STAFF SUMMARY
REPORT EXPLANATION
(.TXT_CCYYP_STF_ALL_A_STAFF)
(.TXT_CCYYP_STF_ALL_R_STAFF)

Education Management Information System (EMIS)

Revision Date July 3, 2006

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		Created based on FY2006 process; valid for FY07 October (K) reporting period

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.
DAS_IRN_COORD_CCYYMMDD.TXT_CCYYP_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."
DAS_IRN_COORD_CCYYMMDD.TXT_CCYYP_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."
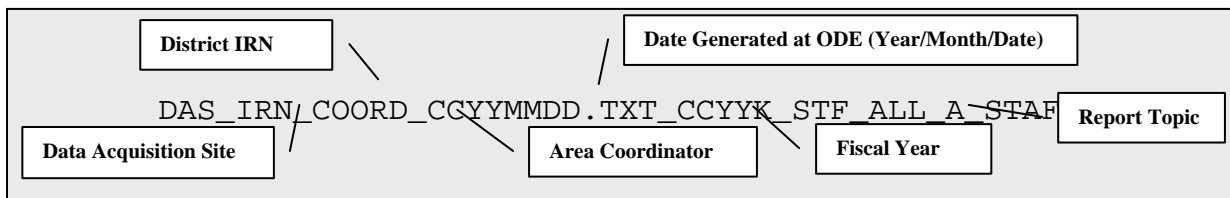
Tips for Reading This Document

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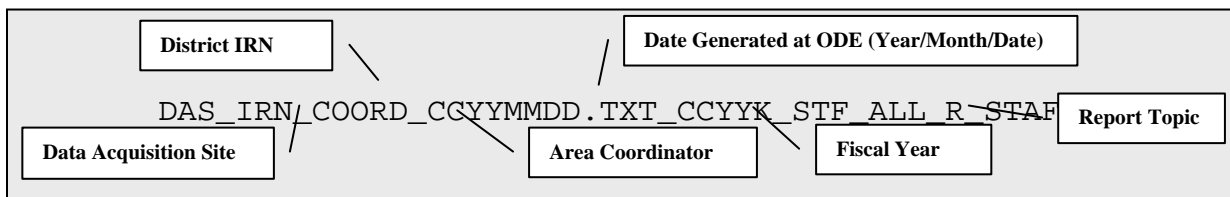- CCYYP denotes the century and year and processing period.

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.
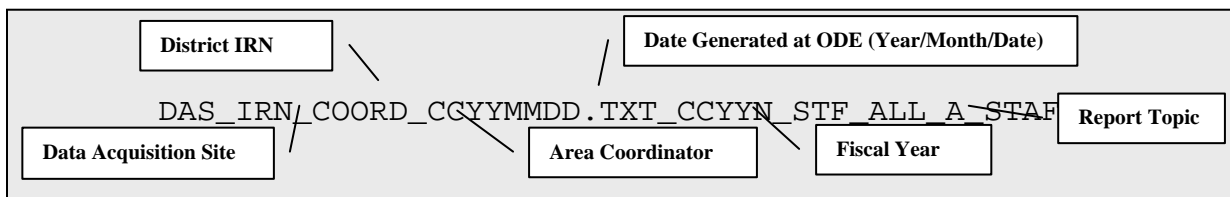
The file name for the All Staff October report is: **DAS_IRN_COORD_CCYYMMDD.** .**TXT_CCYYK_STF_ALL_A_STAFF**, which is described below.

District IRN		Date Generated at ODE (Year/Month/Date)	
DAS_IRN_COORD_CCYYMMDD.TXT_CCYYK_STF_ALL_A_STAF			Report Topic
Data Acquisition Site	Area Coordinator	Fiscal Year	

The file name for the October Regular Staff report is: **DAS_IRN_COORD_CCYYMMDD.** .**TXT_CCYYK_STF_ALL_R_STAFF**, which is described below.

District IRN		Date Generated at ODE (Year/Month/Date)	
DAS_IRN_COORD_CCYYMMDD.TXT_CCYYK_STF_ALL_R_STAF			Report Topic
Data Acquisition Site	Area Coordinator	Fiscal Year	

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

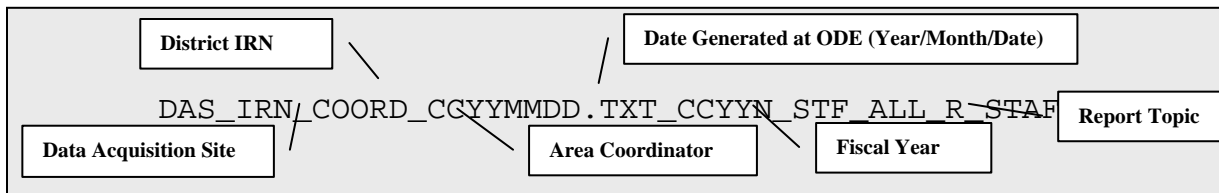| District IRN		Date Generated at ODE (Year/Month/Date)	
DAS_IRN_COORD_CCYYMMDD.TXT_CCYYN_STF_ALL_A_STAF			Report Topic
Data Acquisition Site	Area Coordinator	Fiscal Year	

The file name for the Yearend Regular Staff report is:
DAS_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 *staff 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 file*	
BUILDING IRN	Equivalent to CK090	*staff file*	
GENDER	Equivalent to CI090	*staff file*	

Element Name	Record Field #	File Name	Special Notes
POSITION FTE	Equivalent to CK100	*staff file*	
PAY AMOUNT/RATE	Equivalent to CK190	*staff file*	
POSITION TYPE	Equivalent to CK140	*staff file*	
DISTRICT IRN		*Staff 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:

Adult Education record is excluded.

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 <u>EMIS Manual</u>, "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 <u>EMIS Manual</u>.

> Official/Administrative
> Professional – Educational
> Professional – Other
> Technical
> Office/Clerical
> 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: 02/25/2006
 Source: EMIS 2006                         Office of Data Services                          Page:    1 OF 3
                                   Education Management Information System                  Rpt Period:      K
                                    Staff Data submitted to ODE as of 02/16/2006
                                             Staff Summary Report
                     APPOINTMENT TYPE: ALL                  POSITION TYPE: ALL
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District: Worlds Best SD   Information Technology Center: LNOCA
  IRN: 9999999   County: InOhio   Area Coordinator: 08

	MALE FTE	FEMALE FTE	TOTAL FTE	TOTAL SALARY	AVERAGE SALARY
Official/Administrative					
101 Admin. Assistant	0.00	0.00	0.00	0	0
102 Admin. Intern	0.00	0.00	0.00	0	0
103 Assist. Deputy/Assoc. Superintendent	0.00	0.00	0.00	0	0
104 Assist. Principal	1.00	0.00	1.00	0	0
107 Ombudsman	0.00	0.00	0.00	0	0
108 Principal	2.00	2.00	4.00	79,740	19,935
109 Superintendent	1.00	0.00	1.00	0	0
110 Supervising/Managing/Directing	0.00	0.00	0.00	0	0
111 Tax Assessing/Collecting	0.00	0.00	0.00	0	0
112 Treasurer	1.00	0.00	1.00	90,349	90,349
113 Coordinator	1.25	0.00	1.25	77,062	61,649
114 Education Administrative Specialist	0.00	0.00	0.00	0	0
115 Director	0.00	0.00	0.00	0	0
116 Community School Administrator	0.00	0.00	0.00	0	0
199 Other Official/Administrative	1.00	0.00	1.00	50,000	50,000
Group Totals	7.25	2.00	9.25	297,151	32,124
Professional - Educational					
201 Curriculum Specialist	0.00	0.00	0.00	0	0
202 Counseling	2.00	2.00	4.00	244,703	61,175
203 Librarian/Media	0.00	1.00	1.00	70,786	70,786
204 Remedial Specialist	0.00	6.00	6.00	189,912	31,652
205 Regular Teaching	17.00	43.71	60.71	3,402,382	56,043
206 Special Education Teaching	1.53	5.90	7.43	416,554	56,063
207 Vocational Education Teaching	0.00	0.00	0.00	0	0
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
211 Educ. Service Personnel Teacher	7.00	4.00	11.00	556,695	50,608
212 Suppl. Service Teacher (Spec. Ed.)	2.00	10.83	12.83	661,128	51,529
225 Permanent Substitute	0.00	0.00	0.00	0	0
226 Teacher Mentor/Evaluator	0.00	0.00	0.00	0	0
299 Other Professional	1.00	2.00	3.00	97,581	32,527
Group Totals	30.53	75.44	105.97	5,639,741	53,220
Professional - Other					
301 Accounting	0.00	1.00	1.00	50,160	50,160

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Program: TOTAL_STAFF                    Ohio Department of Education                      Date: 02/25/2006
 Source: EMIS 2006                          Office of Data Services                       Page:    3 OF 3
                                    Education Management Information System               Rpt Period:        K
                                    Staff Data submitted to ODE as of 02/16/2006
                                             Staff Summary Report
                        APPOINTMENT TYPE: ALL          POSITION TYPE: ALL

 District: Worlds Best   SD                                            Information Technology Center:    LNOCA
    IRN: 999999      County: InOhio                                        Area Coordinator:        08

                                           MALE        FEMALE      TOTAL     TOTAL      AVERAGE
                                           FTE         FTE         FTE       SALARY     SALARY
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Operative
	MALE FTE	FEMALE FTE	TOTAL FTE	TOTAL SALARY	AVERAGE SALARY
701 Crafts and Trades Apprenticeship	0.00	0.00	0.00	0	0
702 Dispatching	0.00	0.00	0.00	0	0
703 Vehicle Operator (other than buses)	0.00	0.00	0.00	0	0
704 Vehicle Operator (buses)	0.00	6.00	6.00	127,195	21,199
705 Equipment Operating Assignment	0.00	0.00	0.00	0	0
799 Other Operative	1.00	1.00	2.00	27,208	13,604
Group Totals	1.00	7.00	8.00	154,403	19,300

Extracurricular/Intracurricular Activities
	MALE FTE	FEMALE FTE	TOTAL FTE	TOTAL SALARY	AVERAGE SALARY
801 Advisor	0.00	0.00	0.00	0	0
802 Coaching	0.00	0.00	0.00	0	0
803 Athletic Trainer	0.00	0.00	0.00	0	0
899 Extra/Intra - Curricular Activities	0.00	0.00	0.00	0	0
Group Totals	0.00	0.00	0.00	0	0

Service Work/Laborer
	MALE FTE	FEMALE FTE	TOTAL FTE	TOTAL SALARY	AVERAGE SALARY
901 Attendance Officer	0.00	0.00	0.00	0	0
902 Custodian	2.00	12.00	14.00	277,114	19,793
903 Elevator Operating	0.00	0.00	0.00	0	0
904 Food Service	0.00	11.00	11.00	129,166	11,742
905 Guard/Watchman	0.00	0.00	0.00	0	0
906 Monitoring	0.00	11.00	11.00	63,166	5,742
907 Stores Handling	0.00	0.00	0.00	0	0
908 Groundskeeping	0.00	0.00	0.00	0	0
909 Attendant	0.00	0.00	0.00	0	0
999 Other Service Worker/Laborer	0.00	0.00	0.00	0	0
Group Totals	2.00	34.00	36.00	469,446	13,040
TOTALS	40.78	141.44	182.22	7,077,890	38,842

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*"

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