STAFF FISCAL YEAR SALARIES - REJECT RULES

1.   District Number must be numeric in the range 01-69 or 71-75 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, excluding the value 999999999, unless it is a Staff Number Identifier and the first two positions are "CS" and the last seven positions are numeric. 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.

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 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 on the records being submitted and resubmit the records for processing.

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

      EXAMPLE

      Similar to the edit for Survey Period Code, both the Fiscal 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 Fiscal 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 active 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 will 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 must equal one of the codes on the Job Code Assignments 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 Codes reported are not on the Job Code Assignments table.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/ Home	Job Code
* 03	123456789	5	****	0481	00000
* 03	123456780	5	****	0481	51000

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

>   **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 by reporting a valid number from the Job Code Assignments table and resubmit the records for processing.

7.   **Fiscal Year Salary must be numeric, greater than or equal to 000000000 and less than or equal to 032500000. -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 listed below would be rejected because the Fiscal Year Salary is greater than 032500000.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/ Home	Job Code	Fiscal Year Salary
03	123456789	5	****	0481	72000	006700000
* 03	123456780	5	****	0481	72000	520000000

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

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 Fiscal Year Salary to be less than 032500000 and resubmit the record for processing.

8.   **Each of the three Job Code Fund Source codes must be one of the following: B, C, E, G, O, R, S, M, N, P, Q, T, U 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 Job Code Fund Source of "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 and the last two are left blank.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/ Home	Job Code	Fiscal Year Salary	Job Code Fund Source
* 03	123456789	5	****	0481	51073	006700000	Z050C0500000
* 03	123456780	5	****	0481	51004	005200000	G100

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

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 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	Fiscal Year	School Number, Primary/ Home	Job Code	Fiscal Year Salary	Job Code Fund Source
* 03	123456789	5	****	0481	53007	006700000	G050C050OZZZ
* 03	123456780	5	****	0481	51004	005200000	G100

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

   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.   At least one of the three Job Code Fund Source codes must be nonzero, unless the Fiscal Year Salary is 000000000. -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 each of the three Job Code Fund Source codes is zero.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code	Fiscal Year Salary	Job Code Fund Source
03	123456780	5	****	51004	006700000	G10000000000
* 03	123456789	5	****	53007	005200000	000000000000

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

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 so that is has a valid nonzero code in at least one of the three Job Code Fund Source positions and resubmit the record for processing.

11.   Any one Job Code Fund Source code can appear only once on a Staff Fiscal Year Salaries 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 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 the Job Code Fund Source of "G" appears twice.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/ Home	Job Code	Fiscal Year Salary	Job Code Fund Source
03	123456780	5	****	0481	51004	006700000	G10000000000
* 03	123456789	5	****	0481	53007	005200000	G050G0500000

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

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 so there is no repetition within that record and resubmit the record for processing.

12.   The three Job Code Fund Source percentages on a Fiscal Year Salaries record must add up to 100 percent. However, if the Fiscal Year Salary is zero, the three Job Code Fund Source percentages may add to zero. -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 the Job Code Fund Source percentages add up to 90 instead of to 100.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code	Fiscal Year Salary	Job Code Fund Source
03	123456780	5	****	51004	006700000	G10000000000
* 03	123456789	5	****	51073	005200000	G050B0400000

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

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 and resubmit the record for processing.

13. **Additional Compensation Type code must be A, B, E - K, N - W, Y, Z, 1-3 or zero.**
-record rejected-

EXAMPLE

In the two examples below, 49 zeroes are implied following the listed data in Additional Compensation Type/Value. The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record listed below would be rejected because the Additional Compensation Type code is not an acceptable code.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Additional Compensation Type/Value
03	123456789	5	****	B0045000
* 03	123456780	5	****	D0025000

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

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 Additional Compensation Type and resubmit the record for processing.

14.   Additional Compensation Value must be numeric, greater than or equal to 0000000 and less than or equal to 9999900. -record rejected-

EXAMPLE

In the two examples below, 49 zeroes are implied following the listed data in Additional Compensation Type/Value. The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record listed below would be rejected because the Additional Compensation Value is blank.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Additional Compensation Type/Value
03	123456789	5	****	B0045000
* 03	123456780	5	****	B

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

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 Additional Compensation Value and resubmit the record for processing.

15. 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. 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 will 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 with the correct Transaction Code for processing.

16.   Each Staff Fiscal Year Salary record must be unique based on District Number, Social Security Number, Survey Period Code, Fiscal Year and Job Code. -first record accepted, all other duplicate records 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 last record below would be rejected because the key items (District Number, Social Security Number, Survey Period Code, Fiscal Year and Job Code) duplicate the key items in the first record.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code
03	123456789	5	****	53007
03	123456780	5	****	51004
* 03	123456789	5	****	53007

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

DISTRICT RESPONSIBILITY

If, in fact, the last record above should not have been submitted, the district would not have to take any action. The record was rejected. However, if the record should have been submitted but with a different key, the record should be corrected and resubmitted for processing.

17.   If Additional Compensation Type equals zero, then Additional Compensation Value should equal zero, and if Additional Compensation Type is not zero, Additional Compensation Value should be greater than zero. -record rejected-

EXAMPLE

In the two examples below, 49 zeroes are implied following the listed data in Additional Compensation Type/Value. The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record listed below would be rejected because the Additional Compensation Value is not greater than zero.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Additional Compensation Type/Value
03	123456789	5	****	00000000
* 03	123456780	5	****	B0000000

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

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 Additional Compensation Value and resubmit the record for processing.

18.   If Fiscal Year Salary is 000000000, then at least one Additional Compensation Value must be greater than zero. -record rejected-

EXAMPLE

In the two examples below, 49 zeroes are implied following the listed data in Additional Compensation Type/Value. The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record listed below would be rejected because the Fiscal Year Salary is equal to zero and there is no Additional Compensation Value greater than zero.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Fiscal Year Salary	Additional Compensation Type/Value
03	123456789	5	****	002700000	00000000
* 03	123456780	5	****	000000000	00000000

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

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 Additional Compensation Type/Value or the Fiscal Year Salary and resubmit the record for processing.

19. **Employment Status Code must be A, L, P or T. -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 the Employment Status Code is not valid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Employment Status Code
03	123456789	5	****	A
* 03	123456780	5	****	C

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

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 Employment Status Code and resubmit the record.

20. **Migrant Summer code must be A – H, or Z. -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 listed below would be rejected because the Migrant Summer code is not an acceptable code.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Migrant Summer
03	123456789	5	****	B025
* 03	123456780	5	****	R100

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

    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 Migrant Summer code and resubmit the record for processing.

21. **Migrant Regular School Year code must be A – H, or Z. -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 listed below would be rejected because the Migrant Regular School Year code is not an acceptable code.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Migrant Regular School Year
03	123456789	5	****	E050
* 03	123456780	5	****	R100

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

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 Migrant Regular School Year code and resubmit the record for processing.

22. **Title I School-Wide code must be A, B, C, D, E, F, or Z. -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 listed below would be rejected because the Title I School-Wide code is not an acceptable code.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Title I School-Wide
03	123456789	5	****	B025
* 03	123456780	5	****	K100

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

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 Title I School-Wide code and resubmit the record for processing.

23.   **Title I Targeted Assistance code must be A, B, C, D, E, F or Z. -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 listed below would be rejected because the Title I Targeted Assistance code is not an acceptable code.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Title I Targeted Assistance
03	123456789	5	****	B050
* 03	123456780	5	****	K100

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

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 Title I Targeted Assistance code and resubmit the record for processing.

24.   Migrant Summer FTE percentage must be numeric and greater than zero but less than or equal to 100, unless the Migrant Summer code is Z, then FTE percentage must be 000. -record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record listed below would be rejected because the FTE percentage for the Migrant Summer code is not greater than zero.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Migrant Summer
03	123456789	5	****	B050
* 03	123456780	5	****	E000
03	123456792	5	****	Z000

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

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 FTE percentage for the Migrant Summer code and resubmit the record for processing.

25.   Migrant Regular School Year FTE percentage must be numeric and greater than zero but less than or equal to 100, unless the Migrant Regular School Year code is Z, then FTE percentage must be 000. -record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record listed below would be rejected because the FTE percentage for the Migrant Regular School Year code is not greater than zero.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Migrant Regular School Year
03	123456789	5	****	E050
* 03	123456780	5	****	A000
03	123456792	5	****	Z000

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

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 FTE percentage for the Migrant Regular School Year code and resubmit the record for processing.

26.   Title I School-Wide FTE percentage must be numeric and greater than zero but less than or equal to 100, unless the Title I School-Wide code is Z, then FTE percentage must be 000. -record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record listed below would be rejected because the FTE percentage for the Title I School-Wide code is not less than 100.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Title I School-Wide
03	123456789	5	****	B025
* 03	123456780	5	****	E125
03	123456792	5	****	Z000

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

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 FTE percentage for the Title I School-Wide code and resubmit the record for processing.

27.   Title I Targeted Assistance FTE percentage must be numeric and greater than zero but less than or equal to 100, unless the Title I Targeted Assistance code is Z, then FTE percentage must be 000. -record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record listed below would be rejected because the FTE percentage for the Title I Targeted Assistance code is not less than 100.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Title I Targeted Assistance
03	123456789	5	****	B050
* 03	123456780	5	****	A125
03	123456792	5	****	Z000

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

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 FTE percentage for the Title I Targeted Assistance code and resubmit the record for processing.

28.   The Staff Number Identifier, Local may be any combination of letters, numbers and blanks. (All blanks are allowable.) It must be left-justified with trailing blanks. -record rejected-

EXAMPLE

The first three records listed below would be loaded to the data base assuming no other edit would cause their rejection. The fourth record would be rejected because the Staff Number Identifier, Local contains a symbol (@). The fifth record would be rejected because it is right-justified rather than left-justified.

District Number	Staff Number Identifier, Local
01	0123456789
01	ABC123DEF9
01	3001 28K
* 01	2121@xyz
*01	123456

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 Staff Number Identifier, Local and resubmit the records.

29.   The Staff Number Identifier, Local must not be identical to the Social Security Number. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other edit would cause its rejection. The second record would be rejected because the Staff Number Identifier, Local is the same as the Social Security Number.

District Number	Social Security Number	Staff Number Identifier, Local
01	123456789	A000012537
* 01	012345678	012345678

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 Staff Number Identifier, Local or the Social Security Number and resubmit the record.

Deleted edit 30 for fiscal year 2013-14.

~~30.~~ ~~Personnel Evaluation code must be C-H or Z. -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 Personnel Evaluation code is not a valid code.~~

~~District Number~~	~~Social Security Number~~	~~Survey Period Code~~	~~Fiscal Year~~	~~School Number, Primary/ Home~~	~~Personnel Evaluation~~
~~03~~	~~123456788~~	~~5~~	~~****~~	~~0081~~	~~D~~
~~* 03~~	~~123456789~~	~~5~~	~~****~~	~~0081~~	~~R~~

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

~~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 Personnel Evaluation code and resubmit the record for processing.~~

Deleted edit 30 for fiscal year 2013-14.

~~**31.   If the employee's Job Code places the employee on lines 09-19 or 21-43, inclusive, of the Public Schools Staff Survey - EEO-5, and if the Job Code is not 73026 (Registrar), or 51080, 52080, 53080, 54080, 55080 or 59080 (Substitute Teachers) then the Personnel Evaluation code must be C-H. -record rejected-**~~

~~**EXAMPLE**~~

~~The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because Personnel Evaluation code for the Job Code is not a valid code.~~

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code	Personnel Evaluation
~~03~~	~~123456788~~	~~5~~	~~****~~	~~51051~~	~~D~~
~~* 03~~	~~123456789~~	~~5~~	~~****~~	~~51062~~	~~Z~~
~~03~~	~~123456791~~	~~5~~	~~****~~	~~61332~~	~~Z~~

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

~~**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 Personnel Evaluation code or the Job Code and resubmit the record for processing.~~

Deleted edit 30 for fiscal year 2013-14.

32. ~~If the employee's Job Code places the employee on lines 09-19, inclusive, of the Public Schools Staff Survey - EEO-5, and if the Job Code, Primary is not 73026 (Registrar), then the Personnel Evaluation, Instructional Leadership Component must be numeric, greater than or equal to zero and less than or equal to 60. For all other employees, the Personnel Evaluation, Instructional Leadership Component must be zero.~~ **-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 the Personnel Evaluation, Instructional Leadership Component value is not valid for the Job Code, Primary.~~

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code	Personnel Evaluation, Instructional Leadership
~~03~~	~~123456788~~	~~5~~	~~****~~	~~73002~~	~~40~~
~~* 03~~	~~123456789~~	~~5~~	~~****~~	~~73019~~	~~80~~

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

~~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 or the Personnel Evaluation, Instructional Leadership Component value and resubmit the record for processing.~~

Deleted edit 30 for fiscal year 2013-14.

~~33.   If the employee's Job Code places the employee on lines 21-43, inclusive, of the Public Schools Staff Survey, then the Fiscal Year Salary must not be greater than $135,000.   record rejected~~

~~EXAMPLE~~

~~The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because the Fiscal Year Salary is greater than $135,000.~~

~~District Number~~	~~Social Security Number~~	~~Survey Period Code~~	~~Fiscal Year~~	~~Job Code~~	~~Fiscal Year Salary~~
~~03~~	~~123456788~~	~~5~~	~~****~~	~~51051~~	~~008016988~~
~~* 03~~	~~123456789~~	~~5~~	~~****~~	~~51062~~	~~013632550~~
~~03~~	~~123456791~~	~~5~~	~~****~~	~~63012~~	~~005236459~~

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

~~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 Fiscal Year Salary and resubmit the record for processing.~~

Deleted edit 30 for fiscal year 2013-14.

34. ~~If the employee's Job Code, Primary is 51080, 52080, 53080, 54080, 55080 or 59080, then the Personnel Evaluation code must be Z. -record rejected-~~

~~**EXAMPLE**~~

~~The third record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first and second records would be rejected because the Personnel Evaluation code is not valid for the Job Code.~~

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code	Personnel Evaluation	Employee Type
~~* 03~~	~~123456788~~	~~5~~	~~****~~	~~52080~~	~~D~~	~~RF~~
~~* 03~~	~~123456789~~	~~5~~	~~****~~	~~51080~~	~~E~~	~~TF~~
~~03~~	~~123456791~~	~~5~~	~~****~~	~~59080~~	~~Z~~	~~RF~~

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

~~**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 Personnel Evaluation code or Job Code and resubmit the records for processing.~~

Deleted edit 30 for fiscal year 2013-14.

~~**35.**~~ ~~**If the employee's Job Code places the employee on lines 21-43, inclusive, of the Public Schools Staff Survey - EEO-5, and if the Job Code is not 51080, 52080, 53080, 54080, 55080 or 59080 (Substitute Teachers), then the Personnel Evaluation, Instructional Practice Component must be numeric, greater than or equal to zero and less than or equal to 60. For all other employees the Personnel Evaluation, Instructional Practice Component must be zero. -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 the Personnel Evaluation, Instructional Practice Component value is not valid for the Job Code, Primary.~~

					~~Personnel~~
	~~Social~~	~~Survey~~			~~Evaluation,~~
~~District~~	~~Security~~	~~Period~~	~~Fiscal~~	~~Job~~	~~Instructional~~
~~Number~~	~~Number~~	~~Code~~	~~Year~~	~~Code~~	~~Practice~~
~~03~~	~~123456788~~	~~5~~	~~****~~	~~51026~~	~~40~~
~~* 03~~	~~123456789~~	~~5~~	~~****~~	~~61232~~	~~80~~

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

~~**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 or the Personnel Evaluation, Instructional Practice Component value and resubmit the record for processing.~~

Deleted edit 30 for fiscal year 2013-14.

~~**36. If the employee's Job Code places the employee on lines 09-19 or 21-43, inclusive, of the Public Schools Staff Survey - EEO-5, and if the Job Code, Primary is not 73026 (Registrar), or 51080, 52080, 53080, 54080, 55080 or 59080 (Substitute Teachers), then the Personnel Evaluation, Professional and Job Responsibilities Component must be numeric, greater than or equal to zero and less than or equal to 59. For all other employees the Personnel Evaluation, Professional and Job Responsibilities Component must be zero. -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 the Personnel Evaluation, Professional and Job Responsibilities Component value is not valid for the Job Code, Primary.~~

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code	Personnel Evaluation, Prof or Job Responsibilities
~~03~~	~~123456788~~	~~5~~	~~****~~	~~73002~~	~~25~~
~~* 03~~	~~123456789~~	~~5~~	~~****~~	~~51114~~	~~40~~

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

~~**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 or the Personnel Evaluation, Professional or Job Responsibilities Component value and resubmit the record for processing.~~

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~~**37.**~~ ~~**If the employee's Job Code places the employee on lines 09-19 or 21-43, inclusive, of the Public Schools Staff Survey - EEO-5, and if the Job Code is not 73026 (Registrar), or 51080, 52080, 53080, 54080, 55080 or 59080 (Substitute Teachers), then the Personnel Evaluation, Student Learning Growth Component must be numeric, greater than or equal to zero and less than or equal to 99. For all other employees the Personnel Evaluation, Student Learning Growth Component must be zero. -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 the Personnel Evaluation, Student Learning Growth Component value is not valid for the Job Code.~~

~~District Number~~	~~Social Security Number~~	~~Survey Period Code~~	~~Fiscal Year~~	~~Job Code~~	~~Personnel Evaluation, Stud Learning Growth~~
~~03~~	~~123456788~~	~~5~~	~~****~~	~~73002~~	~~60~~
~~* 03~~	~~123456789~~	~~5~~	~~****~~	~~51114~~	~~100~~

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

~~**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 or the Personnel Evaluation, Student Learning Growth Component value and resubmit the record for processing.~~

Deleted edit 30 for fiscal year 2013-14.

~~**38. If the employee's Job Code places the employee on lines 09-19 or 21-33, inclusive, of the Public Schools Staff Survey - EEO-5, and if the Job Code, Primary is not 73026 (Registrar), or 51080, 52080, 53080, 54080, 55080 or 59080 (Substitute Teachers), then Personnel Evaluation, Measures of Student Learning Growth code must be A-H. For all other employees the Personnel Evaluation, Measures of Student Learning Growth code must be Z. -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 the Personnel Evaluation, Measures of Student Learning Growth code is not valid.~~

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/ Home	Personnel Evaluation, Measures of Student Learning Growth
~~03~~	~~123456788~~	~~5~~	~~****~~	~~0081~~	~~B~~
~~* 03~~	~~123456789~~	~~5~~	~~****~~	~~0081~~	~~L~~

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

~~**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 Personnel Evaluation, Measures of Student Learning Growth code and resubmit the record for processing.~~

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39. ~~If the employee's Job Code places the employee on lines 09-19, inclusive, of the Public Schools Staff Survey - EEO-5, and if the Job Code is not 73026 (Registrar), and if the value reported for this employee for the Personnel Evaluation, Instructional Leadership Component is greater than or equal to 01, then the total of Personnel Evaluation, Instructional Leadership Component; Personnel Evaluation, Professional and Job Responsibilities Component and Personnel Evaluation, Student Learning Growth Component must be 100. - 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 the sum of Personnel Evaluation, Instructional Leadership Component; Personnel Evaluation, Professional and Job Responsibilities Component and Personnel Evaluation, Student Learning Growth Component is 90 instead of 100.~~

					------Personnel Evaluation------		
District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code	Instruc- tional Leadership	Professional & Job Resp	Student Learning Growth
~~03~~	~~123456789~~	~~5~~	~~****~~	~~73002~~	~~45~~	~~15~~	~~40~~
~~* 03~~	~~123456780~~	~~5~~	~~****~~	~~73019~~	~~40~~	~~10~~	~~40~~

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

~~**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 value for Personnel Evaluation, Instructional Leadership Component; Personnel Evaluation, Professional and Job Responsibilities Component or the Personnel Evaluation, Student Learning Growth Component so that they add up to 100 and resubmit the record for processing.~~

Deleted edit 30 for fiscal year 2013-14.

~~**40.   If the employee's Job Code places the employee on lines 21-43, inclusive, of the Public Schools Staff Survey - EEO-5, and if the Job Code is not 51080, 52080, 53080, 54080, 55080 or 59080 (Substitute Teachers), and if the value reported for this employee for the Personnel Evaluation, Instructional Practice Component is greater than or equal to 01, then the sum of Personnel Evaluation, Instructional Practice Component; Personnel Evaluation, Professional and Job Responsibilities Component and Personnel Evaluation, Student Learning Growth Component must be 100. -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 the sum of Personnel Evaluation, Instructional Practice Component; Personnel Evaluation, Professional and Job Responsibilities Component and Personnel Evaluation, Student Learning Growth Component is 110 instead of 100.~~

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code	~~Personnel Evaluation,~~		
					Instructional Practice	Professional & Job Responsibilities	Student Learning Growth
~~03~~	~~123456789~~	~~5~~	~~****~~	~~51028~~	~~45~~	~~15~~	~~40~~
~~* 03~~	~~123456780~~	~~5~~	~~****~~	~~61232~~	~~40~~	~~20~~	~~50~~

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

~~**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 value for Personnel Evaluation, Instructional Practice Component; Personnel Evaluation, Professional and Job Responsibilities Component or Personnel Evaluation, Student Learning Growth Component so that they add up to 100 and resubmit the record for processing.~~

41.   Florida Education Identifier (FLEID) is alphanumeric and must be entered as FL000000000000. The first two positions must be FL followed by twelve zeros. No blanks or spaces are allowable. -record rejected-

EXAMPLE

Florida Education Identifier:
- FL000000000000

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 Florida Education Identifier and resubmit the record for processing.

52.   Each Fiscal Year Salaries record must have a matching Staff Demographic Information record based on District Number, Social Security Number, Survey Period Code, and Fiscal Year. -state validation 3-

EXAMPLE

The Staff Fiscal Year Salaries record listed below would not pass this edit 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 records

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

Staff Fiscal Year Salaries record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Additional Compensation Type/Value
* 03	123456781	5	****	B00012500

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

DISTRICT RESPONSIBILITY

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

53.   If the Title I Targeted Assistance code is not Z, then at least one active school in the employee's district must have a Targeted-Assistance Program according to the Master School Identification file (identified by code T under Title I Status). -state validation 3-

EXAMPLE

The Staff Fiscal Year Salaries record listed below would not pass this edit because the employing district does not have a school designated with a Title I Targeted-Assistance Program on the Master School Identification File.

Staff Fiscal Year Salaries record

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number	Title I Targeted Assistance
* 03	123456781	5	****	0021	C050
03	123456766	5	****	0021	Z000

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

Master School Identification File

District Number	District Name	School Number	School Name	Year	Title I Status
03	Bay	0011	ABC Elem	****	Z
03	Bay	0021	CNBC Sch	****	S
03	Bay	0031	CBS Elem	****	Z
03	Bay	0041	CBAS Sch	****	Z

**** = Valid year for data submission.

DISTRICT RESPONSIBILITY

The district must review the information on the Staff Fiscal Year Salaries record and the Master School Identification file to determine where the error is occurring then update the record to reflect the correct relationship in the edit.

80.   If District Number and Employee Name, Legal (Last Name, First Name) are on the file of Progress Monitoring and Reporting Network (PMRN) for Reading Coaches, then the Job Code should be 64021, 64022 or 64023 for one of the Staff Fiscal Year Salaries records for the employee. –exception report-

EXAMPLE

The first record listed below would pass the edit. The second record would cause an error message to be generated because the employee is listed on the PMRN for Reading Coaches but the Job Code is not 64021, 64022 or 64023.

Staff Fiscal Year Salaries record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code
61	123456789	5	****	64021
*61	123456780	5	****	51027

Progress Monitoring and Reporting Network (PMRN)

District Number	Name	Job Title	School Name
61	John Smith	Reading Coach	ABC Elementary
61	Jane Doe	Reading Coach	XYZ Middle

Staff Demographic Information record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary	Employee Name, Legal (Last Name, First Name)
61	123456789	5	****	64021	Smith, John
61	123456780	5	****	51027	Doe, Jane

DISTRICT RESPONSIBILITY

The district should review the data in the second record and verify the Job Code. If there is an error the district should submit an update to the record.

81.   If the Job Code is 64021, 64022 or 64023, then one of the Job Code Fund Source codes should be R or S. –exception report-

EXAMPLE

The first record listed below would pass the edit. The second record would cause an error message to be generated because it is listed on the PMRN for Reading Coaches and the Job Code is 64021 and none of the Job Code Fund Source codes is R or S.

Staff Fiscal Year Salaries records

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job, Code	Job Code Fund Source
61	123456789	5	****	64023	S050G0500000
*61	123456780	5	****	64021	G10000000000

DISTRICT RESPONSIBILITY

The district should review the data for the second record to verify the entries for Job Code and Job Code Fund Source. If there is an error in the data the district should submit an update to the record.

82.   If Employee Type on the Staff Demographic Information record is RF, then the sum of Fiscal Year Salary on all Staff Fiscal Year Salaries format records for the employee must not be less than $4,000. The Staff Fiscal Year Salaries and Staff Demographic Information records should be matched based on District Number, Social Security Number, Survey Period Code and Fiscal Year. – exception report-

EXAMPLE

The first record listed below would pass the edit. The second record would cause an error message to be generated because the Fiscal Year Salary is less than $4,000 and the Employee Type on the Staff Demographic Information record is RF.

Staff Fiscal Year Salaries records

District Number	Social Security Number	Survey Period Code	Fiscal Year	Fiscal Year Salary
61	123456789	5	****	000750000
*61	123456780	5	****	000350000

Staff Demographic Information records

District Number	Social Security Number	Survey Period Code	Fiscal Year	Employee Type
61	123456789	5	****	RF
61	123456780	5	****	RF

DISTRICT RESPONSIBILITY

The district should review the data for the second record to verify the entries for Fiscal Year Salary and Employee Type. If there is an error in the data the district should submit an update to the record.