

## APPENDIX P

### Modification of Staff Data Base State Edit Programs

| Reporting Format                     | Editing Process  | Source Modifications to Make Before Compiling  | Output Files   |
|--------------------------------------|--|--|--|
| <b>Staff Demographic Information</b> | <p>a) Sort the input in district of service, year, survey, social security number, and transaction code sequence.</p> <p>b) Execute PSGU02 to identify and remove duplicates.</p> <p>c) Sort the resultant output in school, social security number and transaction code sequence.</p> <p>d) Execute PSGU01 to identify all edit errors.</p> | <p>a) Replace the value in the district name field with your district's name in PSGU01 and PSGU02.</p> <p>b) PSGU01 reads the Master School ID File in paragraphs</p> <p style="text-align: center;">0-Mainline<br/>1501-Check-Id-File</p> <p>This read is made using calls to modules MSIDREAD which has been commented out. You will need to replace it with reads to your own copies of these files. If your district does not have an automated copy of this file, leave the program unmodified. It will still execute, but PSGU01 will not detect errors which depend on the file.</p> <p style="text-align: center;"><b>(continued on next page)</b></p> | <p>The output files from the GUAA job stream are as follows:</p> <p>Edit Error Report - F61163</p> <p>Duplicate Report - F61164</p> <p>Records with Errors - F61162</p> <p>Records that would be loaded – F61161</p> |

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### Modification of Staff Data Base State Edit Programs (Continued)

| Reporting Format                                 | Editing Process | Source Modifications to Make Before Compiling  | Output Files |
|--|-----------------|--|--------------|
| <b>Staff Demographic Information (continued)</b> |                 | c) PSGU01 reads the Job Code Title File paragraph 7170-REJ-Jobcode. You will need to insert your own logic to open, read and close this file.<br><br>d) The programs use the System time and date. You may need to replace these with your institution's standard. |              |

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**Modification staff Data Base State Edit Programs (Continued)**

| <b>Reporting Format</b>                | <b>Editing Process</b>   | <b>Source Modifications to Make Before Compiling</b>   | <b>Output Files</b>  |
|--|--|--|--|
| <p><b>Staff Salary Supplements</b></p> | <p>a) Sort the input in social security number, district of service, year, survey, supplement-type sequence.</p> <p>b) Execute PSGU03 to identify all edit errors.</p> | <p>a) Replace the value in the district name field with your district's name in PSGU03.</p> <p>b) The programs use the System time and date. You may need to replace these with your institution's standard.</p> | <p>The output files from the GUAB job stream are as follows:</p> <p>Edit Error Report - F61167</p> <p>Duplicate Report – F61168</p> <p>Records with Errors - F61166</p> <p>Records that would be loaded – F61165</p> |

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### Modification of Staff Data Base State Edit Programs (Continued)

| Reporting Format                 | Editing Process  | Source Modifications to Make Before Compiling   | Output Files   |
|----------------------------------|--|---|--|
| <b>Staff Payroll Information</b> | <p>a) Sort the input in social security number, district of service, year, survey, and primary job code sequence.</p> <p>b) Execute PSGU06 to identify and remove duplicates.</p> <p>c) Sort the resultant output in school, social security number, district of service, year, survey, and primary job code sequence.</p> <p>d) Execute PSGU05 to identify all edit errors.</p> | <p>a) Replace the value in the district-name field with your district's name in PSGU05 and PSGU06.</p> <p>b) PSGU05 reads the Master School Id File in paragraphs</p> <p style="padding-left: 40px;">0-Mainline<br/>1501-Check-Id-File</p> <p>These reads, and their opens and closes, are made using calls to modules SA25O, SA25K, SA25C which have been commented out. You will need to replace them with opens, reads and closes to your own copy of this file. If your district does not have an automated copy of this file, leave the program unmodified. It will still execute, but PSGU05 will not detect errors which depend on these files.</p> <p style="text-align: center;"><b>(continued on next page)</b></p> | <p>The output files from the GUAC job stream are as follows:</p> <p>Edit Error Report - F61171</p> <p>Duplicate Report – F61172</p> <p>Records with Errors - F61170</p> <p>Records that would be loaded – F61169</p> |

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### Modification of Staff Data Base State Edit Programs (Continued)

| Reporting Format                      | Editing Process | Source Modifications to Make Before Compiling   | Output Files |
|---------------------------------------|-----------------|---|--------------|
| Staff Payroll Information (continued) |                 | <p>c) PSGU05 reads the Job Code Title File paragraph 7060-REJ-Jobcode. You will need to insert your own logic to open, read and close this file.</p> <p>d) The programs use the System time and date. You may need to replace these with your institution's standard.</p> |              |

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### Modification of Staff Data Base State Edit Programs (Continued)

| Reporting Format                               | Editing Process   | Source Modifications to Make Before Compiling  | Output Files   |
|--|---|--|--|
| <p><b>Staff Additional Job Assignments</b></p> | <p>a) Sort the input in social security number, district of service, year, survey, and additional job code sequence.</p> <p>b) Execute PSGU08 to identify and remove duplicates.</p> <p>c) Sort the resultant output in school, social security number, district of service, year, survey, and additional job code sequence.</p> <p>d) Execute PSGU07 to identify all edit errors including duplicates.</p> | <p>a) Replace the value in the district name field with your district's name in PSGU07.</p> <p>b) PSGU07 reads the Master School Id File in paragraphs</p> <p style="padding-left: 40px;">0-Mainline<br/>1501-Check-Id-File</p> <p>These reads, and their opens and closes, are made using calls to modules SA25O, SA25K, SA25C which have been commented out. You will need to replace them with opens, reads and closes to your own copy of this file. If your district does not have an automated copy of this file, leave the program unmodified. It will still execute, but PSGU07 will not detect errors which depend on these files.</p> <p style="text-align: center;"><b>(continued on next page)</b></p> | <p>The output files from the GUAD job stream are as follows:</p> <p>Edit Error Report - F61175</p> <p>Duplicate Report - F61176</p> <p>Records with Errors - F61174</p> <p>Records that would be loaded – F61173</p> |

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### Modification of Staff Data Base State Edit Programs (Continued)

| Reporting Format                                    | Editing Process | Source Modifications to Make Before Compiling  | Output Files |
|---|-----------------|--|--------------|
| <b>Staff Additional Job Assignments (continued)</b> |                 | c) PSGU07 reads the Job Code Title File paragraph 7060-REJ-Jobcode. You will need to insert your own logic to open, read and close this file.<br><br>d) The programs use the System time and date. You may need to replace these with your institution's standard. |              |

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### Modification of Staff Data Base State Edit Programs (Continued)

| Reporting Format      | Editing Process  | Source Modifications to Make Before Compiling   | Output Files  |
|-----------------------|--|---|---|
| <b>Staff Benefits</b> | a) Sort the input in social security number, district of service, year, survey and benefit type sequence.<br><br>b) Execute PSGU09 to identify all edit errors including duplicates. | a) Replace the value in the district name field with your district's name in PSGU09.<br><br>b) The programs use the System time and date. You may need to replace these with your institution's standard. | The output files from the GUAE job stream are as follows:<br><br>Edit Error Report - F61179<br><br>Duplicate Report - F61180<br><br>Records with Errors - F61178<br><br>Records that would be loaded – F61177 |

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### Modification of Staff Data Base State Edit Programs (Continued)

| Reporting Format        | Editing Process   | Source Modifications to Make Before Compiling  | Output Files   |
|-------------------------|---|--|--|
| <b>Staff Experience</b> | <p>a) Sort the input file in social security number, experience type, district of service, year and survey sequence.</p> <p>b) Execute PSGU44 to identify all edit errors including duplicates.</p> | <p>a) Replace the value in the district name field with your district's name in PSGU44.</p> <p>b) The programs use the System time and date. You may need to replace these with your institution's standard.</p> | <p>The output files from the GUAH job stream are as follows:</p> <p>Edit Error Report - F61379</p> <p>Duplicate Report - F61380</p> <p>Records with Errors - F61381</p> <p>Records that would be loaded – F61382</p> |

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**Modification of Staff Data Base State Edit Programs (Continued)**

| <b>Reporting Format</b>                  | <b>Editing Process</b>  | <b>Source Modifications to Make Before Compiling</b>  | <b>Output Files</b>  |
|--|---|---|--|
| <p><b>Staff Fiscal Year Salaries</b></p> | <p>a) Sort the input in social security number, district of service, year, survey, and additional job code sequence.</p> <p>b) Execute PSGU105 to identify and remove duplicates.</p> <p>c) Sort the resultant output in school, social security number, district of service, year, survey, and additional job code sequence.</p> <p>d) Execute PSGU104 to identify all edit errors including duplicates.</p> | <p>a) Replace the value in the district name field with your district name in PSGU104.</p> <p>b) PSGU104 reads the Master School Id File in paragraphs</p> <p align="center">0-Mainline<br/>1501-Check-Id-File</p> <p>These reads, and their opens and closes, are made using calls to modules SA250, SA25K, SA25C which have been commented out. You will need to replace them with opens, reads and closes to your own copy of this file. If your district does not have an automated copy of this file, leave the program unmodified. It will still execute, but PSGU104 will not detect errors which depend on these files.</p> <p align="center"><b>(continued on next page)</b></p> | <p>The output files from the GUFA job stream are as follows:</p> <p>Edit Error Report - F63314</p> <p>Duplicate Report – F63316</p> <p>Records with Errors – F63315</p> <p>Records that would be loaded – F63323</p> |

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### Modification of Staff Data Base State Edit Programs (Continued)

| Reporting Format                              | Editing Process | Source Modifications to Make Before Compiling   | Output Files |
|---|-----------------|---|--------------|
| <b>Staff Fiscal Year Salaries (continued)</b> |                 | c) PSGU104 reads the Job Code Title File paragraph 7060-REJ-Jobcode. You will need to insert your own logic to open, read and close this file.<br><br>d) The programs use the System time and date. You may need to replace these with your institution's standard. |              |

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### Modification of Staff Data Base State Edit Programs (Continued)

| Reporting Format                  | Editing Process   | Source Modifications to Make Before Compiling  | Output Files   |
|-----------------------------------|---|--|--|
| <b>Staff Fiscal Year Benefits</b> | a) Sort the input in social security number, district of service, year, survey and job code sequence.<br><br>b) Execute PSGU106 to identify all edit errors including duplicates. | a) Replace the value in the district name field with your district's name in PSGU106.<br><br>b) The programs use the System time and date. You may need to replace these with your institution's standard. | The output files from the GUFB job stream are as follows:<br><br>Edit Error Report – F63319<br><br>Duplicate Report – F63321<br><br>Records with Errors -<br><br>Records that would be loaded – F63324 |

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### Modification of Staff Data Base State Edit Programs (Continued)

| Reporting Format                    | Editing Process   | Source Modifications to Make Before Compiling  | Output Files   |
|-------------------------------------|---|--|--|
| <b>Staff Multidistrict Employee</b> | <p>a) Sort the input file in social security number, multidistrict district number, district of service, year and survey sequence.</p> <p>b) Execute PSGU04 to identify all edit errors including duplicates.</p> | <p>a) Replace the value in the district name field with your district's name in PSGU04.</p> <p>b) The programs use the System time and date. You may need to replace these with your institution's standard.</p> | <p>The output files from the GUAL job stream are as follows:</p> <p>Edit Error Report - F61384</p> <p>Duplicate Report - F61383</p> <p>Records with Errors - F61385</p> <p>Records that would be loaded – F61386</p> |

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### Modification of Staff Data Base State Edit Programs (Continued)

| Reporting Format                       | Editing Process   | Source Modifications to Make Before Compiling  | Output Files   |
|--|---|--|--|
| <p><b>Professional Development</b></p> | <p>a) Sort the input in district of service, year, survey, social security number, component number, and transaction code sequence.</p> <p>b) Execute PSGU75 to identify and remove duplicates.</p> <p>c) Sort the resultant output in school, social security number, component number, and transaction code sequence.</p> <p>d) Execute PSGU73 to identify all edit errors.</p> | <p>a) Replace the value in the district name field with your district's name in PSGU73 and PSGU75.</p> <p>b) PSGU73 accesses the Master School ID File in paragraphs</p> <p style="padding-left: 40px;">0-Mainline<br/>1501-Check-ID-File</p> <p>These reads, and their opens and closes, are made using calls to modules SA25O, SA26K, SA25C, which have been commented out. You will need to replace them with opens, reads, and closes to your own copy of this file. If your district does not have an automated copy of this file, leave the program unmodified. It will still execute, but PSGU73 will not detect errors which depend on the file.</p> <p>The programs use the System time and date. You may need to replace these with your institution's standard.</p> | <p>The output files from the GUDE job stream are as follows:</p> <p>Edit Error Report – F61871</p> <p>Duplicate Report - F61873</p> <p>Records with Errors - F61872</p> <p>Records that would be loaded – F61899</p> |