Florida Department of Education
Education Information and Accountability Services/
Educational Data Systems

Comprehensive Management Information System
Automated Staff Reporting Format

1999-2000 Staff Payroll Information

1.   This type of record must be submitted for all employees during reporting periods 2 and 3. The majority of employees in a district will only have one STAFF PAYROLL record per submission. However, for those individuals who have two primary jobs, e.g., bus driver and cafeteria worker, one record should be submitted for each job. An individual who holds a contract as a teacher and teaches different subjects is not viewed as having two primary job codes. Other examples of individuals holding two primary jobs could include the following: high school teacher/adult night school teacher; bus driver/teacher aide, maintenance worker/security guard.

2.   JOB CODE FUND SOURCE: This element should identify up to three fund sources from which the employee is paid <u>at the time of the survey</u> for the primary job reported.

3.   SCHOOL NUMBER: Report the school number which indicates the primary school to which this individual is assigned for the reported job code. This may or may not match the school number reported on the employee's demographic information record.

4.   DUTY DAYS: Report the standard number of days per year an employee <u>in this job</u> is <u>scheduled</u> to work. For example, if a teacher is hired one week after the school year begins, report the standard duty days (196) for that job.

5.   PAY TYPE, PAY RATE, PAY FREQUENCY: Report pay rate and frequency based upon the pay type of the employee. For example, an hourly paid employee (pay type H) would have "hourly wages" reported for pay rate item and "number of hours worked per day" reported for pay frequency. A salaried employee (pay type S) would have "salary earned per pay period" reported for pay rate and "number of pay periods" reported for pay frequency.

1999-2000 Staff Payroll Information (continued)

6.   JOB CODE, PRIMARY: See Appendix E, (JOB CODE ASSIGNMENTS), in the <u>DOE Information Data Base Requirements: Volume II - Automated Staff Information System</u> for Job Codes.

7.   ADDRESS, MAILING: Submit for all employees whose position classification defines them as either administrative or instructional personnel (lines 1-43 of the Public Schools Staff Survey - EEO-5). These include superintendents, assistant superintendents, directors/supervisors of instruction, principals, assistant principals, teachers, librarians/media specialists, guidance counselors, other professional instructional staff, and other personnel occupying similar positions to those listed here.

8.   KEY FIELDS: The key fields for this format are item numbers 1, 2, 3, 4, 6 and 16. If a key field needs to be changed, the record must be deleted and re-submitted as an add.

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FIELD CHARACTERISTICS:	TAPE CHARACTERISTICS:	
A = Alphabetic only A/N = Alphanumeric N = Numeric only Z = Zoned Numeric P = Packed decimal R = Right justified leading zeros L = Left justified	9 Track (odd Parity) 1600 or 6250 BPI, EBCDIC Label Information_____ Record size _____ Block size _____	Date: April 1999 Effective Date: July 1999 Format No.: 6359 Record Type: 1 of 1 Activity No.: DB9 30C

Item Number	From-To	Size	Field Char.	Field Description
1	**1-2**	**2**	**N/R**	**District Number**
				The two digit number for the district in which the staff member is currently employed. For employees who serve multiple districts, this is the fiscal agent district number. Also, the district number is for the district submitting the inservice education component. See DOE Information Data Base Requirements: Volume II - Automated Staff Information System, Appendix B, for acceptable codes.
2	**3-12**	**10**	**A/N/L**	**Social Security Number**
				The number assigned to an individual by the Social Security Administration (left justified).
3	**13-13**	**1**	**N**	**Survey Period Code**

				A code representing one of the state reporting periods.
				
				    Code Definition
				    2 October
				    3 February

4	**14-17**	**4**	**N**	**Fiscal Year**
				The state fiscal year running from July 1 through June 30 for which the reported data are applicable. Example: 8788 Fiscal year July 1, 1987 through June 30, 1988

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Item Number	From-To	Size	Field Char.	Field Description
5	**18-21**	**4**	**N/R**	**School Number, Primary/Home**
				The state assigned four digit school number (0001-9899) which indicates the primary administrative reporting unit to which the individual is assigned.
6	**22-26**	**5**	**N**	**Job Code, Primary**
				The code associated with each primary job assignment of the employee. See DOE Information Data Base Requirements: Volume II -Automated Staff Information System, Appendix E for valid job codes.
				Example: 53002 Business Education Teacher
				NOTE: The majority of employees in a district will have only one primary job. However, it is possible for some individuals to have more than one primary job. For example, an employee could hold the primary job of bus driver and a second primary job of cafeteria worker. Caution should be used in differentiating a second primary job from an additional job assignment.
7	**27-29**	**3**	**N/R**	**Job Code FTE**
				The full-time equivalency of the job assignment (to the nearest whole percent). For one full-time equivalency, the employee's services are required each working day at least the number of hours equal to the number of hours of a regular working day for that job.
				Examples: 100 100% of the employee's time is spent at the reported job assignment.
				050 50% of the employee's time is spent at the reported job assignment.
				000 Substitute teacher, temporary part-time or student employee.
				NOTE: The sum of all Job Code FTEs for one full-time position should not exceed 100.

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Item Number	From-To	Size	Field Char.	Field Description
8	**30-41**	**12**	**A/N**	**Job Code Fund Source**
				A code to identify up to three fund sources (and corresponding percentages) from which the employee is paid.

Code	Definition
B	IASA, Title 1, Part A
M	IASA, Title 1, Part C
E	IDEA - Part B, Individuals with Disabilities Education Act
F	Florida Diagnostic and Learning Resource Systems - Federal
D	Florida Diagnostic and Learning Resource Systems - State
O	Other Special Revenue
C	State Compensatory Program
S	State Migrant Program
G	Other General Funds
I	Internal Service Funds

Examples:

B050G0500000-Fifty percent of the employee's salary or wage is paid from IASA, Title 1, Part A and 50 percent is paid from Other General Funds.

S1000000000-One hundred percent of the employee's salary or wage is paid from State Migrant Program funds.

Item Number	From-To	Size	Field Char.	Field Description
9	**42-42**	**1**	**A/R**	**Pay Type**
				A code to identify the type of pay the employee receives.

Code	Definition
H	Hourly pay
S	Salary
D	Daily

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Item Number	From-To	Size	Field Char.	Field Description
10	**43-50**	**8**	**N/R**	**Pay Rate**
				FOR SALARIED EMPLOYEES:
				The salary, before deductions and prior to supplements, expected to be paid to an employee each pay period. (XXX,XXX.XX)
				Example: 00217500 = A salaried employee is paid $2,175 each pay period.
				<u>Or</u>
				FOR EMPLOYEES PAID ON AN HOURLY BASIS:
				The wage, before deductions and prior to supplements, expected to be paid to an employee per hour. (XXX,XXX.XX)
				Example: 00000850 = An hourly paid employee is paid $8.50 per hour.
				<u>Or</u>
				FOR EMPLOYEES PAID ON A DAILY BASIS:
				The wage, before deductions and prior to supplements, expected to be paid to an employee per day. (XXX,XXX.XX)
				Example: 00003500 = A daily paid employee is paid $35.00 per day.
11	**51-54**	**4**	**N/R**	**Pay Frequency**
				FOR SALARIED EMPLOYEES:
				The number of pay periods the employee is paid each year. (XX.XX)
				Example: 1200 A salaried employee is paid 12 times per year.
				<u>Or</u>
				FOR EMPLOYEES PAID ON AN HOURLY BASIS:
				The number of hours per day the employee is scheduled to work. (XX.XX)
				(CONTINUED ON NEXT PAGE)

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Item Number	From-To	Size	Field Char.	Field Description
				Example: 0775 An hourly paid employee is scheduled to work 7 3/4 hours per day.
				Example: 0400 An hourly paid employee is scheduled to work 4 hours per day.
				<u>Or</u>
				FOR EMPLOYEES PAID ON A DAILY BASIS:
				The number of days per week the employee is scheduled to work. (XX.XX)
				Example: 0500 A daily paid employee is scheduled to work 5 days per week.
				<u>Or</u>
				FOR TEMPORARY PART-TIME EMPLOYEES THIS MAY BE ZERO FILLED
				Example: 0000 Temporary or student employee.
12	**55-55**	**1**	**A**	**Pay Class**
				A code to identify the pay schedule to which the employee belongs. <u>Code</u> <u>Definition</u> A Administrative Schedule I Instructional Schedule O Other E Elected/Appointed Position
13	**56-58**	**3**	**N/R**	**Duty Days**
				The standard number of days per year an employee in this job is scheduled to work (including paid holidays). Temporary or substitute employees should be coded 000, right justified.
				Example: 210 The employee is in a job for which the standard number of duty days per year is 210.
				Example: 000 The employee is a temporary, substitute or student employee.

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Item Number	From-To	Size	Field Char.	Field Description
14	**59-61**	**3**	**N/R**	**Employment Length**
				The number of months (to the nearest half month) the employee is scheduled to work.
				Examples: 090 9 months 095 9 1/2 months 120 12 months 000 Temporary/Substitute
15	**62-62**	**1**	**A**	**Employment Status Code**
				A code to identify the employee's current employment relationship with the school board. Code Definition A Active employee P Leave of absence with pay
16	**63-64**	**2**	**A**	**Employee Type**
				A code to identify the type of employment with the school board. Code Definition RF Regular full-time employee RP Regular part-time employee TF Temporary full-time employee TP Temporary part-time employee ST Student employee
17	**65-66**	**2**	**A**	**Contract Status, Pay Purpose**
				A code to identify the contract status of instructional personnel for pay purposes. Code Definition AC Annual Contract CC Continuing Contract SS Single Status - No differentiation between annual and continuing contract for salary purposes. (CONTINUED ON NEXT PAGE)

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Item Number	From-To	Size	Field Char.	Field Description
				PS Professional Service Contract ZZ Employee is a non-instructional staff member, substitute teacher and/or is not paid on the regular instructional personnel salary schedule.
18	67-67	1	N	**Salary Schedule Pay Lane**

				The pay lane on the district instructional salary matrix from which the individual is paid.
				
				Code Definition Code Definition
				1 Bachelor's 6 Specialist
				2 Bachelor's Plus 7 Doctorate
				3 Master's 8 Flat Rate
				4 Master's Plus 0 Not an instructional
				5 Beyond employee and/or is
				     Master's Plus not paid on the regular
				                            instructional personnel
				                            salary schedule.

19	68-69	2	N/R	**Salary Schedule Step**
				A two-digit salary schedule step for instructional personnel. Instructional personnel who are in their first year should be placed on Step 00. Second year personnel are on Step 01 and so forth. Use code 99 for employees who are not instructional personnel and/or are not paid on the regular instructional personnel salary schedule. Use code 98 for employees on a flat rate schedule.
20	70-70	1	A	**Transaction Code**
				A code indicating the appropriate action to be taken with respect to the district's data base reporting records. Code Definition A Add Record C Update Record D Delete Record

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Item Number	From-To	Size	Field Char.	Field Description
21	**71-134**	**64**	**A/N**	**Address, Mailing**
				The employee's mailing address:
				(25 characters) Street number and name, P.O. box, or route and box number.
				(10 characters) Apartment number, building number, etc.
				(20 characters) City and state. Positions 19-20 must be a two-character state code. See DOE Information Data Base Requirements: -- <u>Volume II: Automated Staff Information System</u>, Appendix H for state codes.
				(9 characters) Zip code left-justified.
				These are fixed fields.
22	**135-160**	**26**	**A/N**	**Filler**