

## STAFF FISCAL YEAR SALARIES - REJECT RULES

- 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<br>Number | Social<br>Security<br>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.

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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.

## STAFF FISCAL YEAR SALARIES - 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 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 DOE Information Data Base Requirements: Volume II--Automated Staff Information System 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.

## STAFF FISCAL YEAR SALARIES - REJECT RULES

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                  | ****        | 0481                        | 72000    | 006700000          |
| * 03            | 123456780              | 5                  | ****        | 0481                        | 72000    | 520000000          |

\*\*\*\* = 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 Fiscal Year Salary to be less than 088400000 and resubmit the record for processing.

## STAFF FISCAL YEAR SALARIES - REJECT RULES

8. Each of the three Job Code Fund Source codes must be one of the following: B, C, E, G, O, R, S, M 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                  | ****        | 0481                        | 51073    | 006700000          | Z050C0500000         |
| * 03            | 123456780              | 5                  | ****        | 0481                        | 51004    | 005200000          | 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 data base, the district must correct the Job Code Fund Source and resubmit the records for processing.

## STAFF FISCAL YEAR SALARIES - 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 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                  | ****        | 0481                        | 53007    | 006700000          | G050C050OZZZ         |
| * 03            | 123456780              | 5                  | ****        | 0481                        | 51004    | 005200000          | 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 data base, the district must correct the Job Code Fund Source percentages and resubmit the records for processing.

## STAFF FISCAL YEAR SALARIES - REJECT RULES

10. At least one of the three Job Code Fund Source codes must be nonzero, unless the Fiscal Year Salary is 000000000. -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                  | ****        | 51004    | 006700000          | G10000000000         |
| * 03            | 123456789              | 5                  | ****        | 53007    | 005200000          | 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 data base, the district must correct the Job Code Fund Source so that it has a valid nonzero code in at least one of the three Job Code Fund Source positions and resubmit the record for processing.

## STAFF FISCAL YEAR SALARIES - REJECT RULES

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                  | ****        | 0481                        | 51004    | 006700000          | G1000000000          |
| * 03            | 123456789              | 5                  | ****        | 0481                        | 53007    | 005200000          | G050G0500000         |

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



## STAFF FISCAL YEAR SALARIES - REJECT RULES

12. The three Job Code Fund Source percentages on a Fiscal Year Salaries record must add up to 100 percent. However, if the Fiscal Year Salary is zero, the three Job Code Fund Source percentages may add to 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 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                  | ****        | 51004    | 006700000          | G10000000000         |
| * 03            | 123456789              | 5                  | ****        | 51073    | 005200000          | G050B0400000         |

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

## STAFF FISCAL YEAR SALARIES - REJECT RULES

13. Salary Supplement Type code must be A - C, E - K, N - X or 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 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                  | ****        | B0045000                     |
| * 03            | 123456780              | 5                  | ****        | D0025000                     |

\*\*\*\* = 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 Salary Supplement Type and resubmit the record for processing.

## STAFF FISCAL YEAR SALARIES - REJECT RULES

14. **Salary Supplement Value must be numeric, greater than or equal to 0000000 and less than or equal to 9999900. -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 Salary Supplement Value is blank.

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

\*\*\*\* = 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 Salary Supplement Value and resubmit the record for processing.

## **STAFF FISCAL YEAR SALARIES - REJECT RULES**

**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.

## STAFF FISCAL YEAR SALARIES - REJECT RULES

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                  | ****        | 53007    |
| 03              | 123456780              | 5                  | ****        | 51004    |
| * 03            | 123456789              | 5                  | ****        | 53007    |

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

### 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.

## STAFF FISCAL YEAR SALARIES - REJECT RULES

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

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 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                  | ****        | 00000000                     |
| * 03            | 123456780              | 5                  | ****        | B0000000                     |

\*\*\*\* = 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 Salary Supplement Value and resubmit the record for processing.

## STAFF FISCAL YEAR SALARIES - REJECT RULES

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                  | ****        | 002700000          | 00000000                     |
| * 03            | 123456780              | 5                  | ****        | 000000000          | 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 Salary Supplement Type/Value or the Fiscal Year Salary and resubmit the record for processing.

## STAFF FISCAL YEAR SALARIES - REJECT RULES

### 19. Employment Status Code must be A, L, P or T. -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 Employment Status Code is not valid.

| District<br>Number | Social<br>Security<br>Number | Survey<br>Period<br>Code | Fiscal<br>Year | Employment<br>Status<br>Code |
|--------------------|------------------------------|--------------------------|----------------|------------------------------|
| 03                 | 123456789                    | 5                        | ****           | A                            |
| * 03               | 123456780                    | 5                        | ****           | 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 data base, the district must correct the Employment Status Code and resubmit the record.



## STAFF FISCAL YEAR SALARIES - REJECT RULES

- 20. Migrant Summer code must be A – H, or Z. -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 Migrant Summer code is not an acceptable code.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Migrant Summer |
|-----------------|------------------------|--------------------|-------------|----------------|
| 03              | 123456789              | 5                  | ****        | B025           |
| * 03            | 123456780              | 5                  | ****        | R100           |

\*\*\*\* = 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 Migrant Summer code and resubmit the record for processing.

## STAFF FISCAL YEAR SALARIES - REJECT RULES

- 21. **Migrant Regular School Year code must be A – H, or Z. -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 Migrant Regular School Year code is not an acceptable code.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Migrant Regular School Year |
|-----------------|------------------------|--------------------|-------------|-----------------------------|
| 03              | 123456789              | 5                  | ****        | E050                        |
| * 03            | 123456780              | 5                  | ****        | R100                        |

\*\*\*\* = 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 Migrant Regular School Year code and resubmit the record for processing.

## STAFF FISCAL YEAR SALARIES - REJECT RULES

- 22. Title I School-Wide code must be A, B, C, D, E, F, or Z. -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 Title I School-Wide code is not an acceptable code.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Title I School-Wide |
|-----------------|------------------------|--------------------|-------------|---------------------|
| 03              | 123456789              | 5                  | ****        | B025                |
| * 03            | 123456780              | 5                  | ****        | K100                |

\*\*\*\* = 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 Title I School-Wide code and resubmit the record for processing.

## STAFF FISCAL YEAR SALARIES - REJECT RULES

- 23. Title I Targeted Assistance code must be A, B, C, D, E, F or Z. -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 Title I Targeted Assistance code is not an acceptable code.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Title I Targeted Assistance |
|-----------------|------------------------|--------------------|-------------|-----------------------------|
| 03              | 123456789              | 5                  | ****        | B050                        |
| * 03            | 123456780              | 5                  | ****        | K100                        |

\*\*\*\* = 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 Title I Targeted Assistance code and resubmit the record for processing.

## STAFF FISCAL YEAR SALARIES - REJECT RULES

- 24. Migrant Summer FTE percentage must be numeric and greater than zero but less than or equal to 100, unless the Migrant Summer code is Z, then FTE percentage must be 000. -record rejected-

### EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record listed below would be rejected because the FTE percentage for the Migrant Summer code is not greater than zero.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Migrant Summer |
|-----------------|------------------------|--------------------|-------------|----------------|
| 03              | 123456789              | 5                  | ****        | B050           |
| * 03            | 123456780              | 5                  | ****        | E000           |
| 03              | 123456792              | 5                  | ****        | Z000           |

\*\*\*\* = 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 FTE percentage for the Migrant Summer code and resubmit the record for processing.

## STAFF FISCAL YEAR SALARIES - REJECT RULES

- 25. Migrant Regular School Year FTE percentage must be numeric and greater than zero but less than or equal to 100, unless the Migrant Regular School Year code is Z, then FTE percentage must be 000. -record rejected-

### EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record listed below would be rejected because the FTE percentage for the Migrant Regular School Year code is not greater than zero.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Migrant Regular School Year |
|-----------------|------------------------|--------------------|-------------|-----------------------------|
| 03              | 123456789              | 5                  | ****        | E050                        |
| * 03            | 123456780              | 5                  | ****        | A000                        |
| 03              | 123456792              | 5                  | ****        | Z000                        |

\*\*\*\* = 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 FTE percentage for the Migrant Regular School Year code and resubmit the record for processing.

## STAFF FISCAL YEAR SALARIES - REJECT RULES

- 26. Title I School-Wide FTE percentage must be numeric and greater than zero but less than or equal to 100, unless the Title I School-Wide code is Z, then FTE percentage must be 000. -record rejected-

### EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record listed below would be rejected because the FTE percentage for the Title I School-Wide code is not less than 100.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Title I School-Wide |
|-----------------|------------------------|--------------------|-------------|---------------------|
| 03              | 123456789              | 5                  | ****        | B025                |
| * 03            | 123456780              | 5                  | ****        | E125                |
| 03              | 123456792              | 5                  | ****        | Z000                |

\*\*\*\* = 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 FTE percentage for the Title I School-Wide code and resubmit the record for processing.

## STAFF FISCAL YEAR SALARIES - REJECT RULES

- 27. Title I Targeted Assistance FTE percentage must be numeric and greater than zero but less than or equal to 100, unless the Title I Targeted Assistance code is Z, then FTE percentage must be 000. -record rejected-

### EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record listed below would be rejected because the FTE percentage for the Title I Targeted Assistance code is not less than 100.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Title I Targeted Assistance |
|-----------------|------------------------|--------------------|-------------|-----------------------------|
| 03              | 123456789              | 5                  | ****        | B050                        |
| * 03            | 123456780              | 5                  | ****        | A125                        |
| 03              | 123456792              | 5                  | ****        | Z000                        |

\*\*\*\* = 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 FTE percentage for the Title I Targeted Assistance code and resubmit the record for processing.



## STAFF FISCAL YEAR SALARIES - REJECT RULES

- 28. 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<br>Number | Staff<br>Number<br>Identifier,<br>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.

## STAFF FISCAL YEAR SALARIES - 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 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<br>Number | Social<br>Security<br>Number | Staff<br>Number<br>Identifier,<br>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.

## STAFF FISCAL YEAR SALARIES - REJECT RULES

- 30. Teacher Evaluation code must be A, B or Z. -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 Teacher Evaluation code is not a valid code.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/Home | Teacher Evaluation |
|-----------------|------------------------|--------------------|-------------|-----------------------------|--------------------|
| 03              | 123456788              | 5                  | ****        | 0081                        | B                  |
| * 03            | 123456789              | 5                  | ****        | 0081                        | R                  |

\*\*\*\* = 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 Teacher Evaluation code and resubmit the record for processing.

## STAFF FISCAL YEAR SALARIES - REJECT RULES

- 31. If the employee's Job Code places the employee on lines 21-33, inclusive, of the Public Schools Staff Survey - EEO-5, then the Teacher Evaluation code must be A or B. -record rejected-

### EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because Teacher Evaluation code for the Job Code is not a valid code.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code | Teacher Evaluation |
|-----------------|------------------------|--------------------|-------------|----------|--------------------|
| 03              | 123456788              | 5                  | ****        | 51051    | B                  |
| * 03            | 123456789              | 5                  | ****        | 51062    | Z                  |
| 03              | 123456791              | 5                  | ****        | 61232    | Z                  |

\*\*\*\* = 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 Teacher Evaluation code or the Job Code and resubmit the record for processing.

## STAFF FISCAL YEAR SALARIES - STATE VALIDATIONS RULES

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                  | ****        |
| 03              | 123456780              | 5                  | ****        |

#### *Staff Fiscal Year Salaries record*

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

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

### 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.

**STAFF FISCAL YEAR SALARIES – EXCEPTION REPORTS**

→ **80. If District Number and Employee Name, Legal (Last Name, First Name) are on the file of Progress Monitoring and Reporting Network (PMRN) for Reading Coaches, then the Job Code should be 64021, 64022 or 64023 for one of the Staff Fiscal Year Salaries records for the employee. –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 is listed on the PMRN for Reading Coaches but the Job Code is not 64021, 64022 or 64023.

*Staff Fiscal Year Salaries record*

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code |
|-----------------|------------------------|--------------------|-------------|----------|
| 61              | 123456789              | 5                  | ****        | 64021    |
| *61             | 123456780              | 5                  | ****        | 51027    |

*Progress Monitoring and Reporting Network (PMRN)*

| District Number | Name       | Job Title     | School Name    |
|-----------------|------------|---------------|----------------|
| 61              | John Smith | Reading Coach | ABC Elementary |
| 61              | Jane Doe   | Reading Coach | XYZ Middle     |

*Staff Demographic Information record*

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code, Primary | Employee Name, Legal (Last Name, First Name) |
|-----------------|------------------------|--------------------|-------------|-------------------|--|
| 61              | 123456789              | 5                  | ****        | 64021             | Smith, John                                  |
| 61              | 123456780              | 5                  | ****        | 51027             | Doe, Jane                                    |

**DISTRICT RESPONSIBILITY**

The district should review the data in the second record and verify the Job Code. If there is an error the district should submit an update to the record.

## STAFF FISCAL YEAR SALARIES – EXCEPTION REPORTS

- 81. If the Job Code 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 it is listed on the PMRN for Reading Coaches and the Job Code is 64021 and none of the Job Code Fund Source codes is R or S.

#### *Staff Fiscal Year Salaries records*

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job, Code | Job Code Fund Source |
|-----------------|------------------------|--------------------|-------------|-----------|----------------------|
| 61              | 123456789              | 5                  | ****        | 64023     | S050G0500000         |
| *61             | 123456780              | 5                  | ****        | 64021     | G10000000000         |

### DISTRICT RESPONSIBILITY

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