

## STAFF PAYROLL INFORMATION - REJECT RULES



1. District Number must be numeric in the range 01-68, or 71-75 or 80-83 and must be correct for the district submitting the data. -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 the District Number submitted is not in the acceptable 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 database, the district must correct the District Number and resubmit the record for processing.

## STAFF PAYROLL INFORMATION - REJECT RULES

**2. Social Security Number (SSN) must be numeric and greater than zero, excluding the value 999999999, unless it is a Staff Number Identifier and the first two positions are "CS" and the last seven positions are numeric. 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 database, the district must correct the Social Security Numbers by making them numeric, greater than zero and left-justified. Resubmit the records for processing.

## **STAFF PAYROLL INFORMATION - REJECT RULES**

- 3. Survey Period Code must be correct for the submission specified by the district and must be 2 or 3. -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 either on the records coming in or in the JCL and resubmit the records for processing.

## STAFF PAYROLL INFORMATION - REJECT RULES

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 PAYROLL INFORMATION - REJECT RULES

- 5. School Number, Primary/Home must exist on the Master School Identification File as a valid active 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 would 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 database, the district must correct the School Number, Primary/Home and resubmit the record.

## STAFF PAYROLL INFORMATION - REJECT RULES

6. Job Code, Primary must equal one of the codes on the Job Code Assignments table as listed in Appendix E of the DOE Information Database Requirements: Volume II--Automated Staff Information System Manual. -record rejected-

### EXAMPLE

The two records listed below would not be loaded to the database because the Job Code, Primary 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, Primary	Job Code FTE
* 03	123456789	2	****	0481	00000	100
* 03	123456780	2	****	0481	51000	100

\*\*\*\* = 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 Job Code, Primary by reporting a valid number from the Job Code Assignments table and resubmit the records for processing.

## STAFF PAYROLL INFORMATION - REJECT RULES

7. Job Code FTE must be numeric, greater than or equal to zero, and less than or equal to 100. If Job Code FTE is not equal to zero, then it must be greater than 004. - record rejected-

### EXAMPLE

The three records listed below would not be loaded to the database. The first record would be rejected because the Job Code FTE is not numeric. The second record would be rejected because the Job Code FTE is blank. The third record would be rejected because the Job Code FTE is greater than 100.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Job Code FTE
* 03	123456789	2	****	0481	53007	ZZZ
* 03	123456780	2	****	0481	51004	
* 03	123456781	2	****	0481	51005	101

\*\*\*\* = 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 Job Code FTE and resubmit the records for processing.

## STAFF PAYROLL INFORMATION - REJECT RULES

8. Each of the three Job Code Fund Source codes must be one of the following: B, C, E, G, H, M, N, O, P, Q, R, S, T, U or zero. -record rejected-

### EXAMPLE

The two records listed below would not be loaded to the database. 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, Primary	Job Code FTE	Job Code Fund Source
* 03	123456789	2	****	0481	51073	100	Z050C0500000
* 03	123456780	2	****	0481	51004	100	G100

\*\*\*\* = 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 Job Code Fund Source and resubmit the records for processing.



## STAFF PAYROLL INFORMATION - REJECT RULES

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 database. 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, Primary	Job Code FTE	Job Code Fund Source
* 03	123456789	2	****	0481	53007	100	G050CO50OZZZ
* 03	123456780	2	****	0481	51004	100	G100

\*\*\*\* = 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 Job Code Fund Source percentages and resubmit the records for processing.

## STAFF PAYROLL INFORMATION - REJECT RULES

**10. Grandfathered Salary Schedule Pay Type Indicator must be Y, N or Z. –record rejected-**

### EXAMPLE

The two records listed below would not be loaded to the database. The first record would be rejected because the Grandfathered Salary Schedule Pay Type Indicator is blank. The second record would be rejected because the Grandfathered Salary Schedule Pay Type Indicator is invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Grandfathered Salary Schedule Pay Type Indicator
* 03	123456789	2	****	0022	53007	
* 03	123456780	2	****	0022	51004	D

\*\*\*\* = 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 Salary Schedule Pay Type Indicator and resubmit the records for processing.

## STAFF PAYROLL INFORMATION - REJECT RULES

11. If Grandfathered Salary Schedule Pay Type Indicator = Y, then Salary Schedule Pay Type must be B. –record rejected-

### EXAMPLE

The record listed below would not be loaded to the database because the correct relationship does not exist between the Grandfathered Salary Schedule Pay Type Indicator and the Salary Schedule Pay Type.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary	Grandfathered Salary Schedule Pay Type Indicator	Salary Schedule Pay Type
* 03	123456780	2	****	51004	Y	3

\*\*\*\* = 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 Grandfathered Salary Schedule Pay Type Indicator or the Salary Schedule Pay Type and resubmit the record for processing.

## STAFF PAYROLL INFORMATION - REJECT RULES

12. If Grandfathered Salary Schedule Pay Type Indicator equals N, then Salary Schedule Pay Type must equal 1-7, A or B. –record rejected-

### EXAMPLE

The record listed below would not be loaded to the database because the correct relationship does not exist between the Grandfathered Salary Schedule Pay Type Indicator and the Salary Schedule Pay Type.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary	Grandfathered Salary Schedule Pay Type Indicator	Salary Schedule Pay Type
* 03	123456780	2	****	51004	N	9

\*\*\*\* = 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 Grandfathered Salary Schedule Pay Type Indicator or the Salary Schedule Pay Type and resubmit the record for processing.

## STAFF PAYROLL INFORMATION - REJECT RULES

13. If Grandfathered Salary Schedule Pay Type Indicator = Z, then Salary Schedule Pay Type must equal 0, 8 or B. -record rejected-

### EXAMPLE

The record listed below would not be loaded to the database because the correct relationship does not exist between the Grandfathered Salary Schedule Pay Type Indicator and the Salary Schedule Pay Type.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary	Grandfathered Salary Schedule Pay Type Indicator	Salary Schedule Pay Type
* 03	123456780	2	****	51004	Z	4

\*\*\*\* = 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 Grandfathered Salary Schedule Pay Type Indicator or the Salary Schedule Pay Type and resubmit the record for processing.

## STAFF PAYROLL INFORMATION - REJECT RULES

14. If Job Code, Primary is not 71001 or 72000, then Duty Days must be numeric, greater than or equal to zero, and not more than 265. -record rejected-

### EXAMPLE

The two records listed below would not be loaded to the database. The first record would be rejected because Duty Days is greater than 265. The second record would be rejected because Duty Days is not numeric.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Duty Days
* 03	123456789	2	****	0481	53007	367
* 03	123456780	2	****	0481	51004	ZZZ

\*\*\*\* = 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 PAYROLL INFORMATION - REJECT RULES

15. Employment Length must be numeric, greater than or equal to zero and less than or equal to 12.0. Since this value must be rounded to the nearest half month, all values must end in either zero or five. -record rejected-

### EXAMPLE

The three records listed below would not be loaded to the data. The first record would be rejected because the Employment Length is not rounded to zero or five. The second record would be rejected because the Employment Length is not numeric. The third record would be rejected because the Employment Length is greater than twelve.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Employment Length
* 03	123456789	2	****	0481	53007	103
* 03	123456780	2	****	0481	51004	ZZZ
* 03	123456781	2	****	0481	51001	125

\*\*\*\* = 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 Employment Length and resubmit the records for processing.

## STAFF PAYROLL INFORMATION - REJECT RULES

### 16. Employment Status Code must be A or P. -record rejected-

#### EXAMPLE

The two records listed below would not be loaded to the database. The first record would be rejected because the Employment Status Code is blank. The second record would be rejected because the Employment Status Code is invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Employment Status Code
* 03	123456781	2	****	0481	51059	
* 03	123456780	2	****	0481	51059	T

\*\*\*\* = 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 Employment Status Codes and resubmit the records for processing.



## STAFF PAYROLL INFORMATION - REJECT RULES

17. **Employee Type code must be RF, RP, TF, TP, CF, CP or ST. -record rejected-**

### EXAMPLE

The two records listed below would not be loaded to the database. The first record would be rejected because the Employee Type is blank. The second record would be rejected because the Employee Type is invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Employee Type
* 03	123456789	2	****	0481	78030	
* 03	123456780	2	****	0481	79027	RT

\*\*\*\* = 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 Employee Type and resubmit the records for processing.

## STAFF PAYROLL INFORMATION - REJECT RULES

18. If Job Code, Primary = 71001, then School Number, Primary/Home must be 9001. - 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 the School Number, Primary/Home is not valid for the Job Code, Primary.

District Number	Social Security Number	Survey Period Code	School Number, Primary/Home	Fiscal Year	Job Code, Primary
03	123456789	2	9001	****	71001
* 03	123456780	2	0101	****	71001

\*\*\*\* = 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 School Number, Primary/Home or the Job Code, Primary and resubmit the record for processing.

## STAFF PAYROLL INFORMATION - REJECT RULES

### 19. Salary Schedule Pay Type must be 0-8, A or B. -record rejected-

#### EXAMPLE

The two records listed below would not be loaded to the database. The first record would be rejected because the Salary Schedule Pay Type is blank. The second record would be rejected because the Salary Schedule Pay Type is invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Salary Schedule Pay Type
* 03	123456789	2	****	0481	53007	
* 03	123456780	2	****	0481	51004	D

\*\*\*\* = 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 Salary Schedule Pay Type and resubmit the records for processing.

## STAFF PAYROLL INFORMATION - REJECT RULES

**1A.** If the employee's Job Code places the employee on lines 09-19 or 21-43, inclusive, of the Public Schools Staff Survey – EEO-5, excluding Job Codes 73026 (Registrar), 51080, 52080, 53080, 54080, 55080 or 59080 (Substitute Teachers) and the Salary Adjustment/Type code is A, then a subsequent Salary Adjustment/Type code cannot be B; or if the Salary Adjustment/Type code is B, then a subsequent Salary Adjustment/Type code cannot be A . -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 a Salary Adjustment/Type code of A and B is not valid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary	Salary Adjustment
03	123456789	2	****	51033	B0217500D0050000Z0000000
* 03	123456780	2	****	73002	A0136000B0115000Z0000000

\*\*\*\* = 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 Salary Adjustment/Type code and resubmit the records for processing.

## STAFF PAYROLL INFORMATION - REJECT RULES

20. **Salary Schedule Step must be numeric, from 00 through 99. -record rejected-**

### EXAMPLE

The two records listed below would not be loaded to the database. The first record would be rejected because the Salary Schedule Step is blank. The second record would be rejected because the Salary Schedule Step is not numeric.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Salary Schedule Step
* 03	123456789	2	****	0481	53007	
* 03	123456780	2	****	0481	51004	ZZ

\*\*\*\* = 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 Salary Schedule Step and resubmit the records for processing.

## STAFF PAYROLL INFORMATION - REJECT RULES

21. 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 database; if C or D is specified, then the record must exist on the database. -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. After original transmission of records, changes to the record for elements other than the key elements must be done with a "C" as the Transaction Code. 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 would be 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 Transaction Code and resubmit the records for processing with the correct Transaction Code.

## STAFF PAYROLL INFORMATION - REJECT RULES

22. If the employee's Job Code places the employee on lines 1-43, inclusive, of the Public Schools Staff Survey - EEO-5, then the first 25 characters of Address, Mailing must not all be blank. -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 the first 25 characters of Address, Mailing contains all blanks.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Address, Mailing (characters 1-25)	Job Code, Primary
03	123456789	2	****	2200 Sunshine Road	51058
* 03	123456780	2	****		51058

\*\*\*\* = 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 Address, Mailing so that the first 25 characters contain the employee's street number and name, P.O. box, or apartment number, etc. and resubmit the record for processing.

## STAFF PAYROLL INFORMATION - REJECT RULES

23. If the employee's Job Code places the employee on lines 1-43, inclusive, of the Public Schools Staff Survey - EEO-5, then the city in Address, Mailing must not be all blanks. -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 the city contains all blanks.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Address, Mailing City	Job Code, Primary
13	123456789	2	****	Miami	51058
* 13	123456780	2	****		51058

\*\*\*\* = 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 Address, Mailing to contain the employee's city and resubmit the record for processing.



## STAFF PAYROLL INFORMATION - REJECT RULES

24. If the employee's Job Code places the employee on lines 1-43, inclusive, of the Public Schools Staff Survey - EEO-5, then the state code in Address, Mailing must be one of those listed in Appendix H: State Codes in the DOE Information Database Requirements: Volume II - Automated Staff Information System. If the employee's Job Code does not place the employee on lines 1-43, inclusive, of the Public Schools Staff Survey - EEO-5, then the state code must either be blank or it must be a valid state code as listed in Appendix H: State Codes. -record rejected-

### EXAMPLE

The first and third records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The second record would be rejected because the state code is not a valid code from the State Code listing.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Address, Mailing State	Job Code, Primary
03	123456789	2	****	FL	51058
* 03	123456780	2	****	FF	51058
03	123456790	2	****		73091

\*\*\*\* = 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 Address, Mailing to contain a valid state code and resubmit the record for processing.

## STAFF PAYROLL INFORMATION - REJECT RULES

25. If the employee's Job Code places the employee on lines 1-43, inclusive, of the Public Schools Staff Survey - EEO-5, then each character of zip code in Address, Mailing must be numerical and the first five characters taken together must contain a number greater than zero. If the employee's Job Code does not place the employee on lines 1-43, inclusive, of the Public Schools Staff Survey - EEO-5, then the zip code must either be blank or must follow the above edit rule. -record rejected-

### EXAMPLE

The first and third records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The second record would be rejected because the zip code contains all zeroes.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Address, Mailing Zip Code	Job Code, Primary
03	123456789	2	****	324010000	51058
* 03	123456780	2	****	000000000	51058
03	123456790	2	****		73091

\*\*\*\* = 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 Address, Mailing to contain a valid zip code and resubmit the record for processing.

## STAFF PAYROLL INFORMATION - REJECT RULES

27. Salary, Annual must be numeric, greater than 000000000 and less than or equal to 045000000, unless Employee Type = TP or ST then Salary, Annual may be zero. -record rejected-

### EXAMPLE

The first and third records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The second record would be rejected because the Salary, Annual is not greater than zero.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Number, Primary/Home	School Job Code, Primary	Salary, Annual
03	123456789	2	****	0481	73005	005250000
* 03	123456780	2	****	0481	51033	000000000
03	123456789	2	****	0481	52013	002500000

\*\*\*\* = 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 Salary, Annual and resubmit the record for processing.

## STAFF PAYROLL INFORMATION - REJECT RULES

28. The Staff Number Identifier, Local may be any combination of letters, numbers and blanks. All blanks are not allowable. It must be left-justified with trailing blanks. -record rejected-

### EXAMPLE

The first two records listed below would be loaded to the database assuming no other edit would cause their rejection. The third record would be rejected because the Staff Number Identifier, Local contains a symbol (@). The fourth record would be rejected because it is right-justified rather than left-justified.

District Number	Staff Number Identifier, Local
01	0123456789
01	ABC123DEF9
* 01	2121@xyz
* 01	123456

### 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 Staff Number Identifier, Local and resubmit the records.

## STAFF PAYROLL INFORMATION - REJECT RULES

29. The Staff Number Identifier, Local must not be identical to the Social Security Number. -record rejected-

### EXAMPLE

The first record listed below would be loaded to the database assuming no other edit would cause its rejection. The second record would be rejected because the Staff Number Identifier, Local is the same as the Social Security Number.

District Number	Social Security Number	Staff Number Identifier, Local
01	123456789	A000012537
* 01	012345678	012345678

### 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 Staff Number Identifier, Local or the Social Security Number and resubmit the record.

## STAFF PAYROLL INFORMATION - REJECT RULES

30. 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 database 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, Primary	Job Code Fund Source
03	123456780	2	****	51004	G10000000000
* 03	123456789	2	****	53007	000000000000

\*\*\*\* = 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 Job Code Fund Source so that there is a valid nonzero job code in at least one of the three Job Code Fund Source positions and resubmit the record for processing.

## STAFF PAYROLL INFORMATION - REJECT RULES

31. Any one Job Code Fund Source code can appear only once on a Staff Payroll 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 database 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, Primary	Job Code Fund Source
03	123456780	2	****	0481	51004	G1000000000
* 03	123456789	2	****	0481	53007	GO50GO50000

\*\*\*\* = 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 Job Code Fund Source so there is no repetition within that record and resubmit the record for processing.

## STAFF PAYROLL INFORMATION - REJECT RULES

**32. The three Job Code Fund Source percentages on a Staff Payroll record must add up to 100 percent. -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 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, Primary	Job Code Fund Source
03	123456780	2	****	51004	G1000000000
* 03	123456789	2	****	51073	G050B040000

\*\*\*\* = 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 Job Code Fund Source percentages so that they add up to 100 and resubmit the record for processing.



## STAFF PAYROLL INFORMATION - REJECT RULES

- 33. Salary, Annual may be zero for temporary part-time or student employees only.  
-record rejected-**

### EXAMPLE

The first and third records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The second record would be rejected because the Salary, Annual is zero and the employee is not a temporary part-time or student employee.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Employee Type	Salary, Annual
03	123456789	2	****	0481	79034	TP	000000000
* 03	123456780	2	****	0481	55080	TF	000000000
03	123456789	2	****	0481	51079	ST	000000000

\*\*\*\* = 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 relationship between the Salary, Annual and the Employee Type and resubmit the record for processing.

## STAFF PAYROLL INFORMATION - REJECT RULES

34. The Salary Adjustment/Type code must be A, B, C, D, E, F, or Z. Each Salary Adjustment/Type code must be unique, unless the code is Z. -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 listed below would be rejected because the Salary Adjustment/Type code of C is reported twice.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary	Salary Adjustment/Type
03	123456789	2	****	73005	B0217500Z0000000Z0000000
* 03	123456780	2	****	51033	C0036000C0050000Z0000000

\*\*\*\* = 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 Salary Adjustment/Type code and resubmit the record for processing.

## STAFF PAYROLL INFORMATION - REJECT RULES

35. Salary Adjustment/Type value must be numeric and greater than zero if Salary Adjustment/Type code is A, B, C, D, E or F. If Salary Adjustment/Type code is Z, then Salary Adjustment/Type value must be zero. -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 the Salary Adjustment/Type value is blank.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary	Salary Adjustment/Type
03	123456789	2	****	73005	B0217500Z0000000Z0000000
* 03	123456780	2	****	51033	C

\*\*\*\* = 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 Salary Adjustment/Type value and resubmit the record for processing.

## STAFF PAYROLL INFORMATION - REJECT RULES

37. Job Code FTE may be equal to or greater than zero for temporary part-time employees, student employees 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. -record rejected-

### EXAMPLE

The first three records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The fourth record would be rejected because the Job Code FTE is invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Job Code FTE	Employee Type
03	123456782	2	****	9001	61094	000	ST
03	123456789	2	****	0481	51080	000	TF
03	123456780	2	****	0481	51004	000	TP
* 03	123456781	2	****	0481	53007	000	RF

\*\*\*\* = 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 Job Code FTE and resubmit the record for processing.

## STAFF PAYROLL INFORMATION - REJECT RULES

38. Duty Days may be zero or greater than zero for temporary or student employees 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. -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, Primary	Job Code FTE	Employee Type	Duty Days
03	123456789	2	****	0481	51080	000	TF	090
03	123456780	2	****	0481	51004	000	TP	000
* 03	123456781	2	****	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.

## STAFF PAYROLL INFORMATION - REJECT RULES

**39. Employment Length may be zero for temporary employees, student employees, and substitute teachers (Job Code, Primary equal to 51080, 52080, 53080, 54080, 55080 or 59080), but must be greater than zero for all other employees. -record rejected-**

### EXAMPLE

The first three records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The fourth record listed below would be rejected because Employment Length is zero for a regular full-time employee.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Job Code FTE	Employee Type	Employment Length
03	123456782	2	****	9001	61094	000	ST	000
03	123456789	2	****	0481	51080	000	TF	090
03	123456780	2	****	0481	51004	000	TP	000
* 03	123456781	2	****	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 Employment Length to be the standard number of months for a regular full-time employee and resubmit the record for processing.

## STAFF PAYROLL INFORMATION - REJECT RULES

42. If Salary Schedule Pay Type equals 1-7 or A, then Salary Schedule Step must be 00-97. If Salary Schedule Pay Type equals 8, then Salary Schedule Step must be 98. If Salary Schedule Pay Type equals B, then Salary Schedule Step must be 00-97 or 99. If Salary Schedule Pay Type equals 0, then Salary Schedule Step must be 99. -record rejected-

### EXAMPLE

The two records list below would not be loaded to the database. The first record would be rejected because a Salary Schedule Step of 99 is not valid for an employee with a Salary Schedule Pay Type of 3. The second record would be rejected because a Salary Schedule Step of 07 is not valid for an employee with a Salary Schedule Pay Type of 0.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Job Code FTE	Salary Schedule Pay Type	Salary Schedule Step
* 03	123456780	2	****	0481	51004	100	3	99
* 03	123456781	2	****	0481	65091	100	0	07

\*\*\*\* = 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 relationship between the Salary Schedule Pay Type and Salary Schedule Step and resubmit the records for processing.

## STAFF PAYROLL INFORMATION - REJECT RULES

**43. Each Staff Payroll record must be unique based on District Number; Social Security Number (or Staff Number Identifier); Survey Period Code; Fiscal Year; Job Code, Primary and Employee Type code. -first record accepted, all others 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 below would be rejected because the key items (District Number; Social Security Number; Survey Period Code; Fiscal Year; Job Code, Primary and Employee Type code) duplicate the key items in the first record.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Job Code FTE	Employee Type
03	123456789	2	****	0481	51080	100	RF
03	123456780	2	****	0481	51004	100	RF
* 03	123456789	2	****	0481	51080	050	RF


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

### DISTRICT RESPONSIBILITY

If, in fact, the last record 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. If the district wishes to update some item in this record, the record should be submitted with a Transaction Code of "C" rather than "A."



## STAFF PAYROLL INFORMATION - REJECT RULES

 44. If the employee's Job Code places the employee on lines 21-43, inclusive, of the Public Schools Staff Survey - EEO-5, then the Salary, Annual must not be greater than \$175,000. -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 below would be rejected because the Salary, Annual is greater than \$175,000.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary	Salary, Annual	Duty Days
03	123456780	2	****	51004	008350000	199
* 03	123456781	2	****	52018	018550000	260
* 03	123456782	2	****	63012	017850000	251

\*\*\*\* = 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 Salary, Annual and resubmit the records for processing.

## STAFF PAYROLL INFORMATION - REJECT RULES

**46. If Salary Adjustment/Type code is A or B, then the employee's Job Code must place the employee on lines 09-19 or 21-43, inclusive, of the Public Schools Staff Survey – EEO-5, excluding Job Codes 73026 (Registrar), 51080, 52080, 53080, 54080, 55080 or 59080 (Substitute Teachers). -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 the Salary Adjustment/Type code is not valid for the Job Code, Primary.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary	Salary Adjustment
03	123456789	2	****	51033	B0217500Z0000000Z0000000
* 03	123456780	2	****	73096	B0136000Z0000000Z0000000

\*\*\*\* = 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 Salary Adjustment/Type code or the Job Code, Primary and resubmit the record for processing.

## STAFF PAYROLL INFORMATION - REJECT RULES

47. Florida Education Identifier (FLEID) is alphanumeric and must be entered as "FL" in the first 2 positions followed by twelve numeric digits No blanks or spaces are allowable. -record rejected-

### EXAMPLE

Florida Education Identifier:

- FL012345678901

### 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 Florida Education Identifier and resubmit the record for processing.

## STAFF PAYROLL INFORMATION - REJECT RULES

48. **Contract Status code must be AC, CC, MY, PC, PS, SS, or ZZ. -record rejected-**

### EXAMPLE

The two records listed below would not be loaded to the database. The first record would be rejected because the Contract Status is blank. The second record would be rejected because the Contract Status is invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code Primary	Contract Status
* 03	123456789	2	****	0481	53007	
* 03	123456780	2	****	0481	51004	AS

\*\*\*\* = 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 Contract Status and resubmit the records for processing.

## STAFF PAYROLL INFORMATION - REJECT RULES

49. Contract Status code must be AC, CC, MY, PC, PS, or SS for employees whose Salary Schedule Pay Type equals 1-7, A or B, unless the employee's Job Code places the employee on lines 09-20, inclusive, of the Public Schools Staff Survey – EEO-5, then Contract Status code must be ZZ. All others must be ZZ. -record rejected-

### EXAMPLE

The two records listed below would not be loaded to the database. The first and second records would be rejected because the Contract Status code for each is incorrect.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code Primary	Contract Status	Salary Schedule Pay Type
* 03	123456789	2	****	0481	51051	ZZ	4
* 03	123456780	2	****	0481	64005	AC	0

\*\*\*\* = 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 Contract Status and resubmit the records for processing.

## STAFF PAYROLL INFORMATION - STATE VALIDATION RULES

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

### EXAMPLE

The Staff Payroll record listed below would cause an error message to be generated 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 record*

District Number	Social Security Number	Survey Period Code	Fiscal Year
03	123456789	2	****
03	123456780	2	****

#### *Staff Payroll record*

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary
* 03	123456781	2	****	0481	53007

### DISTRICT RESPONSIBILITY

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

## STAFF PAYROLL INFORMATION - STATE VALIDATION RULES

**51. No Staff Payroll record may have a matching Staff Additional Job Assignment record where the employee's Job Code, Primary is the same as the employee's Job Code, Additional. -state validation-**

### EXAMPLE

The Staff Payroll record listed below would not pass this edit because the Job Code, Primary is the same as the Job Code, Additional on the Staff Additional Job Assignment record.

#### *Staff Payroll record*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary
03	123456781	2	****	53007

#### *Staff Additional Job Assignment record*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Additional
* 03	123456781	2	****	53007

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

### DISTRICT RESPONSIBILITY

The district must verify that the Staff Payroll record is valid and correct the Job Code, Additional on the Staff Additional Job Assignment record so that it is not identical to the Job Code, Primary.

## STAFF PAYROLL INFORMATION - STATE VALIDATION RULES

**52. If Job Code FTE equals zero on all Payroll records for an employee, then there must not be an Additional Job Assignment record for that employee. -state validation-**

### EXAMPLE

The Staff Additional Job Assignment record listed below would not pass this edit because it has a reported Job Code FTE of "050" with a Staff Payroll record reporting a Job Code FTE of "000" for the same employee.

#### *Staff Payroll record*

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Job Code FTE
03	123456781	2	****	0481	51080	000

#### *Staff Additional Job Assignment record*

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number	Job Code, Additional	Job Code FTE
* 03	123456781	2	****	0481	53007	050

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

### DISTRICT RESPONSIBILITY

The district must determine whether the Staff Additional Job Assignment record is valid and correct the Job Code, FTE on the appropriate record or change the Job Code, Primary and Job Code, Additional to accurately reflect the jobs the employee holds.



## STAFF PAYROLL INFORMATION - STATE VALIDATION RULES

**53. For each employee, at least one Staff Payroll record must have a matching Staff Demographic Information record based on District Number, School Number, Primary/Home, Social Security Number, Fiscal Year, Survey Period Code and Employee Type. -state validation-**

### EXAMPLE

The first Staff Payroll record listed below would cause an error message to be generated because there is no matching Staff Demographic Information record based on the key items of District Number, Fiscal Year, Survey Period Code, Social Security Number and Employee Type. The second and third records would pass the edit because there is a matching Staff Demographic record for this employee.

#### *Staff Payroll records*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Employee Type	School Number, Primary/Home
* 03	123456781	2	****	RF	0101
03	444332222	2	****	RF	0101
03	444332222	2	****	TP	0511

#### *Staff Demographic Information record*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Employee Type	School Number, Primary/Home
03	123456789	2	****	TF	0101
03	444332222	2	****	RF	0101

### DISTRICT RESPONSIBILITY

**The district must verify that the Staff Payroll record is valid, then submit a Staff Demographic Information record based on District Number, Social Security Number and Employee Type or change the Employee Type on one of the records so that a match exists.**

**STAFF PAYROLL INFORMATION - STATE VALIDATION RULES**

**54. If the employee’s Job Code places the employee on lines 09-19 or 21-43, inclusive, of the Public Schools Staff Survey - EEO-5, excluding Job Codes 73026 (Registrar), 51080, 52080, 53080, 54080, 55080 or 59080 (Substitute Teachers), and if Employee Type = RF or TF and Salary Schedule Pay Type is not 0 or 8, and the Employment Date, Original Position on the Staff Demographic Information record is prior to 07012014, then Grandfathered Salary Schedule Pay Type Indicator code must equal Y or N. The match should be based on District Number, Social Security Number, Fiscal Year and Survey Period Code. –state validation-**

**EXAMPLE**

The Staff Payroll record listed below would cause an error message to be generated because the Grandfathered Salary Schedule Pay Type Indicator is Z and the Employment Date, Original Position on the Staff Demographic Information record is prior to July 1, 2014 (07012014).

*Staff Demographic Information record*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Employment Date, Original Position
03	123456789	2	****	03252013

*Staff Payroll record*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary	Grandfathered Salary Schedule Pay Type Indicator
* 03	123456789	2	****	53007	Z

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

**DISTRICT RESPONSIBILITY**

The district must verify if the Staff Payroll record is valid or if the Staff Demographic record is valid, and then make the appropriate correction.

## STAFF PAYROLL INFORMATION - STATE VALIDATION RULES

**57. If Salary Schedule Pay Type equals 1-7 or A, then Employment Date, Original Position on the Staff Demographic Information record must be prior to 07012014. The match should be based on District Number, Social Security Number, Fiscal Year and Survey Period Code. –state validation-**

### EXAMPLE

The Staff Payroll record listed below would cause an error message to be generated because the Salary Schedule Pay Type is 6 but the Employment Date, Original Position on the Staff Demographic record is not prior to July 1, 2014 (07012014).

#### *Staff Payroll record*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary	Salary Schedule Pay Type	Grandfathered Salary Schedule Pay Type Indicator
* 03	123456789	2	****	51004	6	N

#### *Staff Demographic Information record*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Employment Date, Original Position
03	123456789	2	****	08122015

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

### DISTRICT RESPONSIBILITY

The district must verify if the Staff Payroll record is valid or if the Staff Demographic record is valid, and then make the appropriate correction.

## STAFF PAYROLL INFORMATION - STATE VALIDATION RULES

58. If the employee's Job Code places the employee on lines 09-19 or 21-43, inclusive, of the Public Schools Staff Survey - EEO-5, and if Employee Type = RF or TF and Salary Schedule Pay Type is not 0 or 8, and the Employment Date, Original Position on the Staff Demographic Information record is on or after 07012014, then Salary Schedule Pay Type must equal B. The match should be based on District Number, Social Security Number, Fiscal Year and Survey Period Code. –state validation-

### EXAMPLE

The Staff Payroll record listed below would cause an error message to be generated because the Salary Schedule Pay Type is not B and the Employment Date, Original Position on the Staff Demographic Information record is after July 1, 2014 (07012014).

#### *Staff Demographic Information record*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Employment Date, Original Position
03	123456789	2	****	03252016

#### *Staff Payroll record*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary	Salary Schedule Pay Type
* 03	123456789	2	****	53007	1

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

### DISTRICT RESPONSIBILITY

The district must verify if the Staff Payroll record is valid or if the Staff Demographic record is valid, and then make the appropriate correction.

## STAFF PAYROLL INFORMATION - EXCEPTION REPORTS

60. If Survey Period is 2 or 3 and the employee's Job Code places the employee on lines 8-43, inclusive, of the Public Schools Staff Survey - EEO-5, excluding substitute teachers (Job Code, Primary code equal to 51080, 52080, 53080, 54080, 55080 or 59080) and Registrar (Job Code, Primary code equals 73026), then the Payroll record should have a matching Experience format based on District Number, Social Security Number, Survey Period Code, and Fiscal Year. -exception report-

### EXAMPLE

The first record below would pass the edit because the employee has a matching Staff Experience record. The second record below would cause a message to be generated because this employee, who has a Job Code, Primary placing the employee on the Public Schools Staff Survey EEO-5 line 24, does not have a matching Staff Experience record (based on District Number, Social Security Number, Survey Period Code and Fiscal Year).

#### *Staff Payroll Record*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary
13	123456789	2	****	51058
* 13	123456780	2	****	51058

#### *Staff Experience Record*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Experience Type	Experience Length
13	123456789	2	****	F	04

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

### DISTRICT RESPONSIBILITY

The district should verify the Job Code, Primary and correct it if in error or submit a matching Staff Experience record.

## STAFF PAYROLL INFORMATION - EXCEPTION REPORTS

62. If the employee's Job Code places the employee on lines 21-43, inclusive, of the Public Schools Staff Survey - EEO-5, excluding substitute teachers (Job Code, Primary code equal to 51080, 52080, 53080, 54080, 55080 or 59080), then the Employment Length must be greater than 04.0, unless Employee Type = TP or ST. -exception report-

### EXAMPLE

The first record listed below would cause a message to be generated because the employee has a job code that falls within lines 21-43 of the EEO-5 survey but the reported Employment Length is less than four. The second record would not cause an error message because the job code is for a substitute teacher.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Employment Length
* 03	123456789	2	****	0481	53007	025
03	123456780	2	****	0481	51080	020

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

### DISTRICT RESPONSIBILITY

The district should verify the Employment Length and if in error correct the record.

## STAFF PAYROLL INFORMATION - EXCEPTION REPORTS

64. If Job Code, Primary is 64021, 64022 or 64023, then one of the Job Code Fund Source codes should be R or S. –exception report-

### EXAMPLE

The first record listed below would pass the edit. The second record would cause an error message to be generated because the employee has a Job Code, Primary of 64021 and none of the Job Code Fund Source codes is R or S.

#### *Staff Payroll Information record*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary	Job Code Fund Source
61	123456789	2	****	64023	S050G0500000
* 61	123456780	2	****	64021	G10000000000

### DISTRICT RESPONSIBILITY

The district should review the data in the second record to verify the entries for Job Code, Primary and Job Code Fund Source. If there is an error in the data the district should submit an update to the record.

## STAFF PAYROLL INFORMATION - EXCEPTION REPORTS

**65. If Employee Type is RF, then Salary, Annual must not be less than \$4,000.  
-exception report-**

### EXAMPLE

The second and third records listed below would cause a message to be generated because the Salary, Annual is less than \$4,000.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Employee Type	Salary, Annual	Duty Days
03	123456780	2	****	RF	002500000	247
* 03	123456781	2	****	RF	000050000	260
* 03	123456782	2	****	RF	000350000	180

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

### DISTRICT RESPONSIBILITY

The district should verify the information for Employee Type and Salary, Annual and if in error correct the records.



**STAFF PAYROLL INFORMATION - EXCEPTION REPORTS**

**66. If Employee Type is RF and if the employee’s Job Code places the employee on lines 1-43, inclusive, of the Public Schools Staff Survey - EEO-5, then the sum of staff benefits (Selected Benefits, Frequency multiplied by Selected Benefits, Value) across all Staff Benefits records for the employee cannot exceed fifty percent of the Salary, Annual for the employee. If Employee Type is RF and if the employee’s Job Code places the employee on lines 44-54, inclusive, of the Public Schools Staff Survey - EEO-5, then the sum of staff benefits (Selected Benefits, Frequency multiplied by Selected Benefits, Value) across all Staff Benefits records for the employee cannot exceed seventy-five percent of the Salary, Annual for the employee. The Staff Benefits and Staff Payroll records should be matched based on District Number, Social Security Number, Survey Period Code and Fiscal Year. -exception report-**

**EXAMPLE**

The second Staff Payroll record listed below would cause a message to be generated because the total staff benefits for this employee is greater than fifty percent of the employee’s Salary, Annual. The first Staff Payroll record listed below would pass this edit.

*Staff Payroll record*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Employee Type	Job Code Primary	Salary, Annual	Duty Days
03	123456789	2	****	RF	63105	004500000	244
* 03	123456782	2	****	RF	51028	008450000	260

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

*Staff Benefits record*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Selected Benefits, Type	Selected Benefits, Frequency	Selected Benefits, Value
03	123456789	2	****	K	1200	00012500
03	123456789	2	****	D	1200	00020250
03	123456782	2	****	A	1200	00165000
03	123456782	2	****	B	1000	00087000
03	123456782	2	****	D	2400	00063000

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

**DISTRICT RESPONSIBILITY**

The district must review the Staff Payroll record information and the benefits information on all Staff Benefits records for the employee and if in error correct the appropriate record.