Florida Department of Education
Education Information and Accountability Services/
Educational Data Systems

Comprehensive Management Information System
Automated Staff Reporting Format

2000-2001 Staff Additional Job Assignments

1.   This format should be reported during reporting periods 2 and 3 when a staff member performs additional job assignments. For example, if a teacher of Language Arts, Middle/Junior (Job Code 51027) is also a teacher of gifted students, the additional job code 52008 should be reported in this format.

2.   JOB CODE FUND SOURCE: This element should identify up to three fund sources from which the employee is paid at the time of the survey for the additional job reported.

3.   SCHOOL NUMBER: Report the school number which indicates the primary school to which this individual is assigned for the reported job code. This may or may not match the school number reported on the employee's demographic information record.

4.   JOB CODE, ADDITIONAL: See Appendix E (JOB CODE ASSIGNMENTS) in the DOE Information Data Base Requirements: Volume II - Automated Staff Information System for Job Codes.

5.   KEY FIELDS: The key fields for this format are item numbers 1, 2, 3, 4, and 6. If a key field needs to be changed, the record must be deleted and re-submitted as an add.

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2000-2001 STAFF ADDITIONAL JOB ASSIGNMENTS

FIELD CHARACTERISTICS:	TAPE CHARACTERISTICS:	
A = Alphabetic only	9 Track (odd Parity)	Date: April 2000
A/N = Alphanumeric	1600 or 6250 BPI, EBCDIC	Effective Date: July 2000
N = Numeric only	Label Information_____	
Z = Zoned Numeric	Record size _____	Format No.: 6360
P = Packed decimal	Block size _____	
R = Right justified		Record Type: 1 of 1
leading zeros		
L = Left justified		Activity No.: DB9 31A

Item Number	From-To	Size	Field Char.	Field Description
1	**1-2**	**2**	**N/R**	**District Number**
				The two digit number for the district in which the staff member is currently employed. For employees who serve multiple districts, this is the fiscal agent district number. Also, the district number is for the district submitting the inservice education component. See DOE Information Data Base Requirements: Volume II - Automated Staff Information System, Appendix B, for acceptable codes.
2	**3-12**	**10**	**A/N/L**	**Social Security Number**
				The number assigned to an individual by the Social Security Administration (left justified).
3	**13-13**	**1**	**N**	**Survey Period Code**
				A code representing one of the state reporting periods.
				Code Definition
				2 October
				3 February
4	**14-17**	**4**	**N**	**Fiscal Year**
				The state fiscal year running from July 1 through June 30 for which the reported data are applicable.
				Example: 8788 Fiscal year July 1, 1987 through June 30, 1988.

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2000-2001 STAFF ADDITIONAL JOB ASSIGNMENTS

Item Number	From-To	Size	Field Char.	Field Description
5	**18-21**	**4**	**N/R**	**School Number, Primary/Home**
				The state assigned four digit school number (0001-9899) which indicates the primary administrative reporting unit to which the individual is assigned.
6	**22-26**	**5**	**A/N/ R**	**Job Code, Additional**
				The code associated with each additional job assignment of the employee. See Appendix E (Job Code Assignments) in the DOE Information Data Base Requirements: Volume II-Automated Staff Information System for job codes.
				Example: 51077 Bilingual Specialist
				NOTE: Caution should be used in differentiating an additional job assignment from a second primary job. For example, if a teacher of Language Arts, Middle/Junior High also teaches a class of gifted students one period each day, the job assignment of "Teacher, Gifted" is an additional job assignment.
7	**27-29**	**3**	**N/R**	**Job Code FTE**
				The full-time equivalency of the job assignment (to the nearest whole percent). For one full-time equivalency, the employee's services are required each working day at least the number of hours equal to the number of hours of a regular working day for that job.
				Examples: 100 100% of the employee's time is spent at the reported job assignment.
				050 50% of the employee's time is spent at the reported job assignment.
				000 Substitute teacher, temporary part-time or student employee.
				NOTE: The sum of all Job Code FTEs for one full-time position should not exceed 100.

DB9 31A Exp. 06/30/02

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2000-2001 STAFF ADDITIONAL JOB ASSIGNMENTS

Item Number	From-To	Size	Field Char.	Field Description
8	**30-41**	**12**	**A/N**	**Job Code Fund Source**
				A code to identify up to three fund sources (and corresponding percentages) from which the employee is paid. Code — Fund Source B — IASA, Title 1, Part A M — IASA, Title 1, Part C E — IDEA - Part B, Individuals with Disabilities Education Act F — Florida Diagnostic and Learning Resource Systems - federal D — Florida Diagnostic and Learning Resource Systems - state O — Other Special Revenue C — State Compensatory Program S — State Migrant Program G — Other General Funds I — Internal Service Funds Examples: B050G0500000 — Fifty percent of the employee's salary or wage is paid from IASA, Title 1, Part A and 50 percent is paid from Other General Funds. S10000000000 — One hundred percent of the employee's salary or wage is paid from State Migrant Program funds.
9	**42-42**	**1**	**A**	**Transaction Code**
				A code indicating the appropriate action to be taken with respect to the district's data base reporting records. Code — Definition A — Add Record C — Update Record D — Delete Record
10	**43-80**	**38**	**A/N**	**Filler**