STAFF SUMMARY
(.TXT_CCYY?_STF_ALL_A_STAFF)
(.TXT_CCYY?_STF_ALL_R_STAFF)
REPORT EXPLANATION

Education Management Information System (EMIS)

Revision Date November 25, 2008

Prepared by
Office of Data Services

Table of Contents

Revision History

The revisions to this document listed in the table below.

Revision Date	Owner/Source	Description of Change
July 6, 2006	IPM	Created based on FY2006 process; valid for FY07 October (K) reporting period
October 15, 2007	IPM	Updated for FY08
November 25, 2008	Bkm	Updated for FY09

Report Overview

General Description

These reports summarize all staff data within a district. The columns of the reports list a staff position code and description, FTE (male and female), total FTE, total salary and average salary amounts. The position codes are grouped by categories and there is a group total for each. The reports conclude with a total line summarizing each numeric column.

These reports can be used to determine that all district personnel have been entered into the system with proper position codes, FTE and salary amounts. They give the district the ability to see total FTE and total and average salaries as recorded in EMIS and can compare these numbers with internal data.

This explanation includes two reports that are identical in format but vary slightly in the selection criteria.
ITC_IRN_COORD_CCYYMMDD.TXT_CCYY?_STF_ALL_A_STAFF, that gives the selection criteria "APPOINTMENT TYPE: ALL POSITION TYPE: ALL" includes all staff within a district. In this document, it will be referred to as the "All Report."
ITC_IRN_COORD_CCYYMMDD.TXT_CCYY?_STF_ALL_R_STAFF that gives the selection criteria "APPOINTMENT TYPE: ALL POSITION TYPE: REGULAR" includes only staff with POSITION TYPE = "*R*". It is, therefore, a subset of the All Staff report. In this document, it will be referred to as the "Regular Report".

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**.
- CCYYP denotes the century and year and processing period.

Report Name and Timing

This document applies to four reports and each file name is described below. Two of these reports are generated based on data submitted during the October (K) reporting period; their file extension contains the fiscal year followed by K. When the fiscal year is followed by N, the reports are for the Yearend (N) reporting period.

The file name for the All Staff October report is:
ITC_IRN_COORD_CCYYMMDD.TXT_CCYYK_STF_ALL_A_STAFF, which is described below.
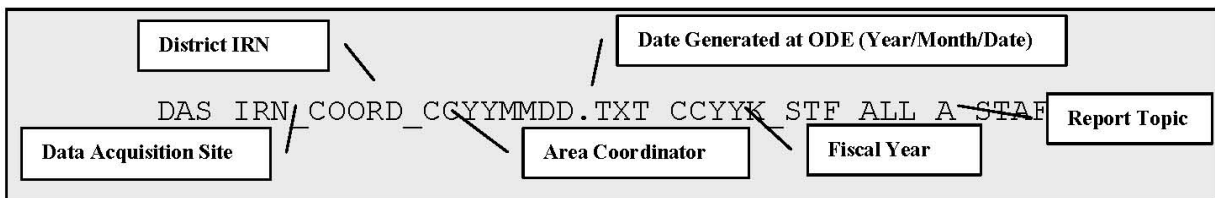
The file name for the October Regular Staff report is:
ITC_IRN_COORD_CCYYMMDD.TXT_CCYYK_STF_ALL_R_STAFF, which is described below.

The file name for the All Staff Yearend report is:
ITC_IRN_COORD_CCYYMMDD.TXT_CCYYN_STF_ALL_A_STAFF, which is described below.

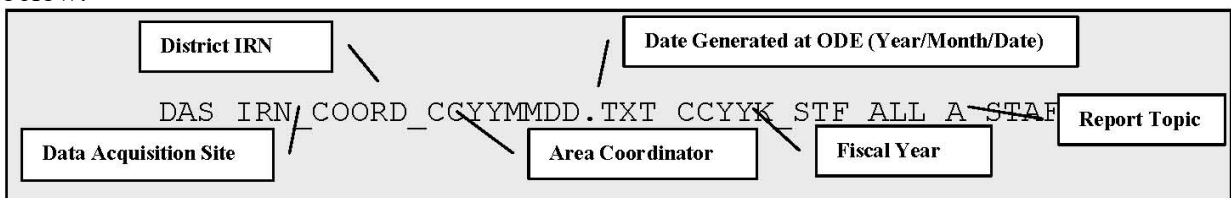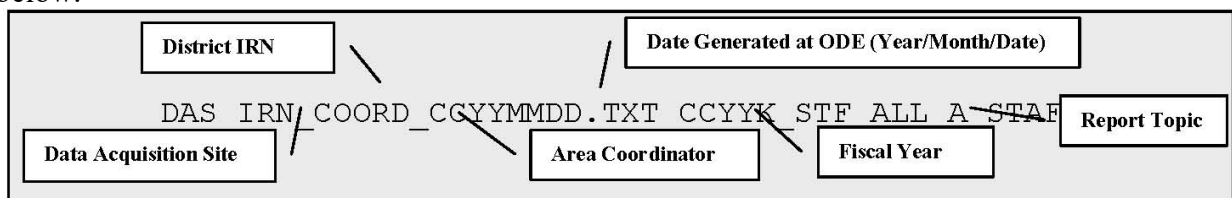The file name for the Yearend Regular Staff report is: **ITC_IRN_COORD_CCYYMMDD. TXT_CCYYN_STF_ALL_R_STAFF**, which is described below.
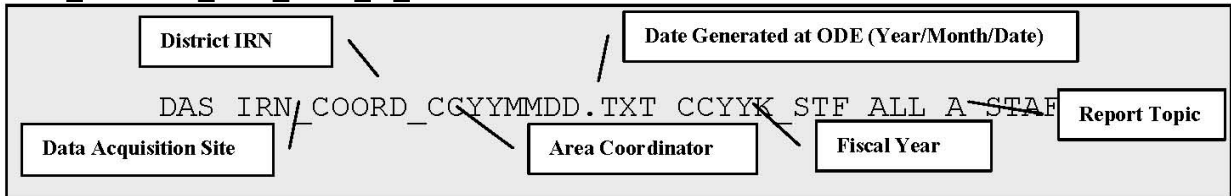
ODE processing

Process Description

This report is produced by a series of programs.

The first program builds a file from **Staff Demographic**, **Staff Employments**, **Master Course**, **GRS Course**, and **OEDS** records. This facilitates the production of several reports. This derived file is called the *staff file* when referred to in the rest of this report explanation.

The second program organizes the records of the *staff file* to meet the desired program options (see selection criteria below) and creates each district's report.

After the reports are generated, they are transferred to the appropriate ITC sites for distribution to the districts.

Data Source

These data are reporting the content of the *Staff Employment* **(CK)** and *Staff Demographic* **(CI)** records as they are copied to the **S***taff file*. The reports also use the **OEDS** district information.

Submitted Data Used in Report

Element Name	Record Field #	File Name	Special Notes
POSITION CODE	Equivalent to CK060	*Staff Job file*	
BUILDING IRN	Equivalent to CK090	*Staff Job file*	
GENDER	Equivalent to CI090	*Staff Job file*	
POSITION FTE	Equivalent to CK100	*Staff Job file*	
PAY AMOUNT/RATE	Equivalent to CK190	*Staff Job file*	
POSITION TYPE	Equivalent to CK140	*Staff Job file*	
DISTRICT IRN		*Staff Job file*	
ITC		*OEDS*	
AREA COORDINATOR		*OEDS*	
DISTRICT NAME		*OEDS*	

Derived Data Used in Report

The data in the above table are not changed from their original values when the *staff file* is created.

Report Selection Criteria

When the *staff file* is built, the following criteria eliminate some records:
The *staff employment* EMPLOYEE ID = "999999999" is excluded
Staff employment POSITION STATUS = "*P*" or "*U*" are excluded
Staff employment POSITION FUND SOURCE = "*A*" is excluded

For the All Report, the POSITION TYPE is not used in the selection process. For the Regular report, the POSITION TYPE can only = "*R*."

Valid POSITION CODEs included on the report are found in the EMIS Manual, "Appendix D, Position Codes."

Report Sample

Header information

The first area of the header describes information about the report generation. The upper left section names the program from which the report was generated and the fiscal year to which the report belongs. The middle information identifies the producer of the report and the report title, including the general criteria for the report. The upper right section states the date on which the report was generated, the page number and total pages, and the reporting period to which the report belongs.

The second area of the header identifies to the recipient of the report. It names the district for which the report was produced, its IRN and COUNTY, the ITC and AREA COORDINATOR of the district.

That is followed by column headers indicating the data described on each detail line.

Detail information

The **POSITION CODE**s are arranged by categories, as presented in "Appendix D, Position Codes", in the EMIS Manual.
  Official/Administrative
  Professional – Educational
          Professional – Other
          Technical
          Office/Clerical
          Crafts and Trade Position
          Operative

Extracurricular/Intracurricular Activities
Service Work/Laborer

Each of these is followed by a line for each **POSITION CODE** within the listed category. If a line contains all zeroes in the numeric columns, there are no records in the *staff file* of this district with that POSITION CODE.

Each line contains:
- The **POSITION CODE**. It must be found in a record in which BUILDING IRN matches that in the heading.
- The position descriptor. This text string is hard-coded in a table in the report generation program.
- The **MALE FTE** is the sum of the **POSITION FTE** in the *staff file* in which the GENDER = "*M*". On the All report, the POSITION TYPE can have any value. On the Regular report, the POSITION TYPE = "*R*".
- The **FEMALE FTE** is the sum of the POSITION FTE in the *staff file* in which the GENDER = "F"
- The **TOTAL FTE** is the sum of these two.
- The **TOTAL SALARY** is the sum of the PAY AMOUNT/RATE in the *staff file* for that BUILDING IRN and POSITION CODE.
- The **AVERAGE SALARY** is the calculation of the **TOTAL SALARY** divided by the **TOTAL FTE**.

At the end of each category, the "Group Totals" line displays the sum of the numeric columns for the POSITION CODES within that group.

The report ends with a total line calculated as a running total of each numeric data element on the report.

NOTE: The only difference in format between the All Report and the Regular Report is the line immediately below "Staff Summary Report*."* The All Report is shown here and includes all personnel within the district regardless of POSITION TYPE. The Regular Report has the subtitle "APPOINTMENT TYPE: ALL POSITION TYPE: REGULAR" and includes only the personnel within the district who have a POSITION TYPE = "*R*".

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 Program: TOTAL_STAFF                      Ohio Department of Education                        Date: 11/22/2009
 Source: EMIS 2009                          Office of Data Services                           Page:    1 OF 3
                                     Education Management Information System                 Rpt Period:      K
                                      Staff Data submitted to ODE as of 11/22/2009
                                              Staff Summary Report
                            APPOINTMENT TYPE: ALL              POSITION TYPE: ALL
  District: Worlds Best SD                                             Information Technology Center:    LNOCA
     IRN: 9999999      County: InOhio                                     Area Coordinator:       08
                                          MALE       FEMALE      TOTAL      TOTAL       AVERAGE
                                          FTE        FTE         FTE        SALARY      SALARY
 Official/Administrative
    101 Admin. Assistant                   0.00       0.00       0.00             0            0
    103 Assist. Deputy/Assoc. Superintendent 0.00     0.00       0.00             0            0
    104 Assist. Principal                 25.00      40.00      65.00     5,519,794       84,919
    108 Principal                         34.00      85.00     119.00    10,813,296       90,868
    109 Superintendent                     0.00       1.00       1.00       185,911      185,911
    110 Supervisor/Manager                10.00      16.00      26.00     2,393,667       92,064
    112 Treasurer                          1.00       0.00       1.00       119,999      119,999
    113 Coordinator                        4.00      14.70      18.70     1,446,160       77,334
    114 Education Administrative Specialist 2.00      3.00       5.00       624,294      124,858
    115 Director                          13.00       6.00      19.00     2,051,089      107,952
    116 Community School Administrator      0.00       0.00       0.00             0            0

    120 ESC Supervisor                      0.00       0.00       0.00             0            0
    199 Other Official/Administrative      14.00      27.50      41.50     2,784,317       67,091
                          Group Totals    103.00     193.20     296.20    25,938,527       87,570

 Professional - Educational
    201 Curriculum Specialist              0.00       2.00       2.00       177,630       88,815
    202 Counseling                        15.00     102.00     117.00     8,546,435       73,046
    203 Librarian/Media                    7.00      26.00      33.00     2,435,992       73,817
    204 Remedial Specialist               43.00     160.50     203.50    13,363,823       65,669
    208 Tutor/Small Group Instructor      17.00     114.00     131.00     6,114,852       46,678
    209 Audio-Visual Staff                 0.00       0.00       0.00             0            0
    212 Suppl. Service Teacher (Spec. Ed.) 1.00       3.00       4.00       308,700       77,175
    225 Permanent Substitute               0.00       0.00       0.00             0            0
    226 Teacher Mentor/Evaluator           0.00       0.00       0.00             0            0
    230 General Education                508.00    1502.00    2010.00   130,899,423       65,124
    230 Gifted and Talented                5.00      53.00      58.00     4,207,825       72,548
    230 Preschool Special Education        0.00       0.00       0.00             0            0
    230 Preschool Handicapped Itinerant    0.00       0.00       0.00             0            0
    230 Special Education                 65.00     375.50     440.50    27,806,380       63,124
    230 Career-Technical Programs/Pathways 44.00     42.00      86.00     6,220,211       72,328
    230 Art Education K-8                  19.00      55.50      74.50     4,780,984       64,174
    230 Music Education K-8                33.00      52.00      85.00     5,656,003       66,541
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    230 Physical Education K-8                          23.00        23.00       46.00     3,162,649      68,753
    299 Other Professional                             46.40       161.51      207.91    14,220,860      68,399
                                  Group Totals         826.40      2672.01     3498.41   227,901,767     65,144

Professional - Other
    301 Accounting                                      3.00         6.00        9.00       620,897      68,988
    304 Audiologist                                     0.00         3.00        3.00       188,702      62,900
    307 Dietitian/Nutritionist                          0.00         0.00        0.00             0           0
    318 Psychologist                                    0.00         3.00        3.00        81,342      27,114
    319 Publicity Relations                             9.00         3.50       12.50       705,932      56,474
    320 Registered Nursing                              1.60        92.20       93.80     6,057,481      64,578
    323 Social Work                                     6.00        20.00       26.00     1,571,854      60,455
    325 Physical Therapist                              1.00        13.00       14.00       912,628      65,187
    326 Speech and Language Therapist                   0.00         0.00        0.00             0           0
    327 Occupational Therapist                          0.00         0.00        0.00             0           0

99 Other Professional - Other                           3.00         6.00        9.00       593,880      65,986
                                  Group Totals          36.60       166.70      203.30    12,996,558     63,927

332 Physical Therapy Assistant(PTA)                     0.00         0.00        0.00             0           0
    333 Adapted Physical Education Therapist            0.00         0.00        0.00             0           0
    334 Intern Psychologist                             0.00         0.00        0.00             0           0
    340 Planning/Research/Development                  10.00         5.00       15.00     1,328,532      88,568
    399 Other Professional - Other                      3.00         6.00        9.00       593,880      65,986
                                  Group Totals          36.60       166.70      203.30    12,996,558     63,927

Technical
    402 Computer Operating                              2.00         0.00        2.00        86,715      43,357
    406 Practical Nursing                               0.00         0.00        0.00             0           0
    407 Computer Programming                           22.00        10.00       32.00     2,153,928      67,310
    414 Library Aide                                    2.00        82.00       84.00     2,669,252      31,776
    415 Instructional Paraprofessional                  0.00         0.00        0.00             0           0
    499 Other Technical                                 8.00         9.00       17.00       780,745      45,926

                                  Group Totals          34.00       101.00      135.00     5,690,640     42,152

Office/Clerical
    501 Bookkeeping                                      1.00        41.00       42.00     1,957,635      46,610
    502 Clerical                                         4.00       371.25      375.25    16,175,489      43,105
    503 Messenger                                        0.00         0.00        0.00             0           0
    504 Records Managing                                 0.00         1.00        1.00        69,659      69,659
    505 Teaching Aide                                  128.43       628.48      756.91    23,600,020      31,179
    506 Telephone Operator                              0.00         0.00        0.00             0           0
    507 Parent Mentor                                   0.00         0.00        0.00             0           0
    599 Other Office/Clerical                           4.00        15.00       19.00       953,089      50,162
                                  Group Totals         137.43      1056.73     1194.16    42,755,892      35,804
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Crafts and Trades

601 Carpentering	15.00	0.00	15.00	760,774	50,718
602 Electrician	22.00	0.00	22.00	1,155,514	52,523
603 General Maintenance	0.00	0.00	0.00	0	0
605 Mechanic	34.00	1.00	35.00	1,815,472	51,870
608 Plumbing	11.00	0.00	11.00	563,405	51,218
611 Foreman	1.00	0.00	1.00	63,710	63,710
699 Other Crafts and Trades	56.00	1.00	57.00	2,965,656	52,029
Group Totals	139.00	2.00	141.00	7,324,531	51,947

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Program: TOTAL_STAFF                      Ohio Department of Education                     Date: 11/22/2009
    Source: EMIS 2009                        Office of Data Services                       Page:    1 OF 3
                                      Education Management Information System              Rpt Period:      K
                                       Staff Data submitted to ODE as of 11/22/2009
                                              Staff Summary Report
                              APPOINTMENT TYPE: ALL           POSITION TYPE: Regular
    District: Worlds Best SD                                             Information Technology Center:    LNOCA
       IRN: 9999999     County: InOhio                                         Area Coordinator:       08
                                         MALE         FEMALE       TOTAL       TOTAL         AVERAGE
      Official/Administrative
        101 Admin. Assistant                0.00         0.00        0.00           0             0
        103 Assist. Deputy/Assoc. Superintendent   0.00  0.00        0.00           0             0
        104 Assist. Principal              25.00        40.00       65.00   5,519,794        84,919
        108 Principal                      34.00        85.00      119.00  10,813,296        90,868
        109 Superintendent                  0.00         1.00        1.00     185,911       185,911
        110 Supervisor/Manager              9.00        16.00       25.00   2,320,067        92,802
        112 Treasurer                       1.00         0.00        1.00     119,999       119,999
        113 Coordinator                     4.00        14.70       18.70   1,446,160        77,334
        114 Education Administrative Specialist  2.00     3.00        5.00     624,294       124,858
        115 Director                       13.00         6.00       19.00   2,051,089       107,952
        116 Community School Administrator   0.00         0.00        0.00           0             0
    120 ESC Supervisor                      0.00         0.00        0.00           0             0
        199 Other Official/Administrative   10.00        25.00       35.00   2,280,093        65,145
                             Group Totals   98.00       190.70      288.70  25,360,703        87,844


      Professional - Educational
        201 Curriculum Specialist           0.00         2.00        2.00     177,630        88,815
        202 Counseling                     15.00       102.00      117.00   8,546,435        73,046
        203 Librarian/Media                 7.00        26.00       33.00   2,435,992        73,817
        204 Remedial Specialist            43.00       160.50      203.50  13,363,823        65,669
        208 Tutor/Small Group Instructor    0.00         0.00        0.00           0             0
        209 Audio-Visual Staff              0.00         0.00        0.00           0             0
        212 Suppl. Service Teacher (Spec. Ed.)  1.00     3.00        4.00     308,700        77,175
        225 Permanent Substitute            0.00         0.00        0.00           0             0
        226 Teacher Mentor/Evaluator        0.00         0.00        0.00           0             0
        230 General Education             508.00      1502.00     2010.00 130,899,423        65,124
        230 Gifted and Talented            5.00        53.00       58.00   4,207,825        72,548
        230 Preschool Special Education     0.00         0.00        0.00           0             0
        230 Preschool Handicapped Itinerant  0.00        0.00        0.00           0             0
        230 Special Education              65.00       375.50      440.50  27,806,380        63,124
        230 Career-Technical Programs/Pathways  44.00    42.00       86.00   6,220,211        72,328
        230 Art Education K-8              19.00        55.50       74.50   4,780,984        64,174
        230 Music Education K-8            33.00        52.00       85.00   5,656,003        66,541
    319 Publicity Relations                 9.00         3.50       12.50     705,932        56,474
        320 Registered Nursing             1.60        92.20       93.80   6,057,481        64,578
        323 Social Work                     6.00        20.00       26.00   1,571,854        60,455
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    325 Physical Therapist                            1.00      13.00      14.00       912,628      65,187
    326 Speech and Language Therapist                 0.00       0.00       0.00             0           0
    327 Occupational Therapist                        0.00       0.00       0.00             0           0
Professional - Other (cont.)
    328 Mobility Therapist                            2.00       1.00       3.00       223,290      74,430
    329 Educational Interpreter                       1.00      12.00      13.00       629,174      48,398
    330 Visiting Teacher                              0.00       0.00       0.00             0           0
    331 Occupational Thereapy Assistant(OTA)          0.00       2.00       2.00        82,846      41,423
    332 Physical Therapy Assistant(PTA)               0.00       0.00       0.00             0           0
    333 Adapted Physical Education Therapist          0.00       0.00       0.00             0           0
    334 Intern Psychologist                           0.00       0.00       0.00             0           0
    340 Planning/Reseach/Development                 10.00       5.00      15.00     1,328,532      88,568
    399 Other Professional - Other                    3.00       6.00       9.00       593,880      65,986
                             Group Totals            36.60     166.70     203.30    12,996,558      63,927

 Technical
    402 Computer Operating                            2.00       0.00       2.00        86,715      43,357
    406 Practical Nursing                             0.00       0.00       0.00             0           0
    407 Computer Programming                         22.00      10.00      32.00     2,153,928      67,310
    414 Library Aide                                  2.00      82.00      84.00     2,669,252      31,776
    415 Instructional Paraprofessional               0.00       0.00       0.00             0           0
    499 Other Technical                               8.00       9.00      17.00       780,745      45,926
605 Mechanic                                         34.00       1.00      35.00     1,815,472      51,870
    608 Plumbing                                     11.00       0.00      11.00       563,405      51,218
    611 Foreman                                       1.00       0.00       1.00        63,710      63,710
    699 Other Crafts and Trades                      56.00       1.00      57.00     2,965,656      52,029
                             Group Totals           139.00       2.00     141.00     7,324,531      51,947
FTE           FTE          FTE       SALARY       SALARY
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Error Detection and Correction

If the district finds any discrepancies between the data produced in this report and its internal data, the staff employment records should be checked for improper coding of these ***staff employment*** elements:

POSITION CODE (CK060)

BUILDING IRN (CK090)

GENDER (CI090)

POSITION FTE (CK100)

PAY AMOUNT/RATE (CK190)

POSITION TYPE (CK140),

EMPLOYEE ID (CK050) not = "999999999"

POSITION STATUS (CK070) not = "*P*" or "*U*"

POSITION FUND SOURCE (CK130) not = "*A*"