STAFF MULTIDISTRICT EMPLOYEE - 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 because it 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 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 2 and must be correct for the submission specified by the district. -record rejected-**

> **EXAMPLE**
>
> The Survey Period Code as specified in the transmission JCL is identified as Survey Period Code "3" and the records are coded as Survey Period Code "2." 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 in the JCL 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.   Multidistrict Employee, Assignment Identifier must be X or Y.   -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 below would be rejected because of an incorrect Multidistrict Employee, Assignment Identifier.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Multidistrict Employee, Assignment Identifier	Multidistrict Employee, District Number
03	123456789	2	****	X	02
* 03	123456780	2	****	Z	06

**** = 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 Multidistrict Employee, Assignment Identifier and resubmit the record for processing.

6.   Multidistrict Employee, District Number must be numeric and in the range 01 –69, 71-75 or 99. -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 below would be rejected because the Multidistrict Employee, District Number is not in the valid range.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Multidistrict Employee, Assignment Identifier	Multidistrict Employee, District Number
03	123456789	2	****	X	02
* 03	123456780	2	****	Y	70

**** = 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 Multidistrict Employee, District Number and resubmit the record for processing.

7.   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. 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 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 for processing.

8.   Each Staff Multidistrict Employee record must be unique based on District Number; Social Security Number; Survey Period Code; Fiscal Year; and Multidistrict Employee, District Number. -first record accepted, all other duplicate records rejected-

EXAMPLE

The first and second record 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 key items (District Number; Social Security Number; Survey Period Code; Fiscal Year; and Multidistrict Employee, District Number) duplicate the key items in the first record.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Multidistrict Employee, District Number
03	123456789	2	****	02
03	123456780	2	****	25
* 03	123456789	2	****	02

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. 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."

➤ 9.   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.

→ **10.** **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.

20. **Each Multidistrict Employee 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 Multidistrict Employee record 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	School Number, Primary/ Home
03	123456789	2	****	0481
03	123456780	2	****	0481

Staff Multidistrict Employee record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Multidistrict Employee, Assignment Identifier	Multidistrict Employee, District Number
* 03	123456781	2	****	X	02

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

DISTRICT RESPONSIBILITY

The district must determine whether the Staff Multidistrict Employee record is valid. If it is valid the district must submit a Staff Demographic Information record based on District Number, Social Security Number, Survey Period Code and Fiscal Year.

21.   Multidistrict Employee, Assignment Identifier must be identical on all of an employee's Multidistrict Employee records. -state validation 3-

EXAMPLE

The records listed below would not pass this edit because the Multidistrict Employee, Assignment Identifier is not identical for all of the employee records submitted.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Multidistrict Employee, Assignment Identifier	Multidistrict Employee, District Number
* 03	123456789	2	****	X	02
* 03	123456789	2	****	Y	25
* 03	123456789	2	****	Y	06

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

DISTRICT RESPONSIBILITY

Correct the Multidistrict Employee, Assignment Identifier so that they are all the same.