KENTUCKY DEPARTMENT OF EDUCATION

**PSD/CSD ERROR & NOTE**

**CORRECTION GUIDE**

**September 2023**

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# PSD SALARY TABLE PURPOSE

This section of the guide is provided by the Kentucky Department of Education (KDE) to assist districts with errors they may receive when submitting the PSD Salary Table. The PSD Salary Table is tested for valid entries and required data. This guide lists errors that are possible and provides procedures to correct the data or how to provide the required data. A district must pass the error checks when submitting their PSD Salary Table so that they can submit their PSD file.

The accuracy of PSD Salary Table data is essential as it is used to report to the Federal Government, KSBA, KEA, OEA, NCES and State Legislators. The salary schedules are also used to determine SEEK base which is used for SEEK funding.

The PSD Salary Table must be submitted prior to the PSD file being submitted. The salary tables are used in many of the edit checks performed on the PSD records.

Please see the hyperlink below to access KDE’s reports that are posted to the web.

[Certified and Classified Staff Data Reports](http://education.ky.gov/districts/FinRept/Pages/School%20District%20Personnel%20Information.aspx)

***\*Anything in italics is new information or changed from the previous submission***

# PSD SALARY TABLE ERRORS

### ERROR ERROR CODE MESSAGE

#### 1.00 DISTRICT NUMBER IN FILE NAME IS DIFFERENT THAN NUMBER IN FILE

This **ERROR** test checks to ensure the district number in the file is the same district number submitting the file. If it is incorrect, the file will not be allowed to be submitted.

Review your file and resubmit with the correct district number.

#### DISTRICT SALARY TABLE IS NOT EQUAL TO OR ABOVE LAST YEAR’S SALARY TABLE

This **ERROR** test verifies all cells in the salary tables for school year 2023-2024 are at least the same as the prior year. KDE compares the salary tables that were sent last year with the salary tables sent for the current year and performs this check. The salary tables are compared for certified staff and KDE ensures that the 2023-2024 salary is equal or higher to last year’s table.

This ERROR test will also verify that districts have 15 lines in the Salary Table file. Each table must go to at least step 40 and each Grade/Rank must have the same number of steps. If any of these errors exist, the salary table cannot be successfully submitted.

Perform any changes needed by updating the Salary Table(s) in Munis and generating a new file for submission.

#### DISTRICT SALARY TABLE DOES NOT MEET STATE MINIMUM SALARY TABLE FOR RANK-STEP EXPERIENCE

This **ERROR** test verifies the salary tables for this year’s salaries are at least at the state minimum requirements. The following is the minimum statewide salary schedule for fiscal year 2023-2024.

2023-2024 added 0%

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Rank** | **I** | **II** | **III** | **IV** | **V** |
| Experience: |  |  |  |  |  |
| 0-3 Years | 36,558 | 33,213 | 29,803 | 26,279 | 24,568 |
| 4-9 Years | 39,929 | 36,558 | 33,213 | 26,279 | 24,568 |
| 10-14 Years | 44,297 | 40,900 | 37,516 | 26,279 | 24,568 |
| 15-19 Years | 45,573 | 42,189 | 38,793 | 26,279 | 24,568 |
| 20 Years and Over | 46,211 | 42,828 | 39,431 | 26,279 | 24,568 |

# PSD ERROR CORRECTION PURPOSE

This section of the guide is provided by the Kentucky Department of Education (KDE) to assist districts with errors they may receive when submitting the PSD report. The PSD reports are tested for valid entries and required data. This guide lists errors that are possible and provides procedures to correct the data or how to provide the required data. If a district receives an error when submitting their PSD data, the error must be corrected before submission will be accepted. Any corrections in the data means a new file must be resubmitted to KDE to assure these changes are reflected in the data submitted as of September 15th and due by October 1st of each year.

The accuracy of PSD data is essential as it is used to report to the Federal Government, KSBA, KEA, OEA, NCES and State Legislators.

It is important to note that before making numerous manual corrections to the PSD records, many errors can be fixed in the employee master maintenance and the employee Job/Salary screens. After changes are made, the report will need to be regenerated. Any errors fixed ONLY in the PSD record will likely reoccur in following years if not fixed in the payroll module for ongoing employees. Regenerating the file removes existing PSD records and pulls data again from the payroll screens.

“The Kentucky Department of Education (KDE) uses the Ethnicity (Race) reported by employees to comply with the federal reporting requirements (as well as other stakeholders that want the detailed reporting). For KDE to abide by the federal reporting requirements employees must follow the guidance below. (The new data field “Two or More” would not provide the level of detail that KDE needs to have for federal or other reporting of these data elements.)

If your select Hispanic or Latino as a “yes” then no other race is permitted.

If you have selected Hispanic or Latino as “no” then you as an employee may choose all the races that apply to the you and but do not select “Two or More”.

Following the guidance for these data elements is appreciated.”

Please see the hyperlink below to access KDE’s reports that are posted to the web. [Certified and Classified Staff Data](http://education.ky.gov/districts/FinRept/Pages/School%20District%20Personnel%20Information.aspx)

***\*Anything in italics is new information or changed from the previous submission***

# PSD DOWNLOAD ERRORS

### ERROR ERROR CODE MESSAGE

#### SCHOOL YEAR IN FILE IS INCORRECT

This **ERROR** test checks to ensure the school year submitted is for the same year being collected. If the school year does not match, districts will be required to correct the error before submitting the PSD file to KDE.

To correct the year on the PSD file, go to the PSD screen and pull up any certified employee. Click on the ‘recalc’ button. Click on the ‘define’ button. Enter the school year (i.e., 2024 for school year 2023-24). Enter the effective date of the school year (i.e., 07/01/2023 for FY24). Then hit the enter key. **DO NOT EXECUTE**! Then pull up all the PSD records and create a new file to resubmit to KDE.

#### INVALID DISTRICT NUMBER

This **ERROR** test checks the state assigned district number against the Munis district number.

This should only occur if the district number has been changed in Munis System Administration. This error indicates a need to check the district number located in System Settings found in the Munis System Administration menu.

#### SSN IS NOT 9 NUMERICAL DIGITS

This **ERROR** test checks to ensure the SSN for the employee is 9 digits.

Munis Employee Master will not accept a SSN with less than 9 digits; therefore, if this error occurs, the PSD record in the file sent to KDE has been manually added inaccurately. To correct the error, add the individual into Employee Master Record and into Job/Salary and regenerate the PSD file to submit to KDE.

#### 4.10 NAME IS NOT THE SAME FOR ALL RECORDS FOR AN SSN

This **ERROR** test checks to ensure a name for an employee matches their SSN in all records. If the name does not match the SSN then it needs to be corrected. Getting married or a name change would be the only acceptable reason this would not match.

Check to make sure the employee’s name is the same on each record he/she has in the PSD report.

#### 4.20 GENDER IS NOT THE SAME FOR ALL RECORDS FOR AN SSN

This **ERROR** test checks the gender of one record for an individual against all other records for the individual. (For instance, a principal with a base pay record, extended day record, and extra service record in the PSD report must all have the same gender.)

Check to make sure the employee’s gender is the same on each record he/she has in the PSD report.

#### 4.30 ETHNICITY (RACE) IS NOT THE SAME FOR ALL RECORDS FOR AN SSN

This **ERROR** test checks the ethnicity (race) of one record for an individual against all other records for the individual. (For instance, a principal with a base pay record, extended day record, and extra service record in the PSD report must all have the same ethnicity (race).)

Check to make sure the employee’s ethnicity is the same on each record he/she has in the PSD report.

#### 4.35 ETHNICITY (RACE) IS BEING SUBMITTED AS A BLANK

This **ERROR** test checks if Munis has been updated for Ethnicity (race) submission. If the “space” is blank, then it will ERROR by saying “Munis needs to be updated.”

#### 4.40 GRADE IS NOT THE SAME FOR ALL RECORDS FOR AN SSN AND OBJECT 0110; 0111

This **ERROR** test checks for a difference in grade among the records for each individual in the PSD report. (For instance, a principal with a base pay record (object 0110) and extended day record (object 0111). The PSD report must have the same grade/rank for object codes 0110 and 0111 only.

Check to make sure the employee’s grade is the same on each record, for object 0110 and 0111, he/she has in the PSD report.

#### 4.50 STEP (EXPERIENCE) IS NOT THE SAME FOR ALL RECORDS FOR AN SSN AND OBJECT 0110; 0111

This **ERROR** test checks for a difference in step (experience) among the records for each individual in the PSD report for objects 0110 and 0111 only. (For instance, a principal with a base pay record (object 0110) and extended day record (object 0111) in the PSD report. Check to make sure the employee’s step (experience) is the same on each record, for object 0110 and 0111, he/she has in the PSD report.

#### NO BASE PAY RECORD

This **ERROR** test checks to ensure there is a base pay record (object 0110) for all employees in the PSD report.

Check to make sure there is an object 0110 record for all certified employees. NOTE: There is an exception to this error test for ESS teachers who are only teaching ESS classes. Therefore, it is allowable to have a single 0113 record coded to projects 120X or 124X for an employee.

#### 6.50 INVALID OBJECT CODE FOR PSD RECORDS (VALID OBJECTS ARE 0110 - 0114)

This **ERROR** test checks to ensure the PSD report contains valid certified expenditure object codes, such as: 0110, 0111, 0112, 0113, and 0114.

Check to make sure the object code is a valid certified payroll object code and also that it has been properly set up as an expenditure object code in the GL Chart of Accounts module.

#### 7.00 LAST NAME CONTAINS A NUMERICAL CHARACTER

This **ERROR** test checks to ensure the employee’s last name does not contain a number. Numbers entered into any part of the name are not allowed.

Munis Employee Master allows a number to be entered in the employee’s last name. Verify that a number was not entered in the Employee Master Employee Master record. If a number has been used, update the Employee Master and select the employee in the PSD file and “recalc” to update the PSD record.

#### 8.00 FIRST NAME CONTAINS A NUMERICAL CHARACTER

This **ERROR** test checks to ensure the employee’s first name does not contain a number. Numbers entered into any part of the name are not allowed.

The Munis Employee Master allows a number to be entered in the employee’s first name. Verify that a number was not entered in the Employee Master record. If a number has been used, update the Employee Master and select the employee in the PSD file and “recalc” to update the PSD record.

#### INITIAL IS A NUMERICAL CHARACTER

This **ERROR** test checks to ensure the employee’s initial is an alpha character. Numbers entered into any part of the name are not allowed.

The Munis Employee Master allows a number or a symbol to be entered as the employee’s initial. Verify that a number was not entered in the Employee Master record. If a number has

been used, update the Employee Master and select the employee in the PSD file and “recalc” to update the PSD record.

#### INCORRECT GENDER CODE

This **ERROR** test verifies each employee has a gender code of male or female.

This error requires the Employee Master record to be updated. After the change has been made to the Employee Master, the change automatically pulls into the PSD record.

#### INVALID ETHNICITY CATEGORY

This **ERROR** test verifies each employee has a valid ethnicity code. It must be one of the following categories:

-Hispanic

-American Indian or Alaskan National

-Asian

-Black or African American

-Native Hawaiian or Other Pacific Islander

-White not of Hispanic origin

If Hispanic is chosen, then no other category is available. If the employee is not Hispanic one or more categories can be selected.

“The Kentucky Department of Education (KDE) uses the Ethnicity (Race) reported by employees to comply with the federal reporting requirements (as well as other stakeholders that want the detailed reporting). For KDE to abide by the federal reporting requirements employees must follow the guidance below. (The new data field “Two or More” would not provide the level of detail that KDE needs to have for federal or other reporting of these data elements.)

If your select Hispanic or Latino as a “yes” then no other race is permitted.

If you have selected Hispanic or Latino as “no” then you as an employee may choose all the races that apply to the you and but do not select “Two or More”.

Following the guidance for these data elements is appreciated.”

The six choices as shown above are the only valid codes. Verify the Employee Master record contains a valid ethnicity code. If changes are made to the Employee Master record, select the employee in the PSD file and perform a “recalc.”

#### INVALID LOCATION CODE

This **ERROR** test verifies each employee has a valid location code. The location code is pulled from the first three digits of the org code on the PSD record. The following are valid location codes:

|  |  |  |
| --- | --- | --- |
| 000 | | District Wide |
| 001 | | Central Office |
| 002-899 | | School Numbers (Assigned by KDE) |
| 901 | | Bus Garage |
| 910 | | Central Stores/Warehouse |
| 920 | | Maintenance Shop |
| 930 | \*\*\* | Family Resource/Youth Service Center (Single Center) |
| *940* |  | Career and Technical Education Academies |
| 950 |  | Adult Education Facility/Community Education Facility |
| 951 |  | Adult Education Facility |
| 955  96X |  | Community Education Facility  Child Care Facility |

970-999 Local Assigned Numbers

\*\*\* If district has multiple FYRSC’s, the location number should be the same as the school number where the FYRSC is located.

*Verify the school referenced by the error is a valid school by going to this website:* [*DASCR*](https://education.ky.gov/districts/data/Documents/DASCR_UserGuide.pdf)[*UserGuide.pdf*](https://education.ky.gov/districts/data/Documents/DASCR_UserGuide.pdf) *.*

The website below lists the active public schools and their principals. [Kentucky Public School Principal's contact information from Infinite Campus](http://applications.education.ky.gov/sdci/)

**12.50 TEACHERS HAVE INCORRECT** LOCATION **CODE**

This **ERROR** test checks that all teachers are allocated out to school locations and not to locations 000 (Central Office) or 001 (District Wide). The Summary Class Codes tested in this error are: 2010 – Preschool Classroom Instructor

2025 – Kindergarten Instructor

2030 – Primary Classroom Instructor 2040 – Elementary Classroom Instructor

2050 – Middle School Classroom Instructor 2060 – High School Classroom Instructor 2070 – Job Training Instructor

2080 – Local Vocational School Instructor 2090 – Title I Instructor

2095 – Exceptional Child Instructor 2096 – Homebound Teacher

2099 – Substitute Teacher

2100 – Gifted and Talented Instructor 2211 – Technology Resource Teacher

If these employees are working with students, then the org code should reflect the school location where the students reside. If the employee is not working with students, then the appropriate summary class code will need to be used (not instructor or teacher). Any change to the Job/Salary record requires selecting the employee in the PSD file and performing a “recalc”.

#### INCORRECT GRADE CODE FOR OBJECTS 0110 AND 0111

This **ERROR** test verifies each certified employee record has a valid grade code (rank) and each record for a particular employee has the same grade code (rank) for objects 0110 and 0111. The grade code is the rank. The following grade codes are valid:

|  |  |  |
| --- | --- | --- |
| 11 | Rank I | Certified with master’s degree and 30 hours approved graduate work |
| 12 | Rank I | Optional |
| 13 | Rank I | Optional |
| 21 | Rank II | Certified with master’s degree |
| 22 | Rank II | Optional |
| 23 | Rank II | Optional |
| 31 | Rank III | Certified with a 4-year college degree |
| 32 | Rank III | Optional |
| 33 | Rank III | Optional |
| 41 | Rank IV | Certified with 96-128 hours of approved college training |
| 42 | Rank IV | Optional |
| 43 | Rank IV | Optional |
| 51 | Rank V | Certified with 64-95 hours of approved college training |
| 52 | Rank V | Optional |
| 53 | Rank V | Optional |

If the PSD record was manually added, verify a valid rank in the grade code field was entered. Update the PSD record to reflect the valid grade code. If the PSD record was pulled directly from Munis, check the Job/Salary record for the correct grade code and check the salary tables for the correct grade code. Also, check to make sure each Job/Salary record for the employee has the same grade code noted. Any change to the Job/Salary record requires selecting the employee in the PSD file and performing a “recalc”.

NOTE: Retired certified personnel will have a group/bargaining unit of RCER and will not have anything posted in the grade (rank) field on PSD records.

#### INCORRECT STEP FOR OBJECT 0110 AND 0111

This **ERROR** test verifies each certified employee record has a valid step (experience) and each record for the employee has the same step (experience) on all records for objects 0110 and 0111. No employee with a CERT group/bargaining unit should reflect a blank step or an alpha, or an alpha/numerical step. The step code is the years of experience for an employee.

If the PSD record was manually added, verify a valid level in the step field was entered. Update the PSD record to reflect the valid step. If the PSD record was pulled directly from Munis, verify the Job/Salary record for the correct step code. Also, make sure each Job/Salary record for the employee has the same step code noted. Any change to the Job/Salary record requires selecting the employee in the PSD report and performing a “recalc.”

NOTE: Retired certified personnel will have a group/bargaining unit of RCER and will not have anything posted in the step (experience) field on PSD records.

#### INVALID NUMBER OF CONTRACT DAYS FOR SUMMARY JOB WITH OBJECT 0110

This **ERROR** test verifies the employee’s number of days worked per Summary Class code with object 0110 is not greater than 188.

First, check to make sure that an incorrect number was not entered manually in the PSD file. Next, check the Job/Salary files. This error compares a combination of 0110 pay records in the PSD file to 188. This error can occur as result of the existence of Job/Salary records for an employee that has multiple base pay (pay type) records for the same Job Class Code. There should only be one base pay Job/Salary record for a single job class code. The separate funding sources (different org codes) should be shown as allocations on the Job/Salary record.

#### 15.10 INVALID NUMBER OF CONTRACT DAYS FOR SUMMARY JOB WITH OBJECT 0111

This **ERROR** test verifies the employee’s number of days worked, per Summary Class code with object 0111, is not greater than 77.

First, check to make sure that an incorrect number was not entered manually in the PSD file. Next, check the Job/Salary files. This error compares a combination of 0111 pay records in the PSD file to 77. This error can occur as result of the existence of Job/Salary records for an employee that has multiple base pay (pay type) records for the same Job Class Code.

#### INVALID SUMMARY CLASS CODE

This **ERROR** test compares all Summary Class Codes in the district’s PSD files to the list of all valid Summary Class Codes recorded at the state level. Only a number existing in the state file can be accepted on the PSD screen.

[Select Lead Manual page 10 - 14 for Certified Summary Class Codes](http://epsb.ky.gov/certification/lead.asp)

First, correct the Job Class Code to which the incorrect Summary Class Code has been attached. Next, delete the incorrect Job/Salary record and add new Job/Salary record for the employee with the valid summary class code. Last, “Recalc” the Employee’s PSD record having the error.

#### FTE EXCEEDS 1.0

This **ERROR** test checks to verify each employee’s base pay record for FTE amounts do not exceed 1.0000. For the FTE field enter .20 for 20%. FTE is the full-time equivalent.

If this error is given, verify the employee’s records and make sure if there are multiple 0110 records for different summary class codes, that they have partial FTE amounts that total an FTE of 1.0000 or less.

#### INVALID FUND NUMBER

This **ERROR** test verifies each employee’s salary is being charged to a valid fund number. The valid fund numbers for salary charges are as follows:

1 Fund 1 – General Fund

2x Fund 2x – Special Revenue Fund

360 Fund 360 – Construction Funds (approved via BGL-1) 5X Funds 50 to 59 – Proprietary Funds

If the PSD record was manually added, verify there is a valid fund number on all PSD records. Update the PSD record if there are erroneous fund numbers. The fund number is pulled from the org code when generating the PSD from Munis. If the PSD record was pulled directly from Munis, verify the Job/Salary record for a valid org code. Any change to the Job/Salary record requires selecting the employee in the PSD file and performing a “recalc”.

#### INVALID CRITICAL NEEDS IDENTIFIER

This **ERROR** test checks to ensure a “1” for Yes or a “0” for No is reported in the appropriate field to identify if the employee is in a position that is a Critical Needs position.

Verify the Personnel Status found on the first screen of the employee’s master file record.

#### INACCURATE SUMMARY CLASS CODE FOR OBJECT CODE (PSD)

This **ERROR** test verifies the Summary Class Codes coordinate with valid Object Codes. Summary Class Codes are set and maintained by KDE. The ranges for Summary Class Codes along with the allowable object codes are below.

|  |  |  |
| --- | --- | --- |
| **Summary Class Code** | **Description** | **Object Code** |
| 0010-3021 | Certified Summary Class Codes | 0110, 0111 |
| 5000-5290 | Certified Extra Service Summary Class Codes | 0112, 0113, 0114 |

Below are the number ranges to be used when a district wants to add new job class codes, along with the allowable object codes for each group:

|  |  |  |
| --- | --- | --- |
| **Job**  **Class Codes** | **Description** | **Object Code** |
| 4000-4999 | Certified Job Class Codes | 0110, 0111 |
| 6000-6999 | Certified Extra Service Job Class Codes | 0112, 0113, 0114 |

If the PSD record was manually added, verify that the summary class code and job class code agree to the appropriate object code. To correct the job class code or the object code, delete the PSD record, and re-add the record with the correct job class code and object code. If the PSD record was pulled directly from Munis, verify the Job/Salary record to ensure the employee is being paid from the correct job class code and object code. Any change to the Job/Salary record requires selecting the employee in the PSD file and performing a “recalc”.

#### 26.50 ALLOCATION FOR OBJECT CODE DOES NOT EQUAL

**100%**

This **ERROR** test verifies each employee’s allocation by object code for the same job class code equals 100%. All of the employee’s pay records in the PSD report for a particular object code containing the same job class codes must add to 100%. For the allocation field enter 20.0 for 20%. Days must be prorated based on the allocation percentage.

If the PSD records were manually added, check to ensure the allocations for each object code with the same job class code add to 100.00%. Update the PSD record to show the correct allocation. If the PSD record was pulled from Munis, verify the Job/Salary records to ensure the correct allocations are noted. Any change to the Job/Salary record requires selecting the employee in the PSD report and perform a “recalc”.

For example, an employee working 170 days, because he/she was hired following the start of school and working 40 percent at the Northern High School and 60 percent at the Southern High School would have a PSD record for the Northern High School (Location 010) reflecting 74 (185\*.40) days employed, a FTE percentage of 1.0000, and an allocation percentage of

40.000. The PSD record for the Southern High School (Location 020) would reflect 111 (185

\*.60) days employed, an FTE percentage of 1.0000 and an allocation percentage of 60.000.

#### REFERENCE SALARY DOES NOT MATCH THE SALARY TABLE

This **ERROR** test compares the District’s Salary Table amount for the grade/step/experience match what is submitted on the PSD record for base pay (0110) record’s for the reference salary amount. This Reference Salary reflects base pay for the number of contract days.

Verify that the Job/Salary record contains the correct Reference Salary for 0110 based on the district’s salary tables submitted to KDE. Then, verify that the Reference Salary amount listed on the PSD file agrees to the salary table.

#### 27.20 CHECK REFERENCE SALARY BY THE FTE MINUS THE ANNUAL SALARY

This **ERROR** test compares the Reference Salary amount indicated on the PSD record to the PSD base pay (0110) records and multiples it by a calculated FTE for 0110 and subtracts the product from the annual salary amount. If the difference is over a specific range defined by KDE you will not be allowed to submit.

Verify that the Job/Salary record contains the correct Reference Salary for 0110 based on the district’s salary tables submitted to KDE. Then, verify that the Reference Salary amount listed on the PSD file agrees to the salary table.

#### 27.50 CALCULATED EXTENDED DAY SALARY DOES NOT MATCH SALARY TABLE

This **ERROR** test compares the daily rate per the Salary Table (KDE formula using object 0111 records for extended days: 1.) Take Rank/Step/Experience from salary table submitted; 2.) find the most recurring number of days and use it and if a tie use the lower; 3.) divide the Reference Salary by the most recurring days in #2 to arrive at the per day rate; 4) \* FTE (calculated by taking the salary amount divided by the contract days) to the daily rate; 5.) take the daily rate and multiple by the contract days for record 0111 and then multiple by the FTE divided by 10000; 6.) use the amount from #5 and subtract from #1 and if it is -/+25 it passes.)

Verify that the Job/Salary record contains the correct Reference Salary for 0111 based on the daily rate from the salary tables. Then, verify that the Reference Salary amount listed on the PSD record agrees to the daily rate from the salary table.

#### INVALID PROJECT CODE FOR FUND 2

This **ERROR** test checks to ensure Project Codes for Fund 2 are not greater than 699, or the first characters are not alpha, and the project field is not blank.

If the PSD record was manually added, check to ensure that a valid project number for Fund 2 is used based on the KDE Chart of Accounts. If the PSD record was pulled from Munis, verify the project number on the Job/Salary record to ensure it is valid. Any change to the Job/Salary record requires selecting the employee in the PSD report and performing a “reclac”.

#### INVALID JOB CLASS CODE (PSD)

This **ERROR** test checks to ensure any additional Job Class Codes added by the district are not in the summary class code ranges restricted by KDE. The summary class code ranges in which districts cannot create additional summary class codes are 0010-3021 for certified jobs or 5000- 5290 for certified extra duty and these ranges cannot also be used in the job class code field.

Getting this error means a Job Class Code on the error record has been created in the restricted ranges and will need to be changed to a job class code that is valid (in the allowable ranges as shown below.) See [**Payroll Administration and then PRA 5v 10 Setting Up Emp**](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx)[**Classification Codes**](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx)for a recent listing of valid Summary Class Codes.

Below are the number ranges to be used when a district wants to use the summary class code as the job class code or if they want to add new job class codes in the ranges below using the allowable object codes for each group:

|  |  |  |
| --- | --- | --- |
| **Job**  **Class Codes** | Certified Job Class Codes | **Object Code** |
| 0010-4999 | Certified Job Class Codes | 0110, 0111 |
| 5000-6999 | Certified Extra Service Job Class Codes | 0112, 0113, 0114 |

#### NO KINDERGARTEN INSTRUCTOR CODED IN THE DISTRICT

This **ERROR** verifies that all districts have a kindergarten instructor with the summary class code of 2025. The error will state that the district has no kindergarten teachers coded. If a kindergarten teacher also is under a different summary class code the employee should be reported under the different summary class code with the appropriate FTE and allocation.

#### REFERENCE SALARY EQUALS $0

This **ERROR** test verifies each PSD record has a reference salary of greater than zero. Every PSD record must have a reference salary greater than zero. A base pay record should have a reference salary that agrees to the salary table. An extended day record should have a reference salary that agrees to the salary table divided by contract days times number of extended days. An extra service record should have a reference salary that is paid for the job.

Update the PSD record to reflect the appropriate reference salary.

#### SALARY TABLE RANK/STEP/EXPERIENCE = 0 but EMPLOYEE PAY IS GREATER THAN 0

This **ERROR** test verifies each PSD employee record salary for Rank, Step and Experience matches the salary table dollar submitted. If a Rank, Step and Experience was a zero and an employee’s salary reflects a higher amount in it the file will not be allowed to be submitted.

Update the PSD record to reflect the appropriate Rank, Step and Experience or correct the salary table and resubmit both files.

#### 48.00 FUNDS REPORTED CANNOT ALL BE GENERAL FUND

This **ERROR** test verifies that the district is not reporting all PSD employees in General Fund

Only. Update the PSD record to reflect the appropriate funds in any of the available funds in 1, 2x, 360, 5x.

#### 49.00 EPSB ID IS BLANK IN THE PSD FILE

This **ERROR** test verifies that the district is reporting all PSD employees with an EPSB ID is not blank.

Update the PSD record to reflect the valid EPSB ID.

#### 50.00 EPSB ID HAS AN ALPHA CHARACTER IN THE PSD FILE

This **ERROR** test verifies that the district is reporting all PSD employees with an EPSB ID that does not have an alpha character in its 9 digits. Per EPSB there should not be any alpha characters reported in the EPSB ID.

Update the PSD record to reflect the valid EPSB ID and resubmit your data.

#### 51.00 ALTERNATIVE ID IS BLANK IN THE PSD FILE

This **ERROR** test verifies that the district is not reporting PSD employees with a blank Alternative ID.

Update the PSD record to reflect the valid Alternative ID and resubmit your data.

#### SUPERINTENDENTS SUMMARY CLASS CODE 0010 FOR 0110 or 0111 is DIFFERENT

This is an error that is checking for Superintendents summary class codes using object codes 0110 and 0111 that the only summary class code used is 0010.  If a district with distinct SSN reports any other summary class code there will be and error message that states, "The distinct SSN with Job Class Code = "0010" and Object Codes of "0110", "0111" has other non-permitted Job Class Codes."

#### *55.00 EPSB ID REPORTED SAME AS SSN*

*This* ***ERROR*** *test verifies that the district is reporting all PSD employees with an EPSB ID that is not the same as the SSN.*

*Update the PSD record to reflect the valid EPSB ID that is not the SSN and resubmit your data.*

#### *56*.*00* *ALTERNATIVE ID REPORTED SAME AS SSN*

*This* ***ERROR*** *test verifies that the district is reporting all PSD employees with an Alternative ID that is not the same as the SSN.*

*Update the PSD record to reflect the valid EPSB ID and resubmit your data.*

# PSD NOTES - PURPOSE

This section of the guide is provided by the Kentucky Department of Education (KDE) to assist districts with notes they may receive when submitting the PSD report. The PSD report is tested for valid entries and required data. This guide specifically lists **NOTES** and provides a drop-down list to choose from or a place to provide an explanation for the note. Notes will not prevent a district from submitting their PSD report if an explanation is provided regarding the note. True errors do not allow districts to submit until the error is fixed.

At the note screen the list will appear. The rows will end with a “no” as you answer the notes the “no” changes to “yes” to show that you have responded to each note. Then press “submit” and you will get an email that will reference a staff note. This is your confirmation that your file has been submitted.

An example of a note would be “No Superintendent reported for a district” because each district must report a Superintendent. However, the position could be vacant due to not hiring someone before September 15 and this note would need an explanation so KDE can accurately report Superintendent Data. *All notes must be answered before the submission is complete.*

The accuracy of PSD data is essential as it is used to report to the Federal Government, KSBA, KEA, OEA, NCES and State Legislators.

Please see the hyperlink below to access KDE’s reports that are posted to the web. [Certified and Classified Staff Data](http://education.ky.gov/districts/FinRept/Pages/School%20District%20Personnel%20Information.aspx)

***\*Anything in italics is new information or changed from the previous submission***

# PSD NOTES

### NOTE NOTE CODE MESSAGE

#### 12.30 OPEN SCHOOL HAS NO EMPLOYEES REPORTED FOR IT

This **NOTE** indicates there is an open school in a district that is reporting no employees.

Verify the school referenced by the note is a valid school by going to this website: [DASCR User](https://education.ky.gov/districts/data/Documents/DASCR_UserGuide.pdf) [Guide.pdf](https://education.ky.gov/districts/data/Documents/DASCR_UserGuide.pdf) .

#### 12.40 CLOSED SCHOOL WITH EMPLOYEES

This **NOTE** indicates there is a closed school in a district that is reporting employees.

Verify the school referenced by the note is a valid school by going to this website: [DASCR User](https://education.ky.gov/districts/data/Documents/DASCR_UserGuide.pdf) [Guide.pdf](https://education.ky.gov/districts/data/Documents/DASCR_UserGuide.pdf) *.*

#### SCHOOL MEDIA LIBRARIAN NOT REPORTED FOR SCHOOL—JOB CLASS CODE = 1060

This **NOTE** indicates there is a school without a media librarian. KRS 158.102 requires every school to have a media librarian. A district must have an explanation before web submission will occur, if there is a school with no media librarian submitted on the PSD file.

*Options to select:*

*Position is vacant as of 9/15*

*Current staff is pursuing certification*

*Temporary employee is assigned – not to exceed 60 days Location is not a valid school number*

#### 23.00 DPP NOT REPORTED FOR DISTRICT—JOB CLASS = 0080

This **NOTE** indicates there is no Director of Pupil Personnel (DPP) reported for the district. KRS 159.080 requires every district to have a DPP. A district must have an explanation before web submission will occur, if there is no DPP submitted on the PSD file.

*Options to select:*

*Position is vacant as of 9/15 Superintendent is DPP*

#### NO SUPERINTENDENT REPORTED FOR DISTRICT JOB CLASS CODE = 0010

This **NOTE** indicates there is no superintendent reported for the district. KRS 160.350 requires every district to have a superintendent. A district must have an explanation before web submission will occur, if there is no superintendent submitted on the PSD file.

*Options to select:*

*Position is vacant as of 9/15 Interim Superintendent is in place*

#### IS THE SUPERINTENDENT SALARY REPORTED FOR MULTIPLE PEOPLE?

This **NOTE** asks if the salary reported for the superintendent is for multiple people using summary class code 0010. For example, is the salary for an interim and a new superintendent reported by the district?

*Options to select:*

*Yes, our district is reporting multiple superintendent salaries No, our district is not reporting multiple superintendent salaries*

#### VERIFICATION OF SUPERINTENDENT’S SALARY

This **NOTE** sums all records for the superintendent salary and requires the districts to verify the accuracy of the salary from the note that will be sent to the district with the total that will be posted to the web. One of the note options must be selected below. The salaries reported in the PSD submission should match what is reported in the Superintendent survey. The salaries are crucial in accuracy because of the budget process and the reporting of data to website and outside entities.

*Options to select:*

*Yes (this salary is correct)*

*No (this salary is incorrect and we will need to correct before submitting)*

#### THE PERCENTAGE CHANGE IN EMPLOYEES

This **NOTE** looks at the number of employees reported on last year’s report and checks for a percentage change greater than 5%. It is possible that last year’s numbers were incorrect or that this year’s numbers have truly increased or decreased at that rate. This is a flag for the district to check, but it will not stop the submission of the PSD file.

*Option to select:*

*Reviewed and approved*

#### PROJECT STARTING WITH 14M IS NOT REPORTED

This **NOTE** looks to see if project 14M is reported for the School Based Mental Health Provider based on HB 352 funding and KRS 158.4416 in the PSD submission. This note must be answered to complete the CSD submission.

*Option to select:*

*No, this is incorrect. Our district will correct before submitting. Other (project reported in other submission)*

*Hired after 9/15*

#### FINANCE OFFICER NOT REPORTED FOR DISTRICT

This **NOTE** indicates there is no finance officer reported for the district on the PSD file. If in the option selection your district chooses “other” for both the PSD submission and the CSD submission and there is no finance officer in either file we have created a report to be able to contact districts since the salaries of the finance officers is crucial in budget calculations and other finance officer reporting. A KDE staff person will contact the district to resolve this reporting problem.

*Options to select:*

*Position is vacant as of 9/15 Superintendent is Finance Officer*

*Other (select if Finance Officer is reported in Classified Staff Data - CSD)*

#### MORE THAN ONE PRINCIPAL SERVING AT A SCHOOL SUMMARY CLASS = 1010

This **NOTE** indicates a school has more than one principal reported on the PSD file.

*Options to select:*

*Temporary*

*Reviewed and approved*

# CSD ERROR CORRECTION PURPOSE

This section of the guide is provided by the Kentucky Department of Education (KDE) to assist districts with errors that may be received when submitting the CSD report. The CSD report is tested for valid entries and required data. This guide lists errors that are possible and provides procedures to correct the data or how to provide the required data. If a district receives an error when submitting their CSD data, the error must be corrected before submission will be accepted. Any corrections in the data means a file must be resubmitted to KDE to assure these changes are reflected in the data submitted as of September 15th and due by October 1st of each year.

The accuracy of CSD data is essential as it is used to report to the Federal Government, KSBA, KEA, OEA, NCES and State Legislators.

“The Kentucky Department of Education (KDE) uses the Ethnicity (Race) reported by employees to comply with the federal reporting requirements (as well as other stakeholders that want the detailed reporting). For KDE to abide by the federal reporting requirements employees must follow the guidance below. (The new data field “Two or More” would not provide the level of detail that KDE needs to have for federal or other reporting of these data elements.)

If your select Hispanic or Latino as a “yes” then no other race is permitted.

If you have selected Hispanic or Latino as “no” then you as an employee may choose all the races that apply to the you and but do not select “Two or More”.

Following the guidance for these data elements is appreciated.”

***\*Anything in italics is new information or changed from the previous submission***

# CSD DOWNLOAD ERRORS

### ERROR ERROR CODE MESSAGE

#### SCHOOL YEAR IN FILE IS INCORRECT

This **ERROR** test checks to ensure the school year submitted is for the same year being collected. If the school year does not match, districts will be required to correct the error before submitting the CSD file to KDE.

To correct the year on the CSD file, go to the CSD screen and pull up any classified employee. Click on the ‘recalc’ button. Click on the ‘define’ button. Enter 2024 for the school year. Enter the effective date of 07/01/23. Then hit the enter key.

DO NOT EXECUTE! Then pull up all the CSD records and create a new file to resubmit to KDE.

#### INVALID DISTRICT NUMBER

This **ERROR** test checks the state assigned district number against the Munis district number.

This should only occur if the Munis district number changed in the System Administration module. This error indicates a need to check the district’s Munis System Administration module’s settings for district number.

#### SSN IS NOT 9 NUMERICAL DIGITS

This **ERROR** test checks to ensure the SSN for the employee is 9 digits.

Munis’s Employee Master will not accept a SSN with less than 9 digits; therefore, if this error occurs, the CSD record in the file sent to KDE has been manually added inaccurately. To correct the error, add the individual into the Employee Master File record and into Job/Salary and regenerate the CSD file to submit to KDE.

#### 4.10 NAME IS NOT THE SAME FOR ALL RECORDS FOR AN SSN

This **ERROR** test checks to ensure a name for an employee matches their SSN in all records. If the name does not match the SSN then it needs to be corrected. Getting married or a name change would be the only acceptable reason this would not match.

Check to make sure the employee’s name is the same on each record he/she has in the CSD report.

#### 4.20 GENDER IS NOT THE SAME FOR ALL RECORDS FOR AN SSN

This **ERROR** test checks the gender of one record for an individual against all other records for the individual. (For instance, a custodian that also drives a bus will have two CSD records. The CSD report must have the same gender on both records.)

Check to make sure the employee’s gender is the same on each record he/she has in the CSD report.

#### 4.30 ETHNICITY IS NOT THE SAME FOR ALL RECORDS FOR AN SSN

This **ERROR** test checks the ethnicity of one record for an individual against all other records for the individual. (For instance, a custodian that also drives a bus will have two CSD records. The CSD report must have the same ethnicity on both records.)

Check to make sure the employee’s ethnicity is the same on each record he/she has in the CSD report.

#### ETHNICITY IS BEING SUBMITTED AS A BLANK

This ERROR test checks if Munis has been updated for the new Ethnicity submission. If the “space” is blank, then it will ERROR by saying “Munis needs to be updated.”

#### ETHNICITY (RACE) TWO OR MORE IS NOT BLANK OR A ZERO

This **ERROR** test checks if Munis has been updated for Ethnicity (race) submission. The “Two or More” should be blank or a zero if it is not then it will ERROR and not allow the file to be submitted. The ERROR will state “Munis needs to be updated.”

#### 6.50 INVALID OBJECT CODE FOR CSD RECORDS (VALID OBJECTS ARE 0130, 0131, 0160)

This **ERROR** test checks to ensure that object codes 0130, 0131 and 0160 are the only ones used for classified staff.

If the CSD record was manually added, verify there is a valid object code (0130, 0131 and 0160) on all CSD records. Update the CSD record if there are erroneous object codes. Make sure to use the correct object codes on the Job/Salary records also.

#### 7.00 LAST NAME CONTAINS A NUMERICAL CHARACTER

This **ERROR** test checks to ensure the employee’s last name does not contain a number. Numbers entered into any part of the name are not allowed.

The Munis Employee Master allows a number to be entered in the employee’s last name. Verify that a number was not entered in the Employee Master record. If a number has been used, update the Employee Master and select the employee in the CSD file and “recalc” to update the CSD record.

#### 8.00 FIRST NAME CONTAINS A NUMERICAL CHARACTER

This **ERROR** test checks to ensure the employee’s first name does not contain a number. Numbers entered into any part of the name are not allowed.

The Munis Employee Master allows a number to be entered in the employee’s first name. Verify that a number was not entered in the Employee Master record. If a number has been used, update the Employee Master and select the employee in the CSD file and “recalc” to update the CSD record.

#### INITIAL IS A NUMERICAL CHARCTER

This **ERROR** test checks to ensure the employee’s initial is an alpha character. Numbers entered any part of the name are not allowed.

The Munis Employee Master allows a number or a symbol to be entered as the employee’s initial. Verify that a number was not entered in the Employee Master record. If a number has been used, update the Employee Master and select the employee in the CSD file and “recalc” to update the CSD record.

#### INCORRECT GENDER CODE

This **ERROR** test verifies each employee has a gender code of male or female.

If this is a manually added CSD record, check the entry for gender. It must be “M” or “F”. Update the CSD record to show the correct gender code. If the record was pulled directly from Munis, verify the Payroll Miscellaneous Code F/M for gender (GEND). There are two choices – “M” for male or “F” for female. Also, check the employee’s Employee Master record for the correct gender code. Any changes made to the employee’s Employee Master record require selecting the employee in the CSD file and performing a “recalc.”

#### INVALID ETHNICITY CATEGORY

This **ERROR** test verifies each employee has a valid ethnicity code. It must be one of the following categories:

-Hispanic

-American Indian or Alaskan National

-Asian

-Black or African American

-Native Hawaiian or Other Pacific Islander

-White not of Hispanic origin

If Hispanic is chosen, then no other category is available. If the employee is not Hispanic one or more categories can be selected.

“The Kentucky Department of Education (KDE) uses the Ethnicity (Race) reported by employees to comply with the federal reporting requirements (as well as other stakeholders that want the detailed reporting). For KDE to abide by the federal reporting requirements employees must follow the guidance below. (The new data field “Two or More” would not provide the level of detail that KDE needs to have for federal or other reporting of these data elements.)

If your select Hispanic or Latino as a “yes” then no other race is permitted.

If you have selected Hispanic or Latino as “no” then you as an employee may choose all the races that apply to the you and but do not select “Two or More”.

Following the guidance for these data elements is appreciated.”

If the CSD record was pulled directly from Munis, check the Payroll Miscellaneous Code F/M for ethnicity (RACE). The six choices as shown above are the only valid codes. Verify the employee’s Employee Master record contains a valid ethnicity code. If changes are made to the employee’s Master File record, select the employee in the CSD file and perform a “recalc.”

#### INVALID LOCATION CODE

This **ERROR** test verifies each employee has a valid location code. The location code is pulled from the first three digits of the org code on the CSD record. The following are valid location codes:

* + 1. District Wide
    2. Central Office

002-899 School Numbers (Assigned by KDE) 901 Bus Garage

910 Central Stores/Warehouse

920 Maintenance Shop

930 \*\*\* Family Resource/Youth Service Center (Single Center)

*940* Career and Technical Education Academies

950 Adult Education Facility/Community Education Facility

951 Adult Education Facility

955 Community Education Facility

96X Child Care Facility

970-999 Local Assigned Numbers

\*\*\* If district has multiple FYRSC’s, the location number should be the same as the school number where the FYRSC is located.

The website below lists the active public schools and their principals.

If the location code in your CSD file is not listed, you can verify the school referenced by the error as a valid school by going to this website: [DASCR User Guide.pdf](https://education.ky.gov/districts/data/Documents/DASCR_UserGuide.pdf) .

[Kentucky Principal and Public School contact information](http://applications.education.ky.gov/sdci/)

#### 12.10 NON-NUMERIC LOCATION CODE

This **ERROR** test verifies each employee’s location code does not include alpha characters or symbols. The location code is pulled from the first three digits of the org code on the CSD record.

Verify a valid location code was used when adding the org code for the erroneous CSD record. See explanation above for error **12.00** – Invalid location code.

#### 12.20 BLANK LOCATION CODE

This **ERROR** test verifies each employee record includes a location code. The location code is pulled from the first three digits of the org code on the CSD record.

The location code automatically pulls from the org code on the CSD record. Unless the CSD record has been manually added, this error is not received. If the PSD record was added manually, then ensure a valid location number is used in the first three digits of the org code.

#### INVALID SUMMARY CLASS CODE

This **ERROR** test compares all Summary Class Codes in the district’s CSD files to the list of all valid Summary Class Codes recorded at the State level. This error occurs when a user has inappropriately entered an additional Summary Class Code into the miscellaneous tables found in the Auxiliary programs within Munis. Only a number existing in the state file can be accepted on the CSD screen.

[Classified Summary Class Codes (Job Class)](http://education.ky.gov/districts/FinRept/Pages/School%20District%20Personnel%20Information.aspx)

First, correct the Job Class Code to which the incorrect Summary Class Code has been attached. Next, delete the incorrect Job/Salary record and add new Job/Salary record for the employee with the valid summary class code. Last, “Recalc” the Employee’s CSD record having the error.

#### INVALID FUND NUMBER

This **ERROR** test verifies each employee’s salary is being charged to a valid fund number. The valid fund numbers for salary charges are as follows:

1 Fund 1 – General Fund

2x Fund 2 – Special Revenue Fund

360 Fund 360 – Construction Fund (prior BGL-1 approval) 5X Funds 50 to 59 – Proprietary Funds

If the CSD record was manually added, verify there is a valid fund number on all CSD records. Update the CSD record if there are erroneous fund numbers. The fund number is pulled from the org code when generating the CSD from Munis. If the CSD record was pulled directly from Munis verify the Job/Salary record has a valid org code. Any change to the Job/Salary record requires selecting the employee in the CSD file and performing a “recalc”.

#### INACCURATE SUMMARY CLASS CODE FOR OBJECT CODE (CSD)

This **ERROR** test verifies the Summary Class Codes coordinate with valid Object Codes. Summary Class Codes are set and maintained by KDE. The ranges for Summary Class Codes along with the allowable object codes are below.

|  |  |  |
| --- | --- | --- |
| **Summary Class Code** | **Description** | **Object Code** |
| 7000-7999 | Classified Summary Class Codes | 0130, 0131, 0160 |

Below are the number ranges to be used when a district wants to add new job class codes, along with the allowable object codes for each group:

|  |  |  |
| --- | --- | --- |
| **Job Class Codes** | **Description** | **Object Code** |
| 8000-8999 | Classified Job Class Codes | 0130, 0131, 0160 |

If the CSD record was manually added, verify that the summary class code and job class code agree to the appropriate object code. To correct the job class code or the object code, delete the CSD record, and re-add the record with the correct job class code and object code. If the CSD record was pulled directly from Munis, verify the Job/Salary record to ensure the employee is being paid from the correct job class code and object code. Any change to the Job/Salary record requires selecting the employee in the CSD file and performing a “recalc”.

#### 26.50 ALLOCATION FOR OBJECT CODE DOES NOT EQUAL

**100%**

This **ERROR** test verifies each employee’s allocation for the same job class code equals 100%. All of the employee’s pay records in the CSD report for the same job class codes must add to 100%. In the allocation field 20.00 means 20%. Days must be prorated based on the allocation percentage.

If the CSD records were manually added, check to ensure the allocations for each job class code add to 100.00%. Update the CSD record to show the correct allocation. If the CSD record was pulled from Munis verify the Job/Salary records to ensure the correct allocations are noted. Any change to the Job/Salary record requires selecting the employee in the CSD report and perform a “recalc”.

For example, if an instructional aide works at two elementary schools, the Job/Salary record for the instructional aide should reflect an allocation of 50.00% to each location and the days would be split. But if an employee is the instructional aide at two schools and also a cook at two schools, each job class code’s allocation will equal 100.00%.

#### 30.50 PAY RATE IS LESS THAN $7.25 PER HOUR

The **ERROR** test verifies each employee is being paid at least $7.25, which is the federal minimum wage as of July 1, 2009.

[Federal Minimum Wage Department of Labor](http://www.dol.gov/elaws/faq/esa/flsa/001.htm)

If the CSD record was manually added, check the actual hourly rate, which must be at least $7.25. Update the CSD record to show the correct hourly rate which might require a change to the hours per day or days per year fields. If the CSD record was pulled directly from Munis, check the Job/Salary record for the correct hourly rate. If needed, return to the salary tables to make the correction. Any changes to the current year salary tables should be done in Salary Table File Maintenance by updating the appropriate column. Then” Y Recalc” all employees affected by the change on the salary table in each individual’s Job/Salary record. Any change to the Job/Salary record requires selecting the employee in the CSD file and performing a “recalc”.

#### HOURS PER DAY MUST BE GREATER THAN 0 AND 12 OR LESS

This **ERROR** test verifies each employee record reflects hours worked per day. This cannot be a blank field or can’t be a 0 and it must be less than 12 (it will be checking for hours 11 or less).

If the CSD records were manually added, check for correct hours worked per day on all CSD records. Update the CSD record to show the correct hours worked per day. If the CSD record was pulled directly from Munis, check the Job/Salary records for the correct hours worked per day. Any change to the Job/Salary record requires selecting the employee in the CSD file and performing a “recalc”.

#### HOURS WORKED PER YEAR GREATER THAN– 2,096

This **ERROR** test verifies each employee’s record reflects hours worked per year are not more than 2,096 (262 days X 8 hours). This is calculated by multiplying the contract days by the hours per day.

If the CSD records were added manually, check for correct hours worked per day and for correct number of contract days on all CSD records. Update the CSD record to show the correct hours worked per day. If the CSD record was pulled directly from Munis, check the Job/Salary records for the correct hours worked per day. Any change to the Job/Salary record requires selecting the employee in the CSD file and performing a “recalc”.

#### CONTRACT DAYS CANNOT EXCEED - 262

This **ERROR** test verifies each employee record reflects contract days worked by an employee are not more than 262.

If the CSD records were manually added, check for the correct number of contract days on all CSD records. Update the CSD record to show the correct contract days. If the CSD record was pulled directly from Munis, check the Job/Salary record for the correct contract days. Any change to the Job/Salary record requires selecting the employee in the CSD report and performing a “recalc”.

#### HOURS \* CONTRACT DAYS \* PAYRATE MINUS ANNUAL SALARY OUTSIDE KDE PARAMETERS

This **ERROR** test finds each employee record listed with a calculation of hours times contract days times pay rate and subtracts the annual salary if the difference is not within KDEs parameters then you must correct your file before submitting.

Verify the CSD record for accuracy. There can be no zeroes in any of the three fields used in this calculation: contract days; hours per day; or hourly rate.

#### INVALID JOB CLASS CODE (CSD)

This **ERROR** test checks to ensure any additional job class codes added by the district are not in the Summary Class Code ranges restricted by KDE. The Summary Class Code ranges in which the districts cannot create additional Job Class Codes are 7100-7998 for classified jobs.

Below are the number ranges to be used when a district wants to add new job class codes, along with the allowable object codes for each group:

|  |  |  |
| --- | --- | --- |
| **Job Class Codes** | **Description** | **Object Code** |
| 7100-8999 | Classified Job Class Codes | 0130, 0131, 0160 |

Getting this error means a Job Class Code on the error record has been created in the restricted ranges and will need to be changed to a Job Class Code that is valid (in the allowable ranges as shown above) See [**Payroll Administration and then PRA 5v 10 Setting Up Emp**](http://education.ky.gov/districts/FinRept/Pages/School%20District%20Personnel%20Information.aspx)[**Classification Codes**](http://education.ky.gov/districts/FinRept/Pages/School%20District%20Personnel%20Information.aspx)for a recent listing valid Summary Class Codes.

#### REFERENCE SALARY EQUALS $0

This **ERROR** test verifies each CSD record has a reference salary of greater than zero. On a classified record, the reference salary should agree to hours per day times days per year times hourly rate.

Update the CSD record to reflect the appropriate reference salary. There can be no zeros in any of the three fields used in this calculation: contract days; hours per day; or hourly rate.

#### 48.00 FUNDS REPORTED CANNOT ALL BE GENERAL FUND

This **ERROR** test verifies that the district is not reporting all CSD employees in General Fund.

Update the CSD record to reflect the appropriate funds in 1, 2x, 360, 5x.

#### 50.00 EPSB ID HAS AN ALPHA CHARACTER IN THE CSD FILE

This **ERROR** test verifies that if the district is reporting a CSD employee with an EPSB ID that it does not have an alpha character in its 9 digits. Per EPSB there should not be any alpha characters reported in the EPSB ID.

Update the CSD record to reflect the valid EPSB ID and resubmit your data.

#### 51.00 ALTERNATIVE ID IS BLANK IN THE CSD FILE

This **ERROR** test verifies that the district is not reporting CSD employees with a blank Alternative ID.

Update the CSD record to reflect the valid Alternative ID and resubmit your data.

#### 54.00 ALTERNATIVE ID HAS AN ALPHA CHARACTER IN THE CSD FILE

This **ERROR** test verifies that the district is not reporting CSD employees with an Alternative ID that has an alpha character in the 9 digits.

Update the CSD record to reflect the valid Alternative ID and resubmit your data.

#### *55.00 EPSB ID REPORTED SAME AS SSN*

*This* ***ERROR*** *test verifies that the district is reporting all CSD employees with an EPSB ID that is not the same as the SSN.*

*Update the CSD record to reflect the valid EPSB ID and resubmit your data.*

#### *56.00 ALTERNATIVE ID REPORTED SAME AS SSN*

*This* ***ERROR*** *test verifies that the district is reporting all CSD employees with an Alternative ID that is not the same as the SSN.*

*Update the CSD record to reflect the valid EPSB ID and resubmit your data.*

# CSD NOTES - PURPOSE

This section of the guide is provided by the Kentucky Department of Education (KDE) to assist districts with notes that may be received when submitting the CSD report. The CSD reports are tested for valid entries and required data. This guide specifically lists **NOTES** and provides a drop-down list to choose from or a place to provide an explanation for the note. Items that are marked as a note allow districts to submit their CSD report if an explanation is provided regarding the note. True errors do not allow districts to submit until the error is fixed.

At the note screen the list will appear. The rows will end with a “no” as you answer the notes the “no” changes to “yes” to show that you have responded to each note. Then press “submit” and you will get an email that will reference a staff note. This is your confirmation that your file has been submitted.

An example of a note would be “No Finance Officer reported for a district.” The position could be vacant as of September 15 or the position was hired after September 15 or other meaning that the finance officer was reported in the PSD submission. KDE will need an explanation, so accurate information is reported*. All notes must be answered before the submission is complete.*

The accuracy of CSD data is essential as it is used to report to the Federal Government, KSBA, KEA, OEA, NCES and State Legislators.

Please see the hyperlink below to access KDE’s reports that are posted to the web.

[Certified and Classified Staff Data Reports](http://education.ky.gov/districts/FinRept/Pages/School%20District%20Personnel%20Information.aspx)

# CSD NOTES

### NOTE NOTE CODE MESSAGE

#### 12.30 OPEN SCHOOL HAS NO EMPLOYEES REPORTED FOR IT

This **NOTE** indicates there is a school in the district that is reporting no employees.

Verify the school referenced by the note is a valid school by going to this website: [DASCR User](https://education.ky.gov/districts/data/Documents/DASCR_UserGuide.pdf) [Guide.pdf](https://education.ky.gov/districts/data/Documents/DASCR_UserGuide.pdf) .

#### THE PERCENTAGE CHANGE IN EMPLOYEES

This **NOTE** looks at the number of employees on last year’s report and checks for a percentage increase or decrease greater than 5%. It is possible that last year’s numbers were incorrect or that this year’s numbers have truly increased or decreased at that rate. This is a flag for the district to check, but it will not stop the submission of the CSD file.

*Option to select:*

*Reviewed and approved*

#### HEALTH COORDINATOR 7271 IS NOT REPORTED IN CSD

This **NOTE** indicates that job class code 7271 Health Coordinator required by 702 KAR 1:160 is not reported in the CSD file. The option selected will be sent to KDE’s Nurse Coordinator to verify compliance.

*Option to select:*

*Contracted Services*

*Another individual in the district reported under a different job class code is doing the*

*job*

*Hired after 9/15*

#### PROJECT STARTING WITH 14M IS NOT REPORTED

This **NOTE** looks to see if project 14M is reported for the School Based Mental Health Provider based on HB 352 funding and KRS 158.4416 in the CSD submission. This note must be answered to complete the CSD submission.

*Option to select:*

*No, this is incorrect. Our district will correct before submitting. Other (project reported in other submission)*

*Hired after 9/15*

#### FINANCE OFFICER NOT REPORTED FOR DISTRICT

This **NOTE** indicates the district is not reporting a finance officer on the CSD report. If in the option selection your district chooses “other” for both the PSD submission and the CSD submission and there is no finance officer in either file, we have created a report to be able to contact districts since the salaries of the finance officers is crucial in budget calculations and other finance officer reporting. A KDE staff person will contact the district to resolve this reporting problem.

*Options to select:*

*Position is vacant as of 9/15 Position hired after 9/15 Other*