

**THE FOLLOWING CHANGES ARE FOR  
FISCAL YEAR  
1920**

**July 10, 2020**

## STAFF FISCAL YEAR SALARIES – STATE VALIDATION RULES

### NEW EDIT 1920

55. If Job Code, Primary is not 71001 or 72000 and if the Employee Type ([on the Staff Demographic format](#)) is not ST, TF or TP, then Duty Days must be numeric, greater than zero and not more than 265, [unless Fiscal Year Salary is 00000000 or Employment Status Code = P.](#) - state validation -

### EXAMPLE

The first record would cause a message to be generated because the Duty Days for Employee Type RF is equal to zero. The second record would cause a message to be generated because Duty Days is not numeric.

#### *Staff Demographic Information records*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Employee, Type
03	123456789	5	****	RF
03	123456780	5	****	RF
03	123456780	5	****	RF

#### *Staff Fiscal Year Salaries*

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/ Home	Duty Days
* 03	123456789	5	****	0481	000
* 03	123456780	5	****	0481	ZZZ
03	123456780	5	****	0481	196

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

### DISTRICT RESPONSIBILITY

The district must review the information on the Staff Fiscal Year Salaries record and the Staff Demographic Information record to determine where the error is occurring then update the record to reflect the correct relationship in the edit.

## STAFF FISCAL YEAR SALARIES – STATE VALIDATION RULES

### NEW EDIT 1920

56. Duty Days may be greater than or equal to zero for temporary or student employees (Employee Type = ST, TF or TP on the Staff Demographic format) 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, unless Fiscal Year Salary is 000000000 or Employment Status Code = P. - state validation -

### 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 cause a message to be generated because the Duty Days is zero for a regular full-time employee.

#### *Staff Demographic Information records*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Employee Type
03	123456789	5	****	TF
03	123456780	5	****	TP
03	123456781	5	****	RF

#### *Staff Fiscal Year Salaries*

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Job Code FTE	Duty Days
03	123456789	5	****	0481	51080	000	090
03	123456780	5	****	0481	51004	000	000
* 03	123456781	5	****	0481	53007	100	000

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

### DISTRICT RESPONSIBILITY

The district must review the information on the Staff Fiscal Year Salaries record and the Staff Demographic Information record to determine where the error is occurring then update the record to reflect the correct relationship in the edit.

**THE FOLLOWING CHANGES ARE FOR  
FISCAL YEAR  
2021**

**July 10, 2020**

## STAFF FISCAL YEAR SALARIES – REJECT RULES

### NEW EDIT 2021

37. If Job Code is not 71001 or 72000 and if the Employee Type is not ST, TF or TP, then Duty Days must be numeric, greater than zero and not more than 265, unless Fiscal Year Salary is 000000000 or Employment Status Code = P. -record rejected-

### EXAMPLE

The first record would be rejected because Duty Days is zero. The second record would be rejected because Duty Days is not numeric. The third record listed below would be loaded to the database assuming no other reject rule would cause its rejection.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Employee, Type	Duty Days
*03	123456789	5	****	0481	RF	000
*03	123456780	5	****	0481	RF	ZZZ
03	123456780	5	****	0481	RF	196


\*\*\*\* = 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 Duty Days and resubmit the records for processing.

## STAFF FISCAL YEAR SALARIES – REJECT RULES

### NEW EDIT 2021

 38. Duty Days may be greater than or equal to zero for temporary or student employees (Employee Type = ST, TF or TP) and substitute teachers (Job Code equals to 51080, 52080, 53080, 54080, 55080 or 59080), but must be greater than zero for all other employees, unless Fiscal Year Salary is 00000000 or Employment Status Code = P. -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 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	Job Code FTE	Employee Type	Duty Days
03	123456789	5	****	0481	51080	000	TF	090
03	123456780	5	****	0481	51004	000	TP	000
* 03	123456781	5	****	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 database, 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.