

STAFF DATA ELEMENTS

2025-26



Data Element Number: **203810**

Data Element Name: **Duty Days**

For Survey Periods 2 and 3 this is the standard number of days per year an employee in this job is scheduled to work (including paid holidays). For Survey Period 5 this is the actual number of days the employee in this job worked (including paid holidays). Temporary or Substitute employees should be coded "000". Right justified.

Examples:

210 - The employee is in a job for which the standard number of duty days per year is 210.

000 - The employee is a Temporary, Substitute or Student employee.

Code	Definition/Example
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Not applicable for this element.

Data Element Detailed Information

Length:	3	Use Types:	
Data Type:	Numeric	State Reporting:	Yes
Year Implemented:	9293	Local Accountability:	Yes
State Standard:	No	FASTER:	
Required Grades:		Migrant Tracking:	

Applicable Format And Edit

Formats Required:	Edits Required:
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Staff Fiscal Year Salaries 37,38

Staff Payroll Information 14,38

Programs Required:

Surveys Required:	Survey 2	Yes
	Survey 3	Yes
	Survey 5	Yes

Appendices: None

Description of Changes:

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7/1/2019	Added Survey 5 as a required survey reporting period.
7/1/2019	Added the Staff Fiscal Year Salaries format as a required reporting format.
7/1/2019	Revised definition to include reporting requirements for Surveys 2, 3, and 5.