1.   District Number must be numeric in the range 01-69 or 71-75 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, 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 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.

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 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 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	****	0481	00000
* 03	123456780	5	****	0481	51000

**** = 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 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. **The first occurrence of Selected Benefits, Type must be A, B, C, D, E, F, G, K, L, M, or N; any subsequent occurrences may be Z. However, each Selected Benefits, Type must otherwise be unique. -record 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 third and fourth records below would be rejected because the code for Selected Benefits, Type is incorrect.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Selected Benefits, Type
03	123456789	5	****	B
03	123456781	5	****	F
* 03	123456780	5	****	w
* 03	123456788	5	****	O

**** = 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 data base, the district must correct the Selected Benefits, Type and resubmit the records for processing.

8.   The first occurrence of Selected Benefits, Value must be numeric and greater than zero, any subsequent occurrences must be numeric and greater than or equal to zero. -record 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 third record below would be rejected because the Selected Benefits, Value has been left blank. The fourth record would be rejected because the Selected Benefits, Value is not numeric.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Selected Benefits, Type	Selected Benefits, Value
03	123456789	5	****	B	00012500
03	123456780	5	****	C	00300000
* 03	123456790	5	****	A	
* 03	123456791	5	****	D	ZZZZZZZZ

**** = 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 data base, the district must correct the Selected Benefits, Value and resubmit the records for processing.

9.   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 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 Transaction Code and resubmit the records for processing.

10.   Each Staff Fiscal Year Benefits 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 third record 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	****	52001
03	123456780	5	****	61234
* 03	123456789	5	****	52001

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

DISTRICT RESPONSIBILITY

If the records that were accepted and loaded to the data base are the correct ones, 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 delete any invalid records, correct any rejected records if necessary, and resubmit the corrected record for processing.

11. **For each Selected Benefits, Type code that is not Z, the Selected Benefits, Value must be greater than zero. -record rejected-**

EXAMPLE

The first and second records below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record below would be rejected because the Selected Benefits, Value for Selected Benefits, Type "D" is zero.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Selected Benefits, Type	Selected Benefits, Value
04	123456789	5	****	B	00012500
04	123456780	5	****	Z	00000000
* 04	123456780	5	****	D	00000000

**** = 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 data base, the district must correct the Selected Benefits, Value and resubmit the record for processing.

→ 12. The Staff Number Identifier, Local may be any combination of letters, numbers and blanks. (All blanks are allowable.) -record rejected-

EXAMPLE

The first three records listed below would be loaded to the data base assuming no other edit would cause their rejection. The fourth record would be rejected because the Staff Number Identifier, Local contains a symbol (@).

District Number	Staff Number Identifier, Local
01	0123456789
01	ABC123DEF9
01	3001 28K
* 01	2121@xyz

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 Staff Number Identifier, Local and resubmit the record.

13. **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 data base 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 data base, the district must correct the Staff Number Identifier, Local or the Social Security Number and resubmit the record.

22.   Each Fiscal Year Benefits 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 Benefits records 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	****
03	123456780	5	****

Staff Fiscal Year Benefits record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Selected Benefits, Type	Selected Benefits, Value
* 03	123456781	5	****	B	00012500

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

DISTRICT RESPONSIBILITY

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

40.   Each Fiscal Year Benefits record must have a matching Fiscal Year Salaries record based on District Number, Social Security Number, Survey Period Code, and Fiscal Year unless the Separation Date on the Staff Demographic Information record is prior to the reported Fiscal Year and not equal to zero. -exception report-

EXAMPLE

The Staff Fiscal Year Benefits record listed below would not pass this edit because there is no matching Fiscal Year Salaries record based on the key items of District Number, Social Security Number, Survey Period Code, and Fiscal Year.

Fiscal Year Salaries records

District Number	Social Security Number	Survey Period Code	Fiscal Year
03	123456789	5	****
03	123456780	5	****

Staff Fiscal Year Benefits record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Selected Benefits, Type	Selected Benefits, Value
* 03	123456781	5	****	B	00012500

Staff Demographic Information record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Separation Date
03	123456781	5	****	00000000

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

FISCAL YEAR BENEFITS - EXCEPTION REPORTS

DISTRICT RESPONSIBILITY

The district must verify that the Staff Fiscal Year Benefits record is valid and that the employee had no salary for this fiscal year. If the employee did earn salary during the fiscal year, the district must submit a matching Fiscal Year Salaries record based on District Number, Social Security Number, Survey Period Code, and Fiscal Year.