

CSD – Classified Staff Data Report (PR-STW-4)

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OVERVIEW

The Classified Staff Data (CSD) report is used to produce an electronic file of classified employee information. This file is required to be submitted to the Kentucky Department of Education (KDE) no later than October 1st of each year. It is produced using employee data from the Employee Master & Employee Job/Salary records as well as information on Job Class master records.

The following criteria must be met for an employee to generate into the CSD Report:

- Active employee pay records must indicate a valid Summary Class Code that falls between 7000 and 7999 (but not 7788 or 7998)
- Active employee pay records must have a Group/BU containing CLAS or RCLA.
- Active employees hired as of September 15th of the fiscal year.

The accuracy of CSD data is essential as it is used to report to the Federal Government, KSBA, KEA, OEA, NCES & State Legislators. Verify the accuracy of all information prior to submitting file to KDE.

Refer to [Appendix A-Data Sources for Classified Data Report](#) for detailed information related to each field on the CSD record. Appendix A is separated into three sections: Employee Master, Employee Job/Salary and Other Areas.

Group/BU - Included

Verify that the Group/BU field for classified staff is populated with only CLAS or RCLA.

RCLA is the Group/BU used to indicate an employee who retired paying KTRS either in a Certified or Classified position. The employee has returned to the district working as a classified employee and the position qualifies them for paying KTRS. If the position does not qualify them to pay into KTRS, the retiree's Group/BU is CLAS.

Group/BU - Not Included

- Board Members-Group/BU – BRDM
- Para-Professionals-Group/BU – PARA
- Student Employees-Group/BU – STDT
- Substitutes-Group/BU – SUBS

Object Codes

- Valid codes for CSD reporting are 0130, 0131 and 0160.
- Verify that only Licensed Nurses are coded to Object Code 0160.
- A full-time classified employee should not have only a pay record with object code 0131. A base pay record using 0130 or 0160 is required for full-time classified employees.

Allocation Codes

Employees who perform a single job but at several locations will have multiple CSD records due to the Allocation Code set up on the Job/Salary record. For example, if an instructional assistant works equally at four elementary schools, there will be four CSD records for base pay with FTE of 1.0 on each record and an allocation of 25.0. If the employee has a contract for 186 days, the contract days reported on each CSD record will be 46.50 days. The base pay records for a single job class code will always equal 100.00 for allocation and the days will always add up to the standard contract. The **FTE Percent** is to be 1.0 for all records. The Annual Salary, Reference Salary and days are prorated by the allocation percentage.

FTE

Employees who perform multiple jobs will have multiple pay records with an FTE (Full-Time Equivalent) of less than 1.0 on each record. If an employee is an instructional assistant half-time and a bus driver half-time, each position (Job Class Code) will have an FTE of .50. If that same employee was an instructional assistant at two different schools, then the instructional assistant position would have an FTE of .50 and would also have an allocation of 50.0 for each of the locations served.

Finance Officer

A warning will appear if no Classified Finance Officer exists when the CSD records are generated. This warning can be disregarded if the Finance Officer is a certified position or if the position is vacant as of September 15. If the position is classified, verify the appropriate Group/BU (CLAS), Summary Class Code (7184, 7185, 7186) as well as object code (0130) have been used when setting up the Employee Master and Job/Salary records.

Note: The Finance Officer would be reported on the PSD report if the position requires a certificate with EPSB. If the position requires a degree but not a professional certificate from EPSB, the employee is reported on the CSD report.

Hybrid Employees

A note will appear at the end of the report, *“Check the setup of hybrid employees.”* This serves as a reminder for you to verify employees who are serving in a classified position but paying into KTRS are included on the CSD report. Some examples of possible hybrid positions include FRYSC Directors, CCLC Directors, Finance Officers and School Nurse. Only employees who serve in a position requiring a teaching certificate with EPSB will be reported on the PSD file. All others must be included on the CSD report. Hybrid employees must be set up in Employee Master and Employee Job/Salary with the Group/BU of CLAS and Summary Class Codes in the 7000 range.

PSD Reporting Requirement – EPSB ID's

It is now required to report EPSB license numbers for certified staff. The program imports EPSB license numbers from Infinite Campus into the State ID field on the Employee Master in Munis.

Since it is possible for employees who will appear on the CSD Report to have EPSB ID numbers, this step must be completed before proceeding. Please disregard this step if you have already generated your PSD Report and completed the EPSB ID Import process and continue on to generating your CSD records.



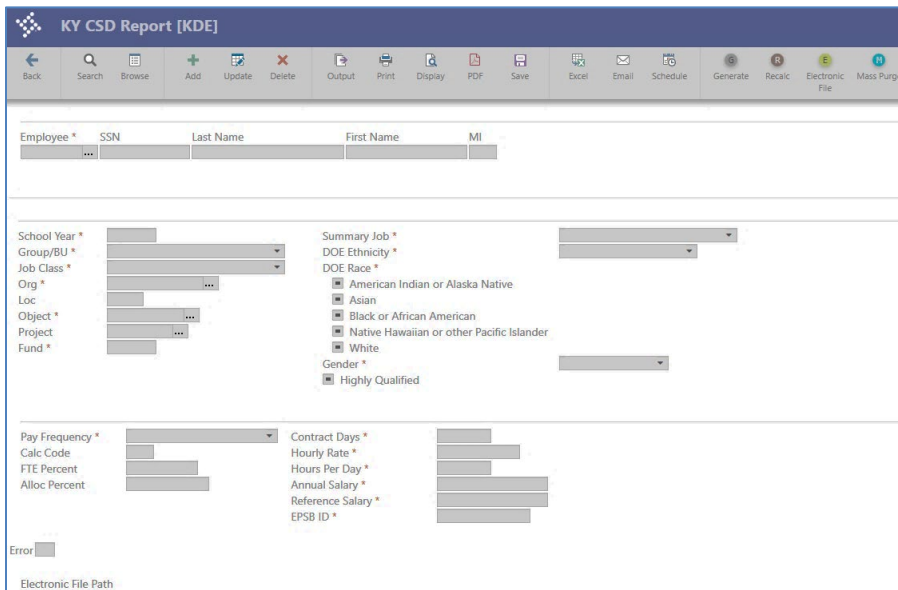
Have you completed the EPSB ID Import process?

See [Appendix C](#)

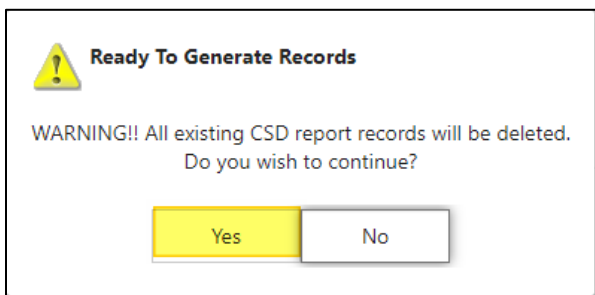
GENERATING THE CSD RECORDS

- **Human Resources/Payroll >Payroll >State Specific >South >Kentucky >KY CSD Report**

The following screen is displayed:



- 1) Select **Generate**.
- 2) Select **Yes** to the following warning if you are ready to Generate the CSD records:



3) The following screen is displayed:

The "CSD Generate" screen has a blue header with the title and a toolbar with icons for Back, Output, Print, Display, PDF, Save, Define, Execute, Output Errors, and Group/BU. Below the toolbar, there are input fields: "Execute this report" with a dropdown menu set to "Now", "School Year *" with a text box containing "2023", "Effective Date *" with a date picker set to "07/01/2022", and "Minimum Wage *" with a text box containing "7.25". At the bottom, there are two empty text boxes labeled "Group/BU Report Electronic File Path" and "Error Report Electronic File Path".

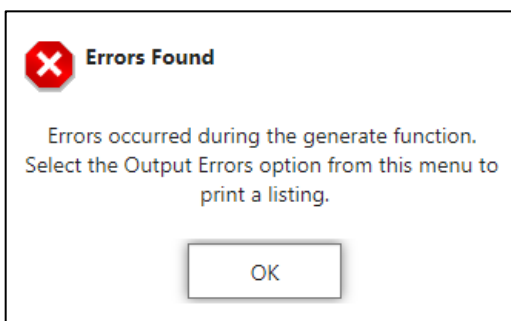
4) Select **Define**.

5) Enter the **School Year** and **Effective Date**. Click **Accept**.

Note: Be sure to enter the correct information into the Define screen. Example: When generating the CSD file for fiscal year 2023, the effective date has to be entered as 07/01/2022.

6) Select the **Execute** button to generate the records.

7) Select **OK** to continue past the possible warning and/or error message boxes that may appear.



CSD Generate

Execute this report: Now
 School Year: 2023
 Effective Date: 07/01/2022
 Minimum Wage: 7.25

Group/BU Report Electronic File Path
 \\kdefsn\MU_SYS\mun0983prod\spool_0983prod\csdbg0320007.txt

Error Report Electronic File Path
 \\kdefsn\MU_SYS\mun0983prod\spool_0983prod\csder0320007.txt

Generate CSD report file.
 The file 'csder0320007.txt' has been saved to the Munis spool directory -- 1 page(s).

Note: The Error Report and the Group/BU report are created electronically when Execute is performed. However, reports can also be generated from the CSD Generate screen. It is recommended to produce the reports and review those in addition to the ones that are automatically generated.

8) Select the **Output Errors** and the **Group/BU** button to print, display or save the error reports from the **CSD Generate** screen.

Note: *It is critical that the Group/BU and the Error Report from each Generate be reviewed.*

Example of Error Report:

07/20/2015 11:19 983am11				munis a tyler erp solution	
KY CSD Report Error Report				prkycedr	
EMP #	NAME	JOB	ERROR		
760	EBERT, CARRIE	7273	20.00- Invalid Project Code Exists		
760	EBERT, CARRIE	7347	30.40- Job with Zero Hourly Rates		
760	EBERT, CARRIE	7347	20.50- Pay Rate is Less Than Minimum Wage		
760	EBERT, CARRIE	7347	31.00- Hours Per Day Must be Greater than 0 and 12 or Less		
760	EBERT, CARRIE	7347	35.00- Hours * Contract Days * Rate of Pay Minus Annual Salary is Outside KDE Parameter		
786	WILLIAMS, SHAWN	7347	30.00- Invalid Project Code Exists		
786	WILLIAMS, SHAWN	7347	30.40- Job with Zero Hourly Rates		
786	WILLIAMS, SHAWN	7347	30.50- Pay Rate is Less Than Minimum Wage		
786	WILLIAMS, SHAWN	7347	31.00- Hours Per Day Must be Greater than 0 and 12 or Less		
786	WILLIAMS, SHAWN	7347	35.00- Hours * Contract Days * Rate of Pay Minus Annual Salary is Outside KDE Parameter		
813	JENIFER, JOAN	7346	30.40- Job with Zero Hourly Rates		
813	JENIFER, JOAN	7346	30.50- Pay Rate is Less Than Minimum Wage		
813	JENIFER, JOAN	7346	31.00- Hours Per Day Must be Greater than 0 and 12 or Less		
813	JENIFER, JOAN	7346	35.00- Hours * Contract Days * Rate of Pay Minus Annual Salary is Outside KDE Parameter		
857	MORGAN, TONI	7324	46.00- Reference Salary Equals Zero \$		
857	MORGAN, TONI	7324	46.10- Missing Annual Salary		
863	HARROD, JACQUELYN	7324	35.00- Hours * Contract Days * Rate of Pay Minus Annual Salary is Outside KDE Parameter		
863	HARROD, JACQUELYN	7324	46.00- Reference Salary Equals Zero \$		
863	HARROD, JACQUELYN	7324	46.10- Missing Annual Salary		

RESOLVING ERRORS

The Generate function captures certain errors encountered while processing the CSD information. Errors should be corrected prior to beginning the SEEK submission process.

Any employee with a Group/BU on the Employee Master that does not meet the CSD criteria will show up on the Group/BU Error Report.

An Error Count of greater than 0 located at the bottom of the CSD screen will be reflected on the employee's CSD record if there are any errors associated with the employee. Users cannot manually override the error count field on the CSD record. However, having an error on an employee's record will not prevent that record from being included on the CSD File.

For an explanation of error messages and information to assist in resolving the errors, refer to [Appendix D- CSD Error Messages](#).

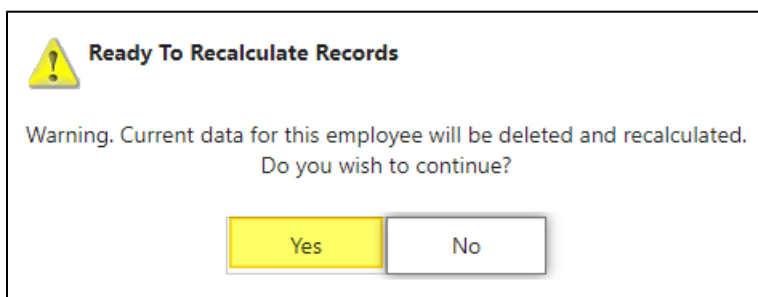
Recalculating Employee Records within the CSD Program

When errors on the CSD records are resolved by updating the Employee Master record and/or the Employee Job/Salary record, use the **Recalc** function to recalculate the CSD data for that employee. Manual changes made to other employees will not be lost when performing a **Recalc** on a particular employee.

Note: Generate starts the process again and will overwrite all manual changes by pulling information from the Employee Master and Employee Job/Salary records. Only use the Generate function if you wish to start the process from the beginning.

To Perform a Recalc for a Specific Employee:

- 1) Select **Search** and enter the criteria to find the employee. A find can be performed on criteria such as employee ID, name or SSN to display the appropriate record.
- 2) Select **Accept**.
- 3) Select **Recalc**.
- 4) Select Yes to the following message if you are ready to generate the records:



- 5) Select Define
- 6) Enter the same data used to perform the initial generate of CSD records and select **Accept**.
- 7) Select **Execute**.
- 8) The error message boxes may appear if the record(s) still have errors. Print or save the error reports for review before exiting this screen.
- 9) **Crucial!** Even if no error message boxes displayed after the Execute was finished, select both the Output Errors and Group/BU options to verify that no errors exists.

Manually Updating CSD Records

Some errors can be resolved by updating the employee record on the CSD screen. All fields are reported on the electronic CSD file and must be completed with valid data. Instructions to manually update the record are as follows:

- 1) Select Find and enter the desired criteria to locate the employee and select OK.
- 2) Select Update and make changes.
- 3) Select OK to save the changes.

Note: Districts are strongly encouraged to make all necessary changes in Employee Master and/or Employee Job/Salary. If changes are not made on those records, the same problems will exist when future CSD records are generated.

Manually Adding CSD Records

Some of the employee information can be added directly to the CSD records. However, information on these screens will be accurate only for the current reporting process. The employee must exist in the Employee Master before a CSD record can be added.

Follow the steps below to manually add a record:

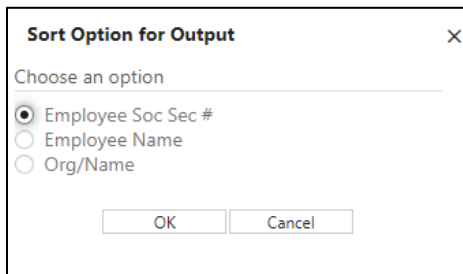
- 1) Select **Add**.
- 2) Enter appropriate information into each field of the CSD screen.
- 3) Select **Accept**.

Note: KDE strongly recommends adding the information to the Employee Master and/or Employee Job/Salary records whenever possible to avoid the same error when future statewide reports are generated.

OUTPUT & REVIEW THE REPORT

An output of the CSD report should be reviewed before creating the electronic file.

- 1) Search for all CSD records.
- 2) Select the desired form of output.
- 3) Select the Sort Option for Output.

A dialog box titled "Sort Option for Output" with a close button (X) in the top right corner. It contains the text "Choose an option" followed by three radio button options: "Employee Soc Sec #" (which is selected), "Employee Name", and "Org/Name". At the bottom are "OK" and "Cancel" buttons.

Sort Option for Output X

Choose an option


☒ Employee Soc Sec #

☐ Employee Name

☐ Org/Name

OK Cancel

4) Make a selection on the Suppress SSN screen:

A dialog box titled "Suppress SSN" with a close button (X) in the top right corner. It contains the text "Choose an option" followed by two radio button options: "Yes - Suppress SSN" (which is selected) and "No - Do Not Suppress SSN". At the bottom are "OK" and "Cancel" buttons.

Suppress SSN X

Choose an option

☒ Yes - Suppress SSN

☐ No - Do Not Suppress SSN

OK Cancel

5) **Crucial! Review the report for accuracy.** The accuracy of CSD data is essential as it is used to report to the Federal Government, KSBA, KEA, OEA, NCES and State Legislators.

Notes:

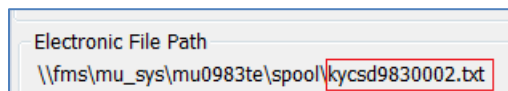
- 1) Verify that all employees as of September 15th are included on the report.
- 2) Save a copy of the report for future reference. Records can also be viewed in Browse screen and exported to Excel. The Excel option contains all information that is located on the CSD record for each employee.
- 3) Verify that hybrid employees are included on the CSD report. Some examples of possible hybrid employees are Finance Officer, Nurse, FRYSC Directors, CCLC Directors, etc. Hybrid employees are employees serving in positions requiring a degree but not a teaching certificate. Only employees serving in certified positions requiring a professional certificate from EPSB should be included on the PSD report. All other employees must be reported on the CSD file. Hybrid employees must be set up in Employee Master and Employee Job/Salary using a Group/BU of CLAS, Summary Class Codes in the 7000 range and object code 0130, 0131 and/or 0160 for school nurse.

CREATING THE ELECTRONIC FILE

Once the CSD records have been reviewed and edited, a file must be created for submission to KDE.

- 1) Find all records then select the **Electronic File** button. A CSD File will automatically be created.

- 2) The filename appears at the bottom of the screen. Make note of the filename so it can be easily found during the submission process.



Electronic File Path
\\fms\mu_sys\mu0983te\spool\kycsd9830002.txt

SUBMITTING THE ELECTRONIC CSD FILE TO KDE

The CSD file must be submitted to KDE by October 1st. It is submitted through the SEEK Data Web Submission Application. Refer to the document, *Create PSD & CSD Files for Submission*, located in the PSD & CSD Reporting section of the KDE Munis Support & Guides webpage found [here](#).

SUBMITTING A REPLACEMENT ELECTRONIC FILE

Only one CSD File is accepted by KDE. Please send an e-mail to finance.reports@education.ky.gov if there is a reason to submit the file again. The original file will have to be denied before a new file can be submitted.

Appendix A – Data Sources for Classified Staff Data Report

Employee Master Records

The table below contains the information on the Employee Master record that will be used to produce the CSD report. Make any necessary changes prior to generating the report.

Field Name	Description	Valid Entry
Active Status	This should reflect the employment status of the employee.	Only Active employees are included on CSD Reports.
Gender	Required for all classified employees. Must be entered on the Employee Master in order to report on the CSD record.	F = Female M = Male
DOE Ethnicity	Must be entered on Employee Master record in order to report on CSD record.	Yes, Hispanic or Latino No, Not Hispanic or Latino
DOE Race	At least one selection must be entered for employees whose DOE Ethnicity selection is “No, Not Hispanic or Latino”. Race selection(s) must be entered on Employee Master record in order for the Race information to report on CSD record.	American Indian or Alaska Native Asian Black or African American Native Hawaiian or other Pacific Islander White
Highly Qualified	This field identifies whether or not the employee is Highly Qualified.	A User Defined Code is set up on the Employee Master when an employee is Highly Qualified. When the NCLB user defined record exists, the CSD record will flag the employee as Highly Qualified.

Employee Job/Salary Records

The fields in the table below are pulled from the Employee Job/Salary records when the CSD records are generated. Make necessary changes prior to generating the CSD report.

Field Name	Description	Valid Entry
Group/BU	This should reflect the primary group to which the employee belongs.	Only CLAS and RCLA Group/BU are pulled into the CSD report.
Job Class	This should reflect the correct Job Class Code for this Job/Salary record.	Job Class Codes for classified employees must be linked to Summary Classes in the 7000 to 7997 range excluding 7788. Refer to Appendix B for additional information regarding Summary and Job Class Codes.
Org	Appropriate org code is required on the Job/Salary record.	Refer to KDE Chart of Account information for valid org codes.
Loc	Loc is Location Code - Appropriate org code is required on the Job/Salary record in order for the Location field to be populated.	First three numbers of the org code is used to populate the Location field on the CSD record. <u>Note:</u> School locations cannot be assigned by the district. Contact KDE to obtain a location number if a new school has been added or if your school organization plan has changed and new location numbers are necessary.
Object	Only allowable object codes should be entered into the Job/Salary record for each classified employee.	0130, 0131 and 0160 <u>Note:</u> 0160 is to be used only for Licensed Nurses. 0131 is used only for additional classified pay. FT employees must have a record using 0130.
Project	Appropriate project code is required on the Job/Salary record in order for this field to populate on the CSD record.	Refer to KDE Chart of Account information for valid project codes.
Fund	This field represents the fund from which the employee is paid.	The fund is pulled from the Account Master based on the org code that is used on the employee's record. Valid funds for salaries and benefits are 1, 2, 21, 22, 360, 5X and 6X.

Field Name	Description	Valid Entry
Pay Frequency	This field identifies how often an employee is paid.	S = Semi-Monthly M = Monthly B = Bi-Weekly
FTE Percent	Entry in the Job/Salary record should reflect the percentage of days/time a person works in the particular job. <u>Note:</u> FTE is not used to break down employees' salary into multiple G/L Account Codes. FTE is used for employees working less than standard contract days or working in more than one position.	The valid entry would be number of days to be worked divided by standard contract days. FTE must be rounded to the nearest ten-thousandth position or the CSD record will kick out with an error during submission. Example: 100 day employee in a district with 187 standard contract days – $100/187=.5348$ not .53.
Alloc Percent	Entry in the Job/Salary record should reflect the percentage of pay charged to a particular G/L account.	The valid entry would be the percentage that is assigned to each G/L Account on the allocation code.
Contract Days	This is the number of days the employee will work during the fiscal year.	Valid entry is the number of days the employee will work.
Hourly Rate	Classified employees are paid hourly rates for positions.	The hourly rate for the employee's position. Must be greater than zero and represent at least minimum wage rate.
Hours Per Day	Classified employees have a number of hours per day defined for the position held.	Valid entry is the number of hours per day the employee works in the position.
Annual Salary	The entry in this field is the actual salary the employee will earn for the school year. <u>Note:</u> This field must be populated on the Job/Salary record for each type of pay.	Calculation: $\text{Hours/Day} * \text{Hourly Rate} * \text{Total Number of Days/Year to be Worked during the Fiscal Year} = \text{Annual Salary}$

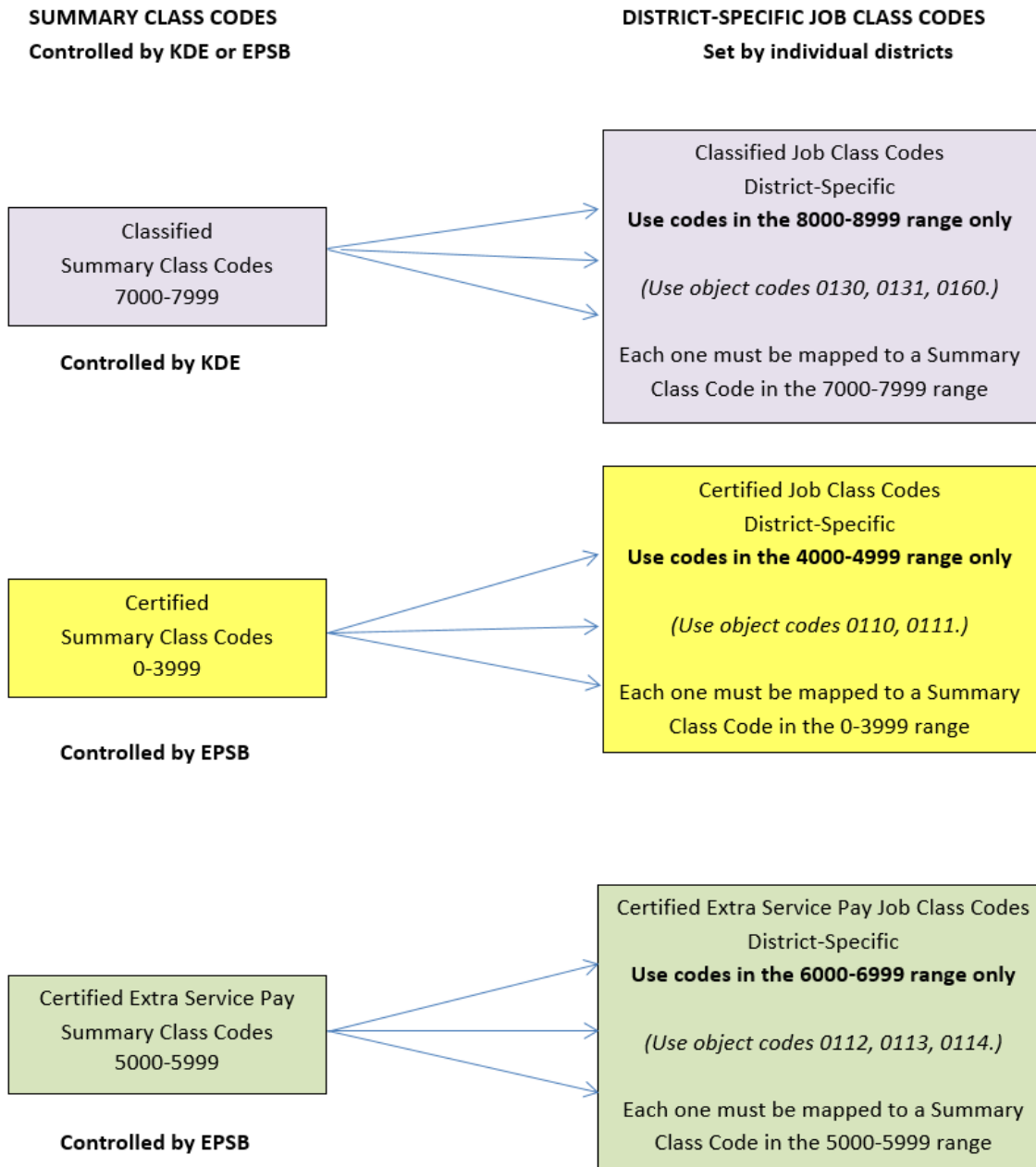
Field Name	Description	Valid Entry
Reference Salary	The entry in this field is the salary the employee would have earned had he/she worked the full year. <u>Note:</u> This field must be populated on the Job/Salary record for each type of pay.	Calculation: Hours/Day * Hourly Rate * Total Number of Days/Year Possible for the Position During the Fiscal Year = Annual Salary

Other Areas in Munis

Field Name	Description	Valid Entry
Summary Job	This is the Summary Class code that is entered on the Job Class master record.	Summary Class Codes for classified personnel are set by KDE. Refer to Appendix B for more information related to Summary and Job Class codes. For a detailed list of allowable Summary Class Codes, refer to the <i>Employee Classification Codes PR-ADM-5</i> document located in the Payroll-Statewide section of the KDE Munis Support & Guides webpage found here . If a record results in an invalid Summary Class code, the Summary Class Code field on the Job Class Master record must be updated.
Calc Code	This instructs the system how to calculate the period pay amount when pay record is added in Job/Salary.	Calc Codes vary depending on the type of pay.

Appendix B – Summary and Job Class Codes Chart

For a detailed list of allowable classification codes, refer to the document entitled [Employee Classification Codes PR-ADM-5](#) found in the Payroll-Statewide section of the KDE Munis Support & Guides webpage found [here](#).




Appendix C - EPSB ID Import Program

The EPSB ID Import Program imports EPSB ID's into the State ID field on the Employee Master. The program will match the import file to the last four digits of the employee's Social Security Number (SSN) and Date of Birth (DOB) on the Employee Master. If both items match, the program imports the associated EPSB ID into the State ID field. Once completed, the program will display how many records were processed.

Generating the Program:

- **Human Resources/Payroll >Payroll >State Specific >South >Kentucky >EPSB ID Import**



1. Choose **Define**
2. Click the **Search Icon** in the Path box (magnifying lens) and "Choose Excel file to import" to choose the EPSB ID Import file to upload.
3. Click **Accept**
4. Choose **Import** and then choose an **Output** and click **OK**
5. Look over EPSB ID Import report for errors and then **Commit to Upload**.
6. Make any necessary corrections in Employee Master before generating PSD files.

EPSB ID number imports into the State ID field of the Employee Master.

Appendix D– CSD Error Messages

Errors: Listed in the table below are error tests that will be performed during the generate process.

ERROR #	DESCRIPTION	EXPLANATION OF ERROR	POSSIBLE SOLUTIONS
0.00	Not an active employee	Employee master is set to inactive. No records for the employee will pull into the CSD file.	Update the Employee Master record to Active status.
3.10	Duplicate SSN	Multiple employees exist with the same SSN.	Update the Employee Master record with the correct SSN.
4.35	Ethnicity is being submitted as a blank	Ethnicity field is null. Either “Yes, Hispanic or Latino” or “No, not Hispanic or Latino” has to be selected on the Employee Master record.	Update the Employee Master record by selecting an ethnicity. If “No, not Hispanic or Latino” is selected, at least one Race must also be selected.
6.50	Invalid Object Code on CSD Record	An object code on a CLAS Group/BU, Summary Class in 7000 range does not contain an appropriate G/L object code. Valid object codes for CSD reporting are 0130, 0131 and 0160. Records that contain object codes other than the valid ones will print on the CSD error report.	Update the Employee Master record and/or Job/Salary record with the appropriate object Code. Valid object codes are 0130, 0131 and 0160.
10.00	Missing Gender	Gender field is not populated on employee master.	Update the Employee Master record with the appropriate Gender selection.

ERROR #	DESCRIPTION	EXPLANATION OF ERROR	POSSIBLE SOLUTIONS
11.00	No Race Selection	No race selections have been made on the Employee Master record. If “No, not Hispanic or Latino” is selected in the DOE Ethnicity field, a race must be selected. If “Yes, Hispanic or Latino” is selected, nothing should be check-marked under “Race.” Also, the “Two or More Races” option should never be check-marked.	Choose the appropriate Race selection(s) on the Employee Master record.
16.00	Invalid Summary Class Code	A Summary Class code outside the list of valid KDE codes exists on the pay record.	Update the Job Class Master record with a valid Summary Class Code. For a detailed list of allowable classification codes, refer to the document entitled <u>Employee Classification Codes PR-ADM-5</u> found in the Payroll-Statewide section of the KDE Munis Support & Guides webpage found here .
16.10	No Summary Class Code Defined	Job Class Code associated with the employee's pay doesn't contain a Summary Class code.	Update the Job Class Master record with a valid Summary Class Code. For a detailed list of allowable classification codes, refer to the document entitled <u>Employee Classification Codes PR-ADM-5</u> found in the Payroll-Statewide section of the KDE Munis Support & Guides webpage found here .
20.00	Invalid Fund Number	During the Generate process, a test will be performed to ensure the funds being used on the job/salary records are valid for salaries. Valid funds are 1, 2, 2X, 360, 5X, 6X. (X represents the remaining numbers of the fund. Funds can range from 1 to 4 numbers.)	Update the Employee Master and/or Job/Salary record with an appropriate account from a valid fund for salaries. Valid funds are 1, 2, 2X, 360, 5X, 6X, (X represents the remaining numbers of the fund. Funds can range from 1 to 4 numbers.)

ERROR #	DESCRIPTION	EXPLANATION OF ERROR	POSSIBLE SOLUTIONS
26.00	Invalid BU/Job Class/Object Code	Error will generate when an employee has an invalid combination of Group/BU, Job Class Code and/or Object Code. Records will not pull into the CSD file when this error is present.	<p>Update the Employee Master and/or Job/Salary record(s) to reflect the appropriate combination.</p> <p>Valid combination would be BU=CLAS or BU=RCLA, Summary Job Class between 7000 and 7999 [but not 7788 or 7998], and Object Codes 0130, 0131 or 0160. - Ensure Group/BU, Summary Job Code and Object Code are coordinated.</p> <p>Refer to Appendix B for a summary of valid combinations.</p> <p>For a detailed list of allowable Summary Class Codes, refer to the <i>Employee Classification Codes PR-ADM-5</i> document located in the Payroll-Statewide section of the KDE Munis Support & Guides webpage found here.</p>
26.50	Allocation for Object Code Does Not Equal 100%	The sum of allocation code percentages by object code for the same job class code on the employee's pay record do not equal 100%.	Update the Job/Salary record(s) to reflect the correct percentage in the employee's allocation.
30.00	Invalid Project Code Exists	Employee's Job/Salary record contains a project code that begins with an alpha character when used for fund 2, 21, 22 and 360.	Update the Employee Master and/or Job/Salary records with an allowable org/object/project combination.
30.40	Job with Zero Hourly Rates	Employee's hourly rate field is zero. Records are pulled into the CSD file.	Update the Job/Salary record to reflect an hourly rate at least equal to the minimum wage rate.

ERROR #	DESCRIPTION	EXPLANATION OF ERROR	POSSIBLE SOLUTIONS
30.50	Pay Rate is Less Than Minimum Wage	Employee's pay record has an hourly rate less than the minimum wage amount that was entered into the Minimum Wage field on the CSD Generate screen.	Update the Job/Salary record to reflect an hourly rate at least equal to the minimum wage rate.
31.00	Hours Per Day Must be Greater Than 0 and 12 or Less	Employee's job/salary records contain total Hours/Day greater than 12.	Each record for a classified employee must have more than 0 hours per day but all records combined cannot exceed 12 hours per day. Update the Job/Salary record to reflect the appropriate number of hours per day.
32.00	Hours Worked Per Year are greater than 2,096	Employee's total hours worked is greater than 2,096. Munis will perform calculation of Hours/Day * Days/Year (total of all records.)	Classified employees cannot work more than 2,096 hours for their contracted job. Ensure the employee is not working more hours than the maximum and that any time above the normal eight hours per day is reflected as overtime pay. <i>Note: Overtime pay does not get reported on the CSD file as long as the object code 0140 is entered on the Job/Salary record.</i>
34.00	Contract Days Cannot Exceed 262	Total days worked on employee's pay records are greater than 262.	There are only 262 maximum possible normal work days during the calendar year. Adjust the Job/Salary record to reflect the correct number of contract days.
34.10	Job with zero contract days	Employee's Days/Year field is not populated on the Job/Salary record.	

ERROR #	DESCRIPTION	EXPLANATION OF ERROR	POSSIBLE SOLUTIONS
			Update the Job/Salary record to reflect the appropriate number of contracted days.
35.00	Hours * Contract Days * Rate of Pay Minus Annual Salary is Outside KDE Parameters	During the Generate process, a calculation of Hours * Contract Days * Hourly Rate is compared to the amount in the Annual Salary field. <i>Must be within \$25 (+/-) to pass error check.</i>	Update the Job/Salary record to reflect the appropriate information.
42.00	Invalid Job Class Code	Error is produced when a Job Class Code outside the list of valid KDE Job Class Codes is being used on an employee's pay record(s).	Update the Employee Master and/or Job/Salary record(s) with an allowable Job Class Code. Adding a valid Job Class code may also be necessary. For a detailed list of allowable classification codes, refer to the document entitled <u>Employee Classification Codes PR-ADM-5</u> found in the Payroll-Statewide section of the KDE Munis Support & Guides webpage found <u>here</u> .
46.00	Reference Salary Equals Zero \$	Employee's Reference Salary is not greater than \$0.	Update the Reference Salary field on the employee's Job/Salary record with the correct salary amount.
46.10	Missing Annual Salary	Employee's pay record does not contain an Annual Salary.	Update the Annual Salary field on the employee's Job/Salary record with the correct salary amount.

Warning on Report:

A warning will print if the CSD does not include an employee with the finance officer summary class code.

WARNING #	DESCRIPTION	DETAILED EXPLANATION	DO I HAVE TO TAKE ACTION ON THIS WARNING?
124.00	Finance Officer not Reported for District	Warning is generated when there's no employee Job/Salary record with Summary Class 7184, 7185, 7186	If your district employs a certified finance officer, he/she will report on the PSD file. If your Finance Officer is classified, verify that the Job/Salary record has been set up correctly. Group/BU = CLAS Summary Class Code = 7184, 7185 or 7186 Object Code = 0130

Note on Report:

The following statement will print on the report at the end of the Generate process as a reminder to check the setup of hybrid employees:

Note: Check the setup of hybrid employees.

Hybrid employees are employees serving in a position requiring a degree but not a teaching certificate. These employees typically pay into KTRS but are to be set up in Munis as classified employees and reported on the CSD file. Only employees serving in positions requiring a teaching certificate should be reported on the PSD file. Some possible examples of hybrid employees include FRYSC Directors, School Nurse, Finance Officer, etc.