KENTUCKY DEPARTMENT OF EDUCATION

PSD/CSD ERROR & NOTE CORRECTION GUIDE

September 2025

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PSD SALARY TABLE PURPOSE

This section of the Kentucky Department of Education (KDE) guide helps districts resolve errors encountered when submitting the PSD Salary Table. The table checks for valid entries and required data. This guide outlines possible errors and offers steps for correcting or providing the necessary data. Districts must pass these error checks to submit their PSD file successfully.

Accurate PSD Salary Table data is crucial, as KDE uses it for reporting to the Federal Government, KSBA, KEA, OEA, NCES, and State Legislators. It also plays a role in determining the SEEK base, which affects SEEK funding.

Submit the PSD Salary Table before the PSD file. KDE relies on the salary tables for many of the edit checks performed on PSD records.

For more information, visit the link below to access KDE's reports online:

Certified and Classified Staff Data Reports

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

<p style="text-align: center;">**PSD SALARY TABLE ERRORS**</p>

ERROR CODE | ERROR MESSAGE

1.00 | DISTRICT NUMBER IN FILE NAME DOES NOT MATCH DISTRICT NUMBER IN FILE

ERROR: This ensures that the district number in the file name matches the district submitting the file. If the district number is incorrect, the PSD Salary Table submission cannot be processed.

25.00 | DISTRICT SALARY TABLE IS BELOW OR DOES NOT MEET LAST YEAR'S SALARY TABLE

ERROR: This checks that all salary table entries for the 2025-2026 school year are equal to or greater than those for the prior year. KDE compares last year's salary tables with the current year's submission. The salary for certified staff for 2025-2026 must be equal to or higher than the previous year's rates.

Additionally, this check ensures that the Salary Table file contains 15 lines, with each table extending to at least Step 40. All Grade/Rank levels must have the same number of steps. If any of these conditions are not met, the salary table submission cannot proceed.

To resolve this error, update the Salary Table(s) in Enterprise ERP (Munis) and generate a new file for submission.

43.00 | DISTRICT SALARY TABLE DOES NOT MEET STATE MINIMUM SALARY REQUIREMENTS FOR RANK-STEP EXPERIENCE

ERROR: This verifies that the submitted salary tables meet or exceed the state's minimum salary requirements for the 2025-2026 fiscal year. The salary table must adhere to the statewide minimum salary schedule for the current year.

2025-2026 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 designed to help districts address errors encountered when submitting the PSD report. The PSD report verifies valid entries and required data. This guide outlines potential errors and provides steps for correcting or supplying the necessary data. If a district receives an error during the PSD submission process, the error must be corrected before resubmission. Any data corrections will require submitting a new file to KDE to ensure the updated information is reflected in the data submitted by the September 15th deadline and due by October 1st each year.

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

It is important to note that correcting errors in the employee master maintenance and employee Job/Salary screens is recommended before manually correcting PSD records. Once these changes are made, regenerate the report. Any errors fixed solely in the PSD record will reappear in future submissions unless they are also corrected in the payroll module for ongoing employees. Regenerating the file will remove existing PSD records and pull fresh data from the payroll screens.

For more details, please visit the link below to access KDE's reports posted online:

[Certified and Classified Staff Data](#)

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

PSD DOWNLOAD ERRORS

ERROR CODE | ERROR MESSAGE

1.00 | SCHOOL YEAR IN FILE IS INCORRECT

ERROR: This checks whether the school year in the submitted file matches the current year for which data is being collected. If the school year does not align, the district must correct the error before submitting the PSD file to KDE.

If the wrong year is reported in your PSD file you will receive the following statement, "Your PSD Submission is not reporting the correct school year.

To correct the school year on the PSD file, go to the PSD screen and select any certified employee. Click the **'recalc'** button, then click **'define'**. Enter the appropriate school year (e.g., 2026 for the 2025-2026 school year) and the effective date (e.g., 07/01/2025 for FY26). After entering this information, press **Enter**, but **do not execute**. Finally, review all PSD records and regenerate the file for resubmission to KDE.

2.00 | INVALID DISTRICT NUMBER

ERROR: This checks if the state-assigned district number matches the district number in the Enterprise ERP (Munis) system.

This error typically occurs if the district number was changed in the Enterprise ERP (Munis) System Administration. To resolve this, check the district number in the **System Settings** section of the Enterprise ERP (Munis) System Administration menu to ensure it is correct.

3.00 | SSN IS NOT 9 NUMERICAL DIGITS

ERROR: This checks that the Social Security Number (SSN) for each employee is 9 *digits in length and the last four are numeric.*

If an SSN has fewer than 9 digits, the Enterprise ERP (Munis) Employee Master will not accept it, which makes the PSD record submitted to KDE incorrect. To fix this, enter the employee's information into the Employee Master Record and Job/Salary screens, then regenerate the PSD file for resubmission.

4.10 | NAME IS NOT CONSISTENT ACROSS ALL RECORDS FOR A SINGLE SSN

ERROR: This ensures that the employee's name matches across all records linked to their SSN. If the name differs in any record, the district must correct it, unless there has been a name change (e.g., due to marriage).

Review the employee's name in each of their records in the PSD report to ensure consistency.

4.20 | GENDER IS NOT CONSISTENT ACROSS ALL RECORDS FOR AN SSN

ERROR: This checks that the gender listed for an individual is the same across all their records in the PSD report. For example, a principal with records for base pay, extended day, and extra service must have the same gender listed for each record.

Ensure that the employee's gender is consistent across all records associated with their SSN in the PSD report.

4.30 | ETHNICITY (RACE) IS NOT CONSISTENT ACROSS ALL RECORDS FOR AN SSN

ERROR: This ensures that the ethnicity (race) recorded for an individual is the same across all their records in the PSD report. For example, a principal with records for base pay, extended day, and extra service must have the same ethnicity (race) for each record.

Check that the employee's ethnicity (race) is the same on all records associated with their SSN in the PSD report.

4.35 | ETHNICITY (RACE) FIELD IS BLANK

ERROR: This error checks if the ethnicity (race) field has been left blank when submitting the data. If this field is empty, the error message will indicate that "Enterprise ERP (Munis) needs to be updated."

Ensure that the ethnicity (race) field is filled in before submission. If it is blank, update the employee record in Enterprise ERP (Munis).

4.40 | GRADE IS NOT CONSISTENT ACROSS ALL RECORDS FOR AN SSN AND OBJECT 0110; 0111

ERROR: This checks if the grade/rank for an individual is consistent across specific records, namely those with object codes 0110 (base pay) and 0111 (extended day). For example, a principal's base pay (object 0110) and extended day (object 0111) records must have the same grade/rank.

Ensure that the employee's grade/rank is the same for both object 0110 and 0111 records in the PSD report.

4.50 | STEP (EXPERIENCE) IS NOT CONSISTENT ACROSS ALL RECORDS FOR AN SSN AND OBJECT 0110; 0111

ERROR: This checks if the step (experience) is the same across records for object codes 0110 (base pay) and 0111 (extended day) for an individual. For example, a principal's base pay (object 0110) and extended day (object 0111) records should have the same experience step.

Ensure that the employee's experience step is consistent for both object 0110 and 0111 records in the PSD report.

6.00 | NO BASE PAY RECORD

ERROR: This checks that every employee in the PSD report has a base pay record (object 0110).

Verify that all certified employees have a corresponding object 0110 record. **Note:** There is an exception for ESS teachers who only teach ESS classes. In these cases, it is acceptable to have a single 0113 record coded to projects 120X or 124X for the employee.

6.50 | INVALID OBJECT CODE FOR PSD RECORDS (VALID OBJECT CODES: 0110 – 0114; 0116)

ERROR: This ensures that the PSD report only includes valid certified expenditure object codes, such as 0110, 0111, 0112, 0113, 0114 and *0116*.

Check that the object code is one of the valid certified payroll codes and that it is correctly configured as an expenditure object in the GL Chart of Accounts module.

7.00 | LAST NAME CONTAINS A NUMERICAL CHARACTER

ERROR: This checks that the employee's last name does not contain any numerical characters. Numbers should not be used in the last name field.

Verify the employee's **Enterprise ERP (Munis) Employee Master** record and remove any numbers from the last name. After making the correction, update the Employee Master, select the employee in the PSD file, and click **'recalc'** to update the PSD record.

8.00 | FIRST NAME CONTAINS A NUMERICAL CHARACTER

ERROR: This ensures that the employee's first name does not contain numerical characters. Numbers should not appear in the first name field.

Verify the employee's **Enterprise ERP (Munis) Employee Master** record and remove any numbers from the first name. After correcting the record, update the Employee Master, select the employee in the PSD file, and click **'recalc'** to update the PSD record.

9.00 | INITIAL CONTAINS A NUMERICAL CHARACTER

ERROR: This checks that the employee's initial is an alphabetic character, not a number.

Verify the employee's **Enterprise ERP (Munis) Employee Master** record and remove any numerical characters from the initial. Then, update the Employee Master, select the employee in the PSD file, and click **'recalc'** to update the PSD record.

10.00 | INCORRECT GENDER CODE

ERROR: This checks that each employee has a valid gender code of either "M" (male) or "F" (female).

For manually added PSD records, ensure the gender is correctly entered as "M" for male or "F" for female. If the record was pulled from Enterprise ERP (Munis), verify the **Payroll Miscellaneous Code F/M** for gender (GEND). The two valid options are "M" for male and "F" for female. Also, verify the gender code in the employee's **Employee Master** record. If any changes are made to the **Employee Master**, be sure to select the employee in the PSD file and click **'recalc'** to update the PSD record.

11.00 | INVALID ETHNICITY CATEGORY

ERROR: This checks that each employee has a valid ethnicity code. The following six categories are the only valid options:

- Hispanic
- American Indian or Alaskan Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White (not of Hispanic origin)
- *Two or More*

If an employee selects "Hispanic or Latino," they cannot select any other ethnicity. If "Hispanic or Latino" is not selected, the employee may select one or more ethnicities.

If you have selected Hispanic or Latino as "no" then you as an employee may choose all the races that apply to the you or you may select two or more.

To resolve this error, ensure the **Employee Master** record contains a valid ethnicity code. If necessary, update the **Employee Master**, select the employee in the PSD file, and click **'recalc'** to update the PSD record.

12.00 | INVALID LOCATION CODE

ERROR: This checks that each employee is assigned a valid location code in the PSD report. Location codes consist of three digits, with the following valid codes:

- 000: District Wide
- 001: Central Office
- 002-899: School Numbers (Assigned by KDE)
- 901: Bus Garage
- 910: Central Stores/Warehouse
- 920: Maintenance Shop
- 930: Family Resource/Youth Service Center (Single Center)
- 940: Career and Technical Education Academies
- 950: Adult Education Facility/Community Education Facility
- 951: Adult Education Facility
- 955, 96X: Community Education Facility/Child Care Facility
- 970-999: Local Assigned Numbers

Note: If the district has multiple Family Resource/Youth Service Centers (FYRSC), the location code should match the school number where the FYRSC is located.

Verify that the location referenced in the error is valid by consulting the **DASCR User Guide** or the Kentucky Public Schools Directory for accurate school and principal information.

12.50 | TEACHERS HAVE INCORRECT LOCATION CODE

ERROR: This ensures that all teachers are assigned to school locations, not to district-wide locations like 000 (Central Office) or 001 (District Wide). The following Summary Class Codes are checked for this error:

- 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

Ensure that teachers are correctly assigned to the school where they teach, and not to the central office or district-wide locations. 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

ERROR: This ensures that each certified employee record has a valid grade code (rank) and that all records for the employee (objects 0110 and 0111) use the same grade code. The ranks range from 11 to 53, with Rank I to Rank V representing different levels and their corresponding educational requirements. The valid grade codes are as follows:

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

- **53**: Rank V (Optional)

If you have an employee with object codes 0110 or 0111 that is reporting a rank with any other characters outside of 11 -53 you will receive the message, "Your PSD rank is not in the range of 11 - 53. Review for alpha characters in the rank". Only 0112, 0113, 0114 may use a rank that is not in the range of 11 - 53.

Verify that the rank and grade code are correct in the **Employee Master** record if the district manually added the employee. Update the PSD record with the correct grade code if needed. If the PSD file is pulled from Enterprise ERP (Munis), check the **Job/Salary** record and salary tables to ensure the correct grade code is being used. Ensure consistency across all records for the employee. Any changes to the **Job/Salary** record require selecting the employee in the PSD file and clicking **'recalc'** to update the PSD record.

Note: Retired certified employees will have a group/bargaining unit of **RCER** and will not have a grade code on their PSD record.

14.00 | INCORRECT STEP FOR OBJECTS 0110 AND 0111

ERROR: This ensures that each certified employee record has a valid step (experience) and that all records for the employee (objects 0110 and 0111) use the same step. The step code represents the employee's years of experience.

Verify the step code in the **Employee Master** if the district manually added the employee. Update the PSD record with the correct step code. If the PSD file is generated from Enterprise ERP (Munis), verify the **Job/Salary** record for the correct step and ensure all records for the employee have the same step code. Any changes to the **Job/Salary** record require selecting the employee in the PSD file and clicking **'recalc'** to update the PSD record.

Note: Retired certified personnel will have a group/bargaining unit of **RCER** and will not have a step code on their PSD record.

15.00 | INVALID NUMBER OF CONTRACT DAYS FOR SUMMARY JOB WITH OBJECT 0110

ERROR: This ensures that the number of contract days worked for an employee with a **Summary Class Code** and **object 0110** does not exceed 188 days.

To fix this error, verify the contract days if the district manually added the employee. This error can occur when an employee has multiple **base pay** records (same Job Class Code) with different contract days. There should only be one base pay record for each Job Class Code, and any separate funding sources should be listed as allocations on the **Job/Salary** record.

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

ERROR: This ensures that the number of contract days worked for an employee with a **Summary Class Code** and **object 0111** does not exceed 77 days.

To correct this error, verify the contract days in the **Job/Salary** records. Multiple **base pay** records for the same **Job Class Code** can lead to this issue.

16.00 | INVALID SUMMARY CLASS CODE

ERROR: This ensures that each employee's **Summary Class Code** is valid according to the state's list of approved codes. Districts must use one of the valid **KDE Summary Class Codes** when entering data in the PSD report.

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

Check the employee's **Summary Class Code** and update it if necessary. Delete any incorrect **Job/Salary** records and add a new one with the correct Summary Class Code. After updating, click **'Recalc'** to refresh the employee's PSD record.

17.00 | FTE EXCEEDS 1.0

ERROR: This checks that an employee's **base pay record** (object 0110) does not report an FTE (Full-Time Equivalent) greater than 1.0000. For example, if an employee works part-time, their FTE should be entered as a decimal (e.g., 0.5 for 50%).

To fix this error, verify the employee's **Job/Salary** records and ensure that if there are multiple **0110** records for different **Summary Class Codes**, their FTE values add up to no more than 1.0000. The total FTE should not exceed 1.0000 for a full-time position.

20.00 | INVALID FUND NUMBER

ERROR: This ensures that each employee's salary is charged to a valid fund number. The following fund numbers are valid for salary charges:

- **1**: Fund 1 – General Fund
- **2x**: Fund 2x – Special Revenue Fund
- **360**: Fund 360 – Construction Funds (approved via BGL-1)
- **5X**: Funds 50-59 – Proprietary Funds

Verify that each PSD record includes a valid fund number if the district manually added the employee. If the PSD file is pulled directly from Enterprise ERP (Munis), ensure the **Job/Salary**

record contains a valid **org code**. Any changes to the **Job/Salary** record require selecting the employee in the PSD file and performing a **'recalc'** to update the PSD record.

21.00 | INVALID CRITICAL NEEDS IDENTIFIER

ERROR: This checks that the **Critical Needs Identifier** field is correctly populated with a "1" for yes or a "0" for no, indicating whether the employee is in a critical needs position.

Verify that the **Personnel Status** field in the **Employee Master** record is correctly marked as "1" (Yes) or "0" (No).

26.00 | INACCURATE SUMMARY CLASS CODE FOR OBJECT CODE (PSD)

ERROR: This checks that the **Summary Class Codes** are consistent with the valid **Object Codes**. KDE maintains and verifies these codes for compliance. This error will check that object **0116** for **Speech Language Pathology Pay** and summary class code **5260** for **Other Experience-XDuty is reported with object code 0116.**

Ensure that the **Summary Class Code** matches the valid **Object Code**. If the wrong code is used, update the **Job/Salary** record with the correct **Summary Class Code** and **Object Code**, and then click **'Recalc'** to refresh the PSD record.

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
5260	*Certified Extra Service Summary Class Codes*	*0116*

Job Class Codes and Object Codes for District Use

Below are the number ranges that districts should use when adding new job class codes, along with the corresponding 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, *0116*

Validation and Corrections for Job Class Codes

When districts manually add an employee to the PSD file, verify that the summary class code and job class code align with the appropriate object code. If they do not match, delete the existing PSD record and re-add it with the correct summary class code, job class code, and object code.

For records pulled directly from Enterprise ERP (Munis), check the Job/Salary record to ensure that the employee's salary corresponds to the correct job class code and object code. If changes are needed, select the employee in the PSD file and perform a "recalc."

26. 50 | ALLOCATION FOR OBJECT CODE DOES NOT EQUAL 100%

ERROR: This checks that the allocation by object code for each employee within the same summary class code totals 100%. The sum of all the employee's pay records for a particular object code and job class code combination must equal 100%.

If the record was manually added, verify that the allocation for each object code with the same job class code adds up to 100%. If the PSD record was pulled from Enterprise ERP (Munis), check the Job/Salary records to confirm the allocations. If any changes are made, perform a "recalc."

Example: If an employee works 170 days, but was hired after the school year started and works 40% at Northern High School and 60% at Southern High School, their PSD records would reflect:

- Northern High School: 74 days (185 * 40%), FTE 1.0000, allocation 40.000%
- Southern High School: 111 days (185 * 60%), FTE 1.0000, allocation 60.000%

27. 00 | REFERENCE SALARY DOES NOT MATCH THE SALARY TABLE

ERROR: This compares the reference salary on the PSD record (base pay, object code 0110) to the amount listed in the district's salary table for the corresponding grade, step, and experience.

Verify that the Job/Salary record contains the correct reference salary (object code 0110) according to the district's submitted salary tables. Ensure that the reference salary on the PSD record matches the salary table.

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

ERROR: This compares the reference salary on the PSD record with the base pay (0110) records. It calculates the FTE and subtracts the product from the annual salary. If the difference exceeds a defined range set by KDE, the submission will be rejected.

Verify that the Job/Salary record contains the correct reference salary for 0110 based on the district's salary tables, and ensure it matches the reference salary amount in the PSD file.

27.50 | CALCULATED EXTENDED DAY SALARY DOES NOT MATCH SALARY TABLE

ERROR: This verifies that the extended day salary (object code 0111) aligns with the daily rate calculated using the salary table formula. The formula involves:

1. Determining the rank, step, and experience from the salary table.
2. Using the most common number of days (or the lower number in case of a tie).
3. Dividing the reference salary by the number of contract days to get the daily rate.
4. Multiplying the daily rate by the FTE and contract days.
5. Comparing the result with the amount in the salary table.

Verify that the Job/Salary record matches the extended day rate as calculated from the salary table. Ensure that the reference salary on the PSD record agrees with this daily rate.

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30. 00 | INVALID PROJECT CODE FOR FUND 2

ERROR: This ensures that project codes for Fund 2 are valid, meaning they cannot exceed 699, cannot start with letters, and the project field cannot be blank.

For manually added PSD records, verify that a valid project number for Fund 2 is used based on the KDE Chart of Accounts. If the record was pulled from Enterprise ERP (Munis), verify the project code on the Job/Salary record. Any changes require selecting the employee in the PSD report and performing a "recalc."

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42. 00 | INVALID JOB CLASS CODE (PSD)

ERROR: This checks if the district has created a job class code outside the ranges allowed by KDE. Specifically, districts cannot create job class codes within the following ranges:

- 0010-3021 for certified jobs
- 5000-5290 for certified extra service jobs

If the district created a job class code within these restricted ranges, it must be updated to a valid code from the approved ranges. See the See Payroll Administration and then PRA 5v 10 Setting Up Emp Classification Codes for a list 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, *0116* |

44. 00 | NO KINDERGARTEN INSTRUCTOR CODED IN THE DISTRICT

ERROR: This verifies that every district has a kindergarten instructor coded with the summary class code 2025. If no kindergarten teacher is listed, the district must ensure the instructor is assigned the correct summary class code of 2025 and show the appropriate FTE and allocation.

46. 00 | REFERENCE SALARY EQUALS $0

ERROR: This checks that all PSD records have a reference salary greater than zero. Every base pay record (object code 0110) should have a reference salary matching the salary table. Extended day records (object code 0111) should reflect the salary based on contract days. Extra service records should include the salary for the specific service.

Update any PSD records showing a reference salary of $0 to reflect the correct amount.

47. 00 | SALARY TABLE RANK/STEP/EXPERIENCE = 0 BUT EMPLOYEE PAY IS GREATER THAN 0

ERROR: This checks if the salary for a district employee matches the rank, step, and experience indicated in the salary table. If the rank, step, or experience is listed as zero but the employee's pay is greater than zero, the file cannot be submitted.

Update the PSD record to show the correct rank, step, and experience, or adjust the salary table accordingly and resubmit both files.

48. 00 | FUNDS REPORTED CANNOT ALL BE GENERAL FUND

ERROR: This ensures that the district is not reporting all PSD employees under the General Fund only. The PSD records must reflect appropriate funding sources, such as Fund 1, Fund 2x, Fund 360, or Fund 5x.

Update the PSD record to ensure that employees are reported under the correct funding sources.

49. 00 | EPSB ID IS BLANK IN THE PSD FILE

ERROR: This checks that all PSD employee records include a valid EPSB ID. If the EPSB ID is missing, an error will be flagged.

Action: Update the PSD record to include the valid EPSB ID for the employee.

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50. 00 | EPSB ID HAS AN ALPHA CHARACTER IN THE PSD FILE

ERROR: This ensures that the EPSB ID reported for each PSD employee contains only numeric characters. The EPSB ID should consist of nine digits, without any alphabetic characters.

Action: Update the PSD record to include a valid EPSB ID, ensuring it contains no alpha characters, and resubmit your data.

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51. 00 | ALTERNATIVE ID IS BLANK IN THE PSD FILE

ERROR: This checks that all PSD employee records include a valid Alternative ID. If the Alternative ID is missing, an error will be flagged.

Action: Update the PSD record to include a valid Alternative ID for the employee and resubmit your data.

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52. 00 | SUPERINTENDENT'S SUMMARY CLASS CODE 0010 FOR 0110 OR 0111 IS DIFFERENT

ERROR: This checks that the summary class code for Superintendents using object codes 0110 or 0111 is correctly set to 0010. If a district reports a summary class code other than 0010 for a Superintendent with a distinct SSN, an error message will appear: "The distinct SSN with Job Class Code = '0010' and Object Codes '0110' or '0111' has other non-permitted Job Class Codes."

Action: Ensure the Superintendent's summary class code is set to 0010 for the appropriate object codes and resubmit the data.

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55. 00 | EPSB ID REPORTED SAME AS SSN

ERROR: This verifies that the EPSB ID reported for each PSD employee is different from the employee's SSN. The EPSB ID should not match the SSN.

Action: Update the PSD record to include a valid EPSB ID that is different from the SSN and resubmit the data.

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56. 00 | ALTERNATIVE ID REPORTED SAME AS SSN

ERROR: This checks that the Alternative ID reported for each PSD employee is different from the employee's SSN. The Alternative ID should not match the SSN.

Action: Update the PSD record to include a valid Alternative ID that is different from the SSN and resubmit the data.

PSD NOTES - PURPOSE

This section of the guide, provided by the Kentucky Department of Education (KDE), is designed to assist districts with addressing notes received when submitting the **PSD report**. The PSD report runs checks for valid entries and required data. This guide specifically outlines the **NOTES** and provides a dropdown list to choose from or a space to provide an explanation for the note.

If a note is marked as an issue, districts are required to respond before submitting their PSD report. After addressing the notes, the status will change from "no" to "yes" for each note that has been responded to. After all notes are addressed, click **submit** to receive an email confirmation, which includes a reference to the staff note. This email serves as the district's confirmation that their file has been submitted successfully.

For example, a note might read "No Superintendent reported for a district." While every district must report a superintendent, the position may be vacant if the superintendent hasn't been hired by September 15. In this case, an explanation is needed so KDE can accurately report Superintendent Data. It is important to respond to all notes in order to complete the submission process.

Accurate reporting is essential for federal, state, and local reporting, including the **Federal Government, KSBA, KEA, OEA, NCES**, and **State Legislators**.

For more detailed reports and guidance, see the hyperlink to access KDE's certified and classified staff data on their website. [Certified and Classified Staff Data](#)

PSD NOTES

NOTE   NOTE
CODE   MESSAGE

12.30 | OPEN SCHOOL HAS NO EMPLOYEES REPORTED FOR IT

NOTE: This indicates there is an open school in a district that has 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

NOTE: This 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

NOTE: This indicates that a school does not have a media librarian. According to KRS 158.102, every school is required to have a media librarian. If a school without a media librarian is submitted on the PSD file, the district must provide an explanation before web submission.

Options to select:
- *The position is vacant as of 9/15.*
- *The 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

NOTE: This indicates there is no Director of Pupil Personnel (DPP) reported for the district. According to KRS 159.080, every district is required to have a DPP. A district must have an explanation before web submission occurs 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

NOTE: This indicates there is no superintendent reported for the district. According to KRS 160.350, every district is required to have a superintendent. A district must have an explanation before web submission occurs, 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?

NOTE: This 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

NOTE: This summarizes all records for the superintendent's salary and requires districts to verify the accuracy of the salary displayed. If the district selects "Yes," the salary reported will be posted to the web. If the salary is incorrect, the district should select "No" and **leave** the notes web page. The salaries reported in the PSD submission should match the Superintendent survey. Accurate salary reporting is crucial for the budget process and for reporting data to websites and external entities.

Options to select:
- Yes (this salary is correct)
- No (this salary is incorrect, do not submit leave the website and correct the data file until the salary is correct)

40.00 | THE PERCENTAGE CHANGE IN EMPLOYEES

NOTE: This reviews the number of employees reported in 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 genuinely increased or decreased at that rate. This serves as a flag for the district to review, but it will not prevent the submission of the PSD file.

Option to select:
- Reviewed and approved.

53.00 | PROJECT STARTING WITH 14M IS NOT REPORTED

NOTE: This 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 PSD submission.

Option to select:
- No (this is incorrect, do not submit leave the website and correct the data file until the salary is correct)
- Other (project reported in other submission)
- Hired after 9/15

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

NOTE: This looks to see if an employee's EPSB ID starts with a 9 or are mostly or all 9's. If it is mostly or all 9s KDE recommends using the correct EPSB ID and if it is not available, then use the alternative ID instead of mostly or all 9s. If you choose the "Yes, we do have EPSB ID's that are showing 9's. Our district will correct before submitting the person should leave the notes, fix the problem and then come back and submit to see if the note disappears.

Option to select:
- Yes, we do have EPSB ID's that are showing 9's. Our district will correct before submitting.
- Yes, we do have an EPSB ID that starts with a 9. It has been verified to be correct.

123.00 | VERIFICATION OF FINANCE OFFICERS'S SALARY

NOTE: This summarizes all records for the finance officer's salary and requires districts to verify the accuracy of the displayed salary. This verification ensures the finance officer's district salary is correctly used in financial and full-time equivalency reporting.

If the district selects "Yes," the salary will be used in any reporting for finance officer's salaries.

*If the district sees the salary would be "No" then **leave** the notes web page and correct the file before submitting.*

The salaries reported in the PSD submission should match those in Enterprise ERP (Munis) for the finance officer. Accurate salary reporting is crucial for the budget process and for reporting to internal and external entities that request this financial information.

Options to select:
- Yes (this salary is correct)

- No (this salary is incorrect, do not submit leave the website and correct the data file until the salary is correct)

124.00 | FINANCE OFFICER NOT REPORTED FOR DISTRICT

NOTE: This indicates that no finance officer is reported for the district on the PSD file. If your district selects "other" for both the PSD and CSD submissions and there is no finance officer in either file, we have created a report to contact districts. The salaries of finance officers are crucial for budget calculations and other finance officer reporting. A KDE staff member will contact the district to resolve this reporting issue.

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

NOTE: This 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), assists districts with errors encountered when submitting the CSD report. The submission process tests and validates entries and required data. This guide lists potential errors and provides procedures to correct the data or supply the required information. If a district receives an error when submitting their CSD data, the errors must be corrected before resubmission. Any corrections require a new file to be submitted to KDE to ensure these changes are reflected in the data submitted as of September 15th and due by October 1st 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 the latest information or changed from the previous submission

CSD DOWNLOAD ERRORS

ERROR   ERROR
CODE   MESSAGE

1.00 | SCHOOL YEAR IN FILE IS INCORRECT

ERROR: This checks whether the school year in the submitted file matches the current year for which data is being collected. If the school year does not align, the district must correct the error before submitting the CSD file to KDE.

If the wrong year is reported in your CSD file you will receive the following statement, "Your CSD Submission is not reporting the correct school year.

To correct the school year on the CSD file, go to the CSD screen and select any classified employee. Click the **'recalc'** button, then click **'define'**. Enter the appropriate school year (e.g., 2026 for the 2025-2026 school year) and the effective date (e.g., 07/01/2025 for FY26). After entering this information, press **Enter**, but **do not execute**. Finally, review all CSD records and regenerate the file for resubmission to KDE.

2.00 | INVALID DISTRICT NUMBER

ERROR: This checks the state assigned district number against the Enterprise ERP (Munis) district number.

This would only occur if the Enterprise ERP (Munis) district number changed in the System Administration module. This error indicates a need to check the district's Enterprise ERP (Munis) System Administration module's settings for district number.

3.00 | SSN IS NOT 9 NUMERICAL DIGITS

ERROR: This checks that the Social Security Number (SSN) for each employee is 9 *digits in length and the last four are numeric.*

If an SSN has fewer than 9 digits, the Enterprise ERP (Munis) Employee Master will not accept it, which makes the CSD record submitted to KDE incorrect. To fix this, enter the employee's information into the Employee Master Record and Job/Salary screens, then regenerate the CSD file for resubmission.

4.10 | NAME IS NOT CONSISTENT ACROSS ALL RECORDS FOR A SINGLE SSN

ERROR: This ensures that the employee's name matches across all records linked to their SSN. If the name differs in any record, the district must correct it, unless there has been a name change (e.g., due to marriage).

Review the employee's name in each of their records in the CSD report to ensure consistency.

4.20 | GENDER IS NOT CONSISTENT ACROSS ALL ECORDS OR AN SSN

ERROR: This checks that the gender listed for an individual is the same across all their records in the CSD report. (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.)

Ensure that the employee's gender is consistent across all records associated with their SSN in the CSD report.

4.30 | ETHNICITY (RACE) IS NOT CONSISTENT ACROSS ALL RECORDS FOR AN SSN

ERROR: This ensures that the ethnicity (race) recorded for an individual is the same across all their records in the CSD report. (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 that the employee's ethnicity (race) is the same on all records associated with their SSN in the CSD report.

4.35 | ETHNICITY (RACE) FIELD IS BLANK

ERROR: This error checks if the ethnicity (race) field has been left blank when submitting the data. If this field is empty, the error message will indicate that "Enterprise ERP (Munis) needs to be updated."

Ensure that the ethnicity (race) field is filled in before submission. If it is blank, update the employee record in Enterprise ERP (Munis).

6.50 | INVALID OBJECT CODE FOR CSD RECORDS (VALID OBJECT CODES: 0130, 0131, *0133*, 0160)

ERROR: This ensures that the CSD report only includes valid classified expenditure object codes, such as 0130, 0131, *0133,* and 0160.

If the district manually added the CSD record, verify there is a valid object code (0130, 0131, *0133,* and 0160) on all CSD records. Update the CSD record if there are erroneous object codes. Check that the object code is one of the valid classified payroll codes and that it is correctly configured as an expenditure object in the GL Chart of Accounts module. Make sure to use the correct object codes on the Job/Salary records also.

7.00 | LAST NAME CONTAINS A NUMERICAL CHARACTER

ERROR: This checks that the employee's last name does not contain any numerical characters. Numbers should not be used in the last name field.

Verify the employee's **Enterprise ERP (Munis) Employee Master** record and remove any numbers from the last name. After making the correction, update the Employee Master, select the employee in the CSD file, and click **'recalc'** to update the CSD record.

8.00 | FIRST NAME CONTAINS A NUMERICAL CHARACTER

ERROR: This ensures that the employee's first name does not contain numerical characters. Numbers should not appear in the first name field.

Verify the employee's **Enterprise ERP (Munis) Employee Master** record and remove any numbers from the first name. After correcting the record, update the Employee Master, select the employee in the CSD file, and click **'recalc'** to update the CSD record.

9.00 | INITIAL CONTAINS A NUMERICAL CHARACTER

ERROR: This checks that the employee's initial is an alphabetic character, not a number.

Verify the employee's **Enterprise ERP (Munis) Employee Master** record and remove any numerical characters from the initial. Then, update the Employee Master, select the employee in the CSD file, and click **'recalc'** to update the CSD record.

10.00 | INCORRECT GENDER CODE

ERROR: This checks that each employee has a valid gender code of either "M" (male) or "F" (female).

For manually added CSD records, ensure the gender is correctly entered as "M" for male or "F" for female. If the record was pulled from Enterprise ERP (Munis), verify the **Payroll Miscellaneous Code F/M** for gender (GEND). The two valid options are "M" for male and "F" for female. Also, verify the gender code in the employee's **Employee Master** record. If any changes are made to the **Employee Master**, be sure to select the employee in the CSD file and click **'recalc'** to update the CSD record.

11.00 | INVALID ETHNICITY CATEGORY

ERROR: This checks that each employee has a valid ethnicity code. The following six categories are the only valid options:

- Hispanic
- American Indian or Alaskan Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White (not of Hispanic origin)
- *Two or More*

If an employee selects "Hispanic or Latino," they cannot select any other ethnicity. If "Hispanic or Latino" is not selected, the employee may select one or more ethnicities.

If you have selected Hispanic or Latino as "no" then you as an employee may choose all the races that apply to the you or you may select two or more.

To resolve this error, ensure the **Employee Master** record contains a valid ethnicity code. If necessary, update the **Employee Master**, select the employee in the CSD file, and click **'recalc'** to update the CSD record.

12.00 | INVALID LOCATION CODE

ERROR: This checks that each employee is assigned a valid location code in the CSD report. Location codes consist of three digits, with the following valid codes:

- 000: District Wide
- 001: Central Office
- 002-899: School Numbers (Assigned by KDE)
- 901: Bus Garage
- 910: Central Stores/Warehouse

- 920: Maintenance Shop
- 930: Family Resource/Youth Service Center (Single Center)
- 940: Career and Technical Education Academies
- 950: Adult Education Facility/Community Education Facility
- 951: Adult Education Facility
- 955, 96X: Community Education Facility/Child Care Facility
- 970-999: Local Assigned Numbers

Note: If the district has multiple Family Resource/Youth Service Centers (FYRSC), the location code should match the school number where the FYRSC is located.

Verify that the location referenced in the error is valid by consulting the **DASCR User Guide** or the Kentucky Public Schools Directory for accurate school and principal information.

12.10 | NON-NUMERIC LOCATION CODE

ERROR: This 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

ERROR: This 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

ERROR: This ensures that each employee's **Summary Class Code** is valid according to the state's list of approved codes. Districts must use one of the **KDE Summary Class Codes** when entering data in the CSD report.

Classified Summary Class Codes (Job Class)

Check the employee's Summary Class Code and update it if necessary. Delete any incorrect Job/Salary records and add a new one with the correct Summary Class Code. After updating, click "Recalc" to refresh the employee's CSD record.

This error occurs when a user has inappropriately entered an additional Summary Class Code

into the miscellaneous tables found in the Auxiliary programs within Enterprise ERP (Munis).

20.00 | INVALID FUND NUMBER

ERROR: This ensures that each employee's salary is charged to a valid fund number. The following fund numbers are valid for salary charges:

- **1**: Fund 1 – General Fund
- **2x**: Fund 2x – Special Revenue Fund
- **360**: Fund 360 – Construction Funds (approved via BGL-1)
- **5X**: Funds 50-59 – Proprietary Funds

Verify that each CSD record includes a valid fund number if the district manually added the employee. If the CSD file is pulled directly from Enterprise ERP (Munis), ensure the **Job/Salary** record contains a valid **org code**. Any changes to the **Job/Salary** record require selecting the employee in the CSD file and performing a **'recalc'** to update the CSD record.

26.00 | INACCURATE SUMMARY CLASS CODE FOR OBJECT CODE (CSD)

ERROR: This checks that the **Summary Class Codes** are consistent with the valid **Object Codes**. KDE maintains and verifies these codes for compliance. 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, *0133,* 0160

Ensure that the **Summary Class Code** matches the valid **Object Code**. If the wrong code is used, update the **Job/Salary** record with the correct **Summary Class Code** and **Object Code**, and then click **'Recalc'** to refresh the CSD record.

Job Class Codes and Object Codes for District Use

Below are the number ranges that districts should use when adding new job class codes, along with the corresponding allowable object codes for each group:

Job Class Codes	Description	Object Code
8000-8999	Classified Job Class Codes	0130, 0131, *0133,* 0160

Validation and Corrections for Job Class Codes

When districts manually add an employee to the CSD file, verify that the summary class code and job class code align with the appropriate object code. If they do not match, delete the existing CSD record and re-add it with the correct summary class code, job class code, and object code.

For records pulled directly from Enterprise ERP (Munis), check the Job/Salary record to ensure that the employee's salary corresponds to the correct job class code and object code. If changes are needed, select the employee in the CSD file and perform a "recalc."

---

26. 50 | ALLOCATION FOR OBJECT CODE DOES NOT EQUAL 100%

ERROR: This checks that the allocation by object code for each employee within the same summary class code totals 100%. The sum of all the employee's pay records for a particular object code and job class code combination must equal 100%. Districts must prorate days based on the allocation percentage.

If the record was manually added, verify that the allocation for each object code with the same job class code adds up to 100%. If the CSD record was pulled from Enterprise ERP (Munis), check the Job/Salary records to confirm the allocations. If any changes are made, perform a "recalc."

Example: If an employee works as an instructional aide at two elementary schools, The Job/Salary record should reflect an allocation of 50% 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

ERROR: This verifies each employee paid shows at least $7.25, which is the federal minimum wage as of July 1, 2009.

The following data elements will bypass this error check:
- *object code 0133 for Speech Language Pathology Pay for Classified or*
- *Hybrid employees have a checkmark in Enterprise ERP (Munis) (This is maintained by the district and not KDE)*

Federal Minimum Wage Department of Labor

Verify the CSD record manually added by the district to ensure the actual hourly rate is at least $7.25. Update the CSD record to reflect the correct hourly rate, which may require adjusting the hours per day or days per year fields. If the record is pulled directly from Munis, check the CSD record's Job/Salary record for the correct hourly rate. If necessary, return to the salary tables to make corrections. Update the current year's salary tables in the Salary Table File Maintenance by adjusting the appropriate column. Then, perform a "Y Recalc" for 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

ERROR: This verifies that each employee's record reflects hours worked per day. This field cannot be blank, cannot be 0, and must be less than 12 (checking for hours 11 or less).

The following data elements will bypass this error check:
- *object code 0133 for Speech Language Pathology Pay for Classified or*
- *Hybrid employees have a checkmark in Enterprise ERP (Munis) (This is maintained by the district and not KDE)*

Verify the CSD record manually added by the district to ensure the correct hours worked per day are recorded. Update the CSD record to show the correct hours worked per day. If the record is pulled directly from Enterprise ERP (Munis), check the CSD record's Job/Salary records for accuracy. 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

ERROR: This verifies that each employee's record reflects hours worked per year do not exceed 2,096 (262 days X 8 hours). The calculation multiplies the contract days by the hours per day.

The following data elements will bypass this error check:
- *object code 0133 for Speech Language Pathology Pay for Classified or*
- *Hybrid employees have a checkmark in Enterprise ERP (Munis) (This is maintained by the district and not KDE)*

Verify the CSD record manually added by the district to ensure the correct hours worked per day and the correct number of contract days are recorded. Update the CSD record to show the correct hours worked per day. If the record is pulled directly from Enterprise ERP (Munis), check the CSD record's Job/Salary records for accuracy. 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

ERROR: This verifies that each employee record reflects no more than 262 contract days worked.

The following employees will bypass this error if they receive extra duty pay using object 0133 for Speech Language Pay for Classified.

Verify the CSD record manually added by the district to ensure the correct number of contract days is recorded. Update the CSD record to show the correct contract days. If the record is pulled directly from Enterprise ERP (Munis), check the CSD record's Job/Salary record for accuracy. 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

ERROR: This test identifies discrepancies in each employee record by calculating hours times contract days times pay rate and subtracting the annual salary. If the difference is not within KDEs parameters, you must correct your file before submitting.

The following data elements will bypass this error check:
- *object code 0133 for Speech Language Pathology Pay for Classified or*
- *Hybrid employees have a checkmark in Enterprise ERP (Munis) (This is maintained by the district and not KDE)*

Verify the CSD record for accuracy. Ensure there are 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)

ERROR: This checks to ensure any additional job class codes added by the district are not within the Summary Class Code ranges restricted by KDE. Districts cannot create additional Job Class Codes in the 7100-7998 range for classified jobs.

Below are the number ranges for districts to use when they want to use the summary class code as the job class code or add new job class codes within the allowable object codes for each group:

Job Class Codes	Description	Object Code
7100-8999	Classified Job Class Codes	0130, 0131, *0133,* 0160

Receiving this error means a Job Class Code on the error record has been created in the restricted ranges and needs to be changed to a valid Job Class Code (within the allowable ranges shown above). Refer to **Payroll Administration and then PRA 5v 10 Setting Up Emp Classification Codes** for a recent listing of valid Summary Class Codes.

46.00 | REFERENCE SALARY EQUALS $0

ERROR: This checks that each CSD record has a reference salary greater than zero. For classified records, the reference salary should match the calculation of hours per day times days per year times hourly rate.

Update the CSD record to reflect the appropriate reference salary. Ensure there are 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

ERROR: This ensures that the district is not reporting all CSD employees under the General Fund only. The CSD records must reflect appropriate funding sources, such as Fund 1, Fund 2x, Fund 360, or Fund 5x.

Update the CSD record to ensure that employees are reported under the correct funding sources.

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

ERROR: This verifies that if the district is reporting a CSD employee with an EPSB ID, it does not contain any alpha characters in its 9 digits. According to EPSB guidelines, there should be no alpha characters 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.

CSD NOTES - PURPOSE

This section of the guide, provided by the Kentucky Department of Education (KDE), assists 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 responding to the notes in the 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 receive an email referencing a staff note. The email serves as the district's confirmation that their file has been 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
- Position hired after September 15
- Other (meaning the finance officer is reported in the CSD submission)

KDE will need an explanation to accurately report Finance Officer Data. Answer all the 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

NOTE: This 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

NOTE: This reviews the number of employees reported in 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 genuinely increased or decreased at that rate. This serves as a flag for the district to review, but it will not prevent the submission of the CSD file.

> <u>*Option to select:*</u>
> - Reviewed and approved.

44.00 | *DISTRICT HEALTH COORDINATOR 7271 IS NOT REPORTED IN CSD*

NOTE: *This indicates that job class code 7271 (District Health Coordinator), required by 702 KAR 1:160, was not reported in your district's CSD file. KDE's School Health Branch verifies the responses to ensure compliance.*

> <u>*Options to select:*</u>
> - *Contracted Services*
> - *Another individual in the district reported under a different job class code is performing the job:*
>   - *LPN*
>   - *RN*
>   - *APRN*
>   - *Social Work*
>   - *School Psychologist*
> - *Hired after 9/15*

53.00 | PROJECT STARTING WITH 14M IS NOT REPORTED

NOTE: This indicates that project 14M, required by HB 352 funding and KRS 158.4416 for the School-Based Mental Health Provider, was not reported in your district's CSD file. The district must select the answer that best fits their reporting to complete the CSD submission.

> *Options to select:*
> - No, this is incorrect. Our district will correct before submitting.
> - Other (project reported in another submission)
> - Hired after 9/15

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

NOTE: This looks to see if an employee's EPSB ID starts with a 9 or are mostly or all 9's. If it is mostly or all 9s KDE recommends using the correct EPSB ID and if it is not available, then use the alternative ID instead of mostly or all 9s.

If you would choose the "Yes, we do have EPSB ID's that are showing 9's. Our district will correct before submitting" then the person should leave the notes, fix the problem and then come back and submit to see if the note disappears.

> *Option to select:*
> - Yes, we do have EPSB ID's that are showing 9's. Our district will correct before submitting.
> - Yes, we do have an EPSB ID that starts with a 9. It has been verified to be correct.

123.00 | *VERIFICATION OF FINANCE OFFICERS'S SALARY*

NOTE: This summarizes all records for the finance officer's salary and requires districts to verify the accuracy of the displayed salary. This verification ensures the finance officer's district salary is correctly used in financial and full-time equivalency reporting.

If the district selects "Yes," the salary will be used in any reporting for finance officer's salaries.

*If the district sees the salary would be "No" then **leave** the notes web page and correct the file before submitting.*

The salaries reported in the CSD submission should match those in Enterprise ERP (Munis) for the finance officer. Accurate salary reporting is crucial for the budget process and for reporting to internal and external entities that request this financial information.

> Options to select:
> - Yes (this salary is correct)
> - No (this salary is incorrect, do not submit leave the website and correct the data file until the salary is correct)

124.00 | FINANCE OFFICER NOT REPORTED FOR DISTRICT

NOTE: This indicates that no finance officer is reported for the district on the CSD file. If your district selects "other" for both the PSD and CSD submissions and there is no finance officer in either file, we have created a report to contact districts. The salaries of finance officers are crucial for budget calculations and other finance officer reporting. A KDE staff member will contact the district to resolve this reporting issue.

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)