


2021-2022

**AUTOMATED STAFF INFORMATION
DATABASE MANUAL**

FOLLOWING ARE CHANGES AND
REVISIONS FOR STAFF DATABASE
REPORTING.

STAFF DEMOGRAPHIC INFORMATION – STATE VALIDATION RULES

 30. If Survey Period Code is 2 or 3, each Staff Demographic Information record must have a matching Staff Payroll record based on District Number, Social Security Number, Survey Period Code and Fiscal Year. If Survey Period Code is 5, each Staff Demographic Information record must have a matching Staff Fiscal Year Salaries, or Staff Fiscal Year Benefits format based on District Number, Social Security number, Survey Period Code, and Fiscal Year. This edit does not apply to Survey 8. -state validation 3-

[For Survey Periods 2 and 3, any Staff Demographic record without a matching Staff Payroll record will be deleted from the Staff Database after the close of the survey.](#)

EXAMPLE

The first Staff Demographic Information record listed below would not pass this edit because there is not a matching Staff Payroll Information record based on District Number, Social Security Number, Survey Period Code and Fiscal Year. The second Staff Demographic Information record would pass this edit.

Staff Demographic Information record

District Number	Social Security Number	Survey Period Code	Fiscal Year
* 03	123456789	2	****
03	454567858	2	****

Staff Payroll Information record

District Number	Social Security Number	Survey Period Code	Fiscal Year
03	454567858	2	****

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

DISTRICT RESPONSIBILITY

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

STAFF PAYROLL INFORMATION - STATE VALIDATION RULES

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

For Survey Periods 2 and 3, any Staff Payroll record without a matching Staff Demographic record will be deleted from the Staff Database after the close of the survey.

EXAMPLE

The Staff Payroll record listed below would cause an error message to be generated 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 record

District Number	Social Security Number	Survey Period Code	Fiscal Year
03	123456789	2	****
03	123456780	2	****

Staff Payroll record

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary
* 03	123456781	2	****	0481	53007

DISTRICT RESPONSIBILITY

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

USER MANUAL

2021-22

- **Chapter 1:** Overview
- **Chapter 2:** State Survey Preparation and Processing
- **Chapter 3:** Edit Specifications, Edit Programs and Supplemental Files
- **Chapter 5:** Edit Reports/Files and Error Resolution
- **Chapter 6:** Online Programs
- **Appendix C:** Edits Provided by Office of School Support (OSS)
- **Appendix M:** Reporting Format Record Length, Blocksize and Space Information
- **Appendix N:** Supplemental Files at NWRDC
- **Appendix O:** Modifications of Student Database State Edit Programs
- **Appendix R:** Student Survey Checklists
- **Appendix S:** Staff Survey Checklists

The following have been deleted.

- **Appendix J:** Reporting Format Schedule
- **Appendix L:** Final Reports
- **Appendix P:** Modification of Staff Data Base State Edit Programs
- **Appendix Q:** Modification of WDIS Data Base State Edit Programs