

**MISSING STAFF
.CSV_2011?_STF_STAFF_MISSING
REPORT EXPLANATION**

Education Management Information System (EMIS)



Revision Date May 5, 2011

**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.
12/1/09	Bkm	Revised for FY10. Added language to exclude staff who were reported with a CL record.
1/11/10	Bkm	Tweaked document – no language changes
9/22/10	BKM	Added position separation date logic for N and K. Revised for FY11.

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 October (K) or 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) and Yearend (N) processing period. It is available to the districts through their contracted ITC.

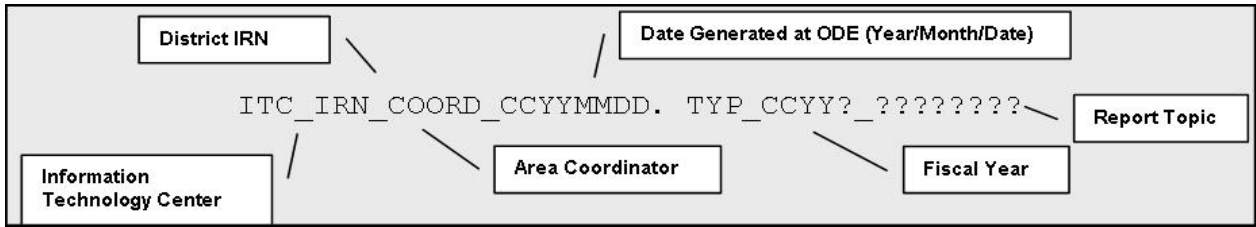
Tips for Reading This Document

- 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_CCYY?_STF_STAFF_MISSING; its components are described below. This report is produced during the October (K) and Yearend (N) reporting periods.



ODE Processing

Process Description

Logic

The report is generated during the October (K) and Yearend (N) reporting periods. The program logic is such that for the current reporting period, a list of certified and classified staff is generated and compared to the previous reporting period’s active only certified and classified staff. If a staff member was reported as active in the previous reporting period’s data but is missing from the current reporting period’s data, the staff member will appear on the missing staff report.

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 Status	CK070	STAFF EMPLOYMENT	
Position Type	CK140	STAFF EMPLOYMENT	
District IRN	CK040	STAFF EMPLOYMENT	
Employee Id	CK050	STAFF EMPLOYMENT	
Position Code	CK060	STAFF EMPLOYMENT	
Name	CI060	STAFF DEMOGRAPHIC	
Gender	CI090	STAFF DEMOGRAPHIC	
Race/Ethnic Group	CI080	STAFF DEMOGRAPHIC	
Employee Id	CI050	STAFF DEMOGRAPHIC	
District IRN	CL040	STAFF SUMMER EMPLOYMENT SEPARATION	
State Staff ID	CL050	STAFF SUMMER EMPLOYMENT SEPARATION	

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.

October Reporting

Staff members who have a separation date reported will not be included on the Missing Report.

For October reporting period only, the program will check the Staff Summer Employment Record (CL) records and determine if the staff existed in the Yearend (N) data set. If the staff separated over the summer, they will not be included on the missing report.

Yearend Reporting

Staff members who have a separation date prior to the first day of the current school year for the building will not be included on the Missing Report.

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:

<i>FIELD NAME</i>
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, 20100705

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.

Requesting a Missing Staff Override

When a staff member appears on the Missing Staff Report, it is possible for the district to request an override for the following two conditions:

1. The staff member separated from all employment with the district and was not reported as separated in the previous reporting period. For the October (K) reporting period, those eligible for an override include staff members who separated from all employment with the district prior to the last day of the previous school year but were

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reported for Yearend (N) as continuing in employment. For the Yearend (N) reporting period, those eligible for an override include staff members who separated from all employment with the district prior to the first day of the current school year but were reported as continuing in employment for October (K).

2. The staff member's credential ID changed or was incorrectly reported in the previous reporting period.

If the staff member meets these criteria, have the district request an override through the Unicenter Service Desk. Override requests are processed each week and the staff member's name/credential id will be removed from the Staff Missing Report upon weekly processing.

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