STAFF ADDITIONAL JOB ASSIGNMENTS - REJECT RULES

1.   District Number must be numeric in the range 01-70 or 72-76 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, 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 correct for the submission specified by the district and must be 2 or 3. -record rejected-

> **EXAMPLE**
>
> The Survey Period Code as specified in the transmission JCL is identified as Survey Period Code "2" 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 either on the JCL or 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 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 would 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, Additional 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 below would be rejected because the Job Code, Additional codes reported are not on the Job Code Assignment table.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Additional
* 03	123456789	2	****	00000
* 03	123456780	2	****	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, Additional by reporting a valid number from the Job Code Assignments table and resubmit the records for processing.

7.   Job Code FTE must be numeric and less than or equal to 100.   -record rejected-

EXAMPLE

The two records below would be rejected due to incorrect Job Code FTE. In the first record, the Job Code FTE is not numeric. In the second record, the Job Code FTE is not less than 100.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Additional	Job Code FTE
* 03	123456789	2	****	53007	ZZZ
* 03	123456780	2	****	51004	200

**** = 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 FTE and resubmit the records for processing.

8.   **Each of the three Job Code Fund Source codes must be one of the following: B, C, E, O, G, R, S or zero. -record rejected-**

EXAMPLE

The two records below would be rejected due to incorrect Job Code Fund Source codes. In the first record, the code "Z" is not a valid code. In the second record, 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	Job Code Fund Source
* 03	123456789	2	****	Z050CO500000
* 03	123456780	2	****	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 "Z" in the first record to be a valid code. In the second record, place zeros in the second and third Job Code Fund Source code positions if they are not needed to indicate additional Job Code Fund Source codes. Resubmit both records for processing.

STAFF ADDITIONAL JOB ASSIGNMENTS - REJECT RULES

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 below would be rejected due to incorrect Job Code Fund Source percentages. In the first record, "Z's" rather than zeros are placed in the percentage positions. In the second record, 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	Job Code Fund Source
* 03	123456789	2	****	BZZZC0500000
* 03	123456780	2	****	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 by supplying the numeric percentage rather than "Z's" in the first record, and by reporting all three Job Code Fund Source percentages (using zeros if appropriate) in the second record. Resubmit the records for processing.

10.   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. After original transmission of records, changes to the record for elements other than the key elements must be done with a "C" as the Transaction Code. 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 would 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 for processing.

30. **At least one of the three Job Code Fund Source codes must be nonzero. -record rejected-**

     EXAMPLE

     The second record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first record below 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, Additional	Job Code FTE	Job Code Fund Source
* 03	123456789	2	****	53007	050	000000000000
03	123456780	2	****	51004	025	G10000000000

     **** = 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 records to be loaded to the data base, the district must correct the record so that a valid nonzero Job Code Fund Source code is reported in at least one of the three Job Code Fund Source code positions. Resubmit the record for processing.

31.   Any one Job Code Fund Source code can appear only once on a Staff Additional Job Assignment 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 second record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first record below would be rejected because the Job Code Fund Source "G" appears twice.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Additional	Job Code FTE	Job Code Fund Source
* 03	123456789	2	****	53007	050	G050G0500000
03	123456780	2	****	51004	025	G10000000000

**** = 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 change the "G" Job Code Fund Source to another valid Job Code Fund Source or combine the percentages attributed to that Job Code Fund Source into the first four positions so that the Job Code Fund Source is not repeated within that record. Resubmit the record for processing.

32.   The three Job Code Fund Source percentages on a Staff Additional Job Assignment record must add up to 100 percent. -record rejected-

EXAMPLE

The second record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first record below would be rejected because the Job Code Fund Source percentages add up to 90 rather than to 100 percent.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Additional	Job Code FTE	Job Code Fund Source
* 03	123456789	2	****	51073	050	G050B0400000
03	123456780	2	****	51004	025	G10000000000

**** = 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 percent for that record and resubmit the record for processing.

33.   Each Staff Additional Job Assignment record must be unique based on District Number, Social Security Number, Survey Period Code, Fiscal Year, and Job Code, Additional. -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 third record would be rejected because the key items (District Number; Social Security Number; Survey Period Code; Fiscal Year; and Job Code, Additional) duplicate the key items in the first record.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Additional
03	123456789	2	****	51080
03	123456780	2	****	51004
* 03	123456789	2	****	51080

**** = 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. If the district wishes to update some item in this record, the record should be submitted with a Transaction Code of C rather than A.

34.   Job Code FTE may be equal to or greater than zero for temporary part-time employees, student employees and substitute teachers (Job Code, Additional codes equal to 51080, 52080, 53080, 54080, or 55080), but must be greater than zero for all other employees. -record rejected-

EXAMPLE

The first three records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The fourth record below would be rejected because the Job Code FTE has zero FTE for a regular full-time employee.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/ Home	Job Code Additional	Job Code FTE	Employee Type
03	123456782	2	****	9001	61094	000	ST
03	123456789	2	****	0481	51080	000	TF
03	123456780	2	****	0481	51004	000	TP
* 03	123456781	2	****	0481	53007	000	RF

**** = 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 FTE to be greater than zero for the regular full-time employee who is not a substitute teacher. Resubmit the record for processing.

50.   Each Staff Additional Job Assignment 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 Additional Job Assignment record below would not pass this edit because it has no matching Staff Demographic Information record (based on 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	School Number, Primary/Home
03	123456789	2	****	0481
03	123456780	2	****	0481

Staff Additional Job Assignment record

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code Additional	Job Code FTE
* 03	123456781	2	****	0481	53007	050

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

DISTRICT RESPONSIBILITY

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

51.   Each Staff Additional Job Assignment record must have at least one matching Staff Payroll record based on District Number, Social Security Number, Survey Period Code, and Fiscal Year. -state validation 3-

EXAMPLE

The Staff Additional Job Assignment record below would not pass this edit because it has no matching Staff Payroll record based on the key items of District Number, Social Security Number, Survey Period Code, and Fiscal Year.

Staff Payroll records

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/ Home	Job Code, Primary	Job Code FTE
03	123456789	2	****	0481	53007	050
03	123456780	2	****	0481	53050	075

Staff Additional Job Assignment record

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/ Home	Job Code, Additional	Job Code FTE
* 03	123456788	2	****	0481	53013	050

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

DISTRICT RESPONSIBILITY

The district must verify that the Staff Additional Job Assignment record is valid, then submit a matching Staff Payroll record based on the key items of District Number, Social Security Number, Survey Period Code, and Fiscal Year.

52. No Staff Additional Job Assignment record may have a matching Staff Payroll record where the employee's Job Code, Additional is the same as the employee's Job Code, Primary. -state validation 3-

EXAMPLE

The Staff Additional Job Assignment record listed below would not pass this edit because the Job Code, Additional is the same as the Job Code, Primary on the Staff Payroll record.

Staff Additional Job Assignment record

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

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

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

DISTRICT RESPONSIBILITY

The district must verify that the Staff Additional Job Assignment record is valid and correct the Job Code, Additional so that it is not identical to the Job Code, Primary.