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

Comprehensive Management Information System
Automated Staff Reporting Format

2000-2001 Staff Summer Salary

1.   Submit this format in reporting period 5 for each instructional staff member employed to provide instruction during the summer school session, which is a part of the previous school year. The majority of summer session instructional employees will have only one Staff Summer Salary record. However, for those individuals with two primary jobs during the summer session, e.g., mathematics teacher (senior high) and adult education teacher, one record should be submitted for each job.

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 primary 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.   SUMMER SALARY, INSTRUCTIONAL PERSONNEL: The amount recorded should reflect the total summer salary paid to the employee regardless of the number of pay periods involved.

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

6.   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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FIELD CHARACTERISTICS:	TAPE CHARACTERISTICS:	
A = Alphabetic only A/N = Alphanumeric N = Numeric only Z = Zoned Numeric P = Packed decimal R = Right justified leading zeros L = Left justified	9 Track (odd Parity) 1600 or 6250 BPI, EBCDIC Label Information_____ Record size _____ Block size _____	Date: April 2000 Effective Date: July 2000 Format No.: 6364 Record Type: 1 of 1 Activity No.: DB9 35A

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 <u>DOE Information Data Base Requirements: Volume II - Automated Staff Information System</u>, 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** - Always '5'
4	**14-17**	**4**	**N**	**School Year**
				The school year for which the reported data are applicable. Example: 8990 The 1989-90 school year and associated summer session(s).
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.

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Item Number	From-To	Size	Field Char.	Field Description
6	**22-26**	**5**	**N**	**Job Code, Primary**
				The code associated with each primary 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: 53002 Business Education Teacher
				Note: The majority of employees in a district will have only one primary job. However, it is possible for some individuals to have more than one primary job. For example, an employee could hold the primary job of bus driver and a second primary job of cafeteria worker. Caution should be used in differentiating a second primary job from 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.

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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   Definition

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.

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Item Number	From-To	Size	Field Char.	Field Description
9	**42-42**	**1**	**N**	**Salary Schedule Pay Lane**
				The pay lane on the district instructional salary matrix from which the individual is paid.
				<u>Code</u> <u>Definition</u>
				1 Bachelor's
				2 Bachelor's Plus
				3 Master's
				4 Master's Plus
				5 Beyond Master's Plus
				6 Specialist
				7 Doctorate
				8 Flat Rate
				0 Not an instructional employee and/or is not paid on the regular instructional personnel salary schedule.
10	**43-44**	**2**	**N/R**	**Salary Schedule Step**
				A two-digit salary schedule step for instructional personnel. Instructional personnel who are in their first year should be placed on Step <u>00</u>. Second year personnel are on Step <u>01</u> and so forth. Use code <u>99</u> for employees who are not instructional personnel and/or are not paid on the regular instructional personnel salary schedule. Use code <u>98</u> for employees on a flat rate schedule.
11	**45-51**	**7**	**N/R**	**Summer Salary, Instructional Personnel**
				The salary paid to an instructional staff member for summer employment.
				Example: (0045000=$450.00)

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Item Number	From-To	Size	Field Char.	Field Description
12	**52-52**	**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
13	**53-80**	**28**	**A/N**	**Filler**

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