



Report Name: WDE652 - WISE Spring School District Staff Member Collection

Collection Dates: 05/18 - 06/30/2009

Comprehensive fiscal (July 1 - June 30) year accounting of all staffing positions for the 2008-09 school year.

This document contains all the information needed to manage the data elements for the Spring WDE-652 report

A summary of the information in this document is as follows:

Data Elements

Business Rules

CSV format

VRF 2.1 - for backend state use only

Contact Info

Any updates to this document will be sent out to all districts as needed

This page explains the code values or keys that are used on the tabs in this document.

CODE KEYS on the Business Rules Tab:

Violation Severity	Description
F	Fatal Error
W	Warning
T	Truncate field

WDE652 - WISE Spring School District Staff Member/Staff Employment File Data Elements				
Field #	Field Name	Length	Valid Values / Format Notes	Definitions
1	WISEStaffID	7	Must conform to the rules for valid WISE Staff IDs.	The WDE 7-digit state assigned staff record identifier
2	StaffNamePrefix	0-8	Alpha and periods (can be blank)	An appellation used to denote rank, placement, or status i.e. Mr., Ms., Reverend, Sister, Dr., Colonel
3	StaffFirstName	1-15	Name characters	Staff member's first name
4	StaffMiddleName	0-15	Name characters (can be blank)	Staff member's middle name or initial
5	StaffLastName	1-25	Name characters	Staff member's last name
6	StaffNameSuffix	0-8	Alpha and periods (can be blank)	Generation indicator i.e. Sr., Jr., III or degrees earned i.e. Ph.D.
7	StaffFormerName	0-25	Name characters (can be blank)	Previous names this staff member may have used.
8	SeparationDate	0 or 8	YYYYMMDD (can be blank)	If a staff member is no longer employed by the district, a valid date during the current fiscal year (July 1 - June 30) must be entered.
9	StaffDateOfBirth	8	YYYYMMDD	Staff member's date of birth
10	StaffGender	1	M, F	Staff member's gender
11	StaffEthnicity	1	A, B, H, I, W	A - Asian or Pacific Islander B - Black, not of Hispanic Origin H - Hispanic I - American Indian or Alaskan Native W - White, not of Hispanic Origin
12	HireDate	0 or 8	YYYYMMDD (can be blank)	New staff member hire date. Only report a hire date for those staff members hired during the current fiscal year (July 1 - June 30).
13	Degree	1	N, P, A, B, M, D	Highest level of degree earned by staff member N - None P - ParaHQ (Paraprofessional Highly Qualified without Associates Degree, No Child Left Behind - 1119 (c)) A - Associates B - Bachelors M - Masters D - Doctorate
14	LicenseType	0 or 3	Valid 3-letter assignment code representing the license type	The assignment code representing this license type. Refer to Appendix A of the Staffing Guidebook for the list of valid codes.
15	LicenseState	0 or 2	WY (Conditional)	State the license was issued
16	LicenseNumber	0-30	Valid license number (Conditional)	License number
17	LicenseIssueDate	0 or 8	YYYYMMDD (Conditional)	Date License was issued
18	LicenseExpirationDate	0 or 8	YYYYMMDD (Conditional)	Date License expires
19	DistrictID	7	A valid 7-digit district ID	The WDE 7-digit district ID for the staff member
20	BaseSchoolID	7	A valid 7-digit school or district ID	The school ID a staff member is assigned for the greatest amount of time. Only one ID allowed per district, per staff member; can also be the district ID.
21	BaseSalary	6,2	Numeric value with 1-6 numbers before the decimal and 2 numbers after the decimal.	This field is the contracted FTE salary for the FTE base assignments listed. If the person is on a salary schedule, this should be the actual placement salary (adjusted for FTEs not equal to 1.0 and for a staff member on multiple schedules)
22	ScheduleID	0-1	I, T (can be blank)	The ID for the salary schedule the teacher is on: I - Teacher T - Alternative
23	ColumnNumber	0-2	Numeric value 1 to max column number on salary schedule (Conditional)	If this staff member is on a salary schedule, the column number of their schedule placement.
24	RowNumber	0-2	Numeric value 1 to max row number on salary schedule (Conditional)	If this staff member is on a salary schedule, the row number of their schedule placement.
25	InsuranceOption	2	NA, EO, SC, EP, FY	<ul style="list-style-type: none"> • NA - None: District employee doesn't participate in the district health insurance plan. • EO - Employee Only: When a district employee participates in the district's health insurance plan and does not have any eligible dependents or when both husband and wife work for the district and both participate in the district's health insurance plan and do not have any eligible dependents on the policy. • SC - Split Contract: When both the husband and wife work for the district and both participate in the district's health insurance plan and have eligible dependents on the policy. • EP - Employee Plus Spouse or Child(ren): When a district employee participates in the district's health insurance plan and has a spouse or child(ren) listed as a dependent on the health insurance policy. • FY - Family: When a district employee participates in the district's health insurance plan and has a spouse and child(ren) listed as a dependent on the health insurance policy.
26	FTE	1,2	Sum of assignment FTE	Calculated field
27	TotalSalary	6,2	Sum of base salary and extra salary	Calculated field

WDE-652 Staff Assignment File Data Elements				
Field #	Field Name	Length	Valid Values / Format Notes	Definitions
101	DistrictID	7	A valid 7-digit district ID	The WDE 7-digit district ID for the staff member

102	WISEStaffID	7	Must conform to the rules for valid WISE Staff IDs.	The WDE 7-digit state assigned staff record identifier
116	StaffFirstName	0-15	Name characters (can be blank)	Staff member's first name (Note - This field is provided for ease of reporting. The official name for the staff member is stored within the Employment file. Any changes made to the staff member's first name MUST be made in the Employment file.)
117	StaffLastName	0-25	Name characters (can be blank)	Staff member's last name (Note - This field is provided for ease of reporting. The official name for the staff member is stored within the Employment file. Any changes made to the staff member's last name MUST be made in the Employment file.)
103	AssignmentCode	3	Valid 3-letter assignment code	The code for this assignment.
104	TeacherType	0 or 2	TR, NT (can be blank)	TR - Teacher of Record NT - Teacher Not of Record
105	SchoolID	7	A valid 7-digit school or district ID	The ID for this assignment. A 7-digit ID where the assignment occurs, if the staff member is assigned to multiple schools then there must be a separate assignment for each school ID.
106	LowestGradeServed	2	PK, KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12	The lowest grade this staff member serves for this assignment.
107	HighestGradeServed	2	PK, KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12	The highest grade this staff member serves for this assignment.
108	ContractDays	0-3	1 to 260	<i>(Non-Classified Staff Only)</i> The number of days the staff member is contracted to work in the school year. Typical teacher contracts have approximately 180 days. Administrative contracts often have more. Do not count weekends and holidays. Contracts should not exceed 260 days.
109	Time	3,2	Numeric value between 0.00 - 100.00 with 1-3 numbers before the decimal and 2 numbers after the decimal.	<i>(Non-Classified Staff Only)</i> The actual <u>percent of time</u> (portion of an FTE) staff member spends for this assignment.
110	AnnualHours	0-4	0-2088	<i>(Classified Staff Only)</i> The total number of annual hours a classified staff member spends for this assignment.
111	HolidayHours	0-3	0-175	<i>(Classified Staff Only)</i> The number of holiday hours this staff member receives for this assignment. If this staff member has annual hours, then the number of holiday hours must be specified.
112	ExtraSalary	5,2	Numeric value with 1-5 numbers before the decimal and 2 numbers after the decimal.	The amount of pay for extra duty which is above and beyond the regular base contract. If the assignment has a percent of time or annual hours, it is considered part of the base contract. If the percent of time and annual hours are zero (0), it is an extra duty and the salary amount should be entered here. For each listed assignment, either the Percent of Time/Annual Hours or the Extra Salary column will be zero (0).
113	Salary	6,2	Derived assignment salary	Calculated field
114	EmployeeClass	20	Derived employee class (based on assignment code and teacher type)	Calculated field
115	AssignmentFTE	1,2	Derived assignment FTE	Calculated field

WDE652 - WISE Spring School District Staff Experience File Data Elements

Field #	Field Name	Length	Valid Values / Format Notes	Definitions
201	DistrictID	7	A valid 7-digit district ID	The WDE 7-digit district ID for the staff member
202	WISEStaffID	7	Must conform to the rules for valid WISE Staff IDs.	The WDE 7-digit state assigned staff record identifier
211	StaffFirstName	1-15	Name characters (can be blank)	Staff member's first name (Note - This field is provided for ease of reporting. The official name for the staff member is stored within the Employment file. Any changes made to the staff member's first name MUST be made in the Employment file.)
212	StaffLastName	1-25	Name characters (can be blank)	Staff member's last name (Note - This field is provided for ease of reporting. The official name for the staff member is stored within the Employment file. Any changes made to the staff member's last name MUST be made in the Employment file.)
203	ExperienceGroupCode	3	Valid 3-letter experience group code	The code where the assignment's experience accumulates
204	DistrictExperience	2,2	Numeric value between 0.00 - 59.99 with 1-3 numbers before the decimal and 2 numbers after the decimal.	The number of FTE years <u>prior to start of the current school year</u> of experience in the district where they are currently employed.
205	OtherWYDistrictExperience	2,2	Numeric value between 0.00 - 59.99 with 1-3 numbers before the decimal and 2 numbers after the decimal.	The number of FTE years <u>prior to start of the current school year</u> of experience in any other Wyoming public school district
206	WYInstitutionalExperience	2,2	Numeric value between 0.00 - 59.99 with 1-3 numbers before the decimal and 2 numbers after the decimal.	The number of FTE years <u>prior to start of the current school year</u> of experience at a Wyoming private school, K-12 educational institution, or post-secondary educational institution that is accredited by an agency recognized by the United States Department of Education.
207	OutOfStatePublicSchoolExperience	2,2	Numeric value between 0.00 - 59.99 with 1-3 numbers before the decimal and 2 numbers after the decimal.	The number of FTE years <u>prior to start of the current school year</u> of experience in an accredited K-12 public school outside of Wyoming

208	OutofStateInstitutionalExperience	2,2	Numeric value between 0.00 - 59.99 with 1-3 numbers before the decimal and 2 numbers after the decimal.	The number of FTE years <u>prior to start of the current school year</u> of experience at a private school, K-12 educational institution, or post-secondary educational institution outside of Wyoming that is accredited by an agency recognized by the United States Department of Education
209	WYNonPublicSchoolProfessional	2,2	Numeric value between 0.00 - 59.99 with 1-3 numbers before the decimal and 2 numbers after the decimal.	The number of FTE years <u>prior to start of the current school year</u> of licensed experience at Wyoming non-educational institution, such as a clinic or hospital. Note: This experience should be reported only for staff members that are required to have a state license to perform their job.
210	OutofStateNonPublicSchoolProfessional	2,2	Numeric value between 0.00 - 59.99 with 1-3 numbers before the decimal and 2 numbers after the decimal.	The number of FTE years <u>prior to start of the current school year</u> of licensed experience outside of Wyoming at a non-educational institution, such as a clinic or hospital. Note: This experience should be reported only for staff members that are required to have a state license to perform their job.

WDE652 - Employment, Experience, and Assignment Business Rules

SRM		Data Element				
Rule #	File	Field #	Severity	Business Rule Description	Detailed Description	Summary Description
R4000	Employment	1, 3, 5, 9-11, 13, 19-21, 25	F	All Staff Member fields are required except 2, 4, 6-8, 12, 14-18, and 22-24.	The staff member record is missing the field <i>StaffDateOfBirth</i> .	Missing a required Staff Member field
R4001	Assignment	101-103, 105-107, 112	F	All Staff Assignment fields are required except 104, 108, 111, 116, and 117.	The staff assignment record is missing the field <i>WISEStaffID</i> .	Missing a required Staff Assignment field
R4002	Experience	201-210	F	All Staff Experience fields are required except 211 and 212.	The staff experience record is missing the field <i>ExperienceGroupCode</i> .	Missing a required Staff Experience field
R4003	Employment	1, 8-25	F	The field cannot exceed its <i>length</i> attribute.	The <i>WISEStaffID</i> field exceeds its maximum allowable length of 7 character(s).	Field exceeds its maximum length
R4004	Employment	2-7	W, T	The field cannot exceed its <i>length</i> attribute and will be truncated.	The <i>StaffFirstName</i> field exceeds its maximum allowable length of 15 character(s). This field will be truncated.	Field is too long and will be truncated
R4006	Assignment	101-112	F	The field cannot exceed its length attribute.	The <i>WISEStaffID</i> field exceeds its maximum allowable length of 7 character(s).	Field exceeds its maximum length
R4007	Experience	201-210	F	The field cannot exceed its length attribute.	The <i>WISEStaffID</i> field exceeds its maximum allowable length of 7 character(s).	Field exceeds its maximum length
R4008	Employment	22-24	F	If the staff member is on a salary schedule, then the ScheduleID, RowNumber, and ColumnNumber must all be provided.	Partial salary schedule information has been provided. If the staff member is on a salary schedule, ScheduleID, ColumnNumber, and RowNumber are all required.	Incomplete salary schedule information
R4009	Employment	14-18	F	If the staff member is licensed, then LicenseNumber, LicenseType, LicenseState, LicenseIssueDate and LicenseExpirationDate must all be provided.	Partial license information has been provided. If the staff member's license information is being reported, then License Number, LicenseType, LicenseState, LicenseIssueDate and LicenseExpirationDate are all required.	Incomplete license information
R4100	Employment	1	F	Verify the WISE Staff ID against valid IDs maintained by WDE.	The WISE Staff ID is invalid. Verify that the staff member's WISE Staff ID is the value assigned by WDE rather than a local ID.	WISE Staff ID is not valid
R4101	Assignment	102	F	Verify the WISE Staff ID against valid IDs maintained by WDE.	The WISE Staff ID is invalid. Verify that the WISE Staff ID for this staff assignment is the value assigned by WDE rather than a local ID.	WISE Staff ID is not valid
R4102	Experience	202	F	Verify the WISE Staff ID against valid IDs maintained by WDE.	The WISE Staff ID is invalid. Verify that the WISE Staff ID for this staff experience is the value assigned by WDE rather than a local ID.	WISE Staff ID is not valid
R4200	Employment	10	F	Code value must be either M or F (does not accept U).	StaffGender must be one of M or F.	StaffGender is not valid
R4201	Employment	11	F	Code value must be A, B, H, I, or W.	StaffEthnicity must be one of A, B, H, I or W.	StaffEthnicity is not valid

WDE652 - Employment, Experience, and Assignment Business Rules

SRM	Data Element					
Rule #	File	Field #	Severity	Business Rule Description	Detailed Description	Summary Description
R4202	Employment	13	F	Code value must be N, P, A, B, M, or D.	Degree must be one of N, P, A, B, M, or D.	Degree is not valid
R4203	Employment	14	F	Verify the LicenseType against valid license types maintained by WDE.	LicenseType does not match any of the known license types.	LicenseType is not valid
R4204	Employment	15	F	LicenseState must be WY	License must be issued in the State of Wyoming	LicenseState is not WY
R4205	Employment	22	F	Verify ScheduleID against the salary schedules for the district	This district did not submit a salary schedule in October 2007 that matches the staff member's ScheduleID.	ScheduleID does not refer to a valid salary schedule
R4206	Employment	23	F	ColumnNumber must be a whole number within the range of column numbers on the district's submitted salary schedule	ColumnNumber must be a whole number between 1 and <max column number> (inclusive).	ColumnNumber is not valid
R4207	Employment	24	F	RowNumber must be a whole number within the range of row numbers on the district's submitted salary schedule	RowNumber must be a whole number between 1 and <max row number> (inclusive).	RowNumber is not valid
R4208	Employment	25	F	Code value must be NA, EO, SC, EP, or FY	InsuranceOption must one of NA, EO, SC, EP, or FY.	InsuranceOption is not valid
R4209	Employment	27	W	Value must be between \$7,000 and \$190,000	Calculated TotalSalary should be between \$7,000 and \$190,000.	Calculated TotalSalary is not valid
R4210	Employment	26	F	Value must be between 0 and 1.00	Calculated FTE should be less than or equal to 1.00.	Calculated FTE is not valid
R4211	Employment	21, 26	F	BaseSalary must have a value greater than zero when the calculated FTE is greater than zero.	The staff member's calculated FTE is greater than 0, therefore BaseSalary must be greater than 0.	BaseSalary must be greater than 0
R4212	Employment	21, 26	F	If calculated FTE is zero, BaseSalary must be zero.	The staff member's calculated FTE is 0, therefore BaseSalary must be 0.	BaseSalary must be 0
R4213	Assignment	103, 104	F	TeacherType must be one of the teacher types allowed for AssignmentCode.	The TeacherType is not valid for the AssignmentCode.	TeacherType is not valid for AssignmentCode
R4214	Assignment	106, 107	F	Code Value must be PK, KG, 01 through 12 (does not accept UN). Right-justified and zero-filled.	LowestGradeServed must be one of PK, KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, or 12	Grade served is not valid
R4215	Assignment	106, 107	F	HighestGradeServed must be the same or higher than LowestGradeServed	HighestGradeServed must be the same or higher than LowestGradeServed	HighestGradeServed is lower than LowestGradeServed
R4216	Assignment	103, 104, 106, 107	F	Grade served for the staff assignment must be within the range of valid grades for the combination of assignment code and teacher type.	LowestGradeServed and HighestGradeServed must be within the range of valid grades for AssignmentCode and TeacherType.	Grade served is outside valid range for AssignmentCode and TeacherType
R4217	Assignment	103, 109, 110, 112	F	If the AssignmentCode is SAD (salary adjustment), Time and Annual Hours must be zero and ExtraSalary must be greater than zero.	The SAD (salary adjustment) assignment has Time or AnnualHours greater than zero and ExtraSalary equal to zero. To use the SAD assignment code, Time and AnnualHours must be zero and ExtraSalary must be greater than zero.	SAD AssignmentCode is incorrectly used

WDE652 - Employment, Experience, and Assignment Business Rules

SRM		Data Element					
Rule #	File	Field #	Severity	Business Rule Description	Detailed Description	Summary Description	
R4218	Assignment	108, 109	F	Contract days must be entered for staff assignments that have a percent of time greater than zero and must be less than or equal to 260.	If Time is greater than 0, then ContractDays must be between 1 and 260 (inclusive).	ContractDays is not valid	
R4219	Assignment	109	F	Time must be between 0.00 and 100.00 (inclusive).	Time must be between 0.00 and 100.00 (inclusive).	Time is not valid	
R4220	Assignment	110	F	AnnualHours must be between 0 and 2088 (inclusive).	AnnualHours must be between 0 and 2088 (inclusive).	AnnualHours is not valid	
R4221	Assignment	111	F	HolidayHours must be between 0 and 175 (inclusive).	HolidayHours must be between 0 and 175 (inclusive).	HolidayHours is not valid	
R4222	Assignment	109, 110, 112	F	Time, AnnualHours, and ExtraSalary cannot all be zero.	A non-zero value must be provided for at least one of Time, AnnualHours, and ExtraSalary.	Time, AnnualHours, and ExtraSalary are all zero	
R4223	Assignment	109, 110, 112	F	Only one of Time, AnnualHours, and ExtraSalary can be greater than zero.	Only one of Time, AnnualHours, and ExtraSalary can be greater than zero.	More than one of Time, AnnualHours, and ExtraSalary are greater than zero	
R4224	Assignment	110, 111	F	Holiday hours cannot be greater than zero if there are no annual hours for this staff assignment.	HolidayHours cannot be greater than zero if AnnualHours is zero.	HolidayHours is not valid	
R4225	Experience	203	F	Verify the ExperienceGroupCode against valid codes maintained by WDE.	ExperienceGroupCode does not match any of the known experience group codes.	ExperienceGroupCode is not valid	
R4227	Assignment	109, 114	F	If EmployeeClass is Classified, Time must be zero.	Time must be zero for Classified assignments.	Time must be zero for Classified assignments.	
R4228	Assignment	110, 114	F	If EmployeeClass is Non-Classified, AnnualHours must be zero.	AnnualHours must be zero for Non-Classified assignments.	AnnualHours must be zero for Non-Classified assignments.	
R4229	Assignment	402, 114, 115	W	The sum of all AssignmentFTE values for a staff member, where EmployeeClass equals "Classified", must be between 0 and 1.25.	The sum of AssignmentFTE values for the staff member, with EmployeeClass equal to "Classified", must be less than or equal to 1.25.	Cumulative AssignmentFTE is not valid	
R4230	Assignment	402, 114, 115	W	The sum of all AssignmentFTE values for a staff member, where EmployeeClass does not equal "Classified", must be between 0 and 1.25.	The sum of AssignmentFTE values for the staff member, with EmployeeClass not equal to "Classified", must be less than or equal to 1.25.	Cumulative AssignmentFTE is not valid	
R4231	Employment	26	F	Value must be between 0 and 1.5	Calculated FTE must be less than or equal to 1.5.	Calculated FTE is not valid	
R4232	Assignment	103	F	Verify the AssignmentCode against valid codes maintained by WDE.	AssignmentCode does not match any of the known assignment codes.	AssignmentCode is not valid	
R4233	Assignment	108, 114	F	If EmployeeClass is Classified, ContractDays must be blank or zero.	ContractDays must be blank or zero for Classified assignments.	ContractDays must be blank or zero for Classified assignments	
R4301	Employment	20	F	Verify BaseSchoolID against list of valid schools.	The staff member's BaseSchoolID does not match any of the known school IDs.	BaseSchoolID is not valid	
R4302	Employment	19, 20	F	BaseSchoolID must be in this District.	BaseSchoolID is a recognized school, but it is not in the district.	The school is not in the district	

WDE652 - Employment, Experience, and Assignment Business Rules

SRM		Data Element				
Rule #	File	Field #	Severity	Business Rule Description	Detailed Description	Summary Description
R4304	Assignment	105	F	Verify SchoolID against list of valid schools.	The staff assignment's SchoolID does not match any of the known school IDs.	SchoolID is not valid
R4305	Assignment	101, 105	F	SchoolID must be in this District.	SchoolID is a recognized school, but it is not in the district.	The school is not in the district
R4308	Assignment	103, 105	F	The SchoolID may be a valid district ID if a district is a valid organization for AssignmentCode.	The SchoolID cannot be a district ID for staff assignments with this AssignmentCode.	SchoolID cannot be a district ID
R4400	Employment	3-5, 7	F	Staff member names may contain only alpha, spaces, hyphens, periods, and apostrophes. All other special characters are rejected.	There is an invalid character in the staff member's name. Valid values are alphabetic characters, spaces, hyphens, periods, and apostrophes.	Invalid character in staff member's name
R4401	Employment	2, 6	F	Staff member's name prefix and suffix may be alpha and periods. All other special characters are rejected.	There is an invalid character in <i>StaffNamePrefix</i> . Valid values are alphabetic characters and periods.	Invalid character in staff member's name prefix or suffix
R4402	Employment	23, 24	F	Value must be numeric	<i>ColumnNumber</i> is not a numeric value	Value is not a valid number
R4403	Employment	8, 9, 12, 17, 18	F	The date must match the YYYYMMDD format and be a valid date. For example: 19953002 is not valid. There was no February 30th, 1995.	<i>SeparationDate</i> is invalid. A date must be in YYYYMMDD format and be a valid date.	Date is not valid
R4404	Employment	21	F	Value must be a decimal number that conforms to the format specified for the data element.	<i>BaseSalary</i> is not a valid numeric value. The value must be a decimal number containing 1-6 digits before the decimal point and 2 digits after the decimal point.	BaseSalary is not valid
R4405	Assignment	108, 110, 111	F	Value must be numeric	<i>AnnualHours</i> is not a numeric value	Value is not a valid number
R4406	Assignment	109	F	Value must be a decimal number that conforms to the format specified for the data element.	Time is not a valid numeric value. The value must be a decimal number containing 1-3 digits before the decimal point and 2 digits after the decimal point.	Time is not valid
R4407	Assignment	112	F	Value must be a decimal number that conforms to the format specified for the data element.	<i>ExtraSalary</i> is not a valid numeric value. The value must be a decimal number containing 1-5 digits before the decimal point and 2 digits after the decimal point.	ExtraSalary is not valid
R4408	Experience	204-210	F	Value must be a decimal number that conforms to the format specified for the data element.	<i>DistrictExperience</i> is not a numeric value. The value must be a decimal number containing 1-2 digits before the decimal point and 2 digits after the decimal point.	Value is not a valid number
R4409	Employment	5	F	Staff member's last name may not contain any of the common name suffixes: Jr., Sr., II, III, or IV.	The staff member's last name contains one of the common name suffixes: Jr., Sr., II, III, or IV. Please use the <i>StaffNameSuffix</i> field to report this information.	Name suffix included with <i>StaffLastName</i>

WDE652 - Employment, Experience, and Assignment Business Rules

SRM		Data Element					
Rule #	File	Field #	Severity	Business Rule Description	Detailed Description	Summary Description	
R4500	Employment	n/a	F	Each school must report at least one staff member.	There are no Staff Employment records for school 1401001. Please verify that this school is open.	No staff members reported for school	
R4501	Assignment	n/a	F	Each school must report at least one staff assignment for a Principal.	School 1401001 does not have a staff member with a Principal assignment.	No Principal reported for school	
R4502	Assignment	105, 107	W	Each school must report at least one staff assignment for a Teacher.	School 1401001 does not have a staff member with a Teacher assignment.	No Teacher reported for school	
R4600	Employment	19	F	District ID of the staff member must match District of the logged in user.	The user cannot process this staff member because the staff member is in a different district than the user.	User cannot process staff members with this DistrictID	
R4601	Assignment	101	F	District ID of the staff assignment must match District of the logged in user.	The user cannot process this staff assignment because the staff assignment is in a different district than the user.	User cannot process staff assignments with this DistrictID	
R4602	Experience	201	F	District ID of the staff experience record must match District of the logged in user.	The user cannot process this staff experience record because the staff experience record is in a different district than the user.	User cannot process staff experience records with this DistrictID	
R4700	Employment	9	W	The staff member's age, based on date of birth, should be between 16 and 72.	The staff member's age, based on date of birth, should be between 16 and 72.	The age of the staff member falls outside the expected bounds.	
R4701	Employment	21, 22	W	For staff members who are not on a salary schedule (ScheduleID is blank), verify the staff member's base salary against an approximation of minimum wage.	If the staff member is not on a salary schedule and the calculated FTE is greater than or equal to 1.0, then BaseSalary must be at least \$7,000.	BaseSalary is less than \$7,000	
R4702	Employment	21, 22	W	For staff members on a salary schedule, verify the staff member's base salary against the minimum salary on the designated schedule.	If the staff member's calculated FTE is greater than or equal to 1.0, then BaseSalary must be greater than or equal to the minimum salary on the salary schedule for the staff member.	BaseSalary falls below minimum	
R4703	Employment	21, 22	W	For staff members on a salary schedule, verify the staff member's base salary against the maximum salary on the designated schedule	If the staff member's calculated FTE is less than or equal to 1.0, then BaseSalary must be less than or equal to the maximum salary on the salary schedule for the staff member.	BaseSalary exceeds maximum	
R4704	Employment	21, 23, 24	W	For staff members on a salary schedule, verify the staff member's base salary against the salary at the specified row and column number of the designated schedule.	The staff member's BaseSalary should match the salary at row 3 and column 5 of schedule 1. For comparison purposes, the salary values are multiplied by the calculated FTE.	BaseSalary does not match salary schedule	

WDE652 - Employment, Experience, and Assignment Business Rules

SRM		Data Element				
Rule #	File	Field #	Severity	Business Rule Description	Detailed Description	Summary Description
R4705	Employment	20	F	The staff member does not have an assignment at the base school. For example, the base school is the district and the assignment schools are at the high school. Note: This applies to active and separated staff members.	The staff member should have an assignment at the base school.	No assignment for staff member at base school
R4708	Assignment	106, 107	F	LowestGradeServed must be served by the school.	The LowestGradeServed for the staff assignment is not taught in the school.	LowestGradeServed not taught in school
R4709	Assignment	105, 107	F	HighestGradeServed must be served by the school.	The HighestGradeServed for the staff assignment is not taught in the school.	HighestGradeServed not taught in school
R4710	Assignment	102	F	There must be a Staff Member record for the staff member referenced in a Staff Assignment record.	There is no Staff Member record for the staff member referenced in this Staff Assignment record.	Missing Staff Member
R4711	Experience	202	F	There must be a Staff Member record for the staff member referenced in a Staff Experience record.	There is no Staff Member record for the staff member referenced in this Staff Experience record.	Missing Staff Member
R4712	Experience	202, 203	F	The staff member must have a Staff Assignment record with calculated AssignmentFTE greater than zero (i.e., Time or AnnualHours greater than zero) and an Assignment and TeacherType that is valid for this ExperienceGroupCode.	There must be at least one Staff Assignment record corresponding to this Staff Experience record. The Staff Assignment must have an AssignmentCode and TeacherType combination that is valid for the ExperienceGroupCode. The Staff Assignment record must also have a calculated AssignmentFTE greater than zero (i.e., Time or AnnualHours must be greater than zero).	Staff experience record does not have a corresponding staff assignment record
R4713	Assignment	102, 103, 104, 115	F	If the calculated AssignmentFTE is greater than zero (i.e., Time or AnnualHours is greater than zero), the staff member must have a Staff Experience record with an ExperienceGroupCode that is valid for this Assignment and TeacherType.	There must be at least one Staff Experience record corresponding to this Staff Assignment record because the assignment has a calculated AssignmentFTE greater than zero (i.e., Time or AnnualHours is greater than zero). The Staff Experience record must have an ExperienceGroupCode that is valid for this AssignmentCode and TeacherType combination.	Staff assignment record does not have a corresponding staff experience record
R4714	Assignment	102, 103, 104, 115	F	If the calculated AssignmentFTE is zero (i.e., Time and AnnualHours are zero), there should be no Staff Experience records with an ExperienceGroupCode that is valid for this Assignment and TeacherType.	The calculated AssignmentFTE is zero because Time and AnnualHours are zero. No staff experience records should be reported for this assignment.	Experience should not be reported for the staff assignment

WDE652 - Employment, Experience, and Assignment Business Rules

SRM		Data Element				
Rule #	File	Field #	Severity	Business Rule Description	Detailed Description	Summary Description
R4800	Employment	1, 16	F	The WISE Staff ID must be unique for all staff members in the district unless the staff member is being reported with a different license number.	There are duplicate staff members in this district. There are multiple Staff Member records that have the same WISEStaffID and LicenseNumber.	Duplicate staff members
R4801	Experience	202, 203	F	The staff member cannot have multiple Staff Experience records with the same ExperienceGroupCode.	There are duplicate Staff Experience records for the staff member. There are multiple Staff Experience records that have the same WiseStaffID and ExperienceGroupCode.	Duplicate staff experience records
R4802	Assignment	102, 103, 109	F	The staff member cannot have multiple Staff Assignment records with the same SchoolID, AssignmentCode, and AnnualHours greater than zero	There are duplicate Staff Assignment records for the staff member in the same school. There are multiple Staff Assignment records that have the same WiseStaffID, SchoolID and AssignmentCode, and have values for AnnualHours that are greater than zero.	Duplicate staff assignment records with annual hours
R4803	Assignment	102, 103, 110	F	The staff member cannot have multiple Staff Assignment records with the same SchoolID, AssignmentCode, TeacherType, LowestGradeServed, HighestGradeServed, and Time greater than zero	There are duplicate Staff Assignment records for the staff member in the same school. There are multiple Staff Assignment records that have the same WiseStaffID, SchoolID, AssignmentCode, TeacherType, LowestGradeServed, and HighestGradeServed, and have values for Time that are greater than zero.	Duplicate staff assignment records with time
R4804	Assignment	102, 103, 112	F	The staff member cannot have multiple Staff Assignment records with the same SchoolID, AssignmentCode, TeacherType, and ExtraSalary greater than zero	There are duplicate Staff Assignment records for the staff member in the same school. There are multiple Staff Assignment records that have the same WiseStaffID, SchoolID, AssignmentCode and TeacherType, and have values for ExtraSalary that are greater than zero.	Duplicate staff assignment records with extra salary
R4805	Employment	1-13, 19-25	F	If there are multiple Staff Employment records for the same staff member with different license information, all other fields in the employment records must be the same.	Multiple Staff Employment records may be submitted for a staff member if the staff member has multiple licenses. However, the Staff Employment records may only differ in the fields related to the staff member's license: LicenseType, LicenseState, LicenseNumber, LicenseIssueDate, and LicenseExpirationDate. All other values in the Staff Employment records must be the same.	Inconsistent definition for a staff member with multiple staff employment records.
R4900	Employment	9	F	StaffDateOfBirth must be between 07/01/1898 and 07/01/1998.	FieldName must be between 07/01/1898 and 07/01/1998.	Date is out of range.

WDE652 - Employment, Experience, and Assignment Business Rules

SRM Data Element						
Rule #	File	Field #	Severity	Business Rule Description	Detailed Description	Summary Description
R4901	Employment	9,17	F	LicenseIssueDate must be after the staff member's date of birth.	FieldName must be after the staff member's date of birth.	Date occurs on or before StaffDateOfBirth.
R4902	Employment	8, 12, 18	W	HireDate, LicenseExpirationDate, and SeparationDate must be after 10/01/2008.	HireDate must be after 10/01/2008.	Date is on or before 10/01/2008
R4903	Employment	8	F	SeparationDate must be after 10/01/2008.	SeparationDate must be after 10/01/2008.	SeparationDate is on or before 10/01/2008
R4903	Employment	17,18	F	LicenseExpirationDate must be after the LicenseIssueDate.	FieldName must be after the LicenseIssueDate.	Date occurs on or before LicenseIssueDate.
R4904	Employment	8,12	F	SeparationDate must be on or after the HireDate.	FieldName must be on or after the HireDate.	Date occurs before HireDate.
R4905	Employment	8,12	F	HireDate and SeparationDate must be in the current fiscal year (July 1 - June 30).	FieldName must be in the current fiscal year (July 1 - June 30).	Date occurs outside the current fiscal year.

WDE652 - Data Formats - CSV Submission

These are the file formats that districts will upload and download.

CSV Column #	Field #	Header Name	Length	Valid Values / Format (also see business rules)
file: employment.csv				
1	1	WISEstaffID	7	Must be a valid WISE Staff ID
2	2	StaffNamePrefix	0-8	Alpha and periods
3	3	StaffFirstName	1-15	Name characters
4	4	StaffMiddleName	0-15	Name characters
5	5	StaffLastName	1-25	Name characters
6	6	StaffNameSuffix	0-8	Alpha and periods
7	7	StaffFormerName	0-25	Name characters
8	8	SeparationDate	0 or 8	YYYYMMDD
9	9	StaffDateOfBirth	8	YYYYMMDD
10	10	StaffGender	1	M, F
11	11	StaffEthnicity	1	A, B, H, I, W
12	12	HireDate	0 or 8	YYYYMMDD
13	13	Degree	1	N, P, A, B, M, D
14	14	LicenseType	0 or 3	Valid 3-letter code for the assignments listed in the data element definitions
15	15	LicenseState	0 or 2	WY
16	16	LicenseNumber	0-30	Valid license number
17	17	LicenseIssueDate	0 or 8	YYYYMMDD
18	18	LicenseExpirationDate	0 or 8	YYYYMMDD
19	19	DistrictID	7	A valid district id
20	20	BaseSchoolID	7	A valid school id within the district identified by field #19.
21	21	BaseSalary	1-6,2	Numeric value with 1-6 numbers before the decimal and 2 numbers after the
22	22	ScheduleID	0-1	I, T
23	23	ColumnNumber	0-2	Numeric value 1 to max column number on salary schedule
24	24	RowNumber	0-2	Numeric value 1 to max row number on salary schedule
25	25	InsuranceOption	2	NA, EO, SC, EP, FY

CSV Column #	Field #	Header Name	Length	Valid Values / Format (also see business rules)
file: assignment.csv				
1	101	DistrictID	7	A valid district id
2	102	WISEstaffID	7	Must be a valid WISE Staff ID
3	116	StaffFirstName	1-15	Name characters
4	117	StaffLastName	1-25	Name characters
5	103	AssignmentCode	3	A valid 3-letter assignment code
6	104	TeacherType	0-1	1, 2
7	105	SchoolID	7	A valid school id within the district identified by field #101.
8	106	LowestGradeServed	2	PK, KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12
9	107	HighestGradeServed	2	PK, KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12
10	108	ContractDays	0-3	1-260
11	109	Time	3,2	0.00-100.00
12	110	AnnualHours	0-4	0-2088
13	111	HolidayHours	0-3	0-175
14	112	ExtraSalary	1-5,2	Numeric value with 1-5 numbers before the decimal and 2 numbers after the decimal

CSV Column #	Field #	Header Name	Length	Valid Values / Format (also see business rules)
file: experience.csv				
1	201	DistrictID	7	A valid district id
2	202	WISEstaffID	7	Must be a valid WISE Staff ID
3	211	StaffFirstName	1-15	Name characters
4	212	StaffLastName	1-25	Name characters
5	203	ExperienceGroupCode	3	Valid 3-letter experience group code
6	204	DistrictExperience	2,2	0.00-59.99
7	205	OtherWYDistrictExperience	2,2	0.00-59.99
8	206	WYInstitutionalExperience	2,2	0.00-59.99
9	207	OutOfStatePublicSchoolExperience	2,2	0.00-59.99
10	208	OutOfStateInstitutionalExperience	2,2	0.00-59.99
11	209	WYNonPublicSchoolProfessional	2,2	0.00-59.99
12	210	OutOfStateNonPublicSchoolProfessional	2,2	0.00-59.99