STAFF ADDITIONAL COMPENSATION - REJECT RULES

1.   District Number must be numeric in the range 01-68 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 database 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 database, 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, excluding the value 999999999, 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 database, the district must correct the Social Security Numbers by making them numeric, greater than zero and left-justified. Resubmit the records for processing.

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 database, the district must correct the Survey Period Code either on the JCL or the records being submitted 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 database, the district must correct the Fiscal Year either on the JCL or the records being submitted and resubmit the records for processing.

**5.   Additional Compensation Type code must be A, B, E - K, N – W, Y, Z, or 1-4.
-record rejected-**

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record listed below would be rejected because the Additional Compensation Type code is not an acceptable code.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Additional Compensation Type	Additional Compensation Value
03	123456789	2	****	B	0045000
* 03	123456780	2	****	L	0025000

**** = 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 database, the district must correct the Additional Compensation Type and resubmit the record for processing.

6.   Additional Compensation Value must be numeric. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record listed below would be rejected because the Additional Compensation Value is not numeric.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Additional Compensation Type	Additional Compensation Value
03	123456789	2	****	B	0045000
* 03	123456780	2	****	B	Z000000

**** = 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 database, the district must correct the Additional Compensation Value to be greater than zero and resubmit the record for processing.

7.   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 database; if C or D is specified, then the record must exist on the database. -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 database, the district must correct the Transaction Code and resubmit the record for processing.

8. **Each Staff Additional Compensation record must be unique based on District Number, Social Security Number (or Staff Number Identifier), Survey Period Code, Fiscal Year, and Additional Compensation Type code. -first record accepted, all others duplicate records rejected-**

EXAMPLE

The first and second records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The last record below would be rejected because the key items (District Number, Social Security Number, Survey Period Code, Fiscal Year, and Additional Compensation Type code) duplicate the key items in the first record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Additional Compensation Type
03	123456789	2	****	C
03	123456780	2	****	B
* 03	123456789	2	****	C

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. 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.

9.   The Staff Number Identifier, Local may be any combination of letters, numbers and blanks. All blanks are not allowable. It must be left-justified with trailing blanks. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the database assuming no other edit would cause their rejection. The third record would be rejected because the Staff Number Identifier, Local contains a symbol (@). The fourth record would be rejected because it is right-justified rather than left-justified.

District Number	Staff Number Identifier, Local
01	0123456789
01	ABC123DEF9
* 01	2121@xyz
*01	123456

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 database, the district must correct the Staff Number Identifier, Local and resubmit the records.

10.   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 database 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 database, the district must correct the Staff Number Identifier, Local or the Social Security Number and resubmit the record.

11.   Florida Education Identifier (FLEID) is alphanumeric and must be entered as "FL" in the first 2 positions followed by twelve numeric digits. No blanks or spaces are allowable. -record rejected-

EXAMPLE

Florida Education Identifier:
- FL012345678910

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 database, the district must correct the Florida Education Identifier and resubmit the record for processing.

50.   Each Staff Additional Compensation record must have a matching Staff Demographic Information record based on District Number, Social Security Number, Survey Period Code and Fiscal Year. -state validation-

EXAMPLE

The Staff Additional Compensation record below would not pass this edit because it has no matching Staff Demographic Information record (based on District Number, Social Security Number, Survey Period Code, and Fiscal Year).

Staff Demographic Information records

District Number	Social Security Number	Survey Period Code	Fiscal Year
03	123456789	2	****
03	123456780	2	****

Staff Additional Compensation record

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/ Home	Additional Compensation Type	Additional Compensation Value
* 03	123456781	2	****	0481	B	0045000

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

DISTRICT RESPONSIBILITY

The district must verify that the Staff Additional Compensation record is valid, then submit a matching Staff Demographic Information record based on District Number, Social Security Number, Survey Period Code, and Fiscal Year.

51.   If the Additional Compensation Type code is Y, then the Salary Schedule Pay Type on the Staff Payroll Information record must be 0, A, or B. The match should be done using District Number, Social Security Number, Survey Period Code and Fiscal Year   -state validation 3-

EXAMPLE

The Staff Additional Compensation record below would not pass this edit because the correct relationship does not exist between the Additional Compensation Type code and the Salary Schedule Pay Type code (based on District Number, Social Security Number, Survey Period Code, and Fiscal Year).

Staff Payroll Information records

District Number	Social Security Number	Survey Period Code	Fiscal Year	Salary Schedule Pay Type
03	123456789	2	****	2
03	123456780	2	****	7

Staff Additional Compensation record

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/ Home	Additional Compensation Type	Additional Compensation Value
* 03	123456780	2	****	0481	Y	0150000

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

DISTRICT RESPONSIBILITY

The district must determine which record is in error, the Additional Compensation Type or the Staff Payroll Information, and then correct it so that the proper relationship exists between these two formats.