

## 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	ZZZZZZZZZZZZ	ZZZZZZZZZZZZ

**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	0203	0081	0000112233	Jones	13151962
* 03	123456780	2	0203	0291	0000445566	Smith	02301957

#### 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.

### 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	0203	0081	0000112233	Jones	
* 03	123456780	2	0203	0291	0000445566	Smith	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 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	0203	0081	0000112233	Jones	
* 03	123456780	2	0203	0291	0000445566	Smith	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 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	0203	0081	0000112233	08212004	06022002
03	123456780	2	0203	0291	0000445566	00000000	01152002

### 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	0203	0081	0000112233	08212004	06022002
03	123456780	2	0203	0291	0000445566	00000000	01152002

### 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	0203	0081	0000112233	08212004
* 03	123456780	2	0203	0291	0000445566	00000000

### 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	0203	0000996096	00000000
* 03	123456789	5	0203	0000112233	06162004
* 03	123456780	5	0203	0000445566	02432003

### 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	0203	0081	0000967896	07012002	L
* 03	123456789	5	0203	0081	0000112233	07012002	S

#### 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	0203	0081	0000112233	55555
* 03	123456780	2	0203	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 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	0203	0081	0000112233	Jones	
* 03	123456780	2	0203	0291	0000445566	Smith	X

**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	0203	0291	0000445566	12192001

### 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	0203	0081	0000112233	12192002	A

### 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	0203	0081	0000112233	53002
03	123456780	2	0203	0291	0000445566	00000
* 03	123456789	5	0203	0081	0000778899	51081

### 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	0203	0491	53007	RT
* 03	123456780	5	0203	0481	51004	

#### 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	ZZZZZZZZZZZZ

**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	0203	0081	M
* 03	123456790	2	0203	0081	P
* 03	123456791	2	0203	0081	

### 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	0203	07012001	A
* 03	0123456780	5	0203	07012001	Z

### 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	0203	07012002	A
* 03	0123456788	5	0203	00000000	A

### 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

→ **2G. Birth Date must be in the range beginning with 01011900 and ending with 12311988. -rejected record-**

### 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 Birth Date is not within the specified range.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Birth Date
04	012352847	2	0203	04131960
* 04	025123478	2	0203	02031994

### 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 Birth Date and resubmit the record.

## 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	0203
03	454567858	2	0203

#### *Staff Payroll Information record*

District Number	Social Security Number	Survey Period Code	Fiscal Year
03	454567858	2	0203

### 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	0203	54001

#### *Staff Payroll Information Record*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary
03	123456789	2	0203	51071

### 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**

 **50. Deleted 9/02.**

**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	0203	0081	00000000	08212000
* 03	123456780	5	0203	0291	08132002	08212002

**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	0203	08211997	08211997	06022003
* 03	123456780	5	0203	08211999	08211997	00000000

**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	0203	08191992	08211994	06022003
* 03	123456780	5	0203	08211997	08211993	00000000

### 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 000090000 and greater than zero (000000000) 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, 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	0203	51051	M
*36	223456782	2	0203	51032	Z
36	123906783	2	0203	52004	D

### DISTRICT RESPONSIBILITY

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