

## STAFF PAYROLL INFORMATION - REJECT RULES

1. **District Number must be numeric in the range 01-69 or 71-75 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 active 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, M 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 or P. -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	T

\*\*\*\* = 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

- 26. **Teacher Evaluation code must be A, B 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 Teacher Evaluation code is not a valid code.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/ Home	Teacher Evaluation
03	123456788	2	****	0081	B
* 03	123456789	2	****	0081	R

\*\*\*\* = 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 Teacher Evaluation code and resubmit the record for processing.

## STAFF PAYROLL INFORMATION - REJECT RULES

- 27. If the employee's Job Code places the employee on lines 21-33, inclusive, of the Public Schools Staff Survey - EEO-5, then the Teacher Evaluation code must be A or B.  
-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 Teacher Evaluation code for the Job Code, Primary is not a valid code.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary	Teacher Evaluation
03	123456788	3	****	51051	B
*03	123456789	3	****	51062	Z
03	123456791	3	****	61232	Z

\*\*\*\* = 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 Teacher Evaluation code or the Job Code, Primary and resubmit the record for processing.

## STAFF PAYROLL INFORMATION - REJECT RULES

- 28. The Staff Number Identifier, Local may be any combination of letters, numbers and blanks. (All blanks are allowable.) -record rejected-

### EXAMPLE

The first three records listed below would be loaded to the data base assuming no other edit would cause their rejection. The fourth record would be rejected because the Staff Number Identifier, Local contains a symbol (@).

District Number	Staff Number Identifier, Local
01	0123456789
01	ABC123DEF9
01	3001 28K
* 01	2121@xyz

### 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 Staff Number Identifier, Local and resubmit the record.

## STAFF PAYROLL INFORMATION - REJECT RULES

- 29. The Staff Number Identifier, Local must not be identical to the Social Security Number. -record rejected-

### EXAMPLE

The first record listed below would be loaded to the data base assuming no other edit would cause its rejection. The second record would be rejected because the Staff Number Identifier, Local is the same as the Social Security Number.

District Number	Social Security Number	Staff Number Identifier, Local
01	123456789	A000012537
* 01	012345678	012345678

### 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 Staff Number Identifier, Local or the Social Security Number and resubmit the record.

## 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 02500000. -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, 55080 or 59080), 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, 55080 or 59080), 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, 55080 or 59080), 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 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 or 3 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, 55080 or 59080), 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 PAYROLL INFORMATION - EXCEPTION REPORTS

62. 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, 55080 or 59080), then the Employment Length must be greater than 04.0. -exception report-

### EXAMPLE

The first record listed below would cause a message to be generated because the employee has a job code that falls within lines 21-43 of the EEO-5 survey but the reported Employment Length is less than four. The second record would not cause an error message because the job code is for a substitute teacher.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Employment Length
* 03	123456789	2	****	0481	53007	025
03	123456780	2	****	0481	51080	020

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

### DISTRICT RESPONSIBILITY

The district should verify the Employment Length and if in error correct the record.

**STAFF PAYROLL INFORMATION - EXCEPTION REPORTS**

→ **63. If District Number and Employee Name, Legal (Last Name, First Name) are on the file of Progress Monitoring and Reporting Network (PMRN) for Reading Coaches then Job Code, Primary or Job Code, Additional (on the Staff Additional Job Assignment format) should be 64021, 64022 or 64023. –exception report-**

**EXAMPLE**

→ The second Staff Payroll Information record listed below would not pass this edit because neither the Job Code, Primary nor the Job Code, Additional is 64021, 64022 or 64023 and the employee's name is listed on the PMRN for Reading Coaches in the district. The first Staff Payroll Information record would pass this edit because the matching Staff Additional Job Assignment record has a job code of 64022.

*Staff Payroll Information record*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary
03	123456781	2	****	51043
*03	123456785	2	****	51027

*Staff Additional Job Assignment record*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Additional
03	123456781	2	****	64021 ←
03	123456785	2	****	51085

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

## STAFF PAYROLL INFORMATION - EXCEPTION REPORTS

### *Progress Monitoring and Reporting Network (PMRN)*

District Number	Name	Job Title	School Name
03	John Smith	Reading Coach	ABC Elementary
03	Jane Doe	Reading Coach	XYZ Middle

### *Staff Demographic Information record*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary	Employee Name, Legal (Last Name, First Name)
03	123456781	2	****	51043	Smith, John
03	123456785	2	****	51027	Doe, Jane

### **DISTRICT RESPONSIBILITY**

The district must review the records to determine whether Jane Doe holds the job of Reading Coach. If Jane Doe is a Reading Coach then the district must submit a correction to the Job Code, Primary or Job Code, Additional. If Jane Doe is not a Reading Coach then no revisions to the staff data base records are necessary.

## STAFF PAYROLL INFORMATION - EXCEPTION REPORTS

- 64. If Job Code, Primary is 64021, 64022 or 64023, then one of the Job Code Fund Source codes should be R or S. -exception report-

### EXAMPLE

The first record listed below would pass the edit. The second record would cause an error message to be generated because the employee has a Job Code, Primary of  
→ 64021 and none of the Job Code Fund Source codes is R or S.

*Staff Payroll Information record*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary	Job Code Fund Source
61	123456789	2	****	64023	S050G0500000
*61	123456780	2	****	64021	G10000000000



### DISTRICT RESPONSIBILITY

The district should review the data in the second record to verify the entries for Job Code, Primary and Job Code Fund Source. If there is an error in the data the district should submit an update to the record.