STAFF NO EMPLOYMENT RECORDS
REPORT EXPLANATION
.TXT_CCYYK_STF_NO_EMPL_REC

Education Management Information System (EMIS)

Ohio | Department of Education

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
August 14, 2006		Created from report, SAS and COBOL programs; valid for FY07 October (K) reporting period
November 21, 2006	IPM,ODE	Added more specific description of who is included
January 22, 2007	IPM,ODE	Updated for the February (C) reporting period.
October 1, 2007	IPM, ODE	Updated for October (K) reporting period.
October 20, 2008	Bkm	Updated for FY09.
December 1, 2009	Bkm`	Updated for FY10. Deleted C reporting period references.

Report Overview

General Description and Significance

This report lists staff for whom it is expected a district would submit ***Staff Demographic*** and ***Staff Employment*** records, but did not have a ***Staff Employment*** record submitted during the October (K) processing cycle.

This report provides a method for districts to ensure that they have submitted all the appropriate records for staff within their district.

Staff members are included on this report:
- If a person has a ***Staff Demographic*** record and a ***Course Master*** record, this series of programs treats the person as a teaching-staff member. If that person is missing a ***Staff Employment*** record, this situation will be listed on the TEACHER RECORDS REPORT (TXT_CCYYP_STF_TEACH_RECORDS) report rather than this report.
- The people appearing on this report will have neither a ***Staff Employment*** nor a ***Course Master*** record, only a ***Staff Demographic*** record.

This report is generated for each processing cycle during the October (K) reporting period. It is distributed to every district that submits data that week through the district's ITC.

Tips for Reading This Document
- EMIS data elements are written in SMALL CAPITAL LETTERS.
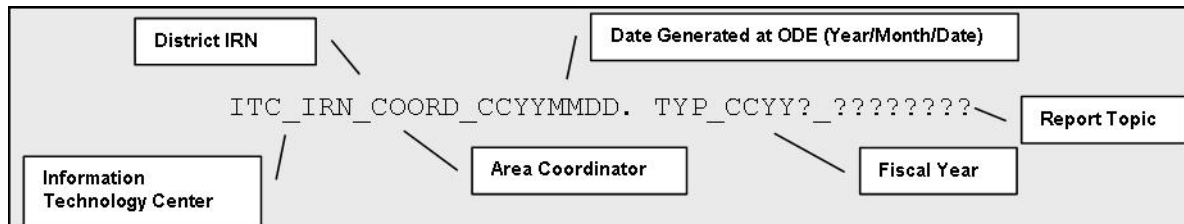- Report field names are written in **BOLD SMALL CAPITAL LETTERS**.

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

Report Name and Timing

The file name for the report is:
ITC_IRN_COORD_CCYYMMDD.TXT_CCYYK_STF_NO_EMPL_REC; its components are described below. This report is produced during the October (K) reporting period.

ODE Processing

Process Description

This report is based on data in the ***Staff Demographic*** and ***Staff Employment*** records submitted by the districts. The data from these records are extracted in to subset of the data, **NON_TEACH_STAFF_VAL.DAT**, to facilitate the generation of the report.

Data Source

The data elements printed on the report come from the ***Staff Demographic*** records. OEDS elements are used to identify the recipient of the report and to ensure that reports are sent to the appropriate districts. Although the file extension of the report implies that the report contains only information about classified employees, the output lists staff members that have only a ***Staff Demographic*** record and neither a ***Staff Employment*** or ***Course Master*** record.

Submitted Data Used in Report

The following elements appear on the report with the values as they were submitted by the district or are used as selection criteria during the reporting process.

Element Name	Record Field #	File Name	Special Notes
AREA COORDINATOR		***OEDS***	
COUNTY		***OEDS***	

Element Name	Record Field #	File Name	Special Notes
DISTRICT IRN	CK040	*Staff Employment*	
DISTRICT NAME		*OEDS*	
EMPLOYEE ID	CK050	*Staff Employment*	
EMPLOYEE NAME	CI060	*Staff Demographic*	
ITC		*OEDS*	
POSITION STATUS	CK070	*Staff Employment*	

Derived Data Used in Report

There are no derived data used in this report.

Report Selection Criteria

The following are filters used in creating the subset of all staff records:

POSITION STATUS <u>not</u> = "*P*" or "*U*"

EMPLOYEE ID <u>not</u> = "*999999999*"

If the Employee ID is found on the Staff Demographic but not the Staff Employment and not the Course Master, the record is written to **NON_TEACH_STAFF_VAL .DAT** and becomes a record on this report.

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 data source. The middle information identifies the producer of the report and the report title. The upper right section states the date on which the report was generated, the page number, and the reporting period to which the report belongs.

The second area of the header pertains to the recipient of the report. It identifies 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

Each detail line contains the following:
STAFF STATE ID   from *Staff Demographic*
STAFF NAME   from *Staff Demographic*

Report Footer

The last page of the report is a legend explaining the contents of the report.

Report Layout/Sample

```
District: First-in-Ohio Local SD                                          Information Technology Center:    ACCESS
    IRN: 222222      County: AnyOhio                                       Area Coordinator:        07

                    Staff
                    State ID                          Staff Name
                    ========                          ==========

          OS1234567                            JONES, DAVEY
```

*** See Notes on Last Page of this Report ***

*** Notes about this Report ***

Staff Name will appear as it is reported on the STAFF DEMOGRAPHIC RECORD, unless there is no STAFF DEMOGRAPHIC RECORD reported. If a staff person is reported with a valid State ID, and there is no STAFF DEMOGRAPHIC RECORD reported OR the staff name element is blank on the STAFF DEMOGRAPHIC RECORD, then the name will come from the records on file with the Office of Certification/Licensure at Ohio Department of Education.

If there is no name reported on the STAFF DEMOGRAPHIC RECORD, '----------------------------' will appear under the 'Teacher Name' column. This may occur when a position is classified, OR a person in a position requiring certification/licensure has not yet been issued a certificate/license from ODE. The state employee ID is assigned when a person has been issued an Ohio certificate/license, and it is on file at ODE. Once a certificate/license is issued, the district must resubmit data via EMIS during October K processing, so that all EMIS data associated with this staff person carries the state staff ID.

Error Detection and Correction

If there are any staff members listed on the report, the district personnel should verify that both files, **STAFF DEMOGRAPHIC** and **STAFF EMPLOYMENT**, have a record using the same EMPLOYEE ID and same DISTRICT IRN. Pay particular attention to the values of the following fields:

- DISTRICT IRN
- EMPLOYEE ID
- EMPLOYEE NAME
- POSITION CODE
- POSITION STATUS
- POSITION TYPE

If the district did submit both records for an employee, it is most likely that the process could not identify the DISTRICT IRN and the EMPLOYEE ID in each of the files.

The district personnel might also check the errors listed in the aggregation routines to ensure that no error was generated at that point in the process.

If a staff member has a ***Staff Demographic*** record and a ***Course Master*** record, the person is judged to be on the teaching staff of the district. The notification about the missing ***Staff Employment*** record will be on the TEACHER RECORDS REPORT (TXT_CCYY?_STF_TEACH_RECORDS).

If someone is listed on this report who is a teaching-staff member, then it is likely that the district did not submit a ***Staff Employment*** record and did not submit a ***Course Master*** record.

Please verify the information on both this and the TEACHER RECORDS reports to ensure that all necessary records have been submitted.

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