

2024-2025
AUTOMATED STAFF
INFORMATION DATABASE
MANUAL

FOLLOWING ARE CHANGES AND
REVISIONS FOR STAFF
DATABASE REPORTING

STAFF ADDITIONAL COMPENSATION - REJECT RULES

1. District Number must be numeric in the range 01-68, 71-75 or 80-8283 and must be correct for the district submitting the data. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the database 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 database, the district must correct the District Number and resubmit the record for processing.

STAFF ADDITIONAL JOB ASSIGNMENTS - REJECT RULES

1. District Number must be numeric in the range 01-68, or 71-75 or 80-~~82~~83 and must be correct for the district submitting the data. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the database 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 database, the district must correct the District Number and resubmit the record for processing.

STAFF BENEFITS - REJECT RULES

1. District Number must be numeric in the range 01-68, 71-75 or 80-8283 and must be correct for the district submitting the data. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the database 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 database, 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 database, the district must correct the Social Security Numbers by making them numeric, greater than zero, and left-justified. Resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION – REJECT RULES

1. District Number must be numeric in the range 01-68, 71-75 or 80-8283 and must be correct for the district submitting the data. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the database 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

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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 database, the district must correct the Social Security Numbers by making them numeric, greater than zero and left-justified. Resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION – EXCEPTION REPORTS

50. If District Number is not 71-75 or 80-~~82~~83 and Charter School Status is not C or R (located on the Master School Identification File) and if the employee's Job Code places the employee on lines 1-8, inclusive, of the Public Schools Staff Survey - EEO-5, then School Number/Primary Home must be 9001.
-exception report-

EXAMPLE

The first two records below would cause a message to be generated because the Job Code, Primary places the employee on EEO Line Numbers 1-8 and the School Number/Primary Home is not 9001. The third record listed below would pass the edit.

District Number	Social Security Number	School Number, Primary/Home	Job Code, Primary
* 03	123456789	0081	75005
* 03	123456780	0291	61222
72	125896540	0341	62009

DISTRICT RESPONSIBILITY

The district should verify the Job Code and the School Number/Primary Home and if in error correct the record

STAFF EMAIL ADDRESS DATA COLLECTION – REJECT RULES

1. District Number must be numeric in the range 01-68, 71-75 or 80-8283 and must be correct for the district submitting the data. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the database 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 database, the district must correct the District Number and resubmit the record for processing.

STAFF EXPERIENCE - REJECT RULES

1. District Number must be numeric in the range 01-68, 71-75 or 80-~~82~~83 and must be correct for the district submitting the data. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the database 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 database, the district must correct the District Number and resubmit the record for processing.

FISCAL YEAR BENEFITS - REJECT RULES

1. District Number must be numeric in the range 01-68, 71-75 or 80-8283 and must be correct for the district submitting the data. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the database 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 database, the district must correct the District Number and resubmit the record for processing.

STAFF FISCAL YEAR SALARIES – REJECT RULES

1. District Number must be numeric in the range 01-68, 71-75 or 80-~~82~~83 and must be correct for the district submitting the data. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the database 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 database, the district must correct the District Number and resubmit the record for processing.

STAFF MULTIDISTRICT EMPLOYEE - REJECT RULES

1. District Number must be numeric in the range 01-68, 71-75 or 80-8283 and must be correct for the district submitting the data. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because it is not in the acceptable 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 database, the district must correct the District Number and resubmit the record for processing.

STAFF MULTIDISTRICT EMPLOYEE - REJECT RULES

6. Multidistrict Employee, District Number must be numeric and in the range 01-68, 71-75, 80-~~82~~83 or 99. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record below would be rejected because the Multidistrict Employee, District Number is not in the valid range.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Multidistrict Employee, Assignment Identifier	Multidistrict Employee, District Number
03	123456789	2	****	X	02
* 03	123456780	2	****	Y	70

**** = 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 database, the district must correct the Multidistrict Employee, District Number and resubmit the record for processing.

STAFF PAYROLL INFORMATION - REJECT RULES

1. **District Number must be numeric in the range 01-68, or 71-75 or 80-8283 and must be correct for the district submitting the data. -record rejected-**

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the District Number submitted is not in the acceptable 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 database, 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 database, the district must correct the Social Security Numbers by making them numeric, greater than zero and left-justified. Resubmit the records for processing.

STAFF PROFESSIONAL DEVELOPMENT - REJECT RULES

1. District Number must be numeric in the range 01-68, 71-75 or 80-~~82~~83 and must be correct for the district submitting the data. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the database 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	Professional Development, Component Number
03	5008045
03	6201069
* 00	5105136

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 database, the district must correct the District Number and resubmit the record for processing.

STAFF PROFESSIONAL DEVELOPMENT - REJECT RULES

14. District Number, Where Professional Development Completed must be numeric in the range 01-68, 71-75, 80-8283 or 99. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second and third records would be rejected because, they are not in the acceptable range.

District Number, Where Professional Development Completed	Social Security Number
03	123456789
* 78	123456782
* 00	123456781

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 database, the district must correct the District Number, Where Professional Development Completed and resubmit the records for processing.