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

Education Management Information System (EMIS)

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 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

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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 policy-makers; 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:
DAS_IRN_COORD_CCYYMMDD. TXT_CCYY?_STF_DEMO_JOB_CERT; its components are described below. This report is produced during the October (K), February (C)*, and* Yearend (N) reporting periods ('?' may be used to represent the appropriate reporting period when the report is produced for multiple periods).

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The file name for the comma-delimited certificated personnel report is:
DAS_IRN_COORD_CCYYMMDD CSV_CCYYK_STF_DEMO_JOB_CERT; its components are described below. This report is produced during the October (K),February (C), and Yearend (N) reporting periods.
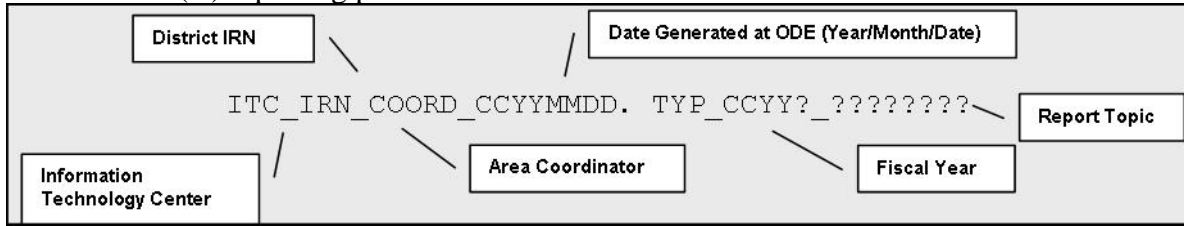
The file name for the classified personnel standard report is:
DAS_IRN_COORD_CCYYMMDD.TXT_CCYYK_STF_DEMO_JOB_CLASS; its components are described below. This report is produced during the October (K),February (C), and Yearend (N) reporting periods.
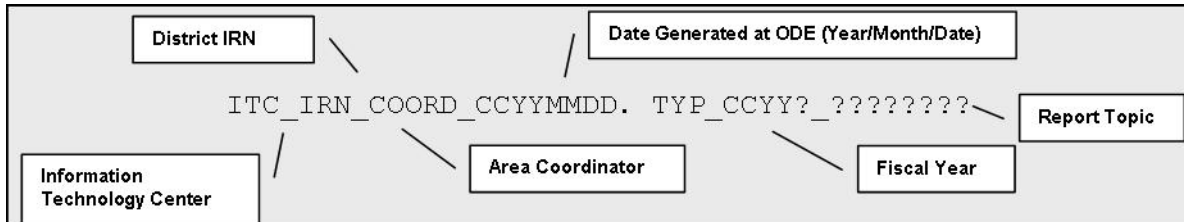

The file name for the classified personnel comma-delimited report is:
DAS_IRN_COORD_CCYYMMDD.CSV_CCYYK_STF_DEMO_JOB_CLASS; *its components are described below. This report is produced during the October (K),February (C), and Yearend (N) reporting periods.*

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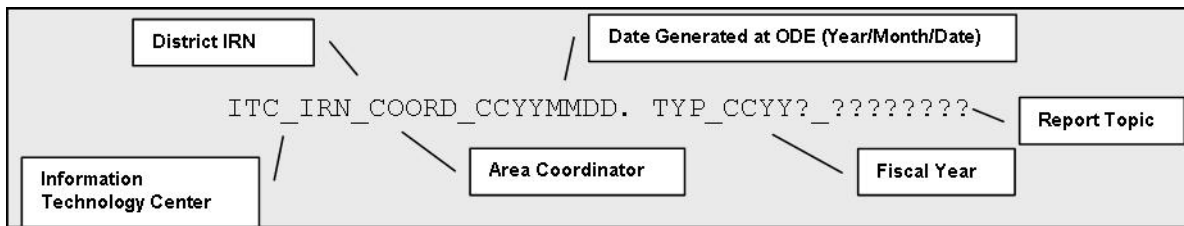Page 5 of 22

ODE Processing

Process Description

Each week during the October processing cycle, a COBOL 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. (*Note: Only CTAE teachers are reported during the February (C)*). 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	CI210	*Staff Demographic*	

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Element Name	Record Field #	File Name	Special Notes
YEARS			
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*	
ASSIGNMENT AREA	CK220	*Staff Employment*	
POSITION SEPARATION REASON	CK230	*Staff Employment*	
CERTIFICATE/LICENSE APPLICATION	CK240	*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*	
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

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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 the classified personnel report, TYPE OF APPOINTMENT must be "*2*".

- Validation routines are run to ensure that for each element data are a part of the list of options that are valid for that particular element. If data do not "pass" a check, a flag appears on the Demo_Job report**.**

The program checks to see:
- ✓ If age is less than 18 years OR greater than 74 a flag appears. (DATE OF BIRTH is subtracted from current year to calculate current age.) A valid DATE OF BIRTH must appear. The month must be 1-12 and the day must be 1-31 or else a flag appears.
- ✓ Is entry a valid option for EDUCATION LEVEL? *'0' (Non-degree), '1' (Associate), '2' (Bachelors), '3' (Masters), '4' (Education Specialist), '5' (Doctorate), '6' (Other), '7' (Less than High School Diploma), '8' (High School Diploma), '9' (GED Diploma)*
- ✓ Is entry a valid option for SEMESTER HOURS for certificated employees? If EDUCATIONAL LEVEL = "*2*", SEMESTER HOURS should be greater than *109*. If EDUCATIONAL LEVEL = "*3*", SEMESTER HOURS should be greater than *134*. If EDUCATIONAL LEVEL = "*4*" or "*5*", SEMESTER HOURS should be greater than *160*, if not a flag appears.
- ✓ If AUTHORIZED EXPERIENCE YEARS is greater than TOTAL EXPERIENCE YEARS a flag appears.
- ✓ If POSITION STATUS is "*N*" *(New to district)* is AUTHORIZED EXPERIENCE YEARS less than *1*1? If not, a flag appears.
- ✓ For employees with POSITION STATUS = "*R*" or "*C*", is AUTHORIZED EXPERIENCE YEARS less than *12*? If not, a flag appears.
- ✓ If POSITION FTE is greater than 1, a flag appears. If POSITION STATUS is "R = Returning from leave of absence", "*N* = New to district", "*C* = Active/continuing position (even if different position)", "*A* = Contracted personnel - Agency, "*I* = Contracted personnel - Individual", **AND** POSITION FTE is equal to "*0*", a flag appears.
- ✓ On records with POSITION STATUS = "*R*", "*N*", OR "*C*", if EXTENDED SERVICE is greater than 60 days, a flag appears.
- ✓ 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.)

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✓ If POSITION TYPE =*'R' (Regular)*, LENGTH OF WORK DAY should be greater than 0 (zero), if not a flag appears.
✓ If POSITION TYPE =*'R' (Regular)*, SCHEDULED WORK DAYS should be greater than 0 (zero), if not a flag appears.

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 (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.

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Detail Information

The column headers are:

Position Assignment Code

Position Type

Contracted Salary Amount/Rate

Authorized Experience Years

Gender

Assignment Area

Position FTE

Employee ID

Date of Birth

Educational Level

Extended Service

Position Fund Source

```
Program: EMIS_STAFF_DEMO_JOB_2XXX          Ohio Department of Education                              Date: ##/##/##
Source: EMIS 2XXX-2XXX                 Education Information Management System                        Page: 1
                                        2XXX-2XXX Staff Demographics Report                           Rpt Period: K

District: Gold City SD                                                      Data Acquisition Site: Metropolitan Educational Council
IRN: 088888      County: Franklin                                          Area Coordinator:  00
```

					EXP											FUND	
STATE ID#	NAME	SCHOOL IRN	SEX	RACE	BIRTH YEAR	DEG	SEM HRS	AUTH	TOT	POS CODE	POS STAT	POS TYPE	JOB POS FTE	TYPE APP	EXT SERV	SALARY	JOB ASSIGN CODE	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 999010	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 999280	L	100	1.00
AJ2983473	Bell, Jaqueline B.	099999	F	W	1972	2	124	1	1	205	N	R	1.00	1	00	33,546	A 000000	L	100	N/A
BI9658304	Stubin, Joshua H.	099999	M	W	1946	3	188	11	22	205	C	R	1.00	1	00	56,876	A 000000	L	100	N/A

Total Experience Years

Contracted Salary Elements

Building IRN

Racial/Ethnic Category

Semester Hours

Position Status

Type of Appointment

Calculations

Salary calculations are as follows:

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

HOURLY SALARY = (PAY RATE/SCHEDULED WORK DAYS)/LENGTH OF WORK DAY

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

ANNUAL SALARY = (PAY RATE * SCHEDULE WORK DAYS * LENGTH OF WORK DAY (in hours)

Multiple Records

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

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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	205	N	R	0.50	1	00	18,546	A 000000	L	100	N/A
										206	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	38,546	A 999140	L	50	N/A
																	999140	G	50	N/A

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

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Sample, Certificated Staff

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	205	N	S	1.00	1	00	38.85	000000	L	100	N/A
OH3456789	HALE, NATHAN	M	W	1976	3	172	00	205	N	S	1.00	1	00	38.85	000000	L	100	N/A
OH4567890	JEFFERSON, THOMAS	M	W	1977	2	150	00	205	N	S	1.00	1	00	37.00	000000	L	100	N/A
OH5678901	WASHINGTON, MARTHA	F	W	1971	2	135	00	205	N	S	1.00	1	00	38.85	000000	L	100	N/A
OH6789012	ADAMS, SAMUEL	M	W	1968	2	124	00	205	N	S	1.00	1	00	38.85	000000	L	100	N/A
OS7890123	WASHINGTON, GEORGE	M	W	1953	2	155	00	205	N	S	1.00	1	00	38.85	000000	L	100	N/A
UD8901234	FRANKLIN, BENJAMIN	M	W	1968	2	130	00	205	N	S	1.00	1	00	50.00	000000	L	100	N/A
UF9012345	HAMILTON, ALEXANDER	M	W	1958	3	195	00	205	N	S	1.00	1	00	38.85	000000	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

Some preschool combination teachers may be reported with 2 assignment areas: 999142 & 999413 and only one fund source and fund
source percent for Preschool Unit funding purposes. In this case, only one line for the combination teacher may be populated with
a fund source, fund source % and/or Approved Unit.

```
  Program: EMIS_STAFF_DEMO_JOB_2006?            Ohio Department of Education                      Date: 03/04/2006
   Source: EMIS 2005-2006                          Office of Data Services                        Page:          2
                                            Education Management Information System               Rpt Period:        ?
                                           Staff Data submitted to ODE as of 12/27/2005
                                          2005-2006 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
   205 Regular Teaching                          8
```

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Sample, Classified Staff

```
  Program: EMIS_STAFF_DEMO_JOB_2006?            Ohio Department of Education                        Date: 03/05/2006
   Source: EMIS 2005-2006                          Office of Data Services                            Page:        2
                                          Education Management Information System                  Rpt Period:      ?
                                          Staff Data submitted to ODE as of 02/24/2006
                                            2005-2006 Classified Staff Demographics Report
 District: VeryBest JVSD                                                             Information Technology Center:    ACCESS
    IRN: 050505      County: Columbiana                                              Area Coordinator:          07
 Building: VeryBest Vocational School
    IRN: 141414
                                                  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


 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
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 Some preschool combination teachers may be reported with 2 assignment areas: 999142 & 999413 and only one fund source and fund
 source percent for Preschool Unit funding purposes. In this case, only one line for the combination teacher may be populated with
 a fund source, fund source % and/or Approved Unit.
```

```
Program: EMIS_STAFF_DEMO_JOB_2006?              Ohio Department of Education                        Date: 03/05/2006
 Source: EMIS 2005-2006                            Office of Data Services                           Page:        4
                                          Education Management Information System                    Rpt Period:      ?
                                         Staff Data submitted to ODE as of 02/24/2006
                                         2005-2006 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
```

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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	STARTING POSITION	ENDING POSITION	FIELD LENGTH
BLDG-IRN	1	8	8
BLDG-NAME	9	17	9
STATE-ID	18	25	8
STAFF-NAME	26	35	10
GENDER	36	41	6
RACE	42	45	4
BIRTH-YEAR	46	55	10

FIELD NAME	STARTING POSITION	ENDING POSITION	FIELD LENGTH
DEG	56	58	3
SEM-HOURS	59	67	9
YEARS-AUTH-EXP	68	81	14
POS-CODE	82	89	8
POS-STAT	90	97	8
JOB-POS-TYPE	98	109	12
POS-FTE	110	116	7
TYPE-APP	117	124	8
SALARY	125	130	6
JOB-ASSIGN-CODE	131	145	15
FUND-SRC	146	163	8
FUND-%	154	159	6
APP-UNIT	160	167	8
CREATED-BY-ODE-FLAG	168	186	19
CONTRACTOR-FLAG	187	201	15
STAFF-DATA-SUBMITTED-TO-ODE-AS-OF	202	234	33

Detail Information

Each detail line in the CSV file contains data pertaining to a student 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	STARTING POSITION	ENDING POSITION	FIELD LENGTH	DATA
BUILDING IRN	1	6	6	From *Staff Employment*
BUILDING NAME	7	56	50	From *OEDS*
EMPLOYEE ID	57	65	9	From *Staff Employment*
EMPLOYEE NAME	66	107	42	From *Staff Demographic*
GENDER	108	108	1	From *Staff Demographic*
RACIAL/ETHNIC CATEGORY	109	109	1	From *Staff Demographic*
BIRTH CC	110	111	2	Derived from DATE OF BIRTH
BIRTH YY	112	113	2	Derived from DATE OF BIRTH
EDUCATION LEVEL	114	114	1	From *Staff Demographic*
SEMESTER HOURS	115	117	3	From *Staff Demographic*
AUTHORIZED EXPERIENCE	118	119	2	From *Staff Demographic*

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POSITION CODE	120	122	3	From *Staff Employment*
POSITION STATUS	123	123	1	From *Staff Employment*
POSITION TYPE	124	124	1	From *Staff Employment*
POSITION FTE	125	128	4	From *Staff Employment*
TYPE OF APPOINTMENT	129	129	1	From *Staff Employment*
PAY AMOUNT	130	138	9	From *Staff Employment*
ASSIGNMENT AREA	139	144	6	From *Staff Employment*
POSITION FUND SOURCE	145	145	1	From *Staff Employment*
POSITION FUND SOURCE PERCENT	146	148	3	From *Staff Employment*
APPROVED UNITS	149	152	4	Printed only in OCT, "*NA*" at Yearend
CREATED BY ODE FLAG	153	153	1	From ODE processing cycle
CONTRACTOR FLAG	154	154	1	From ODE processing cycle
DATE SUBMITTED TO ODE	155	162	8	From ODE processing cycle

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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,Ty
pe-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",20060224

141414,"Excellence Vocational School            ",YU1006476,"EISENHOWER, MAMIE                    ",F,W,1948,2,132,00
,113,C,R,1.00,2,    16.21,999288,L,100,N/A ,"N","N",20060224

141414,"Excellence Vocational School            ",OH1253459,"ROMMEL, IRWIN                        ",M,W,1959,0,000,00
,499,C,R,1.00,2, 43472.00,999535,L,100,N/A ,"N","N",20060224

141414,"Excellence Vocational School            ",OH1025203,"BRAUN, EVA                           ",F,W,1959,1,000,00
,501,C,R,1.00,2,    16.21,999100,L,100,N/A ,"N","N",20060224

141414,"Excellence Vocational School            ",OH1192152,"CHURCHILL, WINSTON                   ",M,W,1961,2,132,00
,501,C,R,1.00,2,    16.21,999100,L,100,N/A ,"N","N",20060224

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",20060224

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",20060224

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",20060224

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",20060224

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",20060224
```

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 CODES* 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 **#########

?	
@ @	
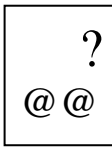
- If a value is missing from the *LENGTH OF WORK DAY* field, **a question mark "?" appears next to the data in the salary column and @ signs appear in a line beneath the same data element.** *NOTE: IF there are multiple errors, the symbol for the last error checked will appear.*

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

?	
**	
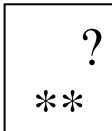
- New employees [*POSITION STATUS* = 'N'] can only have 10 years of authorized experience. SITUATION: When hired, an employee had 10 years of "Authorized Experience." After the individual has been employed for over one year, the employee should have 11 years of Authorized Experience. On the report a question mark appears next to the data in the "Authorized Experience" column, with asterisks appearing beneath the value. **Why?** This could occur because the *POSITION STATUS* has not been updated from *'N-New'* to *'C- Continuing'*.

```
              EXP
     AUTH        TOT

     11?          11
********
```

- Other elements that do not pass validation checks that are listed in the box "Checks Performed on Staff Data Report" in the ODE Processing section on page 3, will be marked with a question mark next to the data value, and asterisks in a line below the element.

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