

APPENDIX S

Staff Survey Checklists

Purpose and Use: The checklists in this appendix are for each of the staff surveys, and are intended for school district use in the preparation, processing, verification and update of each DOE Information Data Base staff survey. They have been designed to assist the district MIS and data processing staff in determining that no important step has been omitted in the process, all data have been submitted, errors have been corrected and the expected results for the survey have been achieved. Some districts may have created their own checklists. If this is the case, additional items may be found in this appendix that can be used to update existing checklists. Other districts are urged to use these checklists or to customize them to suit the needs of the district.

The following is an explanation of each of the major headings on the checklists:

Timeline: Appendix B of this manual lists the timelines for each staff survey. These timelines include the survey dates, due date, state processing window, and last day of the update window.

Record Formats: The record formats listed are the ones to be reported for the survey. It is essential that the district staff determine that the latest version of the format for the reporting year is being used. It is also essential that district staff study the record formats to determine which staff members and which data elements are to be reported for the survey. Useful information can be found on the cover pages of each record format.

→ **Select Data Elements by Record Format:** The district needs to pay close attention to the data elements listed in this section. They are not listed because they are the most important for the survey. They are listed because they have been problematic in the past as far as quality and accuracy of reporting are concerned. The district needs to be certain that these elements are accurate for each staff member reported in the survey. Remember, after the close of the state processing window for each survey, reports/files are generated to fill requests and to create publications. Consequently, it is essential that reported data are accurate.

Datasets Loaded to Data Base: District MIS and data processing staff must check initial edit reports and/or the Edit Status Tables of the on-line programs to be certain that all initial datasets submitted by the district have loaded to the data base. Making this determination can save valuable time in the long run.

Validation/Exception Reports: These reports must be requested by the district after appropriate datasets have been loaded to the database. They are not automatically produced by EDS. The requests should be made as early in the survey as possible to allow ample time for corrections to be made.

APPENDIX S

Staff Survey Checklists

Reports Helpful for Reviewing Data Submitted: Once datasets have been submitted, these reports will give the district a view of certain kinds of information. They can be used to determine whether the data submitted have produced the expected results. In some instances, these reports will point out data problems. If requested during the state processing window, these reports can lead to the identification of data problems that can be corrected prior to the close of the processing window. Those reports that are produced by school can be shared with school level staff for data verification.

APPENDIX S

Staff Survey Checklists

Survey 1

Timeline: See Appendix B.

Record Format:

___ Staff Inservice Education Components

NOTE: Please review record format cover page to determine the data to be reported for the survey.

 **Select Data Elements by Record Format:**

All elements – Report these for inservice education components, not for employees.

Datasets Loaded to Data Base:

___F61870 – Staff Inservice Education Components

Validation/Exception Reports (These reports must be requested by the district because they are not automatically produced by EDS.):

Not applicable for this format.

Reports Helpful for Reviewing Data Submitted:

Not applicable for this format.

APPENDIX S

Staff Survey Checklists

Survey 2

Timeline: See Appendix B.

Record Formats:

- ___ Staff Demographic Information
- ___ Staff Experience
- ___ Staff Multidistrict Employee
- ___ Staff Payroll Information
- ___ Staff Additional Job Assignments
- ___ Staff Salary Supplements
- ___ Staff Benefits

NOTE: Please review record format cover pages to determine the data to be reported for this survey.

Selected Data Elements by Record Format:

- ➔ Staff Demographic Information
 - ___ Job Code, Primary - Assign this code based on the job duties performed by the employee. This code is used to categorize employees for aggregate reporting.
- ➔ Staff Experience
 - ___ Experience Type - Report for all instructional personnel including, instructional administrators.
 - ___ Experience Length - Report a length of “00” for an employee in the first year of experience.
- ➔ Staff Payroll Information
 - ___ Job Code, Primary - Assign this code based on the job duties performed by the employee. This code is used to categorize employees for aggregate reporting.
 - ___ Pay Class – The employee’s salary pay schedule determines this code.
- ➔ Staff Salary Supplements
 - ___ Salary Supplement Value - Include all supplements scheduled to be paid for the year.
- ➔ Staff Benefits
 - ___ Selected Benefits, Type - Include all types that apply to the employee.
 - ___ Selected Benefits, Value - For benefits disbursed in aggregate amounts, prorate the amount across all employees to whom the benefit applies.

APPENDIX S

Staff Survey Checklists

Survey 2 Continued

Datasets Loaded to Data Base:

- F61025 - Staff Demographic Information
- F61026 - Staff Experience
- F61027 - Staff Multidistrict Employee
- F61028 - Staff Payroll
- F61029 - Staff Additional Job Assignments
- F61030 - Staff Salary Supplements
- F61031 - Staff Benefits

Validation Reports (These reports must be requested by the district because they are not automatically produced by EDS.):

- F61399 - Staff Demographic Validation
- F61404 - Staff Experience Validation
- F61406 - Staff Multidistrict Employee Validation
- F61401 - Staff Payroll Validation
- F61402 - Staff Additional Job Assignments Validation
- F61400 - Staff Salary Supplements Validation
- F61403 - Staff Benefits Validation

Reports Helpful for Reviewing Data Submitted:

- F07269 - Staff Survey
- F60634 - Teacher Salary Data
- F61332 - Instructional Personnel Experience
- F61555 - District Salary Survey (Part I)
- F61556 - District Salary Survey - Payroll
- F61557 - District Salary Survey - Benefits
- F61559 - District Salary Survey - Supplements
- F61561 - Distribution of Staff in Consortia
- F62419 - Salary by EEO Line/Employee
- F63059 - Salary by School/EEO Line
- F70069 - Educational Funding Accountability Report

APPENDIX S

Staff Survey Checklists

Survey 3

Timeline: See Appendix B.

Record Formats:

- Staff Demographic Information
- Staff Payroll Information
- Staff Additional Job Assignments
- Staff Salary Supplements
- Staff Benefits

NOTE: Please review record format cover pages to determine the data to be reported for this survey.

Select Data Elements by Record Format:

- ➔ Staff Demographic Information
 - Job Code, Primary - Assign this code based on the job duties performed by the employee. This code is used to categorize employees for aggregate reporting.
- ➔ Staff Payroll Information
 - Job Code, Primary - Assign this code based on the job duties performed by the employee. This code is used to categorize employees for aggregate reporting.
 - Pay Class – The employee’s salary pay schedule determines this code.
- ➔ Staff Salary Supplements
 - Salary Supplement Value - Include all supplements scheduled to be paid for the year.
- ➔ Staff Benefits
 - Selected Benefits, Type - Include all types that apply to the employee.
 - Selected Benefits, Value - For benefits disbursed in aggregate amounts, prorate the amount across all employees to whom the benefit applies.

Datasets Loaded to Data Base:

- F61025 - Staff Demographic Information
- F61028 - Staff Payroll
- F61029 - Staff Additional Job Assignments
- F61030 - Staff Salary Supplements
- F61031 - Staff Benefits

APPENDIX S

Staff Survey Checklists

Survey 3 Continued

Validation Reports (These reports must be requested by the district because they are not automatically produced by EDS.):

- F61399 - Staff Demographic Validation
- F61401 - Staff Payroll Validation
- F61402 - Staff Additional Job Assignments Validation
- F61400 - Staff Salary Supplements Validation
- F61403 - Staff Benefits Validation

Reports Helpful for Reviewing Data Submitted:

- F07269 - Staff Survey
- F61555 - District Salary Survey (Part I)
- F61556 - District Salary Survey - Payroll
- F61557 - District Salary Survey - Benefits
- F61559 - District Salary Survey - Supplements
- F61561 - Distribution of Staff in Consortia
- F62419 - Salary by EEO Line/Employee
- F63059 - Salary by School/EEO Line
- F70069 - Educational Funding Acct. Report Require

APPENDIX S

Staff Survey Checklists

Survey 5

Timeline: See Appendix B.

Record Formats:

- Staff Demographic Information
- Staff Inservice Education
- Staff Fiscal Year Salaries
- Staff Fiscal Year Benefits

NOTE: Please review record format cover pages to determine the data to be reported for this survey.

Select Data Elements by Record Format:

- Staff Demographic Information
 - Job Code, Primary - Assign this code based on the job duties performed by the employee. This code is used to categorize employees for aggregate reporting.
- Staff Fiscal Year Salaries
 - Job Code - Assign this code based on the job duties performed by the employee. This code is used to categorize employees for aggregate reporting.
 - Fiscal Year Salary - Report all salary earned by the employee during the fiscal year.
 - Salary Supplement Type/Value - Include all supplements paid to the employee for the fiscal year.
- Staff Fiscal Year Benefits
 - Selected Benefits, Type/Value - Include all benefits to which the school district contributed for the employee for the fiscal year. For benefits disbursed in aggregate amounts, prorate the amount across all employees to whom it applies.

Datasets Loaded to Data Base:


- F61025 - Staff Demographic Information
- F61869 - Staff Inservice Education
- F63313 - Staff Fiscal Year Salaries
- F63318 - Staff Fiscal Year Benefits

APPENDIX S

Staff Survey Checklists

Survey 5 Continued

Validation Reports (These reports must be requested by the district because they are not automatically produced by EDS.):

- F61399 - Staff Demographic Validation
-  F61874 – Staff Inservice Education Validation
- F63317 – Staff Fiscal Year Salaries Validation
- F63322 – Staff Fiscal Year Benefits Validation

Reports Helpful for Reviewing Data Submitted:

- F60682 - Staff Terminations (Aggregate)
- F70093 – Salary Supplement Report
- F70094 – Benefit Report
- F70095 – Salary Totals Report