

**KENTUCKY
DEPARTMENT OF
EDUCATION**

**PSD/CSD
ERROR & NOTE
CORRECTION GUIDE**

September 2024

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PSD SALARY TABLE PURPOSE

This section of the guide provided by the Kentucky Department of Education (KDE) is to assist districts with errors they may receive when submitting the PSD Salary Table. The PSD Salary Table tests 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 KDE uses it to report to the Federal Government, KSBA, KEA, OEA, NCES and State Legislators. Also, the salary schedules assist in determining the SEEK base which is for SEEK funding.

Do the submission of the PSD Salary Table prior to the PSD file submission. KDE uses the salary tables in many of the edit checks performed on the PSD records.

Please see the hyperlink below to access KDE's reports posted to the web.

[Certified and Classified Staff Data Reports](#)

****Anything in italics is latest 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 district submission of the PSD salary table cannot happen.

25.00 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 2024-2025 are at least the same as the prior year. KDE compares the salary tables sent last year with the salary tables sent for the current year and performs this check. The salary tables comparison for certified staff and KDE ensures that the 2024-2025 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 submission of the salary table cannot happen.

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

43.00 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 the fiscal year 2024-2025.

2024-2025 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, provided by the Kentucky Department of Education (KDE), is to assist districts with errors they may receive when submitting the PSD report. The PSD reports test 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 correcting of the error must occur before submission. Any corrections in the data means a new file must be resubmitted to KDE to assure these changes reflect in the data submitted as of September 15th and due by October 1st of each year.

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

It is important to note that fixing errors in employee master maintenance and the employee Job/Salary screens and KDE recommends doing this first before making numerous manual corrections to the PSD records. After making the changes regenerate the report. Any errors fixed ONLY in the PSD record will 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.

Please see the hyperlink below to access KDE's reports posted to the web.

[Certified and Classified Staff Data](#)

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

PSD DOWNLOAD ERRORS

ERROR ERROR
CODE MESSAGE

1.00 SCHOOL YEAR IN FILE IS INCORRECT

This **ERROR** test checks to ensure the school year submitted is for the current year collected. If the school year does not match, districts must 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., 2025 for school year 2024-25). Enter the effective date of the school year (i.e., 07/01/2024 for FY25). Then hit the enter key. **DO NOT EXECUTE!** Then pull up all the PSD records and create a new file to resubmit to KDE.

2.00 INVALID DISTRICT NUMBER

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

This would only occur if the district number 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.

3.00 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 an SSN with less than 9 digits; therefore, if this error occurs, the PSD record in the file sent to KDE is inaccurate. 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, the district must correct it. 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 the district has updated the Ethnicity (race) for 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.

6.00 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. The district should not use numbers in the last name.

Verify Munis Employee Master record and remove numbers when present. Then, 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. The district should not use numbers in the first name.

Verify Munis Employee Master record and remove numbers when present. Then, update the Employee Master, and select the employee in the PSD file and "recalc" to update the PSD record.

9.00 INITIAL IS A NUMERICAL CHARACTER

This **ERROR** test checks to ensure the employee's initial is an alpha character. The district should not use numbers in the initial.

Verify Munis Employee Master record and remove numbers when present. Then, update the Employee Master, and select the employee in the PSD file and "recalc" to update the PSD record.

10.00 INCORRECT GENDER CODE

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

If this is a manually added PSD record, check the entry for gender. It must be “M” or “F.” Update the PSD record to show the correct gender code. If 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 PSD file and performing a “recalc.”

11.00 INVALID ETHNICITY CATEGORY

This **ERROR** test verifies each employee has a valid ethnicity code. Six choices below are the only valid categories districts are to use:

- Hispanic
- American Indian or Alaskan National
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White not of Hispanic origin

An employee choosing Hispanic or Latino means the person cannot select any other category. An employee not choosing Hispanic means the employee can select one or more categories.

“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 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.”

KDE appreciates district following the guidance for these data elements.

Verify the Employee Master record contains a valid ethnicity code(s). If the district changes its ethnicity, then, update the Employee Master, and select the employee in the PSD file and “recalc” to update the PSD record.

12.00 INVALID LOCATION CODE

This **ERROR** test verifies each employee has a valid location code. The location code has three digits in 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	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.

Verify the school referenced by the error is a valid school by going to this website: [DASCR UserGuide.pdf](#).

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

[Kentucky Public School Principal's contact information from Infinite Campus](#)

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 location code should reflect the school location where the students reside. If the employee is not working with students, then the appropriate summary class code should not be for an instructor or teacher. Any change to the Job/Salary record requires selecting the employee in the PSD file and performing a “recalc.”

13.00 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

Verify the rank and grade code field if a district manually added an employee. Update the PSD record to reflect the valid grade code. If the PSD record 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.

14.00 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.

Verify step code field if a district manually added an employee. Update the PSD record to reflect the valid step. If the PSD record 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.

15.00 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, verify contract days if the district manually added an employee 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 a 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 show 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.

Verify the rank and grade code field if a district manually added an employee. 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 a 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.

16.00 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. Districts must use one of the KDE Summary Class before the submitting it on the PSD screen.

[Select Lead Manual page 5 - 9 for Certified Summary Class Codes](#)

First, correct the Summary Class Code for the employee. 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.

17.00 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.

To fix this error, 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.

20.00 INVALID FUND NUMBER

This **ERROR** test verifies each employee's salary is using 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

Verify there is a valid fund number on all PSD records if the district manually added the employee. Update the PSD record if there are erroneous fund numbers. The fund number comes from the org code when generating the PSD from Munis. If the PSD record 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."

21.00 INVALID CRITICAL NEEDS IDENTIFIER

This **ERROR** test checks to ensure that a "1" for Yes or a "0" for No reports 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.

26.00 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 that districts are to use 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

Verify that the summary class code and job class code agree to the appropriate object code if the PSD employee record if the district manually added the employee. To correct the summary class code or the object code, delete the PSD record, and re-add the record with the correct summary class or job class code and object code. If the PSD record pulled directly from Munis, verify the Job/Salary record to ensure the employee salary comes 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 summary 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 total 100%. For the allocation field enter 20.0 for 20%. Districts must prorate days based on the allocation percentage.

Verify PSD records 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. PSD records pulled from Munis, verify the Job/Salary records to verify the correct allocations. 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.

27.00 REFERENCE SALARY DOES NOT MATCH THE SALARY TABLE

This **ERROR** test compares the District’s Salary Table amount for the grade/step/experience match to the PSD record for base pay (0110) records 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 cannot 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 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.

30.00 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 manually added verify the PSD record to ensure that a valid project number used for Fund 2 is based on the KDE Chart of Accounts. If pulled from the PSD record 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 "recalc."

42.00 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 be in the job class code field.

Getting this error means a district created a Job Class Code in the restricted ranges and will need changing 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 Classification Codes](#) for a recent listing of valid Summary Class Codes.

Below are the number ranges for districts to use 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:

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

44.00 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 is under a different summary class code the employee should have a summary class code of 2025 and the additional summary class code and show the appropriate FTE and allocation.

46.00 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 with 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 reflect the reference salary paid for the job.

Update the PSD record to reflect the appropriate reference salary.

47.00 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. A district's submission if a Rank, Step and Experience has a zero and an employee's salary reflects a higher amount in it the file cannot submit.

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.

52.00 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 an 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 PSD employees with an EPSB ID that is different from 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 PSD employees with an Alternative ID that is different from the SSN.

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

57.00 EPSB ID REPORTED STARTS AS 9 OR ALL 9's

This **ERROR** test verifies that the district is not reporting PSD employees with an EPSB ID that starts with a 9 or are all 9's.

Update the PSD record to reflect the valid EPSB ID and resubmit your data. If it is not available, it is better to use the Alternate ID for reporting purposes.

PSD NOTES - PURPOSE

This section of the guide provided by the Kentucky Department of Education (KDE) is to assist districts with notes received when submitting the PSD report tests 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 marked as a note allow districts to submit their PSD report after answering the notes in a drop down provided by KDE.

On 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. The email is the district’s confirmation that their file 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. *Answer all notes to complete the submission process.*

Reporting to the Federal Government, KSBA, KEA, OEA, NCES and State Legislators depends on the accuracy of PSD data submitted.

Please see the hyperlink below to access KDE’s reports posted to the web. [Certified and Classified Staff Data](#)

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

PSD NOTES

**NOTE
CODE** **NOTE
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 Guide.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 Guide.pdf](#).

**22.00 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 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

**29.00 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.*

**31.00 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.*

33.00 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 displayed from the note will post to the web if the district selects Yes. If the salary is incorrect then the district should select No and leave the notes web page. The salaries reported in the PSD submission should match the Superintendent survey. Salaries are crucial in accuracy because of the budget process and the reporting of data to websites and outside entities.

Options to select:

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

40.00 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.

53.00 PROJECT STARTING WITH 14M IS NOT REPORTED

This **NOTE** looks to see if the district reported project 14M for School Based Mental Health Provider based on HB 352 funding and KRS 158.4416 in the PSD submission. The district must answer the note from one of the answers below 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*

123.00 VERIFICATION OF FINANCE OFFICERS’S SALARY

This **NOTE** sums all records for the finance officer salary and requires the districts to verify the accuracy of the salary from the note verifies the finance officer’s district salary used in financial and full-time equivalency reporting. *S e l e c t* one of the options in this note below. The salaries reported in the PSD submission should match what is in Munis for the finance officer. The salaries are crucial in accuracy because of the budget process and the reporting to inside and outside entities that request this financial information.

Options to select:

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

124.00 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 reported in Classified Staff Data - CSD)*

125.00 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 provided by the Kentucky Department of Education (KDE) to assist districts with errors received when submitting the CSD report. The submission of the CSD report tests 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 district must correct the errors before submitting. Any corrections in the data means a new file must be resubmitted to KDE to assure these changes reflect in the data submitted as of September 15th and due by October 1st of each year.

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

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

CSD DOWNLOAD ERRORS

ERROR CODE ERROR MESSAGE

1.00 SCHOOL YEAR IN FILE IS INCORRECT

This **ERROR** test checks to ensure the school year submitted is for the same year collected. If the school year does not match, districts must 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 2025 for the school year. Enter the effective date of 07/01/24. Then hit the enter key.

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

2.00 INVALID DISTRICT NUMBER

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

This would 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.

3.00 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 an SSN with less than 9 digits; therefore, if this error occurs, the CSD record in the file sent to KDE is inaccurate. 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, the district must correct it. 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.

4.35 ETHNICITY IS BEING SUBMITTED AS A BLANK

This **ERROR** test checks if the district has updated the Ethnicity (race) for submission. If the "space" is blank, then it will ERROR by saying "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 district manually added the CSD record, 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. The district should not use numbers in the last name.

Verify Munis Employee Master record and remove numbers when present. Then, update the Employee Master, and select the employee in the CSD file and "recalc" to update the CSD.

8.00 FIRST NAME CONTAINS A NUMERICAL CHARACTER

This **ERROR** test checks to ensure the employee's first name does not contain a number. The district should not use numbers in the first name.

Verify Munis Employee Master record and remove numbers when present. Then, update the Employee Master, and select the employee in the CSD file and "recalc" to update the CSD record.

9.00 INITIAL IS A NUMERICAL CHARACTER

This **ERROR** test checks to ensure the employee's initial is an alpha character. The district should not use numbers in the initial.

Verify Munis Employee Master record and remove numbers when present. Then, update the Employee Master, and select the employee in the CSD file and "recalc" to update the CSD record.

10.00 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 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."

11.00 INVALID ETHNICITY CATEGORY

This **ERROR** test verifies each employee has a valid ethnicity code. Six choices below are the only valid categories districts are to use:

- Hispanic
- American Indian or Alaskan National
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White not of Hispanic origin

An employee choosing Hispanic or Latino means the person cannot select any other category. An employee not choosing Hispanic means the employee can select one or more categories.

“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 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.”

KDE appreciates district following the guidance for these data elements.

Verify the Employee Master record contains a valid ethnicity code(s). If the district changes its ethnicity, then, update the Employee Master, and select the employee in the CSD file and “recalc” to update the CSD record.

12.00 INVALID LOCATION CODE

This **ERROR** test verifies each employee has a valid location code. The location code has three digits in the CSD record. The following are valid location codes:

00		District Wide
01		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](#).

[Kentucky Principal and Public-School contact information](#)

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 pulled is from the first three digits of the org code on the CSD record.

Verify the district used a valid location code 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 including a location code. The location code pulled is from the first three digits of the org code on the CSD record.

Verify CSD records manually added for their location code, then ensure your district uses a valid location number in the first three digits of the org code.

16.00 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. Districts must use one of the KDE Summary Class before the submitting it on the CSD screen.

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.

[Classified Summary Class Codes \(Job Class\)](#)

First, correct the Summary Class Code for the employee. 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.

20.00 INVALID FUND NUMBER

This **ERROR** test verifies each employee’s salary is using 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

Verify there is a valid fund number on all CSD records if the district manually added the employee. Update the CSD record if there are erroneous fund numbers. The fund number comes from the org code when generating the CSD from Munis. If the CSD record is 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 CSD file and performing a “recalc.”

26.00 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 that districts are to use 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

Verify that the summary class code and job class code agree to the appropriate object code if the CSD employee record if the district manually added the employee. To correct the summary class code or the object code, delete the CSD record, and re-add the record with the correct summary class or job class code and object code. If the CSD record were directly from Munis, verify the Job/Salary record to ensure the employee salary comes 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 a particular object code containing the same job class codes must total 100%. For the allocation field enter 20.0 for 20%. Districts must prorate days based on the allocation percentage.

Verify CSD records manually added, check to ensure the allocations for each object code with the same job class code add to 100.00%. Update the CSD record to show the correct allocation. CSD records pulled from Munis, verify the Job/Salary records to verify the correct allocations. 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 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 paid shows at least \$7.25, which is the federal minimum wage as of July 1, 2009.

[Federal Minimum Wage Department of Labor](#)

Verify the CSD record manually added by the district, 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 pulled directly from Munis check the CSD record's Job/Salary record for the correct hourly rate. If needed, return to the salary tables to make the correction. Make any changes to the current year's salary tables in the 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."

31.00 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 cannot be a 0 and it must be less than 12 (it will be checking for hours 11 or less).

Verify the CSD record manually added by the district, check for correct hours worked per day on all CSD records. Update the CSD record to show the correct hours worked per day. If pulled directly from Munis check the CSD record's 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."

32.00 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). The calculation multiplies the contract days by the hours per day.

Verify the CSD record manually added by the district, 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 pulled directly from Munis check the CSD record’s 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.”

34.00 CONTRACT DAYS CANNOT EXCEED - 262

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

Verify the CSD record manually added by the district, check for the correct number of contract days on all CSD records. Update the CSD record to show the correct contract days. If pulled directly from Munis check the CSD record’s 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.”

35.00 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.

42.00 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 for districts to use 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	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 Classification Codes](#) for a recent listing valid Summary Class Codes.

46.00 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 different from 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 different from the SSN.

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

57.00 EPSB ID REPORTED STARTS AS 9 OR ALL 9's

*This **ERROR** test verifies that the district is reporting CSD employees with an EPSB ID that starts with a 9 or are all 9's.*

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

CSD NOTES - PURPOSE

This section of the guide provided by the Kentucky Department of Education (KDE) is to assist districts with notes received when submitting the CSD report. The CSD report tests 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 marked as a note allow districts to submit their CSD report after answering the notes in a drop down provided by KDE.

On 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. The email is the district’s confirmation that their file submitted.

An example of a note would be “No Finance Officer reported for a district” because each district must report a finance officer. The responses for this note are vacant as of September 15 or the position shows hired after September 15 or other meaning that the finance officer reported in the CSD submission. KDE will need an explanation, so KDE can accurately report Finance Officer Data. *Answer all notes before the submission is complete.*

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

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

[Certified and Classified Staff Data Reports](#)

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 Guide.pdf](#).

40.00 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.

44.00 HEALTH COORDINATOR 7271 IS NOT REPORTED IN CSD

This **NOTE** indicates that job class code 7271 Health Coordinator required in 702 KAR 1:160 and your district did not report it in the CSD file. KDE's Nurse Coordinator verifies the responses 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

53.00 PROJECT STARTING WITH 14M IS NOT REPORTED

This **NOTE** indicates if project 14M required by HB 352 funding and KRS 158.4416 for the School Based Mental Health Provider and your district did not report it in the CSD file. The district must select the answer that best fits their reporting 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*

123.00 VERIFICATION OF FINANCE OFFICERS'S SALARY

*This **NOTE** sums all records for the finance officer salary and requires the districts to verify the accuracy of the salary from the note verifies the finance officer's district salary used in financial and full-time equivalency reporting. *S e l e c t* one of the options in this note below. The salaries reported in the CSD submission should match what is in Munis for the finance officer. The salaries are crucial in accuracy because of the budget process and the reporting to inside and outside entities that request this financial information.*

Options to select:

Yes (this salary is correct)

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

124.00 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.