## LEVEL 1 STAFF MISSING REPORT EXPLANATION

## STAFF MISSING REPORT

**The Report**

The Staff Missing Report is an error report to the district that shows all staff members who were reported in the previous reporting period without a separation date and that have not been reported by the district for the current reporting period. The report includes the District IRN, State Staff ID, employee name, and status message.

There are two status messages that are generated for the Staff Missing Report. A "fatal error" will appear when data is submitted by the district but is unable to come through because inaccurate or invalid data has been reported for the employee. The district should check the Level 1 Validation Reports to determine why a status message is appearing for an employee.

The "missing data" status message will appear when Staff Employment (CK) or Staff Demographic (CI) records have not been reported for the employee for current reporting period.

The Staff Missing Report is a comparison of the staff data submissions between the previous and current reporting periods. Staff appearing on the report are those who were filtered through the selection criterion and were found missing from the data submission.

**The Selection Criterion**

The report selection criterion *includes* the employees/state staff IDs that were reported as actively employed during the previous reporting period and does not have a separation date reported. This includes all certified and classified staff members with Position Status Element = R.

Staff members are *excluded* from the report where:
- All Staff Employment records from the previous reporting period meet one of these criteria:
  - Position Status Element = "A", "I", "P", "U" (Contracted personnel – agency, Contracted personnel – individual, Leave of absence, No longer employed by district in this position).

o   Position Code Element = 8xx (Exclude any record in which the first position of the position code is an 8).

**OR**

- Staff members are reported through the Staff Summer Employment Record (CL) records during the October (K) reporting period.

**Staff Overrides**

There are two situations when an override would be appropriate for staff members appearing on the report. Both are requested differently.

For staff members who separated from all employment with the district prior to the last day of the previous school year but were not reported with a separation date, an override would be requested through the Staff Override Record (CP).  The data will then go through level 1 validation checks. If the override record does not fatal out, the override has been approved and staff member will be removed from the Staff Missing Report.

Staff members appearing on the Staff Missing Report because of a change in credential ID would not be reported in the Staff Override Record (CP). This type of override request should be submitted to the ITC. The data is then submitted to ODE for approval and entered into the Staff Missing Override Record (CP) by ODE. If a staff override is approved then the staff employee will be removed from the Staff Missing Report.

**Report Sample**

| District IRN | State Staff ID | Employee Name Last | Employee Name First | Employee Name Middle | Missing Data or Fatal Error | Run Date | Manifest Code |
|---|---|---|---|---|---|---|---|
| 111111 | OH1234567 | Smith | Diane | Elaine | Fatal | 20110815 | 2012K0000 |
| 111111 | IN1234567 | Smith | Peter | Allen | Missing Data | 20110815 | 2012K0000 |