STAFF SUMMER SALARY - REJECT RULES

1.   District Number must be numeric in the range 01-70 or 72-76 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. 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.

STAFF SUMMER SALARY - REJECT RULES

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 as 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 either on the JCL or the records being submitted and resubmit the records for processing.

4.   **School Year must be correct for the submission specified by the district. -record rejected-**

   EXAMPLE

   Similar to the edit for Survey Period Code, both the School 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 School 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 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, Primary must equal one of, the codes on the Job Code Assignment 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 Code, Primary codes reported are not on the Job Code Assignment table.
>
> | District Number | Social Security Number | Survey Period Code | School Year | School Number | Job Code, Primary | Job Code FTE |
> |---|---|---|---|---|---|---|
> | * 03 | 123456789 | 5 | 9899 | 0481 | 00000 | 100 |
> | * 03 | 123456780 | 5 | 9899 | 0481 | 51000 | 100 |
>
> **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, Primary by reporting a valid number from the Job Code Assignment table and resubmit the records for processing.

7.   Job Code FTE must be numeric, greater than or equal to zero, and less than or equal to 100. -record rejected-

EXAMPLE

The three records listed below would not be loaded to the data base. 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 has been left blank. The third record would be rejected because the Job Code FTE is greater than 100.

District Number	Social Security Number	Survey Period Code	School Year	School Number, Primary/ Home	Job Code, Primary	Job Code FTE
* 03	123456789	5	9899	0481	53007	ZZZ
* 03	123456780	5	9899	0481	52004	
* 03	123456781	5	9899	0481	51005	101

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 FTE and resubmit the records for processing.

8.   Each of the three Job Code Fund Source codes must be one of the following: B, M, E, F, D, O, C, S, G, I, 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 code "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 while the last two are left blank.

District Number	Social Security Number	Survey Period Code	School Year	School Number, Primary/ Home	Job Code, Primary	Job Code FTE	Job Code Fund Source
* 03	123456789	5	9899	0481	51073	100	Z050C0500000
* 03	123456780	5	9899	0481	52004	100	G100

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 codes and resubmit the records for processing.

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	School Year	School Number, Primary/ Home	Job Code, Primary	Job Code FTE	Job Code Fund Source
* 03	123456789	5	9899	0481	53007	100	G050CO50OZZZ
* 03	123456780	5	9899	0481	52004	100	G100

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.

10. **Salary Schedule Pay Lane must be 0-8. -record rejected-**

EXAMPLE

The two records listed below would not be loaded to the data base The first record would be rejected because the Salary Schedule Pay Lane is left blank. The second record would be rejected because the Salary Schedule Pay Lane is an invalid code.

District Number	Social Security Number	Survey Period Code	School Year	School Number, Primary/ Home	Job Code, Primary	Salary Schedule Pay Lane
* 03	123456789	5	9899	0481	53007	
* 03	123456780	5	9899	0481	52004	9

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 Salary Schedule Pay Lane codes and resubmit the records for processing.

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

EXAMPLE

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

District Number	Social Security Number	Survey Period Code	School Year	School Number, Primary/ Home	Job Code, Primary	Salary Schedule Step
* 03	123456789	5	9899	0481	53007	
* 03	123456780	5	9899	0481	52004	ZZ

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 Salary Schedule Step and resubmit the records for processing.

12.   Summer Salary, Instructional Personnel must be numeric, greater than or equal to 0001700 and less than or equal to 1500000. -record rejected-

EXAMPLE

The three records listed below would not be loaded to the data base. The first record would be rejected because the Summer Salary, Instructional Personnel is all zeros. The second record would be rejected because it contains blanks. The third record would be rejected because it is not in the acceptable range.

District Number	Social Security Number	Job Code, Primary	Summer Salary, Instructional Personnel
* 03	123456789	53007	0000000
* 03	123456790	52001	45000
* 03	123456791	51057	0001500

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 Summer Salary, Instructional Personnel codes and resubmit the records for processing.

13.   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.

**14.   At least one of the three Job Code Fund Source codes must be nonzero.
-record rejected-**

> **EXAMPLE**
>
> The second record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first record would be rejected because each of the three Job Code Fund Source codes is zero.

District Number	Social Security Number	Survey Period Code	School Year	Job Code, Primary	Job Code Fund Source
* 03	123456789	5	9899	53007	000000000000
03	123456780	5	9899	52004	G10000000000

> **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 and resubmit the record for processing.

15.   Any one Job Code Fund Source code can appear only once on a Staff Summer Salary 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 second record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first record would be rejected because the Job Code Fund Source code of "G" appears twice.

District Number	Social Security Number	Survey Period Code	School Year	School Number, Primary/ Home	Job Code, Primary	Job Code Fund Source
* 03	123456789	5	9899	0481	53007	G050GO500000
03	123456780	5	9899	0481	52004	G100000000000

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 and resubmit the record for processing.

16.   The three Job Code Fund Source percentages on a Staff Summer Salary record must add up to 100 percent.   -record rejected-

EXAMPLE

The second record listed below would be loaded to the data base assuming no other reject rule would cause its rejection.   The first record below would be rejected because the Job Code Fund Source percentages add up to 90 instead of 100.

District Number	Social Security Number	Survey Period Code	School Year	Job Code Primary	Job Code Fund Source
* 03	123456789	5	9899	51073	G05OB0400000
03	123456780	5	9899	52004	G10000000000

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 for that record and resubmit the record for processing.

17.   Job Code FTE may be equal to or greater than zero for substitute teachers (Job Code, Primary codes equal to 51080, 52080, 53080, 54080, or 55080), but must be greater than zero for all other employees. -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 would be rejected due to an incorrect Job Code FTE.

District Number	Social Security Number	Survey Period Code	School Year	School Number, Primary/ Home	Job Code, Primary	Job Code FTE
03	123456789	5	9899	0481	51080	000
03	123456780	5	9899	0481	51004	025
* 03	123456781	5	9899	0481	53007	000

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 FTE to be greater than zero and resubmit the record for processing.

18.   Salary Schedule Step must be 00-97 for instructional employees not paid on a flat rate (Salary Schedule Pay Lane code equal to 1-7), 98 for flat rate employees (Salary Schedule Pay Lane code equals 8) and 99 for employees not paid on the regular instructional personnel salary schedule (Salary Schedule Pay Lane code equals 0). -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 a Salary Schedule Step of 99 is not valid for an employee who is not paid on a flat rate schedule. The third record would be rejected because a Salary Schedule Step of 98 is not valid for an employee paid on the regular instructional personnel salary schedule.

District Number	Social Security Number	Survey Period Code	School Year	School Number, Primary/ Home	Job Code, Primary	Salary Schedule Pay Lane	Salary Schedule Step
03	123456780	5	9899	0481	51004	3	03
* 03	123456789	5	9899	0481	51080	8	99
* 03	123456781	5	9899	0481	52001	3	98

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 relationship between the Salary Schedule Step and Salary Schedule Pay Lane and resubmit the records for processing.

19. Each Staff Summer Salary record must be unique based on District Number; Social Security Number; Survey Period Code; School Year; and Job Code, Primary. -first record accepted, all others 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 below would be rejected because the key items (District Number; Social Security Number; Survey Period Code; School Year; and Job Code, Primary) duplicate the key items in the first record.

District Number	Social Security Number	Survey Period Code	School Year	School Number, Primary Home	Job Code, Primary	Job Code FTE
03	123456789	5	9899	0481	51080	100
03	123456780	5	9899	0481	51004	000
* 03	123456789	5	9899	0481	51080	050

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."

STAFF SUMMER SALARY - STATE VALIDATION RULES

50. **Each Staff Summer Salary record must have a matching Staff Demographic Information record based on District Number, Social Security Number, Survey Period Code and Year. -state validation 3-**

EXAMPLE

The Staff Summer Salary record listed below would not pass this edit because there is no matching Staff Demographic Information record based on District Number, Social Security Number, Survey Period Code and Year.

Staff Demographic Information

District Number	Social Security Number	Survey Period Code	Fiscal Year
03	123456789	5	9899
03	123456780	5	9899

Staff Summer Salary

District Number	Social Security Number	Survey Period Code	School Year	School Number, Primary/ Home	Job Code, Primary	Summer Salary, Instructional Personnel
* 03	123456781	5	9899	0481	53007	0045000

DISTRICT RESPONSIBILITY

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