

**THE FOLLOWING
CHANGES ARE FOR
FISCAL YEAR
2324**

January 5th, 2024

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-~~or~~8. -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 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 database, 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

16. Separation Reason code must be A-P or Z. ~~This edit does not apply to Survey~~
8. -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 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	****	0081	0000967896	0701****	L
* 03	123456789	5	****	0081	0000112233	0701****	S

**** = 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 Separation Reason and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION – REJECT RULES

2D. If Survey Period Code is 2 or 3, then The sum of the number of Days Present; Days Absent, Personal Leave; Days Absent, Sick Leave; Days Absent, Temporary Duty Elsewhere; and Days Absent, Other must be 000. If Survey Period Code is 5, then the sum of the number of Days Present; Days Absent, Personal Leave; Days Absent, Sick Leave; Days Absent, Temporary Duty Elsewhere; and Days Absent, Other must be greater than zero or less than or equal to 180 for Employee Types RF, CF or TF for employees whose job codes place them on lines 9-19 (school administrators) or 21-33 (teachers) of the Public Schools Staff Survey (EEO-5); or all of these must be 999, unless District Number is 71. All others may be 000. ~~This edit does not apply to Survey 8.~~ -record rejected-

EXAMPLE

The first two records below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the sum of the number of Days Present; Days Absent, Personal Leave; Days Absent, Sick Leave; Days Absent, Temporary Duty Elsewhere; and Days Absent, Other equals 181.

District Number	Social Security Number	Survey Period	Days Present	Days Absent, Personal Leave	Days Absent, Sick Leave	Days Absent, Temporary Duty Elsewhere	Days Absent, Other
16	123456789	2	000	000	000	000	000
16	123456788	5	045	000	000	000	000
* 16	123456780	5	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 database, the district must correct the record so that the sum of the number of days present plus days absent is greater than zero or less than or equal to 180 and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION – REJECT RULES

2W. If the employee's Job Code, Primary places the employee on lines 44-54, inclusive, of the Public Schools Staff Survey – EEO-5, then the Degree/Credential Earned code must be Z. ~~This edit does not apply to Survey period 8.~~ –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 and third records listed below would be rejected because the Job Code, Primary falls on lines 44-54 of the Public Schools Staff Survey – EEO-5 and the Degree/Credential Earned is not Z.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary	Degree/Credential Earned
03	123456789	2	****	51101	Z
* 03	123456790	2	****	65022	M
* 03	123456791	2	****	75094	B

**** = 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 database, the district must correct the Degree/Credential Earned code or the Job Code, Primary and resubmit the records for processing.