PSD – Professional Staff Data Report in EERP (PR-STW-4)

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OVERVIEW

The Professional Staff Data (PSD) Report process produces an electronic file containing certified employee salary information that is submitted to the Kentucky Department of Education (KDE). The file is required to be submitted no later than October 1st of each year. The PSD Report is produced using employee data from the Employee Master File and Employee Job/Salary records for employees hired as of September 15th.

The following requirements must be met for PSD records to be created:
- Employee's status on the Employee Master record must be set to Active.
- Employee pay records must contain valid Summary Class codes 0010 to 3999 and/or 5000 to 5999.
- Employee Job/Salary records must have a Group/BU of CERT or RCER.

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

Refer to Appendix A-Data Sources for PSD Report for detailed information related to each field on the PSD record. The appendix is separated into three sections: Employee Master, Employee Job/Salary and Other Areas.

Each school district's Base Pay Salary tables will also be submitted for comparison to the actual PSD Files. The tables will be used to verify each employee's Base and Extended Day Reference Salary corresponds to the salary tables. Salary tables must contain at least 40 steps for each Grade/Rank and each table must contain the same number of steps. Naming scheme for the salary tables must conform to KDE requirements for certified base pay. Refer to Appendix C for information related to set up of salary tables in Enterprise ERP.

IMPORTANT ITEMS TO CONSIDER PRIOR TO GENERATING PSD RECORDS

Retirees
Retirees returning to work as a Classified staff member (CLAS or RCLA) employees should have a Summary Class Code that falls in the 7000-7999 range.

Retired employees that retired paying KTRS, return to work in the district in a classified position that requires a four-year degree and will pay KTRS are coded to **RCLA** Group/BU.

Retired employees that retired paying KTRS, return to work in the district in a classified position that does not require a four- year degree and will pay CERS are coded to **CLAS** Group/BU.

Retired teachers hired back into the district for a position that requires a teaching certificate will have a Group/BU of **RCER.** They should be pointed to a retired employee salary table. Their rate of pay is a negotiated rate involving maximum amounts set by KTRS. These employees should pull into the PSD Report; however the Grade/Step will be blank on the PSD records when records are generated. KDE does not compare the reference salary to any salary table as long as the Group/BU has been set up as **RCER**. The Reference Salary Field amount is the same as the Annual Salary field amount unless the employee is a mid-year hire or was hired at the beginning of the year with an FTE less than 1.0.

Extra-Service Pay

Certified employees who receive extra service pay must have a <u>separate</u> Employee Job/Salary Record for <u>each</u> extra service job. Extra service Job/Salary Records must reflect a Job Class Code linked to an allowable extra-service Summary Class Code. All certified extra service Summary Class Codes are in the range of 5000 to 5999. Refer to *Appendix B* for additional information.

Certified employee Job/Salary Records for those employees who receive extra service pay must contain appropriate object codes (0112-Extra Service-Contract; 0113-Extra Service-Non-Contract; 0114-National Board Certified).

FTE - Mid-Year Hires Working in One Position

Partial year employees will be updated in the PSD File with a full year of days employed when the file is generated. The *Days Employed* field must stay at the number of contract days the district has set for the full year on a standard certified contract. This is accomplished when the number of Contract Days is entered into the PSD Generate screen. The Reference Salary field must contain an amount reflective of a full year salary as if employed for the entire year. The Annual Salary will be the salary the employee will actually receive for the number of days he/she will work. The FTE field needs to reflect the percentage of the standard contract days the number of days employee will work represents.

Example: Employee is hired after the start of the school year and will work 170 days of a 187 day contract.

170/187=.9091 FTE

The resulting FTE will have to be manually updated in the PSD file after it is generated if it has not been entered on the Job/Salary record. The FTE must be entered to the ten-thousandth position.

Example of Job/Salary Record: Example of PSD Record:

FTE - Employees Working in Multiple Positions

Employees who work in more than one position should have multiple Job/Salary records. Example – An employee is 50% High School Classroom Instructor and 50% Media Librarian. Each Job/Salary record will be set up reflecting a portion of the total annual salary.

Examples of Job/Salary Records for employee working in two positions:
<u>Media Librarian:</u>

High School Classroom Instructor:

Example of PSD Records of an employee working into two different positions:

Note #1: Allocation codes can also be used in conjunction with FTE when needed. If the above employee was athletic director for two different schools, then the athletic director job/salary record would also have an allocation code entered on the Job/Salary record reflecting the appropriate percentage of time spent at each location.

Note #2: **Error 27.00 & 27.20 - These errors may print erroneously on employees who are working in multiple positions.** Review the employee's PSD record(s) to verify that it is set up correctly. If the records are set up as discussed in this section, disregard the error. No updates are necessary.

Allocation Codes

Employees who perform a single job but at several locations or whose salary is being split between various G/L accounts will have multiple PSD records due to the Allocation Code set up on the Job/Salary record. For example, if a media specialist works equally at four elementary schools, there will be four PSD records for base pay with FTE of 1.0 on each record and an allocation of 25.0. If the district's standard contract is 186 days, the contract days reported on each PSD record will be 46.50 days. The base pay records for a single job class code will always equal 100.00 for allocation and the days will always add up to the standard contract. The **FTE Percent** is to be 1.0 for all records. The Annual Salary, Reference Salary and days are prorated by the allocation percentage.

Grade/Step

The grade/step for employees having multiple Job/Salary records should be the same. The PSD File can only generate into the PSD records the information that is found on Job/Salary records. If the Employee Job/Salary records are incorrect, the PSD will reflect inaccurate grade/step.

Hybrid Employees

Verify that employees serving in a classified position but paying into KTRS are set up with the Group/BU of CLAS and object code 0130. These employees must be reported on the CSD file not PSD. Make necessary changes prior to generating the PSD records. Possible hybrid employees are Finance Officer, FRYSC Directors, Nurse, etc. Only employees serving in positions requiring a teaching certificate with EPSB should report on the PSD report. All others are considered classified no matter which retirement system they pay into. Hybrid employees must be set up in Employee Master and Employee Job/Salary using a Group/BU of CLAS and Summary Class Codes in the 7000 range.

CREATE THE SALARY TABLE FILE

An electronic file of the Enterprise ERP Salary Tables will be created for submission to KDE. The file will be submitted using the SEEK Data Web Submission Application. In order to submit successfully to KDE, the tables must reflect the following:

- Naming structure must conform to the KDE standards. Refer to [Appendix C](#) for information regarding naming structure for salary tables.

- The Salary Table file for the PSD submission <u>must contain at least forty years of data for each Grade</u>.

- All tables must contain the same number of steps. Example: If Rank I, Step I table contains 44 steps then all tables must contain 44 steps.

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

1) Select the **Salary Table** button on the ribbon. The Salary Table screen will appear.

2) Find the appropriate salary tables by entering search criteria into the Effective Date and Grade/Rank fields.

      a. Effective Date - The date that is on the current year's salary tables. (i.e., 07/01/2024)

      b. Grade/Rank – Enter the range for certified base pay salary tables. (i.e., 11..53).

3) Select **Accept** to pull the files. The following screen will display:

4) Select the **Electronic File** button from the ribbon.

5) Note the export file name, which appears at the bottom of the screen as shown below, for use when creating the files to submit to KDE.

> The file 'prkygrst0002.txt' has been saved to the Munis spool directory -- 15 page(s).

PSD Reporting Requirement – EPSB ID's

It is required to report EPSB license numbers for certified staff. A program is available that imports EPSB license numbers from Infinite Campus into the State ID field on the Employee Master in Enterprise ERP. This step must be completed before proceeding.

Have you completed the EPSB ID Import process?
See [Appendix D](#)

GENERATE PSD RECORDS

The PSD Report is generated using employee data from Employee Master and Employee Job/Salary records. The PSD generate process automatically calculates employee financial PSD information for certified employees only if Employee Master and Employee Job/Salary Records exist.

The following requirements must be met for PSD records to be created:
o Employee must have an active status.
o Employee pay records must indicate valid Summary Class codes 0010-3999 and/or 5000-5999.
o Employee Job/Salary records must have the Group/BU of CERT or RCER.

An error list and a Group/BU report are produced during the Generate function to flag employee records that require further editing. It is crucial that both reports are reviewed and all errors corrected prior to submitting a file to KDE.

- *Human Resources\Payroll > Payroll > State Specific > South > Kentucky > KY PSD Report*

1) The following screen is displayed:

2) Select the **Generate** button.

3) The following message box appears:
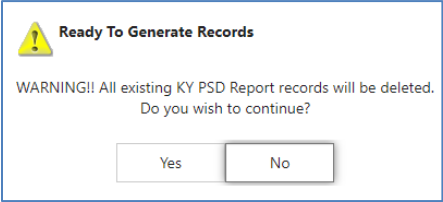
4) Select **Yes** if you are ready to generate the records. This will delete all existing records from the PSD File. The following screen is displayed:

5) Select **Define**. Enter the School Year, Effective Date for the fiscal year, Salary Table Effective Date and Contract Days. Select **Accept**.

Notes:

- The generate screen will default to the information that was last entered into the screen. Be sure to enter the correct information after selecting Define.
- The Effective Date is the first day of the fiscal year.
- The Salary Table Effective Date field refers to the date that is on the certified base pay salary tables that have been set up for the fiscal year. The salary tables are used to perform certain error tests when generating the PSD records.
- Contract Days field = Base Pay Days

6) Select Execute to generate the report. If errors and/or warnings were encountered during the PSD generate process, message boxes will appear when processing is complete. Select OK to each of the messages.
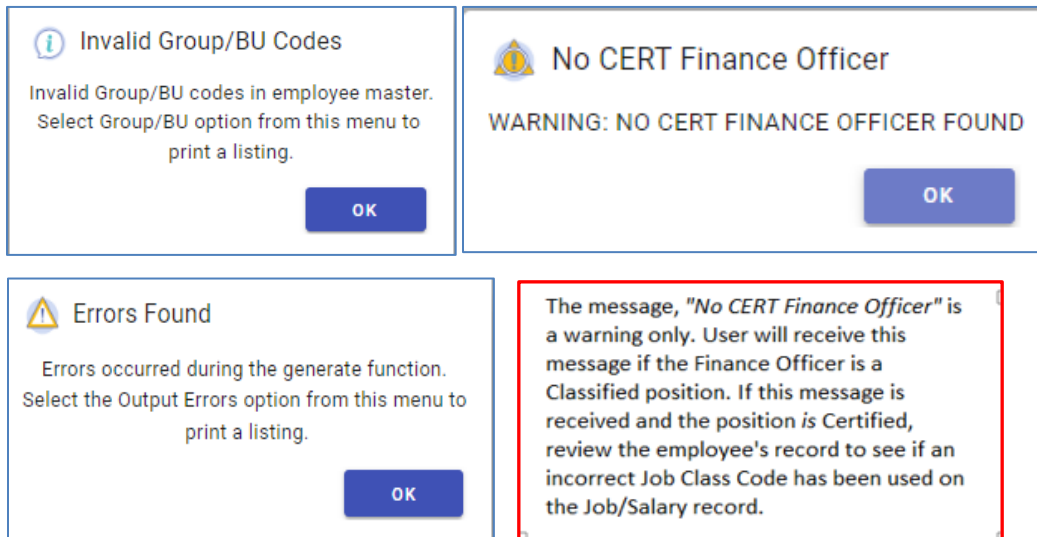
The Error Report and the Group/BU report are created electronically when **Execute** is performed and can be accessed using Saved Reports. However, reports can also be generated from the PSD Generate screen. It is critical that error reports be reviewed, and corrections made to employee records prior to submitting the PSD file to KDE.
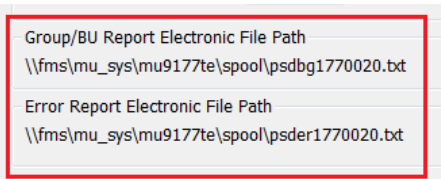
7) Select the **Output Errors** and the **Group/BU** buttons to output the error reports.

Example of Error Report:
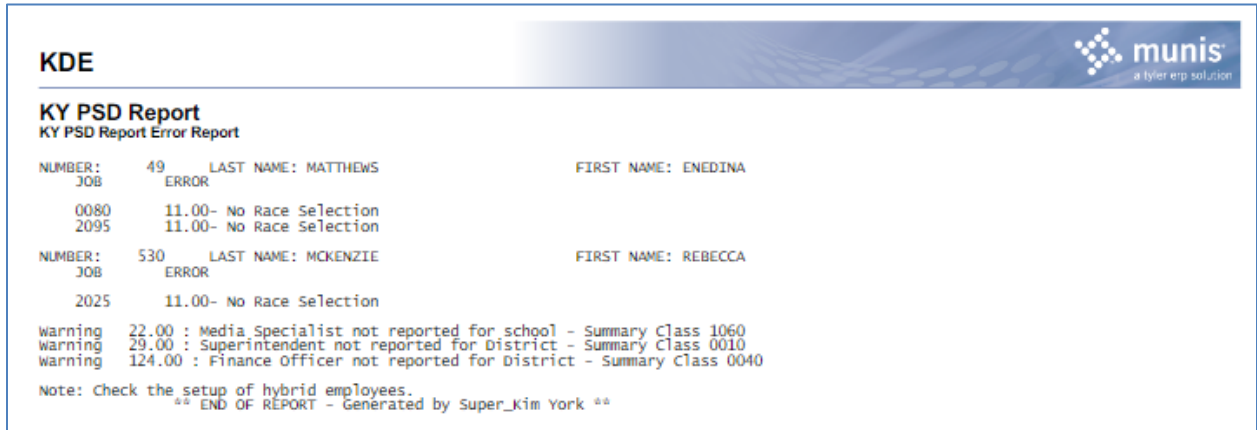
Example of Group/BU Report:
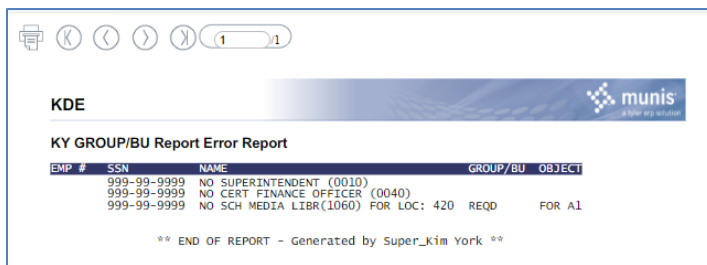
Enter Missing EPSB ID Numbers in PSD Records

Before proceeding and resolving errors, users should verify all PSD records have an EPSB ID number.

1. Choose **Search**
2. Enter **"<0"** in the EPSD ID field
3. Click **Accept**.
4. Review all records with a missing EPSB ID. The State ID Field on the Employee Master should be updated to reflect any missing EPSB ID's.
5. After correcting the missing EPSB ID's, generate the PSD Report again until all missing EPSB ID's are populated on the PSD records.
   Alternately, users may choose **Update** and manually enter the missing EPSB ID number directly on the PSD record.
6. Continue until all records have an EPSB ID number. The PSD report will not submit if any EPSB ID numbers are missing.

NOTE: Watch for Error #50 on the PSD Error Report. This error will say: "No EPSB ID Number. Required for PSD Reporting." If you receive this error, you will need to obtain the EPSB ID number for that employee and manually add it to the PSD record in order to submit the PSD file, and also enter it on the Employee Master for future reports.

Have you resolved all missing EPSB ID numbers?

RESOLVING ERRORS

The Generate function captures certain errors encountered while processing the PSD information. The PSD file is generated even if errors exist. All errors should be corrected prior to beginning the SEEK submission process. A listing of Enterprise ERP errors can be found in *Appendix E*.

Errors can be resolved by correcting the Job Class Master, Employee Master record(s) and/or the Employee Job/Salary record(s). After errors have been corrected on the Job Class Master, Employee Master and/or Employee Job/Salary records, the **Recalc** button can be selected to recalculate a single employee's PSD record. It is important to first resolve errors that will be corrected by updating payroll data. Then resolve any remaining errors by manually editing PSD records from the PSD Report Screen.

Multiple errors can exist due to a single problem on an employee's record. For example, an employee's record contains *Error 16.00-Invalid Summary Class Code*. This may also kick out *Error 6.00-No Base Pay Record* if the only base pay record for the employee is the record with the invalid summary class code. Another example is when an employee's pay record contains *Error 26.00-Invalid BU/Job Class/Object Code Combination. Error 6.50-Invalid object code for PSD Records* may also kick out on the employee when the object code on the employee's pay record is incorrect.

__Note:__ Not all error tests on the KDE submission site are included in Enterprise ERP. Even if there are no errors when generating the detail records in Enterprise ERP, there might be other errors encountered when submitting the file to KDE.

Recalculating Employee Records within the PSD Program
When errors are resolved by updating the Employee Master File and/or Employee Job/Salary, use the **Recalc** button to recalculate PSD information for that employee. Any manual updates made to that employee's PSD Record will be overwritten. Manual changes made to other employees will not be lost when performing a **Recalc.**

Find the employee's record that needs to be updated. User can perform the find on criteria such as employee ID, name or SSN to display the appropriate record. Select OK after criteria has been entered.

1) Select **Recalc**. The following screen will be displayed:
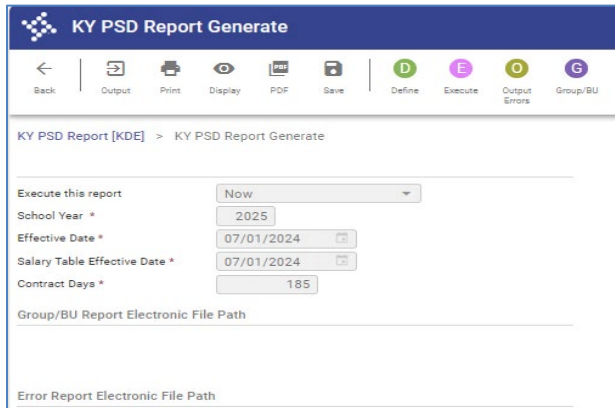
2) Select **Define**.
3) Enter the same data used to perform the initial generate of PSD records.
4) Select **Accept**.
5) Select **Execute**.

If the employee's PSD record still has errors, message(s) will appear when processing is complete. Select **OK** to continue past the message(s). Select the Output Errors and Group/BU buttons to produce the error reports.

Manually Updating PSD Records

Some errors can be resolved by updating the employee PSD record(s). However, information on these screens will be accurate only for the current reporting process. KDE strongly recommends that errors be corrected in Employee Master and/or Employee Job/Salary whenever possible to avoid the same error when future statewide reports are generated. All fields are reported on the electronic PSD file and must be completed with valid data. Instructions to manually update the record are as follows:

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

Note: Not all fields can be manually updated. Districts are strongly encouraged to make necessary changes in Employee Master and/or Employee Job/Salary.

Manually Adding PSD Records
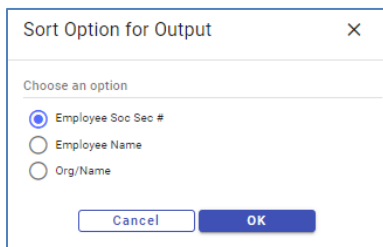
Some of the employee information can be added directly to the PSD records. However, information on these screens will be accurate only for the current reporting process. KDE strongly recommends that errors be corrected on the Employee Master and/or Employee Job/Salary records whenever possible to avoid the same error when future statewide reports are generated. The employee must exist in the Employee Master before a PSD record can be added. Follow the steps below to manually add a record:

1) Select Add.
2) Enter information.
3) Select **Accept**.
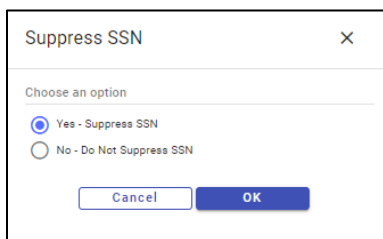
OUTPUT & REVIEW THE REPORT

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

1) Find all PSD records.
2) Select the desired form of output.
3) Choose a Sort Option for Output.

4) Choose whether or not to suppress SSNs.

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

Notes:
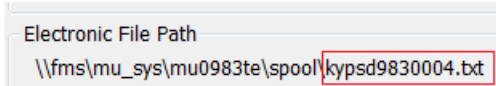
- Verify that all employees as of September 15th are included on the report.

- Verify that hybrid employees are not included on the PSD report. Examples of possible hybrid employees are as follows: Finance Officer, FRYSC Directors, CCLC Directors, and School Nurse. Hybrid employees are employees serving in positions which require a degree but not a teaching certificate. ***Only employees serving in certified positions requiring a certificate from EPSB should be included on the PSD report***. ***All other employees must be reported on the CSD report.*** Hybrid employees must be set up in Employee Master and Employee Job/Salary using a Group/BU of CLAS, Summary Class Codes in the 7000 range and object code 0130. Any deviation in the set-up will result in errors when submitting the PSD file to KDE.

- Superintendents should only be reported using Summary Class Code 0010 when using object codes 0110 or 0111, even if they have other responsibilities such as DPP or Finance Officer.

- Save a copy of the report for future reference. Records can also be viewed in a Browse screen and exported to Excel. The Excel export includes all fields that are included on the PSD screen.

CREATING THE ELECTRONIC PSD FILE

The electronic file must be created after the PSD records have been generated, reviewed and edited.

1) Find all records then select the **Electronic File** button from the PSD Report screen.

2) After the file has been generated, the export filename will appear at the bottom of the screen. Make note of the name for use in submitting the file to KDE.

Electronic File Path
\\fms\mu_sys\mu0983te\spool\kypsd9830004.txt

SUBMITTING THE ELECTRONIC PSD FILE TO KDE

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

SUBMITTING A REPLACEMENT ELECTRONIC FILE

Only one Salary Table File and one PSD File are accepted by KDE. If there is a reason to resubmit either file, please send an e-mail to finance.reports@education.ky.gov. The original files will have to be denied before new files can be submitted.

Appendix A – Data Sources for PSD Report

Employee Master Records

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

Field Name	Description	Valid Entry
Group/BU	Used to include only certified employees on the PSD report.	CERT – certified RCER – retired certified Substitute Teachers are SUBS. Not included on PSD report. Retired Teachers who substitute only are coded to SUBS. Not included on PSD report.
Personnel Status	Required to distinguish between full-time and part-time certified staff.	FP - full-time permanent PT - part-time temporary CR, CP, CF – critical needs educator PP - part-time permanent
Active Status	Only **ACTIVE** employees are extracted for PSD generation.	A - Represents an Active Employee. Employees that are Inactive should have an I in the Active Status Field.
Gender	Must be entered for all certified employees.	F - Female M - Male
DOE Ethnicity	Must be entered on Employee Master record in order for Ethnicity to report on PSD record.	Yes, Hispanic or Latino No, Not Hispanic or Latino
DOE Race	At least one selection must be entered for employees whose DOE Ethnicity selection is "No, Not Hispanic or Latino". Race	American Indian or Alaska Native Asian Black or African American Native Hawaiian or other Pacific Islander

Field Name	Description	Valid Entry
	selection(s) must be entered on Employee Master record in order for the Race information to report on PSD record.	White

Employee Job/Salary Records

The information in the table shown below will be pulled from Employee Job/Salary records when the PSD records are generated. Make any necessary changes prior to generating the PSD records.

Field Name	Description	Valid Entry
Group/BU	Appropriate Group/BU must be entered into the Job/Salary record.	CERT – Certified RCER – Retired Certified The Group/BU for substitutes is SUBS. Substitutes are not reported on the PSD Report. Group/BU for retired teachers who are substitutes only is SUBS not RCER.
Job Class	Valid entry is required in order to submit the PSD file successfully. Job Class Codes can be added at the district level but restrictions apply. Job Class Codes must be linked to an allowable Summary Class Code.	Refer to *Appendix B* for additional information regarding Summary and Job Class Codes. For a detailed list of allowable Summary Class Codes, refer to the *Employee Classification Codes PR-ADM-5* document located in the Payroll-Statewide section of the KDE Enterprise ERP Support & Guides webpage found here.
Org	Appropriate org code is required on the Job/Salary record.	Refer to KDE Chart of Account information for valid org codes.

Field Name	Description	Valid Entry
Location	Appropriate org code is required on the Job/Salary record in order for the Location field to be populated. *Notes:* Teachers cannot be coded as district wide, 000. Must be coded to specific location(s).	First three numbers of the org code is used to populate the Location field on the PSD record. *Note:* School locations cannot be assigned by the district. Contact KDE to obtain a location number if district has added a school or if the school organization plan has changed and new numbers are necessary.
Object Codes	Only allowable object codes should be entered into the Job/Salary record for each certified employee.	0110, 0111, 0112, 0113 and 0114 Refer to *Appendix B* for additional information regarding object codes and how they tie to Summary Class Codes.

Field	Description	Valid Entry
Project	Appropriate project code is required on the Job/Salary record in order for this field to populate on the PSD record.	Refer to KDE Chart of Account information for valid project codes.
Fund	This field represents the fund from which the employee is paid.	The fund is pulled from the Account Master based on the org code that is used on the employee's record. Valid funds for salaries and benefits are 1, 2, 2X, 360, 5X and 6X.
Grade/Step	Information is required to be entered on the Job/Salary record for Base & Extended Day pay records.	Information is entered on the Job/Salary record using Enterprise ERP Salary Tables.
Days Employed	This is the number of days in the standard school calendar.	Enter the number of standard contract days in the Contract Days field when generating the PSD report or during a

Field	Description	Valid Entry
		Recalc. This will set the mid-year hire employees to the standard number of days on the PSD record.
FTE Percent	The FTE field on the Job/Salary record should reflect the percentage of days/time a person works in the particular job. *Note:* FTE is not used to break down employee(s) pay into G/L Account Codes. FTE is used for employees working less than standard contract days or working in more than one position.	The valid entry would be number of days to be worked divided by standard contract days. FTE must be rounded to the nearest ten-thousandth position or the PSD record will kick out with an error during submission. Example: 100 day employee in a district with 187 standard contract days – 100/187=.5348 not .53.
Alloc Percent	The Alloc Percent on the Job/Salary record should reflect the percentage of pay charged to a particular G/L account.	The valid entry would be the percentage that is assigned to each G/L Account on the allocation code. Allocation codes must total 100% for the employee's pay record.
Annual Salary	The entry in this field is the actual salary the employee will earn for the school year. *Note:* This field must be populated on the Job/Salary record for each type of pay.	Base Pay = The actual number of days to be worked multiplied by the daily rate for the Grade/Step. In cases where the employee works multiple positions, the employee will have multiple Job/Salary records. The Annual Salary will reflect the portion of the total salary for the position based on the FTE.
Field	**Description**	**Valid Entry**
Reference Salary	The entry in this field is the salary the employee would	Base Pay = The total salary from the salary table for the Grade/Step. (Full year salary)

Field	Description	Valid Entry
	have earned had he/she worked the full year. *Note:* This field must be populated on the Job/Salary record for each type of pay.	In cases where the employee works multiple positions, the employee will have multiple Job/Salary records. The Reference Salary fields will reflect the portion of the total salary for the position based on the FTE.

Other Areas in Enterprise ERP

Information shown in the table below is pulled from other areas of Enterprise ERP:

Field	Description	Valid Entry
Summary Job	This is the Summary Class code that is entered on the Job Class master record. Each Job Class code must have a valid Summary Class Code.	Summary Class Codes for certified personnel are set by EPSB. Refer to *Appendix B* for more information related to Summary and Job Class codes. For a detailed list of allowable Summary Class Codes, refer to the *Employee Classification Codes PR-ADM-5* document located in the Payroll-Statewide section of the KDE Enterprise ERP Support & Guides webpage found here.
Calc Code	This instructs the system how to calculate the period pay amount when pay record is added in Job/Salary.	Calc Codes vary depending on the type of pay.

Appendix B - Summary and Job Class Codes Chart

For a detailed list of allowable classification codes, refer to the document entitled *Employee Classification Codes PR-ADM-5* found in the Payroll-Statewide section of the KDE Enterprise ERP Support & Guides webpage found here.

SUMMARY CLASS CODES
Controlled by KDE or EPSB

DISTRICT-SPECIFIC JOB CLASS CODES
Set by individual districts

Classified
Summary Class Codes
7000-7999
Controlled by KDE

Classified Job Class Codes
District-Specific
Use codes in the 8000-8999 range only

(Use object codes 0130, 0131, 0160.)

Each one must be mapped to a Summary Class Code in the 7000-7999 range

Certified
Summary Class Codes
0-3999
Controlled by EPSB

Certified Job Class Codes
District-Specific
Use codes in the 4000-4999 range only

(Use object codes 0110, 0111.)

Each one must be mapped to a Summary Class Code in the 0-3999 range

Certified Extra Service Pay
Summary Class Codes
5000-5999
Controlled by EPSB

Certified Extra Service Pay Job Class Codes
District-Specific
Use codes in the 6000-6999 range only

(Use object codes 0112, 0113, 0114.)

Each one must be mapped to a Summary Class Code in the 5000-5999 range

Appendix C - Salary Tables

Certified employee Salary Tables are used to establish a contract salary for each employee on the PSD Report. Certain naming conventions have been established for reporting salary schedule information to KDE. It is imperative the Grade/Rank field and description on each salary table be set up as shown below when entering salary tables in Enterprise ERP.

PSD Salary Table Description	Enterprise ERP Grade/Rank
Rank I, Step 1	11
Rank I, Step 2	12
Rank I, Step 3	13
Rank II, Step 1	21
Rank II, Step 2	22
Rank II, Step 3	23
Rank III, Step 1	31
Rank III, Step 2	32
Rank III, Step 3	33
Rank IV, Step 1	41
Rank IV, Step 2	42
Rank IV, Step 3	43
Rank V, Step 1	51
Rank V, Step 2	52
Rank V, Step 3	53

As can be seen from the list above, districts that employ steps to subdivide salary schedules within a specific rank must create a separate Salary Table in Enterprise ERP for each step.

Salary tables must have a minimum of 40 steps and each table must contain the same number of steps. (Example – if Rank I, Step 1 contains 44 steps, then all tables must contain 44 steps.)

Appendix D - EPSB ID Import Program

OVERVIEW

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

Creating the EPSB ID Import File:

The EPSB ID Import file is pulled from Infinite Campus. See link below for information about creating the file.

Creating the Infinite Campus EPSB ID Import File

Generating the EPSB ID Import program:

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

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

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

Possible EPSB ID Import File Errors:

a. "Import file does not match an existing employee in Enterprise ERP."
b. "Duplicate last 4 of SSN and DOB."

EPSB Import File Error Report Proof:

```
2  983kyork              |EPSB ID IMPORT PROOF
3
4  REC    CAMPUS      EPSB        ERROR
5  NO     STAFF ID    ID          MESSAGE
6  -----  ---------   ---------   ------------------------------------------------
7  RECORDS CONTAINING ERRORS (WILL NOT IMPORT)
8
9  2         114      332222      Import file does not match an existing employee in Munis
10 3         174      22333       Import file does not match an existing employee in Munis
11 4         116      44333       Import file does not match an existing employee in Munis
12 5         184      33444       Import file does not match an existing employee in Munis
13 6         142      44555       Import file does not match an existing employee in Munis
```

Reading Error Reports:
The reports have very little identifying information to keep employee information secure. But, there are several ways you can determine which employee is receiving the error.

1. Check report information against the Validation Report (Infinite Campus). This report includes the employee name.
2. See record number in the EPSB ID Import Proof report (bottom) and go to the EPSB File (top-Excel file pulled from Infinite Campus) and find that record line. (Record 4 in the EPSB ID Import Proof Report is line 4 on the Excel sheet of the EPSB file SEE RED ARROWS.) Then do a search for either the last 4 of the SSN and/or DOB in Enterprise ERP.

	A	B	C	D
1	individual.ssn	individual.birthdate	employmentCredential.licenseNumber	individual.staffNumb
2	1111	12/14/1964	332222	114
3	2222	1/12/1984	22333	174
4	3333	11/5/1958	44333	116
5	4444	10/31/1990	33444	184
6	5555	5/20/1995	44555	142
7				

```
2  983kyork              |EPSB ID IMPORT PROOF
3
4  REC    CAMPUS      EPSB        ERROR
5  NO     STAFF ID    ID          MESSAGE
6  -----  ---------   ---------   ------------------------------------------------
7  RECORDS CONTAINING ERRORS (WILL NOT IMPORT)
8
9  2         114      332222      Import file does not match an existing employee in Munis
10 3         174      22333       Import file does not match an existing employee in Munis
   4         116      44333       Import file does not match an existing employee in Munis
12 5         184      33444       Import file does not match an existing employee in Munis
13 6         142      44555       Import file does not match an existing employee in Munis
```

Error Definitions and Possible Solutions:

EPSB ID Import Error	Possible Explanations	Possible Solutions
"Import file does not match an existing employee in Enterprise ERP"	Last 4 digits of the Social Security Number (SSN#) does not match an employee in Enterprise ERP.	The SSN# may be incorrect in either Infinite Campus or Enterprise ERP. Check both systems for accuracy. Make corrections in appropriate system.
	Date of Birth (DOB) does not match an employee in Enterprise ERP.	The Date of Birth may be incorrect in either Infinite Campus or Enterprise ERP. Check both systems for accuracy. Make corrections in appropriate system. (The last 4 digits of the SSN# and the DOB must match exactly in both Infinite Campus and Enterprise ERP for the import to work properly.)
	Employee may not exist in Enterprise ERP.	Employees in Infinite Campus may not exist in Enterprise ERP. There are employees such as area technology teachers that exist in Infinite Campus for scheduling purposes but are not actual employees paid by the district. Such employees would not exist in Enterprise ERP.
EPSB ID Import Error	**Possible Explanations**	**Possible Solutions**
"Duplicate last 4 of SSN and DOB"	More than one employee exists in Enterprise ERP with the same last 4 digits of the SSN and DOB.	This should be extremely rare, but it is possible that more than one employee could exist with the same last 4 digits of the SSN# and DOB. In such a case, you would need to manually add the EPSB ID number in the Employee Master.

EPSB ID Import Error	Possible Explanations	Possible Solutions
	Employee in Enterprise ERP has more than one Master File.	If an employee has an employee number in both an Employee Master file and a Terminated Employee Master file, you will receive this error. In this case, you would need to manually add the EPSB ID number in the Employee Master.

The EPSB ID number will appear in the EPSB ID field on the PSD record after the PSD Report is generated.

Appendix E – PSD Generate Error Messages

Listed in the table below are error tests that will be performed during the generate process. Other errors tests are performed when submitting the PSD file to KDE that are not performed when generating the files in Enterprise ERP. Even if you have generated your Enterprise ERP PSD records and no records were found, there might be other errors found when submitting. Correct any errors detected in Enterprise ERP then submit the electronic file.

ERROR #	DESCRIPTION	EXPLANATION OF ERROR	POSSIBLE SOLUTIONS
0.00	Not an Active Employee	Employee has active pay record(s) but employee master is set to inactive. ***Employee record(s) with this error will not generate into the PSD file.***	If the employee should not pull into the PSD, no action is required; If the employee is active and a PSD record is needed, set the employee's status to Active on the Employee Master record.
4.35	Ethnicity is Blank	No ethnicity has been selected on the Employee Master record.	Update the Employee Master record by making an ethnicity selection. If "No, not Hispanic" is selected, also make the appropriate Race selection(s).
4.40	Grade (Rank) is not the same for all records for a SSN	0110 and 0111 records for the employee do not contain the same Grade/Rank.	Update the Job/Salary record(s) to reflect the appropriate Grade/Rank for the employee.
4.50	Step (Experience) is not the same for all records for a SSN	0110 and 0111 records for the employee do not contain the same Step.	Update the Job/Salary record(s) to reflect the appropriate Step for the employee.

ERROR #	DESCRIPTION	EXPLANATION OF ERROR	POSSIBLE SOLUTIONS
6.00	No Base Pay Record	A base pay record (object code 0110) does not exist for the employee.	Full-time certified employees must have a base pay (0110) record in the PSD file. Make appropriate changes to the employee's Job/Salary record(s).
6.50	Invalid Object Code for PSD Records (Valid objects are 0110-0114)	Employee's pay record contains object code(s) other than 0110, 0111, 0112, 0113 or 0114.	Update Employee Master and/or Job/Salary record(s) to reflect the appropriate G/L object code.
10.00	Missing Gender	No selection exists for Gender on the Employee Master record.	Update the Employee Master record by making a gender selection.
11.00	No Race Code	No race is selected on the employee's master record. When "No, not Hispanic or Latino" is selected on the DOE Ethnicity field on the employee master, at least one race must be selected. If "Yes, Hispanic or Latino" is chosen, nothing should be marked under race. ALSO, "Two or More Races" should never be check-marked.	Update the Employee Master record to reflect the appropriate Race selection(s). At least one race must be selected when "No, not Hispanic or Latino" is selected. And, uncheck any race selection if "Yes, Hispanic or Latino" is chosen in ethnicity. ALSO, if "Two or More Races" is check-marked, the check-mark needs to be removed.
16.00	Invalid Summary Class Code	The Summary Class code on the employee's record is not on the list of valid KDE summary Class Codes. ***Employee record(s) with this error will not generate into the PSD file. Correct the error***	Make the appropriate changes to the Job Class Master record by updating the Summary Class code field to reflect the valid KDE summary class code.

ERROR #	DESCRIPTION	EXPLANATION OF ERROR	POSSIBLE SOLUTIONS
		and generate the file again or add the manually.	
16.10	Summary Class Code not Defined on Job Class Code	There is no Summary Class Code set up on the Job Class Code. *Employee record(s) with this error will not generate into the PSD file. Correct the error and generate the file again or add the manually.*	Make the appropriate changes to the Job Class Master record by updating the Summary Class Code field to reflect the valid KDE Summary Class Code.
20.00	Invalid Fund	Employee's pay record contains an invalid fund for salary.	Update the Employee Master and/or Job/Salary record with an appropriate account from a valid fund for salaries. Valid funds are 1, 2, 2X, 360, 5X, 6X, (X represents the remaining numbers of the fund. Funds can range from 1 to 4 numbers.)
25.20	Non Standard Salary Table	Employee's pay record contains an invalid grade. Salary table for Summary Job Class codes in the range 0010-3000 does not correspond to KDE's naming standards for Salary Table Grades.	Make the appropriate changes to the employee's Job/Salary record to reflect the correct salary table information. Valid grades are 11, 12, 13, 21, 22, 23, 31, 32, 33, 41, 42, 43, 51, 52, 53. If the employee is retired certified and is being paid a negotiated rate, the employee needs to have a Group/BU or

ERROR #	DESCRIPTION	EXPLANATION OF ERROR	POSSIBLE SOLUTIONS
			RCER and a separate salary table would need to be set up for the employee.
26.00	Invalid BU/Job Class/Object Code	Employee's pay record contains an invalid combination of Group/BU, Job Class Code and/or Object Code. Records will not pull into the PSD file when this error exists. ***Employee record(s) with this error will not generate into the PSD file. Correct the error and generate the file again or add the manually.***	Update the Employee Master and/or Job/Salary record(s) to reflect the appropriate combination. Valid combination is BU=CERT or BU=RCER, Summary Class Code between 0010-3999 with object code 0110 and 0111; Summary Class Code between 5000-5999 with object code 0112, 0113 or 0114. Refer to *Appendix B* for more information related to the appropriate use of Job Class Codes.
26.50	Allocation for Object Code Does Not Equal 100%	The sum of allocation code percentages by object code for the same job class code on the employee's pay record do not equal 100%.	Update the Job/Salary record(s) to reflect the correct percentage in the employee's allocation.

ERROR #	DESCRIPTION	EXPLANATION OF ERROR	POSSIBLE SOLUTIONS
27.00	Reference Salary Does not match the Salary Table	The employee's PSD record(s) for 0110 do not match the Salary Table for Grade/Rank, Step/Levels. Error is generated when amount is outside parameter of +/- $25. ***Note:*** **This error may print erroneously on employees who are working in multiple positions.** Review the employee's PSD record to verify that it is set up correctly. Refer to the explanation in the *Employee working in multiple positions* paragraph in the *Possible Solutions* column to the right or in the *FTE-Employees Working in Multiple Positions* section of this document. If you have the record set up the way it's described, there are no corrections to make even if an error is generated. Simply disregard the error.	Update the Job/Salary record(s) to reflect the correct reference salary. ***Mid-Year Hire*** - Reference Salary is the total salary the employee will have earned if he/she works a full year. If the record(s) contain FTE of less than 1.0, make sure the FTE is rounded to the nearest ten-thousandth. Example – An employee works 160 days of a 187 day contract, the FTE is .8556 not .86. ***Employee working in multiple positions*** - If the employee works in two different positions, the Reference Salary will be set up as a portion of the total. *Example* – The employee is .5 Job class 2060 and .5 Job Class 2212 and the total salary for the employee is $57,228. The Reference Salary and Annual Salary on each record will be $28,614.
27.20	Check Reference Salary by the FTE Minus the Annual Salary	Enterprise ERP will perform a calculation on the PSD record. *Reference Salary on 0110 Records * FTE = Annual Salary.* An error is generated when the amount is outside the parameter of +/-$25. ***Note:*** **This error may print erroneously on employees who are working in multiple**	*Annual Salary* is the amount the employee will actually receive for the school year. *Reference Salary* is the total salary the employee will have earned if he/she works a full year. ***Mid-year hire working in one position*** - Reference Salary is the total salary the employee will have earned if he/she works a full year. If the record contains FTE of less than 1.0,

ERROR #	DESCRIPTION	EXPLANATION OF ERROR	POSSIBLE SOLUTIONS
		positions. Review the employee's PSD record to verify that it is set up correctly. Refer to the explanation in the *Employee working in multiple positions* paragraph in the *Possible Solutions* column to the right or in the *FTE-Employees Working in Multiple Positions* section of this document. If you have the record set up the way it's described, there are no corrections to make even if an error is generated. Simply disregard the error.	make sure the FTE is rounded to the nearest ten-thousandth. *Example* – An employee works 160 days of a 187 day contract, the FTE is .8556 not .86. Total salary for the position if worked the entire year is $57,228. The Reference Salary for the position is $57,228 and the Annual Salary would be $48,964.28. **_Employee working in multiple positions_** - If the employee works in two different positions, the Reference Salary will be set up as a portion of the total. *Example* – The employee is .5 Job class 2060 and .5 Job Class 2212 and the total salary for the employee is $57,228. The Reference Salary and Annual Salary *on each record* will be $28,614.
30.00	Invalid Project Code Exists	The employee's Job/Salary record contains a project code that begins with an alpha character when used for fund 2, 2X and 360.	Update the Employee Master and/or Job/Salary records with an allowable org/object/project combination.
42.00	Invalid Job Class Code	Employee's pay record contains a Job Class Code that is not on the list of Valid KDE Summary Class Codes or in the range of 8000-8999.	Update the Employee Master and/or Job/Salary record(s) with an allowable Job Class Code. Adding a valid Job Class Code may also be necessary. For a detailed list of allowable classification codes, refer to the document entitled

ERROR #	DESCRIPTION	EXPLANATION OF ERROR	POSSIBLE SOLUTIONS
			Employee Classification Codes PR-ADM-5 found in the Payroll-Statewide section of the KDE Enterprise ERP Support & Guides webpage found here.
44.00	No Kindergarten Instructor Coded in the District	The PSD file does not contain any records for Summary Class Code 2025-Kindergarten Instructor.	All school districts must use Summary Class Code 2025 to report Kindergarten Instructors. Update the Employee Master and/or Job/Salary records to reflect the appropriate Summary Class Code for all Kindergarten Instructors.
46.00	Reference Salary Equals Zero $	Employee's Reference Salary field on the pay record is not greater than $0.	Update the Job/Salary record(s) to reflect the appropriate Reference Salary. Reference Salary is the total salary the employee will have received if the employee works the full school year.
50.00	No EPSB ID Number. Required for PSD Reporting	Each employee on the PSD report is required to have an EPSB number.	Obtain the EPSB ID number and add it to the Employee Master manually.

Warnings on Report:

(Refer to the PSD CSD Error and Note Correction Guide for explanations in greater detail for each warning.)

WARNING #	DESCRIPTION	DETAILED EXPLANATION	DO I NEED TO TAKE ACTIONS ON THIS WARNING?
22.00	Media Specialist not reported for school - Summary Class 1060	Warning is generated when a location of 002-899 does not have an employee coded to Summary Class code of 1060.	All schools are required to have at least a portion of a Media Specialist assigned to the building. If one person serves more than one location, break the employee's salary down by location using an allocation code on the Employee's Job/Salary record. If the position is vacant, disregard the warning.
23.00	DPP Not Reported for District - Summary Class 0080	Warning is generated when there's no employee Job/Salary record with Summary Class 0080	Many districts have employees who serve in more than one position. If the DPP is also the Curriculum Supervisor, for example, break down the employee's salary information using two separate Job Class Codes and the FTE field on the Job/Salary record. If the position is vacant, disregard the warning.
29.00	No Superintendent Reported for District- Summary Class 0010	Warning is generated when there's no employee Job/Salary record with Summary Class 0010.	Nothing is required to be fixed in Enterprise ERP if the Superintendent's position is vacant.
124.00	Finance Officer not Reported for District- Summary Class 0040	Warning is generated when there's no employee Job/Salary record Summary Class 0040.	If the Finance Officer is a classified position, disregard the warning. If the position is certified, make changes to the Employee Master as well as the Job/Salary record(s) to reflect the appropriate use of Group/BU, Job Class/Summary Class and expenditure object codes.

IMPORTANT!!! Note on Report:

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

Note: Check the setup of hybrid employees.

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