

**MISSING STAFF  
.CSV\_2009K\_STF\_STAFF\_MISSING  
REPORT EXPLANATION**

**Education Management Information System (EMIS)**



Revision Date October 20, 2008

**Prepared by  
Office of Information Policy and Management**

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## Revision History

The revisions to this document listed in the table below.

Revision Date	Owner/Source	Description of Change
9/21/2007	IPM/McKeand	Initial Report Explanation
10/23/2007	IPM/McKeand	Corrected typos
10/20/2008	BKM	Revised for FY09 – modified/deleted Position Status Element options.

## Report Overview

### *General Description and Significance*

This is an error report for the districts that specifies which certified and classified staff is missing from the current reporting period, and whose Yearend (N) data indicated that the missing staff was expected to continue employment with the district.

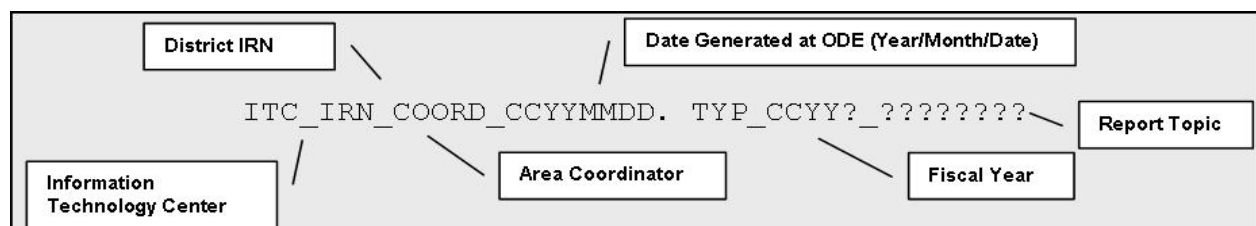
This report is distributed to all districts that submit staff data for the October (K) processing period. It is available to the districts through their contracted ITC.

### *Tips for Reading This Document*

- EMIS data elements are written in **SMALL CAPITAL LETTERS**.
- Report field names are written in **BOLD SMALL CAPITAL LETTERS**.
- Options (values) for each data element are indicated in *ITALICIZED CAPITAL LETTERS* and are enclosed in quotation marks.
- Record names are displayed in *italicized bold letters*.
- File names are displayed in **CAPITALIZED BOLD LETTERS**.
- CCYY? denotes the century and year and processing period.

### Report Name and Timing

The file name for the report is: **ITC\_IRN\_COORD\_CCYYMMDD.CSV\_CCYYK\_STF\_STAFF\_MISSING**; its components are described below. This report is produced during the October (K) reporting period.



## ODE Processing

### *Process Description*

#### *Logic*

A list of **active only** Yearend (N) certified and classified staff is generated which will be used as a comparison for the current October (K) list of certified and classified staff. The comparison will determine if the Yearend (N) staff is still being reported in the current reporting period. Filters will be applied which will then generate a list of missing staff for the current October (K) reporting period.

#### *Data Source*

The district provides the information about the staff in the **STAFF EMPLOYMENT** and **STAFF DEMOGRAPHIC** files. The district also maintains the **OEDS** data.

#### **Submitted Data Used in Report**

Element Name	Record Field #	File Name	Special Notes
POSITION TYPE	CK140	<b>STAFF EMPLOYMENT</b>	
POSITION STATUS	CK070	<b>STAFF EMPLOYMENT</b>	
EMPLOYEE ID	CI050	<b>STAFF DEMOGRAPHICS</b>	
DISTRICT IRN	CI040	<b>STAFF DEMOGRAPHICS</b>	
EMPLOYEE NAME	CI060	<b>STAFF DEMOGRAPHICS</b>	
GENDER	CI090	<b>STAFF DEMOGRAPHICS</b>	
ETHNICITY	CI080	<b>STAFF DEMOGRAPHICS</b>	

#### **Derived Data Used in Report**

There are no derived data.

#### **Report Selection Criteria**

Selection criteria includes certified and classified staff whose Position Type Element is equal to "R" (Regular Staff).

The data is then filtered by the Position Status Element to only include Staff who has the Valid Option equal to 'C' Current position the employee has within the district.

## Report Sample

### *Header Information*

The following is the header as it appears in the original CSV file. Note: the comma between each element name allows the data to be opened in Excel as a comma-delimited file without any additional formatting on the user's part.

The header record for the CSV file contains the following:



<b><i>FIELD NAME</i></b>
DIST IRN
EMPL ID
Empl Name
Pos Type
Pos Status
Pos Code
Gender
Ethnicity
DATA_SUBMIT_DATE

### ***Report Summary***

N/A.

### **Report Layout/Sample**

**Dist IRN, Empl Id, Empl Name, Pos Type, Pos Status, Pos Code, Gender, Ethncty.  
Data\_Submit\_Date**

000125, BG1020848, Lastxxx Firstxxx,R,C,230,M,H, 20070512

## Error Detection and Correction

If there are values on this report that are different than the results the district is expecting, the following actions can be taken:

Check the *Staff Demographic* and *Staff Employment* records for persons listed as missing. Verify changes to the **POSTION STATUS CODE** for staff members reported at Yearend (Y). Verify that all changes to a **POSTION STATUS CODE** have been accurately documented. Verify that when staff members are no longer employed or on leave of absence, that the **POSTION STATUS CODE** has been accurately reported.

**Verify staff employment records to determine that position status codes have been entered correctly. Staff from previous Yearend are not included if the Position Status Code =**

1. A - Contracted personnel - agency
2. I - Contracted personnel – individual
3. P - Leave of absence
4. U - No longer employed by district in this position

### Position Type

A filter for this report includes staff that is reported as “R-Regular.” Verify that staff employment records are appropriately reported. If staff has been erroneously reported as T (Temporary employees) and S (Supplemental) this will adversely affect the outcome and accuracy of this report.

**Verify that the credential ID of the staff member has been appropriately submitted and recorded by ODE.**

If a staff member is listed as missing, verify the records to determine if all entries have been reported or if records have been omitted.



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