN HOURLY BASIS:</p> <p>The wage, before deductions and prior to supplements, expected to be paid to an employee per hour. (XXX,XXX.XX)</p> <p>Example: 00000850 = An hourly paid employee is paid \$8.50 per hour.</p> <p><u>Or</u></p> <p>FOR EMPLOYEES PAID ON A DAILY BASIS:</p> <p>The wage, before deductions and prior to supplements, expected to be paid to an employee per day. (XXX,XXX.XX)</p> <p>Example: 00003500 = A daily paid employee is paid \$35.00 per day.</p>
<b>11</b>	<b>51-54</b>	<b>4</b>	<b>N/R</b>	<b>Pay Frequency</b>
				<p>FOR SALARIED EMPLOYEES:</p> <p>The number of pay periods the employee is paid each year. (XX.XX)</p> <p>Example: 1200 A salaried employee is paid 12 times per year.</p> <p><u>Or</u></p> <p>FOR EMPLOYEES PAID ON AN HOURLY BASIS:</p> <p>The number of hours per day the employee is scheduled to work. (XX.XX)</p> <p>(CONTINUED ON NEXT PAGE)</p>

**FLORIDA DEPARTMENT OF EDUCATION  
EDUCATION INFORMATION AND ACCOUNTABILITY SERVICES/  
EDUCATIONAL DATA SYSTEMS**

**2002-2003 STAFF PAYROLL INFORMATION**

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				<p>Example: 0775 An hourly paid employee is scheduled to work 7 3/4 hours per day.</p> <p>Example: 0400 An hourly paid employee is scheduled to work 4 hours per day.</p> <p><u>Or</u></p> <p>FOR EMPLOYEES PAID ON A DAILY BASIS:</p> <p>The number of days per week the employee is scheduled to work. (XX.XX)</p> <p>Example: 0500 A daily paid employee is scheduled to work 5 days per week.</p> <p><u>Or</u></p> <p>FOR TEMPORARY PART-TIME EMPLOYEES THIS MAY BE ZERO FILLED</p> <p>Example: 0000 Temporary or student employee.</p>										
<b>12</b>	<b>55-55</b>	<b>1</b>	<b>A</b>	<b>Pay Class</b>										
				<p>A code to identify the pay schedule to which the employee belongs.</p> <table style="margin-left: 40px;"> <thead> <tr> <th><u>Code</u></th> <th><u>Definition</u></th> </tr> </thead> <tbody> <tr> <td>A</td> <td>Administrative Schedule</td> </tr> <tr> <td>I</td> <td>Instructional Schedule</td> </tr> <tr> <td>O</td> <td>Other</td> </tr> <tr> <td>E</td> <td>Elected/Appointed Position</td> </tr> </tbody> </table>	<u>Code</u>	<u>Definition</u>	A	Administrative Schedule	I	Instructional Schedule	O	Other	E	Elected/Appointed Position
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<b>13</b>	<b>56-58</b>	<b>3</b>	<b>N/R</b>	<b>Duty Days</b>										
				<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>Example: 210 The employee is in a job for which the standard number of duty days per year is 210.</p> <p>Example: 000 The employee is a temporary, substitute or student employee.</p>										

**FLORIDA DEPARTMENT OF EDUCATION  
EDUCATION INFORMATION AND ACCOUNTABILITY SERVICES/  
EDUCATIONAL DATA SYSTEMS**

**2002-2003 STAFF PAYROLL INFORMATION**

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<b>14</b>	<b>59-61</b>	<b>3</b>	<b>N/R</b>	<b>Employment Length</b>
				The number of months (to the nearest half month) the employee is scheduled to work.  Examples: 090 9 months 095 9 1/2 months 120 12 months 000 Temporary/Substitute
<b>15</b>	<b>62-62</b>	<b>1</b>	<b>A</b>	<b>Employment Status Code</b>
				A code to identify the employee's current employment relationship with the school board.  <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.
<b>16</b>	<b>63-64</b>	<b>2</b>	<b>A</b>	<b>Employee Type</b>
				A code to identify the type of employment with the school board.  <u>Code</u> <u>Definition</u> RF       Regular full-time employee RP       Regular part-time employee TF       Temporary full-time employee TP       Temporary part-time employee ST       Student employee  Note:     Report an employee as full-time if the employee's total current assignments require the employee's services each working day at least the number of hours equal to the number of hours of a regular working day for that job.  Note:     Long term substitutes should be reported as temporary full-time employees (TF) and short term substitutes should be reported as temporary part-time employees (TP) unless the employee holds regular employment status.

**FLORIDA DEPARTMENT OF EDUCATION  
EDUCATION INFORMATION AND ACCOUNTABILITY SERVICES/  
EDUCATIONAL DATA SYSTEMS**

**2002-2003 STAFF PAYROLL INFORMATION**

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<b>17</b>	<b>65-66</b>	<b>2</b>	<b>A</b>	<b>Filler</b> ←																								
<b>18</b>	<b>67-67</b>	<b>1</b>	<b>N</b>	<b>Salary Schedule Pay Lane</b>																								
				<p>The pay lane on the district instructional salary matrix from which the individual is paid.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Code</u></th> <th style="text-align: left;"><u>Definition</u></th> <th style="text-align: left;"><u>Code</u></th> <th style="text-align: left;"><u>Definition</u></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Bachelor's</td> <td>6</td> <td>Specialist</td> </tr> <tr> <td>2</td> <td>Bachelor's Plus</td> <td>7</td> <td>Doctorate</td> </tr> <tr> <td>3</td> <td>Master's</td> <td>8</td> <td>Flat Rate, e.g., JROTC instructors</td> </tr> <tr> <td>4</td> <td>Master's Plus</td> <td>0</td> <td>Not an instructional employee and/or is Plus not paid on the regular instructional personnel salary schedule.</td> </tr> <tr> <td>5</td> <td>Beyond Master's Plus</td> <td></td> <td></td> </tr> </tbody> </table>	<u>Code</u>	<u>Definition</u>	<u>Code</u>	<u>Definition</u>	1	Bachelor's	6	Specialist	2	Bachelor's Plus	7	Doctorate	3	Master's	8	Flat Rate, e.g., JROTC instructors	4	Master's Plus	0	Not an instructional employee and/or is Plus not paid on the regular instructional personnel salary schedule.	5	Beyond Master's Plus		
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<b>19</b>	<b>68-69</b>	<b>2</b>	<b>N/R</b>	<b>Salary Schedule Step</b>																								
				<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>																								
<b>20</b>	<b>70-70</b>	<b>1</b>	<b>A</b>	<b>Transaction Code</b>																								
				<p>A code indicating the appropriate action to be taken with respect to the district's data base reporting records.</p> <table style="width: 100%; border-collapse: collapse;"> <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>A</td> <td>Add Record</td> </tr> <tr> <td>C</td> <td>Update Record</td> </tr> <tr> <td>D</td> <td>Delete Record</td> </tr> </tbody> </table>	<u>Code</u>	<u>Definition</u>	A	Add Record	C	Update Record	D	Delete Record																
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**FLORIDA DEPARTMENT OF EDUCATION  
EDUCATION INFORMATION AND ACCOUNTABILITY SERVICES/  
EDUCATIONAL DATA SYSTEMS**

**2002-2003 STAFF PAYROLL INFORMATION**

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<b>21</b>	<b>71-134</b>	<b>64</b>	<b>A/N</b>	<b>Address, Mailing</b>
				<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 DOE Information Data Base Requirements: -- <u>Volume II: Automated Staff Information System</u>, Appendix H for state codes.</p> <p>(9 characters) Zip code left-justified.</p> <p>These are fixed fields.</p>
<b>22</b>	<b>135-160</b>	<b>26</b>	<b>A</b>	<p><b>Filler</b> ←</p>