STAFF DEMO_JOB
.TXT_CCYY?_STF_DEMO_JOB_CERT
.CSV_CCYY?_STF_DEMO_JOB_CERT
.TXT_CCYY?_STF_DEMO_JOB_CLASS
.CSV_CCYY?_STF_DEMO_JOB_CLASS
REPORT EXPLANATION

Education Management Information System (EMIS)

Ohio | Department of Education

Prepared by
Office of Data Quality and Governance

Table of Contents

Revision History

The revisions to this document listed in the table below.

Revision Date	Owner/Source	Description of Change
August 15, 2006		Created from existing documentation, program, reports; valid for FY07 October (K) reporting period
January 22, 2007		Modified existing documentation to make valid for FY07 February (C) reporting period
May 10, 2007		Modified existing documentation to make valid for FY07 Yearend (N) reporting period
June 15, 2007	IPM/McKeand	Removed white spacing, updated index and table of contents, revised revision dates.
October 1, 2007	IPM/McKeand	Revised for FY08K
March 14, 2008	IMP/McKeand	Revised for FY08N
April 29, 2008	IPM, McKeand	Made corrections to the Explanation.
October 20, 2008	BKM	Revised for FY09 – revised Position Status options
December 2, 2009	BKM	Revised for FY10 - Deleted C reporting period from data source table. Added October Position Separation Date, Position Start Date instructions.
March 19, 2010	Bkm	Deleted October Position Separation Date, Position Start Date instructions.
August 20, 2010	BKM	Revised for FY11. Changed October count week dates but no substantive changes.
February 2, 2012	Bkm	Revised for FY12. No changes from FY11.
September 24, 2012	Bkm	Revised for FY13. No changes from FY12 other than count week dates.

Report Overview

General Description and Significance

The Staff Demo_Job Report is a summary of staff demographic and job data reported to the Ohio Department of Education via the Education Management Information System (EMIS). Reports are produced at the *district* level for all districts that submit data via EMIS. This report will be described in detail in the following pages.

There are four separate reports that are produced in this process: a standard report for certification personnel, a comma-delimited file for certification personnel, a standard report for classified personnel, and a comma-delimited file for classified personnel.

It is important for districts to verify staff data, so ODE has an accurate picture of what is actually occurring in the district. These data will be used at ODE in various ways: as a data source on the Local Report Card; on reports to policymakers; and for funding decisions. A few specific examples of how districts can use this report are: to verify staff salaries; to confirm that staff positions and assignments are accurate; and to confirm that staff are assigned to the appropriate buildings.

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

There are four reports that are generated from the same program and distributed at the same time.

The file name for the certificated personnel standard report is:
ITC_IRN_COORD_CCYYMMDD. TXT_CCYY?_STF_DEMO_JOB_CERT; its components are described below. This report is produced during the October (K) *and* Yearend (N) reporting periods, ('?') may be used to represent the appropriate reporting period when the report is produced for multiple periods.
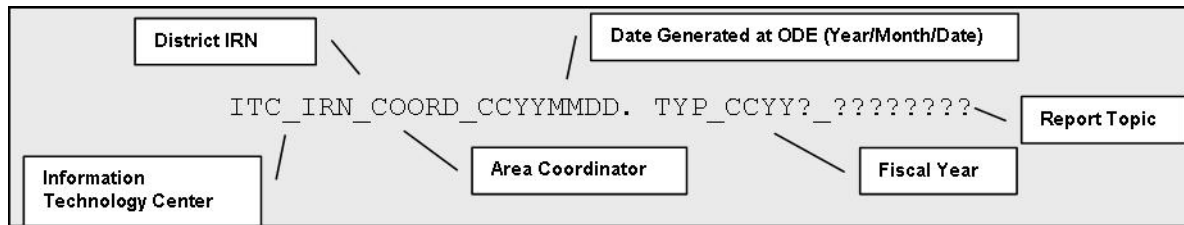
The file name for the comma-delimited certificated personnel report is:

ITC_IRN_COORD_CCYYMMDD.CSV_CCYY?_STF_DEMO_JOB_CERT; its components are described below. This report is produced during the October (K) and Yearend (N) reporting periods, ('?') may be used to represent the appropriate reporting period when the report is produced for multiple periods.
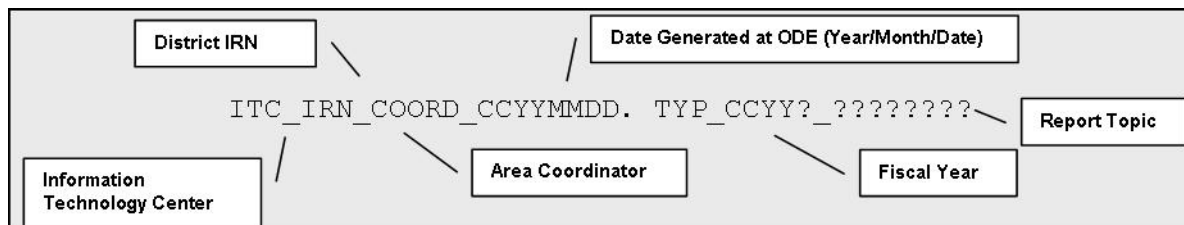
The file name for the classified personnel standard report is:
ITC_IRN_COORD_CCYYMMDD.TXT_CCYY?_STF_DEMO_JOB_CLASS; its
components are described below. This report is produced during the October (K) and Yearend
(N) reporting periods, ('?') may be used to represent the appropriate reporting period when the
report is produced for multiple periods.

The file name for the classified personnel comma-delimited report is:
ITC_IRN_COORD_CCYYMMDD.CSV_CCYY?_STF_DEMO_JOB_CLASS; its
components are described below. This report is produced during the October (K) and Yearend
(N) reporting periods, ('?') may be used to represent the appropriate reporting period when the
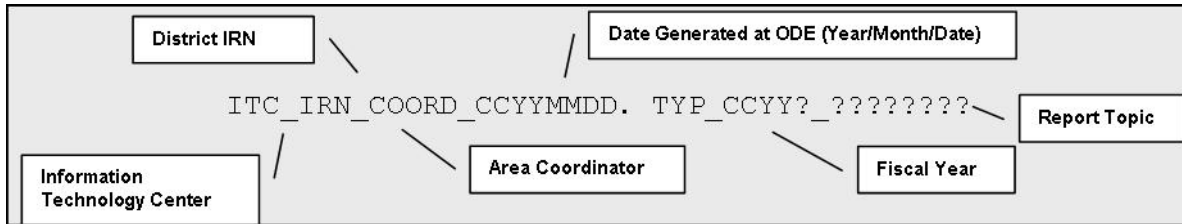report is produced for multiple periods.
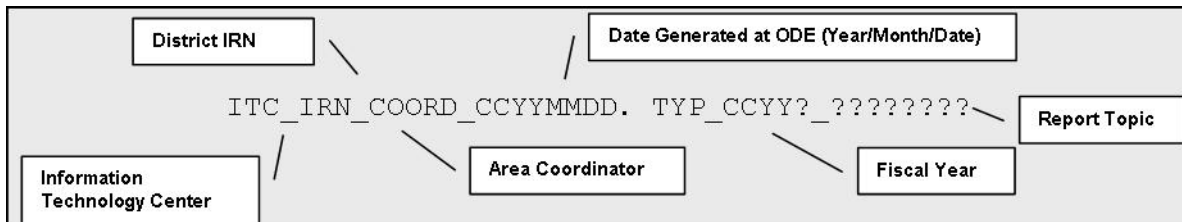
ODE Processing

Process Description

Each week during the processing cycle, a program generates reports for the district's staff data as
it has been received by ODE. Any district that submits data during that week should receive all
four reports through its contracted ITC.

Although this program can be run with different options, the program is first run with
    Type of Position = "*All*"
    Type of Staff = "*Certificated*"
    Sort order = "*District, School, Position Code*"

The second run of the program uses the options
    Type of Position = "*All*"
    Type of Staff = "*Classified*"
    Sort order = "*District, School, Position Code*"

Data Source

The **Staff Demographic** and **Staff Employment** records are the basis for this report. OEDS elements are also used to identify the recipient of the report and properly name the output files.

Submitted Data Used in Report

The following either appear directly on the report or are used in the report generation.

Element Name	Record Field #	File Name	Special Notes
EMPLOYEE ID	CI050	*Staff Demographic*	
EMPLOYEE NAME	CI060	*Staff Demographic*	
DATE OF BIRTH	CI070	*Staff Demographic*	
RACIAL/ETHNIC CATEGORY	CI080	*Staff Demographic*	
GENDER	CI090	*Staff Demographic*	
EDUCATION LEVEL	CI100	*Staff Demographic*	
SEMESTER HOURS	CI110	*Staff Demographic*	
ATTENDANCE DAYS	CI140	*Staff Demographic*	
ABSENCE DAYS-TOTAL	CI150	*Staff Demographic*	
ABSENCE DAYS—LONG TERM ILLNESS	CI155	*Staff Demographic*	
AUTHORIZED EXPERIENCE YEARS	CI200	*Staff Demographic*	
TOTAL EXPERIENCE YEARS	CI210	*Staff Demographic*	
ASSIGNMENT AREA	CK220	*Staff Employment*	
POSITION STATUS	CK070	*Staff Employment*	
POSITION START DATE	CK080	*Staff Employment*	
BUILDING IRN	CK090	*Staff Employment*	
POSITION FTE	CK100	*Staff Employment*	
POSITION FUND SOURCE	CK130	*Staff Employment*	
POSITION FUND SOURCE PERCENT	CK120	*Staff Employment*	
POSITION TYPE	CK140	*Staff Employment*	
TYPE OF APPOINTMENT	CK150	*Staff Employment*	
LENGTH OF WORKDAY	CK160	*Staff Employment*	
SCHEDULED WORKDAYS	CK170	*Staff Employment*	
PAY TYPE	CK180	*Staff Employment*	
PAY AMOUNT/RATE	CK190	*Staff Employment*	
EXTENDED SERVICE	CK210	*Staff Employment*	
POSITION SEPARATION DATE	CK300	*Staff Employment*	
POSITION SEPARATION REASON	CK230	*Staff Employment*	
LOCAL CONTRACT CODE	CK250	*Staff Employment*	
GRADE LEVELS ASSIGNED-LOW	CK260	*Staff Employment*	
GRADE LEVELS ASSIGNED-HIGH	CK270	*Staff Employment*	
DISTRICT NAME		*OEDS*	
BUILDING NAME		*OEDS*	

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

Derived Data Used in Report

The following elements appear on the CSV reports only, not on the standard reports.

Element Name	Record Field #	File Name	Value	CRITERIA
APPROVED UNITS		***Staff Job at ODE***		Value added to Staff Job file during intake of aggregated files, from approved units file
CREATED BY ODE FLAG		***Staff Job at ODE***	"*N*" if district submitted the record, "*Y*" if ODE created it	Value established during intake of aggregated files
CONTRACTOR FLAG		***Staff Job at ODE***	"*N*" initially, may = "*Y*" in contracted staff edit program	Value established during intake of aggregated files
SUBMITTED TO ODE DATE		***From program***	Processing date	From system date when files are processed

Report Selection Criteria

- Staff with POSITION STATUS = "*P*" or "*U*" are not included in the report.
- For the certificated personnel report, TYPE OF APPOINTMENT must be "*1*", "*3*", "*4*", or "*5*".
- For October Reporting only, Staff with POS_START_DATE > 20121001 are not included in the report
- For October Reporting only, Staff with JOB_POS_SEPARATION_DATE < 20121005 are not included in the report
- For the classified personnel report, TYPE OF APPOINTMENT must be "*2*".

Annual salary is calculated for both certified and classified employees. Classified employees have TYPE OF APPOINTMENT = '*2*' AND POSITION TYPE = '*R' (Regular)*. Certified employees have TYPE OF APPOINTMENT = "*1", "2", "3", "4*," OR "*5*", and POSITION TYPE = '*R' (Regular)*, Salary ranges are checked against the state averages for last year. If the annual salary **is not** greater than or equal to the state average minimum for last year, AND/OR if the annual salary **is not** less than or equal to the state average maximum for last year, a flag appears. (Even though a flag appears, these data may not be wrong, but a flag for districts to double check the data.)

Report Samples, .TXT files

Both standard format reports have the same structure.

The report is organized by building (*BUILDING IRN*). Within a building, staff are organized by position (*POSITION CODE*).   Within each position, employees are organized by State ID (*EMPLOYEE ID*). The length of report will depend on the number of buildings/positions/staff within a district.

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 (in the example shown, a '?' may be used to represent a reporting period when the report is applicable to more than one reporting period).

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

The column headers are:

Labels (callout boxes): Credential ID, Gender, Date of Birth, Authorized Experience Years, Educational Level, Position Code, Position Type, Position FTE, Extended Service, Contracted Salary Amount/Rate, Assignment Area, Position Fund Source, Building IRN, Racial/Ethnic Category, Semester Hours, Total Experience Years, Position Status, Type of Appointment, Contracted Salary Elements

Program: EMIS_STAFF_DEMO_JOB_2XXX
Source: EMIS 2XXX-2XXX

District: Gold City SD
IRN: 088888   County: Franklin

Ohio Department of Education
Education Information Management System
2XXX-2XXX Staff Demographics Report

Data Acquisition Site: Metropolitan Educational Council
Area Coordinator: 00

Date: ##/##/##
Page: 1
Rpt Period: K

STATE ID#	NAME	SCHOOL IRN	SEX	RACE	BIRTH YEAR	DEG	SEM HRS	EXP AUTH	EXP TOT	POS CODE	POS STAT	POS TYPE	JOB POS FTE	TYPE APP	EXT SERV	SALARY	JOB ASSIGN CODE	FUND SRC	%	APP UNIT
AB2839574	Pierce, Eileen M.	099999	F	W	1946	3	187	11	27	108	C	R	1.00	1	00	72,436	A	000000 L		100	N/A
BX4835703	Hernandez, Serena, A.	099999	F	H	1943	3	186	11	33	202	C	R	1.00	1	00	60,657	A	000000 L		100	1.00
AJ2983473	Bell, Jaqueline B.	099999	F	W	1972	2	124	1	1	230	N	R	1.00	1	00	33,546	A	999370 L		100	N/A
BI9658304	Stubin, Joshua H.	099999	M	W	1946	3	188	11	22	230	C	R	1.00	1	00	56,876	A	999370 L		100	N/A

Calculations

Salary calculations are as follows:

If PAY TYPE = 'A', hourly salary is calculated using the following formula:

$$\text{HOURLY SALARY} = (\text{PAY RATE}/\text{SCHEDULED WORK DAYS})/\text{LENGTH OF WORK DAY}$$

If PAY TYPE = 'H', annual salary is calculated using the following formula:

$$\text{ANNUAL SALARY} = \text{PAY RATE} * \text{LENGTH OF WORK DAY (in hours)} * \text{SCHEDULE WORK DAYS}$$

Multiple Records

One person may have multiple positions. One position may have multiple fund source codes.

Multiple Positions

These columns include staff demographics. Each person will have only one demographic record, so there will be one line under these columns, per staff person.

Data in these columns describe the position. One Staff Employment record is reported for each position for which a staff person is employed by the reporting district. There will be one line under these columns, for each position.

STATE ID#	NAME	SCHOOL IRN	S E X	RACE	BIRTH YEAR	D E G	SEM HRS	EXP AUTH	TOT	POS CODE	POS STAT	POS TYPE	JOB POS FTE	TYPE APP	EXT SERV	SALARY	JOB ASSIGN CODE	FUND SRC	%	APP UNIT
AJ2983473	Bell, Jaqueline B.	099999	F	W	1972	2	124	2	3	230	N	R	0.50	1	00	18,546	A 999370	L	100	N/A
										230	C	R	0.50	1	00	20,876	A 999380	L	100	N/A

This teacher has two positions.

Multiple Funding Sources

A position may have multiple fund sources. Though the FTE for a position may be 1.0 or less, all positions are funded a total of 100%.

STATE ID#	NAME	SCHOOL IRN	S E X	RACE	BIRTH YEAR	D E G	SEM HRS	EXP AUTH	TOT	POS CODE	POS STAT	POS TYPE	JOB POS FTE	TYPE APP	EXT SERV	SALARY	JOB ASSIGN CODE	FUND SRC	%	APP UNIT
AJ2983473	Smith, Jody B.	099999	F	W	1970	2	124	4	4	204	N	R	1.00	1	00	39,546	A 999140	L	50	N/A
																	999140	G	50	N/A

This teacher has an Assignment Area, each with a different funding source.

Ohio | Department of Education

Report Layout/Sample

Sample, Certificated Staff

```
Program: EMIS_STAFF_DEMO_JOB_2XXX              Ohio Department of Education                    Date: 06/28/2XXX
Source: EMIS 2XXX-2XXX                          Office of Data Services                         Page:           1
                                         Education Management Information System              Rpt Period:       ?
                                          Staff Data submitted to ODE as of MM/DD/2XXX
                                          2XXX-2XXX Certified/Licensed Staff Demographics Report


District: Favorite Local SD                                                    Information Technology Center:    TRECA
    IRN: 010101        County: Morrow                                                  Area Coordinator:         00



Building: Favorite High School
     IRN: 010101


                                       D                              JOB                          JOB
                                  BIRTH  E  SEM   YEARS   POS  POS  POS  POS  TYPE EXT            ASSIGN  FUND    APP
State ID#   NAME          GENDER RACE YEAR  G  HRS  AUTH EXP CODE STAT TYPE FTE  APP  SERV  SALARY  CODE   SRC  %   UNT

OS0123456  ROSS, BETSY      .     F     W  1964  2  191   04    101   C    R   1.00   1    00    32,585  000000  L  100  N/A
OH1234567  ADAMS, ABIGAL          F     W  1968  3  244   09    116   C    R   1.00   1    40    43,357  000000  L  100  N/A
AU2345678  REVERE, PAUL          M     W  1957  3  254   00    230   N    S   1.00   1    00     38.85  999370  L  100  N/A
OH3456789  HALE, NATHAN          M     W  1976  3  172   00    230   N    S   1.00   1    00     38.85  999370  L  100  N/A
OH4567890  JEFFERSON, THOMAS     M     W  1977  2  150   00    230   N    S   1.00   1    00     37.00  999370  L  100  N/A
OH5678901  WASHINGTON, MARTHA    F     W  1971  2  135   00    230   N    S   1.00   1    00     38.85  999370  L  100  N/A
OH6789012  ADAMS, SAMUEL         M     W  1968  2  124   00    230   N    S   1.00   1    00     38.85  999370  L  100  N/A
OS7890123  WASHINGTON, GEORGE    M     W  1953  2  155   00    230   N    S   1.00   1    00     38.85  999370  L  100  N/A

UD8901234  FRANKLIN, BENJAMIN    M     W  1968  2  130   00    239   N    S   1.00   1    00     50.00  999370  L  100  N/A
UF9012345  HAMILTON, ALEXANDER   M     W  1958  3  195   00    230   N    S   1.00   1    00     38.85  999370  L  100  N/A


When checking the errors under the Salary/Rate field, please note the following:
  @ - denotes a missing VALUE for the Length of Work Day field
  # - denotes a missing VALUE for the Days Scheduled field
  * - denotes an error/tolerance check for the Salary/Rate field
  ! - denotes a Contractor
  & - denotes an ODE created Contracted Staff demo/job record
```

```
  Program: EMIS_STAFF_DEMO_JOB_2XXX              Ohio Department of Education                    Date: 06/28/2XXX
  Source: EMIS 2XXX-2XXX                          Office of Data Services                        Page:          2
                                          Education Management Information System                Rpt Period:        ?
                                          Staff Data submitted to ODE as of MM/DD/2XXX
                                          2009-2010 Certified/Licensed Staff Demographics Report

District: Favorite Local SD                                              Information Technology Center:    TRECA
    IRN: 010101      County: Morrow                                      Area Coordinator:           00

        Unduplicated District Head Count Total by Position Code For Favorite Local SD          (010101)


Official/Administrative

  101 Admin. Assistant                      1
  116 Community School Administrator        1
Professional - Educational
  230 Teaching Assignment                   8
```

Sample, Classified Staff

```
    Program: EMIS_STAFF_DEMO_JOB_2XXX              Ohio Department of Education                    Date: MM/DD/2XXX
    Source: EMIS 2XXX-2XXX                         Office of Data Services                          Page:           2
                                              Education Management Information System               Rpt Period:     ?
                                              Staff Data submitted to ODE as of MM/DD/2XXX
                                              2010-2011 Classified Staff Demographics Report
District: VeryBest JVSD                                                            Information Technology Center:    ACCESS
    IRN: 050505      County: Columbiana                                           Area Coordinator:                  07
Building: VeryBest Vocational School
    IRN: 141414
```

State ID#	NAME	GENDER	RACE	BIRTH YEAR	DEG	SEM HRS	YEARS AUTH EXP	POS CODE	POS STAT	JOB POS TYPE	POS FTE	TYPE APP	EXT SERV	SALARY	JOB ASSIGN CODE	FUND SRC	%	APP UNT
YU1234567	MADISON, JAMES	M	W	1948	2	132	00	113	C	R	1.00	2	00	16.21	999288	L	100	N/A
	16.21(hourly) * 260(days per year) * 8.00(hours per day) = 33,716(annual)																	
OH2345678	ADAMS, JOHN	M	W	1959	0	000	00	499	C	R	1.00	2	00	43,472	999535	L	100	N/A
	43,472(annual) / 260(days per year) / 8.00(hours per day) = 20.90(hourly)																	
OH3456789	LAYFETTE, MARQUIS D.	M	W	1959	1	000	00	501	C	R	1.00	2	00	16.21	999100	L	100	N/A
	16.21(hourly) * 260(days per year) * 8.00(hours per day) = 33,716(annual)																	
OH4567890	DAWES, WILLIAM	M	W	1961	2	132	00	501	C	R	1.00	2	00	16.21	999100	L	100	N/A
	16.21(hourly) * 260(days per year) * 8.00(hours per day) = 33,716(annual)																	
OH5678901	LYTTON, BULWER .	M	W	1954	1	000	00	502	C	R	1.00	2	00	12.79	000000	L	100	N/A
	12.79(hourly) * 260(days per year) * 8.00(hours per day) = 26,603(annual)																	
ZC6789012	OTIS, JAMES	M	W	1950	2	132	00	502	C	R	1.00	2	00	16.21	000000	L	100	N/A
	16.21(hourly) * 260(days per year) * 8.00(hours per day) = 33,716(annual)																	

```
When checking the errors under the Salary/Rate field, please note the following:
  @ - denotes a missing VALUE for the Length of Work Day field
  # - denotes a missing VALUE for the Days Scheduled field
  * - denotes an error/tolerance check for the Salary/Rate field
  ! - denotes a Contractor
  & - denotes an ODE created Contracted Staff demo/job record
```

```
Program: EMIS_STAFF_DEMO_JOB_2XXX          Ohio Department of Education                     Date: MM/DD/2XXX
   Source: EMIS 2XXX-2XXX                       Office of Data Services                          Page:          4
                                          Education Management Information System            Rpt Period:        ?
                                          Staff Data submitted to ODE as of MM/DD/2XXX
                                          2XXX-2XXX Classified Staff Demographics Report

District: VeryBest JVSD                                              Information Technology Center:    ACCESS
    IRN: 050505       County: Columbiana                                 Area Coordinator:        07

         Unduplicated District Head Count Total by Position Code For VeryBest JVSD          (050505)

Official/Administrative
  113 Coordinator                            1
Technical
  499 Other Technical                        1
Office/Clerical
  501 Bookkeeping                            2
  502 Clerical                               5
  505 Teaching Aide                          2
Service Work/Laborer
  902 Custodian                              6
  904 Food Service                           2
```

Report Samples, .CSV files

There are two comma-delimited files that provide the same data as the .TXT files but allow the file to be imported into Excel or another PC application.

CSV File Format, General Information

This Comma Separated Value (CSV) format file contains a record for each staff member a district submitted during the reporting week.

In basic terms, the CSV file will contain the data element values separated by a comma to denote the end of one data element value and the start of a new one. For example, if you were to take the district IRN, its name, and county and convert it into a CSV file it would look like this:

012345, My District, Franklin

When imported into Excel, this string of comma separated values would be split into corresponding columns:

District IRN	District Name	County Name
012345	My District	Franklin

TIP: When importing data from a CSV file containing a numerical value that starts with a zero, like an IRN, it is important to import that type of data element as text and not a number in Excel. If imported as a numerical value, the first zero will be removed.

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:

FIELD NAME
BLDG-IRN
BLDG-NAME
STATE-ID
STAFF-NAME
GENDER
RACE
BIRTH-YEAR
DEG
SEM-HOURS

YEARS-AUTH-EXP
POS-CODE
POS-STAT
JOB-POS-TYPE
POS-FTE
TYPE-APP
SALARY
JOB-ASSIGN-CODE
FUND-SRC
FUND-%
APP-UNIT
CREATED-BY-ODE-FLAG
CONTRACTOR-FLAG
STAFF-DATA-SUBMITTED-TO-ODE-AS-OF

Detail Information

Each detail line in the CSV file contains data pertaining to a staff member whose records were submitted by the district. Quotes around the element protect from an inadvertent comma creating an additional field. All elements are created as string (text) elements.

FIELD NAME
BUILDING IRN
BUILDING NAME
EMPLOYEE ID
EMPLOYEE NAME
GENDER
RACIAL/ETHNIC CATEGORY
BIRTH CC
BIRTH YY
EDUCATION LEVEL
SEMESTER HOURS
AUTHORIZED EXPERIENCE
POSITION CODE
POSITION STATUS
POSITION TYPE
POSITION FTE
TYPE OF APPOINTMENT
PAY AMOUNT
ASSIGNMENT AREA

POSITION FUND SOURCE
POSITION FUND SOURCE PERCENT
APPROVED UNITS
CREATED BY ODE FLAG
CONTRACTOR FLAG
DATE SUBMITTED TO ODE

Sample, CSV File

Note: both CSV files look the same internally. Be sure you note the last part of the file name extension since it is the easiest way to determine what file is open.

Note: a space line was added between each record for readability. It does not appear in the file itself.

```
Bldg-IRN,Bldg-Name,State-ID,Staff-Name,Gender,Race,Birth-Year,Deg,Sem-Hours,Years-Auth-Exp,Pos-Code,Pos-Stat,Job-Pos-Type,Pos-FTE,Type-App,Salary,Job-Assign-Code,Fund-SRC,Fund-%,App-Unit,Created-By-ODE-Flag,Contractor-Flag,Staff-Data-submitted-to-ODE-as-of

050505,"Excellence JVSD                      ",ZC3101020,"MACARTHUR, JAMES                      ",M,W,1938,0,000,00
,902,C,R,1.00,2,    12.77,000000,L,100,N/A ,"N","N",20110627

141414,"Excellence Vocational School        ",YU1006476,"EISENHOWER, MAMIE                     ",F,W,1948,2,132,00
,113,C,R,1.00,2,    16.21,000000,L,100,N/A ,"N","N",20110627

141414,"Excellence Vocational School        ",OH1253459,"ROMMEL, IRWIN                         ",M,W,1959,0,000,00
,499,C,R,1.00,2, 43472.00,000000,L,100,N/A ,"N","N",20110627

141414,"Excellence Vocational School        ",OH1025203,"BRAUN, EVA                            ",F,W,1959,1,000,00
,501,C,R,1.00,2,    16.21,000000,L,100,N/A ,"N","N",20110627

141414,"Excellence Vocational School        ",OH1192152,"CHURCHILL, WINSTON                    ",M,W,1961,2,132,00
,501,C,R,1.00,2,    16.21,000000,L,100,N/A ,"N","N",20110627

141414,"Excellence Vocational School        ",OH1186532,"DEGAULLE, CHARLES                     ",M,W,1954,1,000,00
,502,C,R,1.00,2,    12.79,000000,L,100,N/A ,"N","N",20110627

141414,"Excellence Vocational School        ",ZC3101004,"HITLER, ADOLF  .                      ",M,W,1950,2,132,00
,502,C,R,1.00,2,    16.21,000000,L,100,N/A ,"N","N",20110627

141414,"Excellence Vocational School        ",ZC3101007,"MUSSOLINI, BENITO                     ",M,W,1947,0,000,00
,502,C,R,1.00,2,    12.79,000000,L,100,N/A ,"N","N",20110627

141414,"Excellence Vocational School        ",ZC3101010,"PATTON, GEORGE                        ",M,W,1958,0,000,00
,502,C,R,1.00,2, 32624.00,000000,L,100,N/A ,"N","N",20110627

141414,"Excellence Vocational School        ",ZC3101013,"EISENHOWER, DWIGHT D.                 ",M,W,1948,0,000,00
,502,C,R,1.00,2,    12.79,000000,L,100,N/A ,"N","N",20110627
```

Error Detection and Correction

If there are discrepancies between what is on the report, and what is actually occurring in your district, there could be a coding error. The following checklists are for the district for which the report is generated. Things to check include:

- ☑ Check to see if data elements all use valid options (included on checks listed under "ODE Processing" section of this document).
- ☑ Is the salary amount listed reflect what each employee is being paid?
- ☑ If an employee has multiple positions, does the *POSITION FTE* for that employee exceed 1?
- ☑ Has the appropriate *JOB ASSIGNMENT CODE* been used?
- ☑ Have the administrators responsible for making decisions about human and/or financial resources confirm that the appropriate *POSITION FUND SOURCES* are used AND that the *POSITION FUND SOURCES* are allocated appropriately.

Common Errors

If certain data are missing from particular elements used to calculate hourly or annual salary, a flag will appear under the salary field. The type of flag will indicate the type of error. There are three types of symbols that may appear next to and under the salary field.

| Symbol	Explanation	Example:
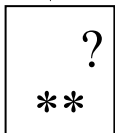
?
∗∗
	• If the annual salary **is not** greater than or equal to the state average minimum for last year, **AND/OR**
	• If the annual salary **is not** less than or equal to the state average maximum for last year, **a question mark (?) appears next to the data in the salary column and asterisks appear beneath the same data element.**
	Even though a flag appears, these data may not be wrong, but the data element in question is flagged to alert districts to verify the accuracy of the value.
		FUND
		SALARY JOB SRC %
		          ASSIGN
		          CODE
		  39,546**?** A 000000 L 50
		∗∗∗∗∗∗∗∗∗∗∗

?
##
	• If a value is missing from the *SCHEDULED WORK DAYS* field, **a question mark "?" appears next to the data in the salary column and # symbols appear in a line beneath the same data element.**	FUND
		SALARY JOB SRC %
		          ASSIGN
		          CODE
		  39,546**?** H 000000 L 50
		#########
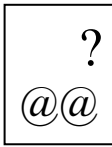
| ? | • | If a value is missing from the LENGTH OF WORK DAY field, **a question mark "?" appears next to the data in the salary column and @ signs appear in a line beneath the same data element.** *NOTE: IF there are multiple errors, the symbol for the last error checked will appear.* |

```
                                    FUND
        SALARY      JOB       SRC  %
                    ASSIGN
                    CODE
         39,546? A 000000    L       50
        @@@@@
```

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