STAFF FISCAL YEAR SALARIES - REJECT RULES

1.   District Number must be numeric in the range 01-70 or 72-76 and must be correct for the district submitting the data. -record rejected-

> **EXAMPLE**
>
> The first two records listed below would be loaded to the data base 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 data base, 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. 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 data base, the district must correct the Social Security Numbers by making them numeric, greater than zero and left-justified. Resubmit the records for processing.

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3. **Survey Period Code must be 5 and must be correct for the submission specified by the district. -record rejected-**

> ### EXAMPLE
>
> The Survey Period Code specified in the transmission JCL is identified as Survey Period Code "5" 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 data base, the district must correct the Survey Period Code on 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 data base, the district must correct the Fiscal Year either on the JCL or the records being submitted and resubmit the records for processing.

5.   School Number, Primary/Home must exist on the Master School Identification File as a valid school in the district of submission. -record rejected-

EXAMPLE

School Number, Primary/Home 0661 is submitted for district number 01. Since this School Number, Primary/Home is not found on the Master School Identification File for district 01, the record will 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 data base, the district must correct the School Number, Primary/Home and resubmit the record for processing.

6.   Job Code must equal one of the codes on the Job Code Assignments table as listed in Appendix E of the <u>DOE Information Data Base Requirements: Volume II-- Automated Staff Information System</u> Manual. -record rejected-

EXAMPLE

The two records listed below would not be loaded to the data base because the Job Codes reported are not on the Job Code Assignments table.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/ Home	Job Code
* 03	123456789	5	9899	0481	00000
* 03	123456780	5	9899	0481	51000

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 data base, the district must correct Job Code by reporting a valid number from the Job Code Assignments table and resubmit the records for processing.

7.   **Fiscal Year Salary must be numeric, greater than or equal to 000000000 and less than or equal to 088400000. -record rejected-**

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record listed below would be rejected because the Fiscal Year Salary is greater than 088400000.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/ Home	Job Code	Fiscal Year Salary
03	123456789	5	9899	0481	72000	006700000
* 03	123456780	5	9899	0481	72000	520000000

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 data base, the district must correct the Fiscal Year Salary to be less than 088400000 and resubmit the record for processing.

8.   Each of the three Job Code Fund Source codes must be one of the following: B, M, E, F, D, O, C, S, G, I, or zero. -record rejected-

EXAMPLE

The two records listed below would not be loaded to the data base. The first record would be rejected because the Job Code Fund Source of "Z" is not a valid code. The second record would be rejected because only the first of the three Job Code Fund Source codes is supplied and the last two are left blank.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/ Home	Job Code	Fiscal Year Salary	Job Code Fund Source
* 03	123456789	5	9899	0481	51073	006700000	Z050C0500000
* 03	123456780	5	9899	0481	51004	005200000	G100

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 data base, the district must correct the Job Code Fund Source and resubmit the records for processing.

9.   **Each of the three Job Code Fund Source percentages must be numeric and greater than or equal to zero. -record rejected-**

EXAMPLE

The two records listed below would not be loaded to the data base. The first record would be rejected because Z's rather than zeros are placed in the percentage positions. The second record would be rejected because only the first Job Code Fund Source percentage is included and the last two are left blank.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/ Home	Job Code	Fiscal Year Salary	Job Code Fund Source
* 03	123456789	5	9899	0481	53007	006700000	G050CO50OZZZ
* 03	123456780	5	9899	0481	51004	005200000	G100

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 data base, the district must correct the Job Code Fund Source percentages and resubmit the records for processing.

10.   At least one of the three Job Code Fund Source codes must be nonzero. -record rejected-

> **EXAMPLE**
>
> The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because each of the three Job Code Fund Source codes is zero.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code	Fiscal Year Salary	Job Code Fund Source
03	123456780	5	9899	51004	006700000	G10000000000
* 03	123456789	5	9899	53007	005200000	000000000000

> **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 data base, the district must correct the Job Code Fund Source so that is has a valid nonzero job code in at least one of the three Job Code Fund Source positions and resubmit the record for processing.

11.   Any one Job Code Fund Source code can appear only once on a Staff Fiscal Year Salaries record. For purposes of this edit, zero (used where there are fewer than three fund sources) is NOT treated as a Job Code Fund Source code.   -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Job Code Fund Source of "G" appears twice.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/ Home	Job Code	Fiscal Year Salary	Job Code Fund Source
03	123456780	5	9899	0481	51004	006700000	G10000000000
* 03	123456789	5	9899	0481	53007	005200000	GO50GO50000

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 data base, the district must correct the Job Code Fund Source so there is no repetition within that record and resubmit the record for processing.

12. The three Job Code Fund Source percentages on a Fiscal Year Salaries record must add up to 100 percent. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Job Code Fund Source percentages add up to 90 instead of to 100.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code	Fiscal Year Salary	Job Code Fund Source
03	123456780	5	9899	51004	006700000	G10000000000
* 03	123456789	5	9899	51073	005200000	G050B0400000

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 data base, the district must correct the Job Code Fund Source percentages so that they add up to 100 and resubmit the record for processing.

13. Salary Supplement Type code must be A, B, C, D, E, F, G, H, or zero. -record rejected- ◄

> **EXAMPLE**
>
> The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record listed below would be rejected because the Salary Supplement Type code is not an acceptable code.
>
> | District Number | Social Security Number | Survey Period Code | Fiscal Year | Salary Supplement Type/Value |
> |---|---|---|---|---|
> | 03 | 123456789 | 5 | 9899 | B0045000 |
> | * 03 | 123456780 | 5 | 9899 | M0025000 |
>
> **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 data base, the district must correct the Salary Supplement Type and resubmit the record for processing.

14. Salary Supplement Value must be numeric, greater than or equal to 0000000 and less than or equal to 2000000. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record listed below would be rejected because the Salary Supplement Value is blank.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Salary Supplement Type/Value
03	123456789	5	9899	B0045000
* 03	123456780	5	9899	B

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 data base, the district must correct the Salary Supplement Value and resubmit the record for processing.

15.   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 data base; if C or D is specified, then the record must exist on the data base. -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. 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 will 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 data base, the district must correct the Transaction Code and resubmit the record with the correct Transaction Code for processing.

16.   Each Staff Fiscal Year Salary record must be unique based on District Number, Social Security Number, Survey Period Code, Fiscal Year and Job Code. -first record accepted, all other duplicate records rejected-

EXAMPLE

The first and second records listed below would be loaded to the data base 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 Job Code) duplicate the key items in the first record.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code
03	123456789	5	9899	53007
03	123456780	5	9899	51004
* 03	123456789	5	9899	53007

DISTRICT RESPONSIBILITY

If, in fact, the last record above should not have been submitted, the district would not have to take any action. The record was rejected. However, if the record should have been submitted but with a different key, the record should be corrected and resubmitted for processing.

17.   If Salary Supplement Type equals zero, then Salary Supplement Value should equal zero, and if Salary Supplement Type is not zero, Salary Supplement Value should be greater than zero. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record listed below would be rejected because the Salary Supplement Value is not greater than zero.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Salary Supplement Type/Value
03	123456789	5	9899	00000000
* 03	123456780	5	9899	B0000000

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 data base, the district must correct the Salary Supplement Value and resubmit the record for processing.

18.   If Fiscal Year Salary is 000000000, then at least one Salary Supplement Value must be greater than zero. -record rejected-

EXAMPLE

In the two examples below, 49 zeroes are implied following the listed data in Salary Supplement Type/Value. The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record listed below would be rejected because the Fiscal Year Salary is equal to zero and there is no Salary Supplement Value greater than zero.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Fiscal Year Salary	Salary Supplement Type/Value
03	123456789	5	9899	002700000	00000000
* 03	123456780	5	9899	000000000	00000000

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 data base, the district must correct the Salary Supplement Type/Value or the Fiscal Year Salary and resubmit the record for processing.

52. Each Fiscal Year Salaries record must have a matching Staff Demographic Information record based on District Number, Social Security Number, Survey Period Code, and Fiscal Year. -state validation 3-

EXAMPLE

The Staff Fiscal Year Salaries record listed below would not pass this edit because there is no matching Staff Demographic Information record based on the key items of 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	5	9899
03	123456780	5	9899

Staff Fiscal Year Salaries record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Salary Supplement Type/Value
* 03	123456781	5	9899	B00012500

DISTRICT RESPONSIBILITY

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