Revised Date: April 2001
Effective Date: July 2001

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

Comprehensive Management Information System
Automated Staff Reporting Format

2001-2002 Staff Fiscal Year Salaries

1. There should be one record submitted **for each staff member** receiving salary payments during the fiscal year being reported**.** For staff filling more than one job code position during the Fiscal Year, submit one record for each job. Submit this format in reporting period 5 only.

2. SCHOOL NUMBER, PRIMARY/HOME: For staff members who operate out of the county office, the school number to be used in this field is 9001. Staff members assigned to schools must be reported at that school using the official state school number for that school. Itinerant staff should be reported either at the school that is considered their home location or at the district office.

3. JOB CODE: Submit one record for <u>each</u> job code the employee received salary for during the fiscal year being reported. See Appendix E, (JOB CODE ASSIGNMENTS), in the <u>DOE Information Data Base Requirements: Volume II - Automated Staff Information System</u> for acceptable codes.

4. FISCAL YEAR SALARY: All salaries paid to the staff member for the job being reported.

5. JOB CODE FUND SOURCE: A code to identify up to three fund sources (and corresponding percentages) from which the employee is paid.

6. SALARY SUPPLEMENT TYPE/VALUE: A code to identify up to seven annual salary supplement types (and corresponding monetary values) paid for extra services. The Salary Supplement Type earned by the employee is to be entered in positions 1, 9, 17, etc., followed by the corresponding Salary Supplement Value in the next seven positions. The default code for Salary Supplement Type/Value is zero.

7. KEY FIELDS: The key fields for this format are Item Numbers 1-4, 6. **If any key field needs to be changed, the record must be deleted and re-submitted as an add.**

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2001-2002 STAFF FISCAL YEAR SALARIES

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 2001 Effective Date: July 2001 Format No.: 6925 Record Type: 1 of 1 Activity No.: DB9 43B

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 <u>DOE Information Data Base Requirements: Volume II-Automated Staff Information System</u>, 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. For this format, Survey Period Code is always "5".
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
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.

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Item Number	From-To	Size	Field Char.	Field Description
6	**22-26**	**5**	**N**	**Job Code**
				The code associated with each job assignment of the employee. See appendix E, JOB CODE ASSIGNMENTS, in the <u>DOE Information Data Base Requirements: Volume II - Automated Staff Information System</u> for acceptable codes.
7	**27-35**	**9**	**N/R**	**Fiscal Year Salary**
				All salaries paid to the staff member for the job being reported. Example: 001700000 = $17,000.00
8	**36-47**	**12**	**A/N/R**	**Job Code Fund Source**
				A code to identify up to three fund sources (and corresponding percentages) from which the employee is paid. <u>Code</u> <u>Fund Source</u> B IASA, Title 1, Part A C Charter School, Not paid through district M IASA, Title 1, Part C E IDEA - Part B, Individual with Disabilities Education Act F Florida Diagnostic and Learning Resources Systems - Federal D Florida Diagnostic and Learning Resources 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. (CONTINUED ON NEXT PAGE)

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Item Number	From-To	Size	Field Char.	Field Description
				Examples: S10000000000 One hundred percent of the employee's salary or wage is paid from State Migrant Program Funds.
9	**48-103**	**56**	**A/N/R**	**Salary Supplement Type/Value**
				A code to identify up to seven types of annual salary supplements and their corresponding monetary values paid to an employee during the fiscal year being reported. Report the Salary Supplement Type in positions 1, 9, 17, etc., followed by the corresponding Salary Supplement Value in the next seven positions. Use the following codes for Salary Supplement Type: Code Definition A Athletic - includes supplements to athletic directors, trainers, head coaches, assistant coaches, etc. B Academic - includes supplements to band directors, department heads, cheerleader sponsors, yearbook directors, drama sponsors, etc. C Merit Pay - awarded by the local school district D Meritorious Schools E Inservice Stipends - supplement paid to an employee who has completed certain inservice hours F Extended Day - includes supplements to those who teach an extended period for extra pay beyond the regular contracted day (CONTINUED ON NEXT PAGE)

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Item Number	From-To	Size	Field Char.	Field Description
				G Other
				H Florida Excellent Teaching Program Incentive/Salary Bonus - includes portfolio preparation incentives, salary bonuses, and mentoring bonuses as indicated in s. 236.08106, F.S.
				I Florida School Recognition Program as defined in s. 231.2905, F.S.
				J Performance Pay Incentive as defined in s. 230.23(5)(c), F.S.
				K Advanced Placement Instruction bonus as defined in s. 236.081(1)(m), F.S.
			→	L Bonus for Teacher Retention in D, F, and alternative schools as defined in s. 230.23(16)(c), F.S. (Applicable for 2000-01 only.)
			→	M Bonus for Teacher Recruitment to D, F, and alternative schools as defined in s. 230.23(16)(c), F.S. (Applicable for 2000-01 only.)
				N Bonus for Teacher Retention in an area of critical state concern.
				O Bonus for Teacher Recruitment in an area of critical state concern.
			→	P Bonus for teacher (instructional personnel) retention.
			→	Q International Baccalaureate instruction bonus as defined in s. 236.081 (1) (k), F.S.
				0 No salary supplement
				(CONTINUED ON NEXT PAGE)

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2001-2002 STAFF FISCAL YEAR SALARIES

Item Number	From-To	Size	Field Char.	Field Description
			→	The monetary value of the salary supplement should be reported using two decimal places as follows: Example: A1000000C0200000E0045000 The employee receives $10,000.00 monetary value in payment for Athletic annual salary supplement, $2,000.00 monetary value in Merit Pay annual salary supplement and $450.00 monetary value for Inservice Stipends annual salary supplement.
10	104-104	1	A	**Transaction Code**
				A code indicating the appropriate action to be taken with respect to the district's data base reporting records. <u>Code</u> <u>Definition</u> A Add Record C Update Record D Delete Record
11	105-160	56	A/N	**Filler**