

**STAFF SUMMARY
(.TXT_CCYY?_STF_ALL_A_STAFF)
(.TXT_CCYY?_STF_ALL_R_STAFF)
REPORT EXPLANATION**

Education Management Information System (EMIS)



Revision Date September 5, 2013

Prepared by
Office of Data Quality and Governance

Table of Contents

Revision History	3
Report Overview	3
<i>General Description</i>	3
<i>Tips for Reading This Document</i>	4
<i>Report Name and Timing</i>	4
ODE processing	4
<i>Process Description</i>	4
<i>Data Source</i>	5
Derived Data Used in Report	5
Report Selection Criteria	5
Report Sample.....	6
<i>Header information</i>	6
<i>Detail information</i>	6
Report Layout/Sample	8
Error Detection and Correction.....	11

Revision History

The revisions to this document listed in the table below.

Revision Date	Owner/Source	Description of Change
July 6, 2006	IPM	Created based on FY2006 process; valid for FY07 October (K) reporting period
October 15, 2007	IPM	Updated for FY08
November 25, 2008	Bkm	Updated for FY09
December 1, 2009	Bkm	Updated for FY10. Deleted assignment area 999413. Deleted invalid position codes within the reports. Added instructions for position start date and separation dates.
January 11, 2010	Bkm	Tweaked document – no language changes.
September 22, 2010	BKM	
March 30, 2011	Bkm	Added position codes 121, 509 & 510 to report example
February 2, 2012	Bkm	Revised for FY12 – position start/separation date reflect the current October reporting week. Other than that, no other revisions from FY11.
September 24, 2012	BKM	Revised for FY13 – position start/separation date reflect the current October reporting week. Deleted references to Appendix D and replaced with section 3.9, Position Codes, in the ODE EMIS Manual.
April 5, 2013	BKM	Revised date for N – no language changes.
September 5, 2013	IPM	Revised for FY14 - position start/separation date reflect the current October reporting week and added Preschool Regular Education (new assignment area added).

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.

ITC_IRN_COORD_CCYYMMDD.TXT_CCYY?_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.”

ITC_IRN_COORD_CCYYMMDD.TXT_CCYY?_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

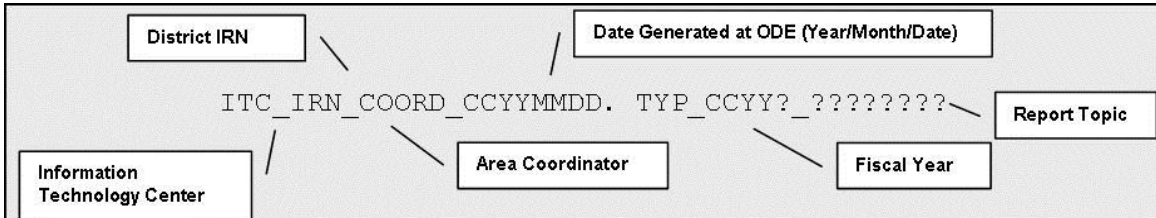
- EMIS data elements are written in SMALL CAPITAL LETTERS.
- Report field names are written in **BOLD SMALL CAPITAL LETTERS**.
- Options (values) for each data element are indicated in *ITALICIZED CAPITAL LETTERS* and are enclosed in quotation marks.
- Record names are displayed in *italicized bold letters*.
- 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 two reports and each file name is described below. The reports are generated based on data submitted during the October (K) and Yearend (N) reporting periods.

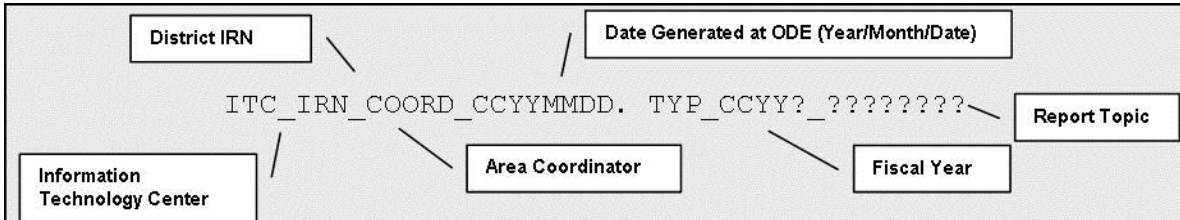
The file name for the All Staff report is:

ITC_IRN_COORD_CCYYMMDD.TXT_CCYY?_STF_ALL_A_STAFF, which is described below.



The file name for the Regular Staff report is:

ITC_IRN_COORD_CCYYMMDD.TXT_CCYY?_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 Employment, Course**

Master, Student 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	<i>Staff Employment</i>	
BUILDING IRN	Equivalent to CK090	<i>Staff Employment</i>	
GENDER	Equivalent to CI090	<i>Staff Employment</i>	
POSITION FTE	Equivalent to CK100	<i>Staff Employment</i>	
PAY AMOUNT/RATE	Equivalent to CK190	<i>Staff Employment</i>	
POSITION TYPE	Equivalent to CK140	<i>Staff Employment</i>	
DISTRICT IRN		<i>Staff Employment</i>	
POSITION SEPARATION DATE	CK230	<i>Staff Employment</i>	
POSITION START DATE	CK080	<i>Staff Employment</i>	
ITC		<i>OEDS</i>	
AREA COORDINATOR		<i>OEDS</i>	
DISTRICT NAME		<i>OEDS</i>	

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:

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

Staff employment POS_START_DATE > 20131011 is excluded (**for October Reporting only**)

Staff employment JOB_POS_SEPARATION_DATE < 20131007 is excluded (**for October Reporting only**)

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 ODE EMIS Manual, section 3.9, 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 CODES are arranged by categories, as presented in section 3.9, Position Codes, in the ODE EMIS Manual.

Official/Administrative

Professional – Educational

Professional – Other

Technical

Office/Clerical

Crafts and Trade Position

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".

For the Position Code 230 (Teacher) multiple rows in the report, the Assignment Area determines which group the staff member will be included. The groups are as follows;

- **General Education K-12:** 999370 Assignment Area
- **Gifted and Talented:** 999380 Assignment Area
- **Preschool Special Education:** 9994112 Assignment Area
- **Preschool General Education:** 999270 Assignment Area
- **Special Education K-12:** 999414 Assignment Area
- **Career-Technical Programs/Pathways:** 999800 Assignment Area
- **Art Education K-8:** 999050 Assignment Area
- **Music Education K-8:** 999570 Assignment Area
- **Physical Education K-8:** 999418 Assignment Area
- **LEP Instructional Program:** 999365 Assignment Area

Report Layout/Sample

Program: TOTAL_STAFF
Source: EMIS 2XXX

Ohio Department of Education
Office of Data Services
Education Management Information System
Staff Data submitted to ODE as of MM/DD/2XXX
Staff Summary Report

Date: MM/DD/2XXX
Page: 1 OF 3
Rpt Period: K

APPOINTMENT TYPE: ALL POSITION TYPE: ALL

District: Worlds Best SD
IRN: 9999999 County: InOhio

Information Technology Center: LNOCA
Area Coordinator: 08

	MALE FTE	FEMALE FTE	TOTAL FTE	TOTAL SALARY	AVERAGE SALARY
101 Admin. Assistant	0.00	2.00	2.00	45,212	22,606
103 Assist. Deputy/Assoc. Superintendent	0.00	0.00	0.00	0	0
104 Assist. Principal	0.00	0.00	0.00	0	0
108 Principal	1.00	0.00	1.00	69,610	69,610
109 Superintendent	0.00	0.00	0.00	0	0
110 Supervisor/Manager	0.00	0.00	0.00	0	0
112 Treasurer	1.00	0.00	1.00	30,800	30,800
113 Coordinator	1.00	0.00	1.00	45,000	45,000
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
120 ESC Supervisor	0.00	0.00	0.00	0	0
121 Building Manager Assignment	0.00	0.00	0.00	0	0
199 Other Official/Administrative	0.00	0.00	0.00	0	0
Group Totals	3.00	2.00	5.00	190,622	38,124
Professional - Educational					
201 Curriculum Specialist	0.00	0.00	0.00	0	0
203 Librarian/Media	0.00	0.00	0.00	0	0
204 Remedial Specialist	0.00	0.00	0.00	0	0
208 Tutor/Small Group Instructor	0.00	1.00	1.00	31,654	31,654
209 Audio-Visual Staff	0.00	0.00	0.00	0	0
212 Suppl. Service Teacher (Spec. Ed.)	1.00	0.00	1.00	16,560	16,560
225 Permanent Substitute	0.00	0.00	0.00	0	0
226 Teacher Mentor/Evaluator	0.00	0.00	0.00	0	0
230 General Education K-12	1.00	2.00	3.00	93,994	31,331
230 Gifted and Talented	0.00	0.00	0.00	0	0
230 Preschool Special Education	0.00	0.00	0.00	0	0
230 Preschool Handicapped Itinerant	0.00	0.00	0.00	0	0
230 Preschool General Education	0.00	0.00	0.00	0	0
230 Special Education	0.00	0.00	0.00	0	0
230 Career-Technical Programs/Pathways	1.00	0.00	1.00	34,000	34,000
230 Art Education K-8	0.00	0.00	0.00	0	0
230 Music Education K-8	0.00	0.00	0.00	0	0
230 Physical Education K-8	0.00	0.00	0.00	0	0
230 LEP Instructional Program	0.00	0.00	0.00	0	0
299 Other Professional	0.00	0.00	0.00	0	0
Group Totals	3.00	3.00	6.00	176,208	29,368

Program: TOTAL STAFF
Source: EMIS 2XXX

Ohio Department of Education
Office of Data Services
Education Management Information System
Staff Data submitted to ODE as of MM/DD/2XXX
Staff Summary Report

Date: MM/DD/2XXX
Page: 2 OF 3
Rpt Period: K

APPOINTMENT TYPE: ALL POSITION TYPE: ALL

District: Worlds Best SD
IRN: 9999999 County: InOhio

Information Technology Center:
Area Coordinator: LNOCA
08

	MALE FTE	FEMALE FTE	TOTAL FTE	TOTAL SALARY	AVERAGE SALARY
Professional - Other					
301 Accounting	0.00	0.00	0.00	0	0
304 Audiologist	0.00	0.00	0.00	0	0
307 Dietitian/Nutritionist	0.00	0.00	0.00	0	0
318 Psychologist	0.00	0.00	0.00	0	0
319 Publicity Relations	0.50	0.00	0.50	45,000	22,500
320 Registered Nursing	0.00	0.00	0.00	0	0
323 Social Work	0.00	0.00	0.00	0	0
325 Physical Therapist	0.00	0.00	0.00	0	0
326 Speech and Language Therapist	0.00	0.00	0.00	0	0
327 Occupational Therapist	0.00	0.00	0.00	0	0
Technical					
402 Computer Operating	0.00	0.00	0.00	0	0
406 Practical Nursing	0.00	0.00	0.00	0	0
407 Computer Programming	0.00	0.00	0.00	0	0
414 Library Aide	0.00	0.00	0.00	0	0
415 Instructional Paraprofessional	0.00	0.00	0.00	0	0
499 Other Technical	0.00	0.00	0.00	0	0
Group Totals	0.00	0.00	0.00	0	0
Office/Clerical					
501 Bookkeeping	0.00	0.00	0.00	0	0
502 Clerical	0.00	0.00	0.00	0	0
503 Messenger	0.00	0.00	0.00	0	0
504 Records Managing	0.00	0.00	0.00	0	0
505 Teaching Aide	0.00	0.00	0.00	0	0
506 Telephone Operator	0.00	0.00	0.00	0	0
507 Parent Mentor	0.00	0.00	0.00	0	0
508 Parent Coordinator	0.00	0.00	0.00	0	0
509 Linkage Coordinator	0.00	0.00	0.00	0	0
510 Family and Community Liaison	0.00	0.00	0.00	0	0
599 Other Office/Clerical	0.00	0.00	0.00	0	0
Group Totals	0.00	0.00	0.00	0	0
Group Totals	0.00	0.00	0.00	0	0
Crafts and Trades					
601 Carpentering	0.00	0.00	0.00	0	0
602 Electrician	0.00	0.00	0.00	0	0
603 General Maintenance	0.00	0.00	0.00	0	0

605 Mechanic	0.00	0.00	0.00	0	0
608 Plumbing	0.00	0.00	0.00	0	0
611 Foreman	0.00	0.00	0.00	0	0
699 Other Crafts and Trades	0.00	0.00	0.00	0	0
Group Totals	0.00	0.00	0.00	0	0
Operative					
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					
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					
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"

POS_START_DATE (CK080) > 20131011 should be excluded for October only

JOB_POS_SEPARATION_DATE < 20131007 should be excluded for October only

Revision Date September 5, 2013