



Louisiana Believes

PEP User Guide

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Web-only document.

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SYSTEM OVERVIEW

INTRODUCTION

The purpose of the Profile of Educational Personnel (PEP) is to provide information of individual personnel working in Louisiana public schools. The information includes demographic information, professional qualifications, job assignment and compensation, employment status, professional improvement program (PIP) salary information, and non-attendance data.

The PEP data contains staff record, site-position record, teacher class schedule record, and non-attendance record. Staff record (**record type 100**) contains demographic data along with teacher certification, years of experience and other similar data elements. Site-position record (**record type 200**) contains information regarding the job function/classification code at each site the employee serves. Teacher class schedule record (**record type 210**) contains information regarding each class a teacher is scheduled to teach. Non-attendance record (**record type 300**) contains information on staff absences.

There are three reporting periods in PEP. During budgeted (as of October 1st), school districts are required to submit LEA staff counts and budgeted salaries. During LEADS (as of October 1st), school districts are required to submit highly qualified information and class schedules. During EOY (also called End of Year, or EOY), school districts are required to submit LEA staff counts, actual salary and Highly qualified (HQ) updates.

Note: Teacher class schedule data should only be submitted in PEP LEADS. Non-attendance data should not be submitted in the October 1st submission.

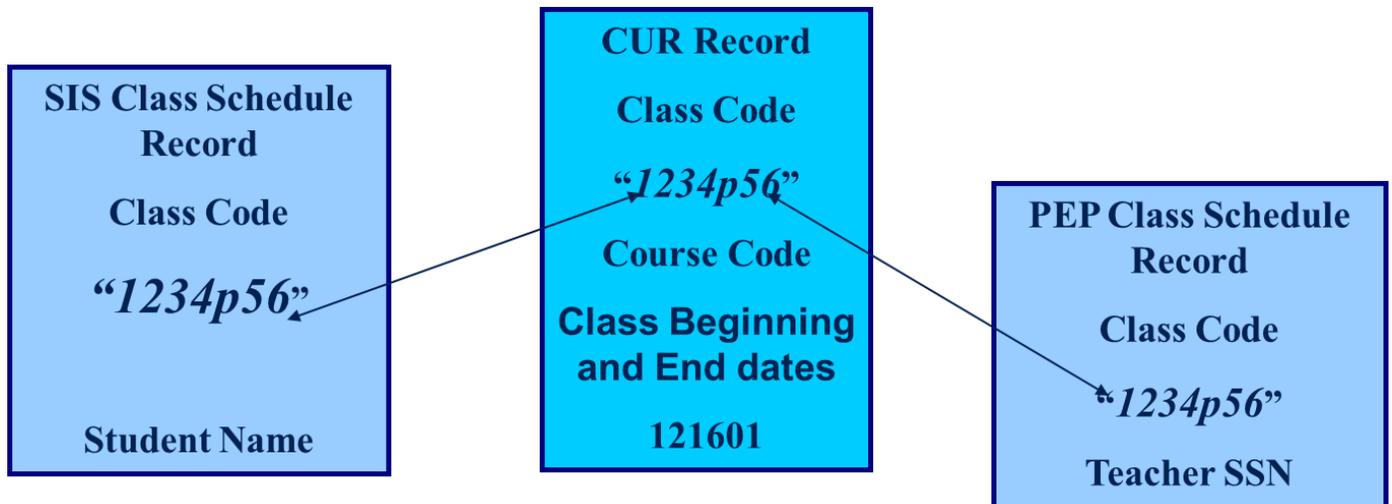
A Statement of Affirmation Form will be sent at the end of certain data collection periods (October 1st and End of Year) for district to affirm their data has been verified and is correct. This form must be signed by the LEA Superintendent and the District's Coordinators then returned to the LDE.

LINK TO OTHER LDE SYSTEMS

PEP will collect staff demographic information, staff professional qualifications, staff job assignment and compensation, education level, employment status, salary, professional improvement program (PIP) salary information, staff class schedule, years' experience, HQ category, and non-attendance data relative to time away from an employee's daily activity.

PEP and CUR and SIS are linked together by class code. The unique class code allows LDE to link Students to Teachers and then link both to course data through the CUR database.

For example, all three contain the same "Class Code" 1234p56 within the same site code.



OTHER SYSTEM FEATURES

Special reminders:

- < Type 2 or 5 Charters should use 111/2430 as the Object Function Code for principals; CEOs (Chief Executive Officers) should be coded 111/2329.
- < Special Education Teachers 112/1210 and Instructional Aides (Paraprofessionals) 115/1210 are no longer valid Object Function Codes.
- < Date of Hire field has been added to the Staff Demographic Record (100).
- < Special Education ***/1290 is no longer valid for any Special Education Titles.
- < Only Object Codes 111 through 119 are to be used when reporting personnel data to the PEP System; function code 140 is not to be used when reporting data to the PEP System.
- < Specific function codes are to be used when reporting Food Service employees, function code 3100 is not to be used when reporting data to the PEP System.
- < ROTC teachers are to be coded as 112/1450 for PEP data reporting requirements.
- < Head Start teachers are to be coded as 112/1531 for PEP data reporting requirements.
- < Special Education Support (Self-Contained, Combo or Resource) teachers are to be coded as 112/1212 for PEP reporting requirements.
- < Special Education PTU teachers are to be coded as 112/1213 for PEP reporting requirements.

- < Regular education school bus aides are to be reported to the PEP System using the 115/2722 classification code combination. Special education school bus aides are to be reported to the PEP System using the 115/2732 classification code combination.
- < Only two codes can be used to identify retirees that returned to work (Code 1 or 2); see page 3.24.
- < The Sabbatical Status Code, Teaching Certificate Exception, Fund Code, Salary Type Code, Retiree Return to Work, and Salary Reduction Code, if not applicable, must be blank spaces.
- < For PEP reporting purposes, no longer identify sabbatical personnel by using the object code 140. Instead, use the applicable Sabbatical Status Code.

DATA COLLECTION TIMELINE

The Benchmark Calendar lists the timeline and system specific due dates for data collection. Refer to the [INSIGHT Portal](#) for the most current version. The following chart provides the timelines for submission of school personnel data to the Department of Education’s Profile of Education Personnel (PEP) System for the fiscal year (*July through June*).

Collection Period	Action
Budgeted (as of Oct 1)	LEA staff counts and salaries
LEADS (as of Oct 1)	High qualified information and class schedules
Actual (EOY)	LEA staff counts, salary and High qualified updates

District staff must use the Reports/File Tab in the Profile of Education Personnel Section of the LEADS Portal to request reports and files to ensure data accuracy. It is recommended that PEP Data Managers request these reports as often as needed to ensure data quality prior to submitting the *Statement of Affirmation*.

LDE SYSTEMS ACCESS AND SECURITY

DATA SECURITY

Data security standards define specific requirements for managing and controlling access to all LDE Systems. Security goals require all personnel using the LDE Systems to have a unique user access code, hereafter referred to as a **User ID**. Each User ID is associated with a security profile that monitors and controls access using automated security software.

SECURITY COORDINATOR

Each Local Education Agencies (LEA) and Charter Managing Organizations (CMO) must identify an individual in the organization to function as the **Security Coordinator**. The Security Coordinator is responsible for granting authorized users access to the LDE Systems. They must be made aware of any changes in status for users (i.e. new users and users no longer needing access due to termination or job reassignment). Such updates are critical to the security of the LDE Systems.

Security issues that cannot be resolved by the Security Coordinator should be referred to the LDE Security Administrator by phoning the ITS Help Desk at 225-342-1821 or by submitting a request by e-mail to SecurityDOE@la.gov

USER ACCESS AND AUTHORIZATION

Users requiring access to the LDE Systems must complete a [Security Request Form](#) and forward it to their Security Coordinator. Once their authorization has been verified, the appropriate User ID and security profile will be assigned which will determine what LDE System(s) a user has access to and specifically what functionality. These logon credentials will be communicated to users in confidence.

User IDs are not to be shared among users. Users will be held individually accountable for all system access and any violations recorded under their User ID. If revoked due to sign-on or resource access denials, the User ID may be reactivated and/or resumed only by the Security Coordinator after a review of the circumstances and a discussion with the user. User IDs may be revoked in any of the following circumstances:

- After five unsuccessful sign-on attempts
- After five resource access denials in one terminal session
- At the scheduled end of consulting or temporary labor engagements
- During their investigation of an actual or suspected security violation, if revocation is requested by management
- On management request and/or direction due to termination

User IDs and Password Standards

User IDs assigned by the Security Coordinator consists of the letter “E” plus six characters. The first three numbers is the Sponsor Code.

In addition to a User ID, an **initial password** will be assigned. This initial password will be set to expire and to force a new password selection on the user’s first sign-on to the system. Users are required to maintain the confidentiality of their passwords and to change their password when they suspect that the privacy of their password may have been compromised.

Each user will be allowed to select their own password based on established password standards. Passwords must be of the following format:

- Minimum length: 8 characters
- Must contain **at least 3 of the 4** complexity categories as follows:
 - Upper case characters (A-Z)
 - Lower case characters (a-z)
 - Numeric digits (0-9)
 - Non-alphanumeric characters (e.g., %, &, \$)
- New passwords cannot be the same as any of the previous 5 passwords

Resetting a Password Using the Password Reset System (PRS)

To change an initial password or to reset a forgotten or expired password, LDE has implemented a self-service password reset system called *PRS*. The PRS URL is <https://password.doe.louisiana.gov>. The PRS User Guide can be found at <https://password.doe.louisiana.gov/PRSHelp.pdf>.

MINIMUM COMPUTER SYSTEM REQUIREMENTS

The following are the minimum computer system requirements to access the LDE Systems.

- **Hardware:** A PC connected to the Internet
- **Browser:** LDE Systems are designed for **Internet Explorer**, Version 9.0 or lower
- **Screen Resolution:** The optimum screen setting is 1024 x 768. If a lower resolution, such as 800 x 600 is used (not recommended), it will be necessary to scroll in order to see an entire page. To adjust the resolution, right-click on the desktop, click *Properties*, then *Settings*. Adjust the slider to a screen resolution of 1024 x 678 or higher, and then click OK
- **Software:** WinZip, PKZip (PKZip is okay but WinZip is preferred); Compression reduces the file size and it will take less time to transfer the file

SCREEN DISPLAY PROBLEMS

Problems with screen display for the LDE Systems may be due to Security and Privacy settings or the incompatibility of newer Internet Explorer (IE) versions. PEP system is only compatible with IE8 or IE9.

Internet Explorer (IE) Options

If there are problems with the LDE Systems screen display, it may be due to the browser's pop-up blocker or security and privacy settings. Users should check the following *Internet Explorer* (IE) options:

- Go to Tools >> Internet Options >> Security>> Custom Level. Make sure the “Allow script-initiated windows without size or position constraints” option is enabled. Also, make sure the “Display mixed content” option is enabled.
- Go to Tools >> Internet Options >>Privacy >> Pop-Up Blocker Settings. Enter [leads.doe.louisiana.gov](https://leads3.doe.louisiana.gov) in the “Address of Web site to allow” field.
- Go to Tools>>Pop Up Blocker Settings>>choose “Turn off Pop-up Blocker.”

Internet Explorer (IE) Compatibility View

Compatibility View may be a solution for those IE users experiencing problems viewing LDE web pages. Problems rendering all or parts of a web page can occur when newer browsers try to display sites that are built with older programming components. For **IE versions 8 through 10**, users can enable compatibility view for a website by clicking the “Compatibility View” icon to the right of the address bar.

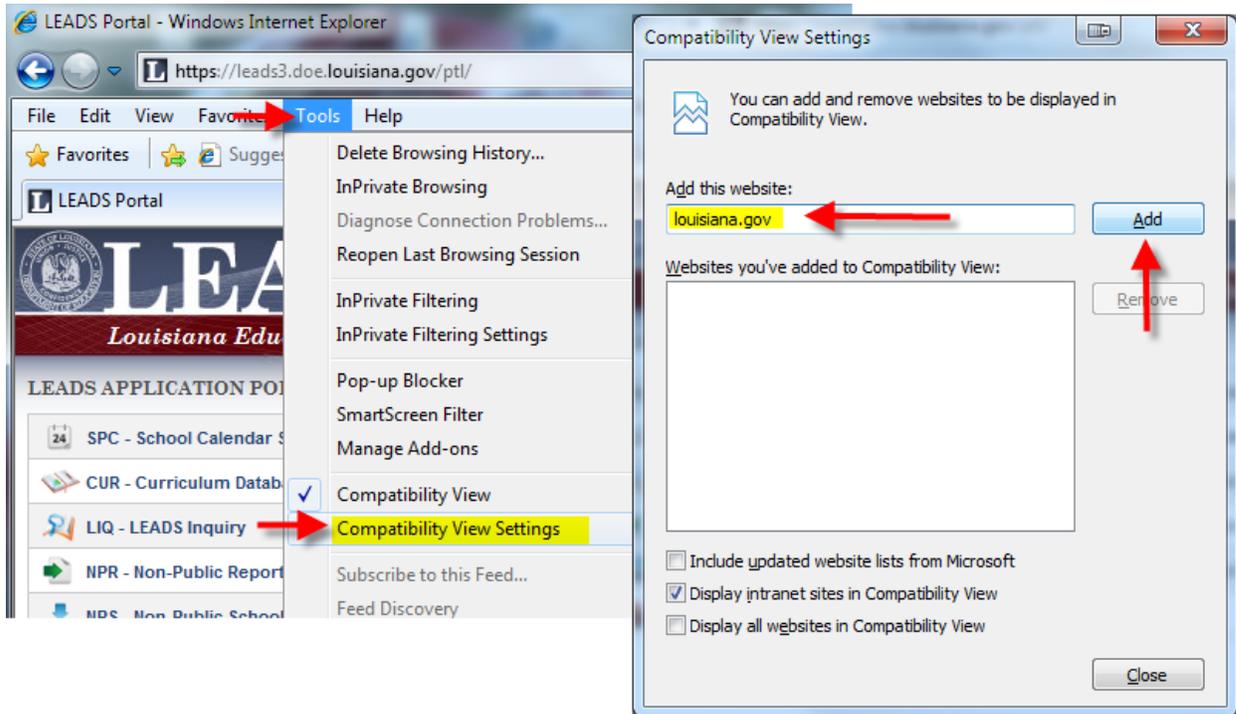


The browser should reload the page and begin displaying the page in compatibility view mode.

For **IE version 11**, Microsoft removed the Compatibility View button from the address bar but there is an alternate method to turn on compatibility for a website. (This process can also be used in IE8 thru IE10).

First, Click the “Tools” button on the menu bar, and then select the “Compatibility View Settings” option.

Then, in the text box under “Add this website”, enter *Louisiana.gov* and click the “Add” button. Finally, close the Compatibility View Settings dialog box and close IE 11. Restart IE.



LDE LOGIN SCREEN

To access the LDE Systems, users must enter a **User ID** and **Password** on the LDE LOGIN SCREEN.



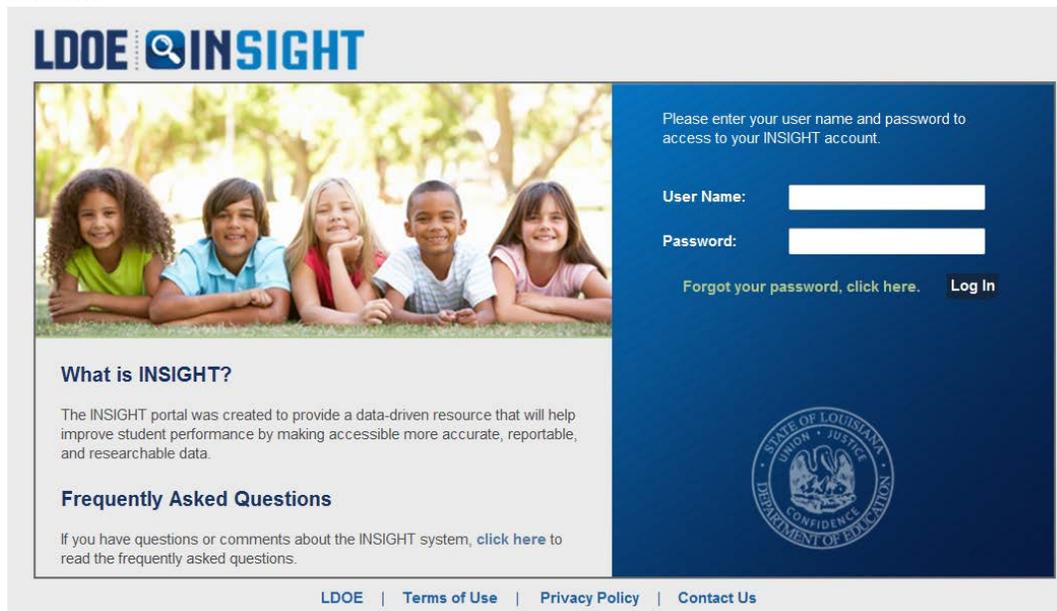
After access has been granted, users should then log into the [INSIGHT Portal](https://insight.doe.louisiana.gov/coordinators/SitePages/Dashboard.aspx) <https://insight.doe.louisiana.gov/coordinators/SitePages/Dashboard.aspx>

INSIGHT Portal Login Screen

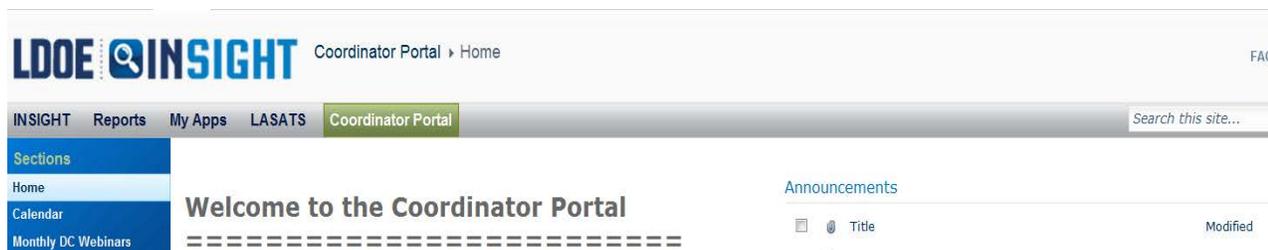
The INSIGHT Portal brings together data submitted by Louisiana School Districts (LEAs) and Charter Management Organization (CMOs), merges it with the data LDE collects from other sources, and presents it as one unified system for reporting and analysis.

The Security Coordinator can grant authorized users access to the [INSIGHT Portal](#) by adding LDS_LEAS_DATACOORD role under the Longitudinal Data Systems (LDS) in TAS. .

To access the INSIGHT Portal, users must enter a **User ID** and **Password** on the INSIGHT Portal **login screen**.



The **Coordinator Portal** screen will be displayed. User Guides, announcements, notifications and other useful information is regularly posted on the Coordinator Portal.



Next, select the **“My Apps”** tab

All LDE Systems for which a user is authorized to access will be displayed.

Select the PEP-Profile of Education Personnel link to access the application.

DATA SUBMISSION

With each successful submission, PEP Error Correction Reports will be generated. The Error Reports must be downloaded in order to review each error, make appropriate corrections and re-submit PEP data within established time lines. ***(PEP Error Correction Reports are only available for fourteen calendar days. Reports are deleted once the time period has expired.)***

The Data Verification, District Summary and Detail Report, as well as numerous other statewide reports, are available to PEP Data Managers to request and download as applicable during each of the

three PEP Collection Periods: **PEP October 1 Staff Collection; October 1 LEADS Collection; and PEP June 30 End Year Collection.**

Note: Only error-free staff records are included in a district's Profile of Educational Personnel Data Verification Report. After the completion of a PEP Collection Period, the PEP Data Manager must submit A Statement of Affirmation with the signatures of the Superintendent/Administrator and the PEP Coordinator, and then return it to the Data Management Section.

Each individual school district will determine the method by which it creates the computer files containing its staff data. However, in reporting these data to the Louisiana Department of Education (LDE), the school district **must** use the applicable PEP Batch Record Layout, as prescribed in Section Three of this guide. Districts will submit their respective batch file via the Internet using the PEP web system at <https://leads.doe.louisiana.gov/ptl/>.

PEP RECORDS DETAILS

Staff Record (**Record Type 100**) contains demographic data along with teacher certification, years of experience and other similar data elements. **NOTE:** *One Staff Record is required for each employee or Vacant Position.* (Only one Staff record per Social Security Number within a Sponsor is permitted.)

Site-Position Record (**Record Type 200**) contains information regarding the job function/ classification code object and function code combination at each site the employee serves. (Object code 140 is no longer allowed when reporting sabbatical staff to the PEP System. Instead, if an employee is on sabbatical, use the appropriate Sabbatical Status Code of 1, 2, or 3 in position number 103 on PEP Record Type 100.)

Teacher Class Schedule (**Record Type 210**) contains information regarding each class a teacher is scheduled to teach. 210 records should not be submitted in the October 1 and June 30th submission.

Non-Attendance Records (**Record Type 300**) contains information on staff absences. 300 records should not be submitted in the Oct 1st submission.

Special Reminder: Because of LEADS, districts have all of the regular data reporting requirements (Sponsor Site, School Calendar, SIS and PEP databases), plus the added responsibility of submitting Curriculum Records to the Curriculum database for all courses taught at each school site offering the course, along with Student Class Schedule Records and Teacher Class Schedule Records.

BATCH SUBMISSIONS

Begin by deleting the previously uploaded zip file, *if applicable*.

Open browser (Internet Explorer or Netscape)

Go to URL-- <https://leads.doe.louisiana.gov/ptl/>

Home-opening page

LEADS APPLICATION PORTAL

Annual Financial Report

AFR - Annual Financial Report

SPC - Calendar

CUR - Curriculum Database

GAP - Grant Award Program

TAP - LaTAAP

LIQ - LEADS Inquiry

LTS - Louisiana Textbook Adoption System

NPS - Non-Public Schools Data Collection

PEV - Personnel Evaluation

PEP - Profile of Educational Personnel

PKP - PreK Checklist

TBL - Reference Tables

SCS - School Choice Scholarships

SEE - Scholarships for Educ. Excellence

SER - Special Education Reporting

SPS - Sponsor-Site

SIS - Student Information System

STS - Student Transcripts

SRA - Survey Administration

TID - Title I, Part D

ADDITIONAL LINKS

- LEADS News
- Timelines
- Security Request Form
- Contact Us
- Check Response Time
- Browser Popularity
- OnBase - Hyland ActiveX Control Software Installer

You are in the TEST environment.

Show all systems.

Welcome to the LEADS Portal!

Click on Profile of Educational Personnel

PROFILE OF EDUCATIONAL PERSONNEL

Home | File Processing | Online Staff Processing | Reports & Files

Opening Page

Welcome to the Louisiana Department of Education's **Profile of Educational Personnel (PEP)** web based data collection system. This system is used for the collection of public school employees' personnel data. The data collected is used for state and federal reporting purposes. All data collected in the PEP system is only to be used in accordance with the rules and regulations provided by Family Educational Rights and Privacy Act (FERPA). This data will be used to assist in improving academic performance for all students, help to eliminate achievement gaps and prepare students to be effective citizens in a global market.

Important messages and updates related to the PEP system will be displayed below.

PEP Message Center	Posted Date
→ Welcome David Kibbe to the position of PEP Education Consultant. You may contact him at David.Kibbe@la.gov or 225-342-9133.	Feb 9 2012

File Processing - Upload



PROFILE OF EDUCATIONAL PERSONNEL

Close | Restart

Home
File Processing
Online Staff Processing
Reports & Files

Upload

[REDACTED] Parish

Beginning School Session Year: 2011

Processing Period: Oct. 1 (Budgeted)

Delete all Data? No Yes

Validate only? No Yes

File to upload: Browse...

UPLOAD MY FILE NOW
VIEW UPLOAD STATUS
VIEW ERRORS
VIEW INPUT DATA

REFRESH

History

Load Begin	User ID	Records	File Size	Records In Error	Records Loaded	Status	Upload End
11/9/2011 9:20:03 AM	apptst04		1277			Abnormal termination	11/9/2011 9:20:03 AM
11/9/2011 8:42:04 AM	apptst04	15	1277	9	0	Complete	11/9/2011 8:42:05 AM
11/9/2011 8:40:16 AM	apptst04	15	1277	9	0	Complete	11/9/2011 8:40:18 AM
11/9/2011 8:34:00 AM	apptst04		1277			Abnormal termination	11/9/2011 8:34:00 AM

Be sure that the file has '.zip' as its suffix.

Click 'Browse' to select the file to upload, and then click 'UPLOAD MY FILE NOW'.

The file is now uploading to the Louisiana Department of Education (LDE). It may take a few moments.

File processing – view status

http://leads4tst.doe.louisiana.gov/ - Profile of Educational Personnel Database - Windows Internet Explorer

PROFILE OF EDUCATIONAL PERSONNEL Close | Re

Home | File Processing

Upload

017 East Baton Rouge Parish

Beginning School Session Year:

Processing Period:

Delete all Data?

Validate only?

File to upload:

UPLOAD MY FILE NOW

You must enter a file name.

REFRESH

Load Begin

11/9/2011 9:20:03 AM
11/9/2011 8:42:04 AM
11/9/2011 8:40:16 AM
11/9/2011 8:34:00 AM

ViewStatus - Windows Internet Explorer

User:

Beginning Schl Sess Yr:

Processing Period Cd:

Sponsor:

Begin Date/Time:

End Date/Time:

File Size (Bytes):

Total Records:

Records Copied To Holding:

Records Matching Database:

Records Validated:

Minimum Number of Records In Error:

Total Errors/Warnings Found:

Records Loaded to Database:

Staff Records Deleted from Database:

Status: Status information not found.

End

11/9/2011 9:20:03 AM
11/9/2011 8:42:05 AM
11/9/2011 8:40:18 AM
11/9/2011 8:34:00 AM

File Processing - View errors

http://leads4tst.doe.louisiana.gov/ - ViewErrors - Windows Internet Explorer

Sponsor: East Baton Rouge Parish

Load Begin: 11/9/2011 8:42:04 AM

GENERATE ERROR REPORT **REFRESH**

EXPORT ERRORS

Rec #	Rec Type	Name	SSN	Site	Data in Error Supplemental Error Information	Error Code	Error Message
3	100					999	Data for SSN Not Added to DB due to Errors
3	210					285	Invalid Class Code
4	100					138	Warning: Certificate Last Name Does Not Match Name on Teacher Certification Database
6	100					999	Data for SSN Not Added to DB due to Errors
6	210					285	Invalid Class Code
9	100					999	Data for SSN Not Added to DB due to Errors
9	210					285	Invalid Class Code
10	210					207	No Matching Staff Record
11	210					207	No Matching Staff Record
12	210					207	No Matching Staff Record
13	100					999	Data for SSN Not Added to DB due to Errors
13	210					207	No Matching Staff Record
14	100					002	Critical: Invalid Transaction Code
15	100					002	Critical: Invalid Transaction Code
15	100		NONE			999	Data for SSN Not Added to DB due to Errors

File Processing - View errors – Generate error reports

http://leads4tst.doe.louisiana.gov/ - ErrorReport - Windows Internet Explorer

Profile of Educational Personnel Louisiana Department of Education

Load Begin: 11/9/2011 8:42:04 AM

PEP ERROR CORRECTION REPORT FOR DATA AS OF 10/1/2010
DETAIL SUMMARY
SCHOOL YEAR: 2010 - 2011

Show Key Data for All
ALL

PRINT

CRITICAL ERRORS

STAFF NAME	SSN	SITE CD	PEP DATA IN ERROR	EDIT NUMBER AND MESSAGE
				002: Critical: Invalid Transaction Code
				002: Critical: Invalid Transaction Code
				999: Data for SSN Not Added to DB due to Errors
				999: Data for SSN Not Added to DB due to Errors
				999: Data for SSN Not Added to DB due to Errors
				999: Data for SSN Not Added to DB due to Errors

Profile of Educational Personnel Louisiana Department of Education

Load Begin: 11/9/2011 8:42:04 AM

PEP ERROR CORRECTION REPORT FOR DATA AS OF 10/1/2010
DETAIL SUMMARY
SCHOOL YEAR: 2010 - 2011

LEA: 017 East Baton Rouge Parish

ERRORS

STAFF NAME	SSN	SITE CD	PEP DATA IN ERROR	EDIT NUMBER AND MESSAGE
				207: No Matching Staff Record
				207: No Matching Staff Record
				207: No Matching Staff Record

File Processing - Error report – Critical errors

http://leads4tst.doe.louisiana.gov/ - ErrorReport - Windows Internet Explorer

Profile of Educational Personnel Louisiana Department of Education

Load Begin: 11/9/2011 8:42:04 AM

PEP ERROR CORRECTION REPORT FOR DATA AS OF 10/1/2010
DETAIL SUMMARY
SCHOOL YEAR: 2010 - 2011

Show Key Data for All

Critical Errors
ALL
Critical Errors
Errors
Warnings

LEA Summary

PRINT

CRITICAL ERRORS

STAFF NAME	SSN	SITE CD	PEP DATA IN ERROR	EDIT NUMBER AND MESSAGE
				002: Critical: Invalid Transaction Code
				002: Critical: Invalid Transaction Code
				999: Data for SSN Not Added to DB due to Errors
				999: Data for SSN Not Added to DB due to Errors
				999: Data for SSN Not Added to DB due to Errors

LEGEND: AM=ANNUAL MINUTES, B=BEGINNING DATE, CDC=CONTRACT DAY COUNT, E=ENDING DATE, FC=FUNCTION CODE,
M=MINIMUM OR MAXIMUM, OBJ=OBJECT CODE, S=SALARY ITEM OCCURRENCE, T=TOTAL,
*INDICATES DATA RETRIEVED FROM SOURCE OTHER THAN PEP. FOR EXAMPLE, TEACHER CERTIFICATION OR SPONSOR SITE

-----End of Report-----

DETAIL SUMMARY
SCHOOL YEAR: 2010 - 2011

LEA: 017 East Baton Rouge Parish

ERRORS

STAFF NAME	SSN	SITE CD	PEP DATA IN ERROR	EDIT NUMBER AND MESSAGE
				207: No Matching Staff Record
				207: No Matching Staff Record
				207: No Matching Staff Record

File Processing - View input data

http://leads4tst.doe.louisiana.gov/ - ViewInput - Windows Internet Explorer

Sponsor: 017 East Baton Rouge Parish Beginning School Session Year: 2010
 Load Begin: 11/9/2011 8:42:04 AM Processing Period Code: 2
 Total records: 15

Page 1 of 1 [EXPORT DATA](#)

Rec Num	Status	Sys Ind	Trans Code	Beg Sch Yr	Spon	Site	SSN	30	40	50	60	70	80	90
1		PEP	100	2010	017									A 046596 0931
2		PEP	200	2010	017	017070								000000 000000
3	Error	PEP	210	2010	017	017070								
4	Error	PEP	100	2010	017									B 075928 0818
5		PEP	200	2010	017	017047								000000 000000
6	Error	PEP	210	2010	017	017047								
7		PEP	100	2010	017									A 444933 0911
8		PEP	200	2010	017	017075								000000 000000
9	Error	PEP	210	2010	017	017075								
10		PEP	210	2010	017	017026								
11		PEP	210	2010	017	017026								
12		PEP	210	2010	017	017026								
13		PEP	210	2010	017	017026								
14														
15														

 ERRORS

STAFF NAME	SSN	SITE CD	PEP DATA IN ERROR	EDIT NUMBER AND MESSAGE
				207: No Matching Staff Record
				207: No Matching Staff Record
				207: No Matching Staff Record
				207: No Matching Staff Record

Online Staff Processing – Staff List – All Processing Periods View

http://leads4tst.doe.louisiana.gov/ - Profile of Educational Personnel Database - Windows Internet Explorer

PROFILE OF EDUCATIONAL PERSONNEL [Close](#) | [Restart](#)

Home | [File Processing](#) | [Online Staff Processing](#) | [Reports & Files](#)

[Staff List](#) | [Staff](#) | [Site Position](#) | [Salary](#) | [Class Schedule](#) | [Non Attendance](#) | [Highly Qualified](#)

[All Processing Periods-View](#) | [Open Processing Periods-Update](#)

Beginning School Year: 2013

Processing Period: Oct. 1 (Budgeted)

Sponsor: East Baton Rouge Parish

Search on Last Name / SSN:

[DISPLAY STAFF LIST \(MAX 1000\)](#)

Online Staff Processing – Staff List – All Processing Periods View

https://leads3.doe.louisiana.gov/ - Profile of Educational Personnel Database - Windows Internet Explorer

PROFILE OF EDUCATIONAL PERSONNEL Close | Restart

Home | File Processing | **Online Staff Processing** | Reports & Files

Staff List | Staff | Site Position | Salary | Class Schedule | Non Attendance | Highly Qualified

All Processing Periods-View | Open Processing Periods-Update

Beginning School Year: 2013

Processing Period: Oct. 1 (Budgeted)

Sponsor: 001 Acadia Parish

Search on Last Name / SSN: karen

DISPLAY STAFF LIST (MAX 1000)

Staff selected. Click appropriate tab to view data.

SSN	Name	Status	Last Updated
[REDACTED]	KEBC	SCHOOL BOARD EMPLOYEE	9/25/2013 1:25:05 PM
[REDACTED]	KEBC	SCHOOL BOARD EMPLOYEE	9/25/2013 1:23:21 PM
[REDACTED]	KELL	SCHOOL BOARD EMPLOYEE	9/25/2013 1:21:37 PM
[REDACTED]	KENN	SCHOOL BOARD EMPLOYEE	9/25/2013 1:25:13 PM
[REDACTED]	KEOV	SCHOOL BOARD EMPLOYEE	9/25/2013 1:23:00 PM
[REDACTED]	KIBC	SCHOOL BOARD EMPLOYEE	9/25/2013 1:39:04 PM
[REDACTED]	KIDD	THIRD PARTY CONTRACT EMPLOYEE	9/25/2013 1:23:08 PM
[REDACTED]	KING	SCHOOL BOARD EMPLOYEE	9/25/2013 1:21:10 PM
[REDACTED]	KIRK	SCHOOL BOARD EMPLOYEE	9/25/2013 1:22:14 PM
[REDACTED]	KLEI	SCHOOL BOARD EMPLOYEE	9/25/2013 1:25:06 PM

Online Staff Processing – Staff – View

https://leads3.doe.louisiana.gov/ - Profile of Educational Personnel Database - Windows Internet Explorer

PROFILE OF EDUCATIONAL PERSONNEL Close | Restart

Home | File Processing | **Online Staff Processing** | Reports & Files

Staff List | Staff | Site Position | Salary | Class Schedule | Non Attendance | Highly Qualified

View:

STAFF RECORD : VIEW Mode

[EXPORT STAFF DATA](#)

Staff Name: [REDACTED] SSN: [REDACTED] Last Update: 9/25/2013

Sponsor: 001 Acadia Parish

Beg School Session: 2013 Employee Status: SCHOOL BOARD EMPLOYEE Certificate: [REDACTED]

Proc Period: Oct. 1 (Budgeted) Retirement System: TEACHERS' Educ Level: BACHELOR'S

Gender: FEMALE Cert Exception: Total Salary: [REDACTED]

Empl Type: FULLTIME Sabbatical Status: Workday Min: 465

Years Exp: [REDACTED] Retiree Return: Contract Days: 182.00

District Hire Date: [REDACTED] Salary Reduction: PIP Salary: \$0

Ethnicity: Hispanic: N Race: Am Indian Asian Black Pac Islander White

Online Staff Processing – Site Position – View

https://leads3.doe.louisiana.gov/ - Profile of Educational Personnel Database - Windows Internet Explorer

PROFILE OF EDUCATIONAL PERSONNEL Close | Restart

Home | File Processing | **Online Staff Processing** | Reports & Files

Staff List | Staff | **Site Position** | Salary | Class Schedule | Non Attendance | Highly Qualified

View

STAFF RECORD : VIEW Mode **EXPORT STAFF DATA**

Staff Name: [REDACTED] SSN: [REDACTED] Last Update: **9/25/2013**

Sponsor: 001 Acadia Parish

Beg School Session: 2013 Employee Status: SCHOOL BOARD EMPLOYEE Certificate: [REDACTED]

Proc Period: Oct. 1 (Budgeted) Retirement System: TEACHERS' Educ Level: BACHELOR'S

Gender: FEMALE Cert Exception: Total Salary: [REDACTED]

Empl Type: FULLTIME Sabbatical Status: Workday Min: 465

Years Exp: [REDACTED] Retiree Return: Contract Days: 182.00

District Hire Date: [REDACTED] Salary Reduction: PIP Salary: \$0

Ethnicity: Hispanic: Race: Am Indian Asian Black Pac Islander White

SITE-POSITION RECORDS : VIEW Mode

Site: [REDACTED] Last Update Date: 9/25/2013

Classification: 112 TEACHERS 1110 ELEMENTARY PROGRAMS

Employment Dates: 7/1/2013 - 6/30/2014 Homebase Site Flag: Y Annual Min Worked: 84630

Online Staff Processing – Salary – View

https://leads3.doe.louisiana.gov/ - Profile of Educational Personnel Database - Windows Internet Explorer

PROFILE OF EDUCATIONAL PERSONNEL Close | Restart

Home | File Processing | **Online Staff Processing** | Reports & Files

Staff List | Staff | Site Position | **Salary** | Class Schedule | Non Attendance | Highly Qualified

View

STAFF RECORD : VIEW Mode **EXPORT STAFF DATA**

Staff Name: [REDACTED] SSN: [REDACTED] Last Update: **9/25/2013**

Sponsor: 001 Acadia Parish

Beg School Session: 2013 Employee Status: SCHOOL BOARD EMPLOYEE Certificate: [REDACTED]

Proc Period: Oct. 1 (Budgeted) Retirement System: TEACHERS' Educ Level: BACHELOR'S

Gender: FEMALE Cert Exception: Total Salary: [REDACTED]

Empl Type: FULLTIME Sabbatical Status: Workday Min: 465

Years Exp: [REDACTED] Retiree Return: Contract Days: 182.00

District Hire Date: [REDACTED] Salary Reduction: PIP Salary: \$0

Ethnicity: Hispanic: Race: Am Indian Asian Black Pac Islander White

SALARY RECORDS : VIEW Mode

Site: [REDACTED] Last Update Date: 9/25/2013

Classification: 112 TEACHERS 1110 ELEMENTARY PROGRAMS

Employment Begin Date: 7/1/2013 Fund: GENERAL Salary Type: BASE Salary Amt: [REDACTED]

Online Staff Processing – Class Schedule – View

https://leads3.doe.louisiana.gov/ - Profile of Educational Personnel Database - Windows Internet Explorer

PROFILE OF EDUCATIONAL PERSONNEL Close | Restart

Home | File Processing | Online Staff Processing | Reports & Files

Staff List | Staff | Site Position | Salary | Class Schedule | Non Attendance | Highly Qualified

View

STAFF RECORD : VIEW Mode EXPORT STAFF DATA

Staff Name: [REDACTED] SSN: [REDACTED] Last Update: 1/10/2014

Sponsor: [REDACTED]

Beg School Session: 2013 Employee Status: SCHOOL BOARD EMPLOYEE Certificate: [REDACTED]

Proc Period: Oct. 1 (LEADS) Retirement System: TEACHERS' Educ Level: [REDACTED]

Gender: FEMALE Cert Exception: [REDACTED] Total Salary: [REDACTED]

Empl Type: FULLTIME Sabbatical Status: [REDACTED] Workday Min: 465

Years Exp: [REDACTED] Retiree Return: [REDACTED] Contract Days: 182.00

District Hire Date: [REDACTED] Salary Reduction: [REDACTED] PIP Salary: \$0

Ethnicity: Hispanic: Y N Race: Am Indian Asian Black Pac Islander White

CLASS SCHEDULE RECORDS : VIEW Mode

Site	Class Code	Class Name	Last Update Date	Twelve Hour Flag
001008	008355	Crowley Middle School	1/10/2014	N
001008	008354	Crowley Middle School	1/10/2014	N
001008	008353	Crowley Middle School	1/10/2014	N
001008	008352	Crowley Middle School	1/10/2014	N
001008	00826	Crowley Middle School	1/10/2014	N
001008	008250	Crowley Middle School	1/10/2014	N

Online Staff Processing – Non Attendance – View

https://leads3.doe.louisiana.gov/ - Profile of Educational Personnel Database - Windows Internet Explorer

PROFILE OF EDUCATIONAL PERSONNEL Close | Restart

Home | File Processing | Online Staff Processing | Reports & Files

Staff List | Staff | Site Position | Salary | Class Schedule | Non Attendance | Highly Qualified

View

STAFF RECORD : VIEW Mode EXPORT STAFF DATA

Staff Name: [REDACTED] SSN: [REDACTED] Last Update: 8/12/2013

Sponsor: [REDACTED]

Beg School Session: 2012 Employee Status: SCHOOL BOARD EMPLOYEE Certificate: [REDACTED]

Proc Period: June 30 (Actual) Retirement System: TEACHERS' Educ Level: BACHELOR'S

Gender: FEMALE Cert Exception: [REDACTED] Total Salary: [REDACTED]

Empl Type: FULLTIME Sabbatical Status: [REDACTED] Workday Min: 465

Years Exp: [REDACTED] Retiree Return: [REDACTED] Contract Days: 182.00

District Hire Date: [REDACTED] Salary Reduction: [REDACTED] PIP Salary: \$0

Ethnicity: Hispanic: Y N Race: Am Indian Asian Black Pac Islander White

NON ATTENDANCE RECORDS : VIEW Mode

NonAttendance Dates	Category Code	Description	Last Update Date	Day Count
8/24/2012 - 8/24/2012	03	PERSONAL/SICK/EMERGENCY LEAVE	8/12/2013	0.5
9/20/2012 - 9/21/2012	03	PERSONAL/SICK/EMERGENCY LEAVE	8/12/2013	2.0
11/13/2012 - 11/13/2012	03	PERSONAL/SICK/EMERGENCY LEAVE	8/12/2013	1.0
12/10/2012 - 12/10/2012	03	PERSONAL/SICK/EMERGENCY LEAVE	8/12/2013	1.0
4/23/2013 - 4/23/2013	03	PERSONAL/SICK/EMERGENCY LEAVE	8/12/2013	1.0
5/17/2013 - 5/17/2013	03	PERSONAL/SICK/EMERGENCY LEAVE	8/12/2013	1.0

Online Staff Processing – Highly Qualified – View

https://leads3.doe.louisiana.gov/ - Profile of Educational Personnel Database - Windows Internet Explorer

PROFILE OF EDUCATIONAL PERSONNEL Close | Restart

Home | File Processing | **Online Staff Processing** | Reports & Files

Staff List | Staff | Site Position | Salary | Class Schedule | Non Attendance | **Highly Qualified**

TAFF RECORD : VIEW Mode [EXPORT STAFF DATA](#)

Staff Name: [REDACTED] SSN: [REDACTED] Last Update: **8/12/2013**

Sponsor: [REDACTED]

Beg School Session: 2012 Employee Status: SCHOOL BOARD EMPLOYEE Certificate: [REDACTED]

Proc Period: June 30 (Actual) Retirement System: TEACHERS' Educ Level: BACHELOR'S

Gender: FEMALE Cert Exception: [REDACTED] Total Salary: [REDACTED]

Empl Type: FULLTIME Sabbatical Status: Workday Min: 465

Years Exp: [REDACTED] Retiree Return: Contract Days: 182.00

District Hire Date: [REDACTED] Salary Reduction: PIP Salary: \$0

Ethnicity: Hispanic: N Y Race: Am Indian Asian Black Pac Islander White

HIGHLY QUALIFIED RECORDS : VIEW Mode

HQ Code: HA HIGH SCHOOL ART Last Update Date: 8/12/2013

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ONLINE SUBMISSIONS

Online Staff Processing – Staff List - Open Processing Periods Update

http://leads4tst.doe.louisiana.gov/ - Profile of Educational Personnel Database - Windows Internet Explorer

PROFILE OF EDUCATIONAL PERSONNEL Close | Restart

Home | File Processing | **Online Staff Processing** | Reports & Files

Staff List | Staff | Site Position | Salary | Class Schedule | Non Attendance | Highly Qualified

All Processing Periods-View | **Open Processing Periods-Update**

Beginning School Year: 2011

Processing Period: Oct. 1 (Budgeted)

Sponsor: East Baton Rouge Parish

Search on Last Name / SSN:

[DISPLAY STAFF LIST \(MAX 1000\)](#)

SSN to Add Staff: [CLICK TO ACCEPT NEW SSN](#)

Online Staff Processing – Staff - Update

http://leads4tst.doe.louisiana.gov/ - Profile of Educational Personnel Database - Windows Internet Explorer

PROFILE OF EDUCATIONAL PERSONNEL Close | Restart

Home | File Processing | **Online Staff Processing** | Reports & Files

Staff List | **Staff** | Site Position | Salary | Class Schedule | Non Attendance | Highly Qualified

Update | View

STAFF RECORD : UPDATE Mode EXPORT STAFF DATA COMPLETE VALIDATION & UPDATE DATABASE

5/6/2014 12:40 PM

First: Middle: Last: Suffix:

Sponsor: 017 SSN: 999999999 Last Update: 5/6/2014

Beg School Session: 2011 Employee Status: SCHOOL BOARD EMPLOYEE ? Certificate:

Proc Period: 1 Retirement System: TEACHERS' Educ Level: -- unknown --

Gender: FEMALE Cert Exception: -- none -- Total Salary:

Empl Type: FULLTIME Sabbatical Status: -- none -- Workday Min:

Years Exp: 00 Retiree Return: -- none -- Contract Days:

District Hire Date: Salary Reduction: -- none -- PIP Salary:

Ethnicity: Hispanic: Y N Race: Am Indian Asian Black Pac Islander White

Fill out screen and Click 'VALIDATE' to ADD; ----- Click the 'StaffList' Tab to STOP ADDING

Adding...

Online Staff Processing – Site Position - Update

http://leads4tst.doe.louisiana.gov/ - Profile of Educational Personnel Database - Windows Internet Explorer

PROFILE OF EDUCATIONAL PERSONNEL Close | Restart

Home | File Processing | **Online Staff Processing** | Reports & Files

Staff List | **Staff** | **Site Position** | Salary | Class Schedule | Non Attendance | Highly Qualified

Update | View

STAFF RECORD : VIEW Mode EXPORT STAFF DATA

Staff Name: SSN: Last Update: 5/6/2014

Sponsor:

Beg School Session: 2011 Employee Status: SCHOOL BOARD EMPLOYEE Certificate:

Proc Period: Oct. 1 (Budgeted) Retirement System: TEACHERS' DROP Educ Level: MASTER'S

Gender: FEMALE Cert Exception: -- none -- Total Salary:

Empl Type: FULLTIME Sabbatical Status: -- none -- Workday Min: 480

Years Exp: Retiree Return: -- none -- Contract Days: 204.00

District Hire Date: Salary Reduction: -- none -- PIP Salary: \$1231

Ethnicity: Hispanic: Y N Race: Am Indian Asian Black Pac Islander White

Data in Error	Error Message (* = errors from Complete Validation)
1	Invalid District Employee Hire Date

SITE-POSITION RECORD : UPDATE Mode 0 of 0 ADD NEW SITE-POSITION RECORD

Site: Last Update Date:

Classification:

Employment Dates: - Homebase Site Flag: Annual Min Worked:

Online Staff Processing – Salary – Update

http://leads4tst.doe.louisiana.gov/ - Profile of Educational Personnel Database - Windows Internet Explorer

PROFILE OF EDUCATIONAL PERSONNEL Close | Restart

Home | File Processing | **Online Staff Processing** | Reports & Files

Staff List | Staff | Site Position | **Salary** | Class Schedule | Non Attendance | Highly Qualified

Update | View

STAFF RECORD : VIEW Mode [EXPORT STAFF DATA](#)

Staff Name: ██████████ SSN: ██████████ Last Update: 5/6/2014

Sponsor: ██████████

Beg School Session: 2011 Employee Status: SCHOOL BOARD EMPLOYEE Certificate: ██████████

Proc Period: Oct. 1 (Budgeted) Retirement System: TEACHERS' DROP Educ Level: MASTER'S

Gender: FEMALE Cert Exception: -- none -- Total Salary: ██████████

Empl Type: FULLTIME Sabbatical Status: -- none -- Workday Min: 480

Years Exp: ██████████ Retiree Return: -- none -- Contract Days: 204.00

District Hire Date: Salary Reduction: -- none -- PIP Salary: \$1231

Ethnicity: Hispanic: Y N Race: Am Indian Asian Black Pac Islander White

Data in Error	Error Message (* = errors from Complete Validation)
164	Invalid District Employee Hire Date

SITE-POSITION RECORD : VIEW Mode 0 of 0

Site: _____ Last Update Date: _____

Classification: _____

Employment Dates: - _____ Homebase Site Flag: _____ Annual Min Worked: _____

SALARY RECORD : UPDATE Mode 0 of 0

Fund Account: _____ Salary Type: _____ Salary Amount: _____ Last Update Date: _____

Online Staff Processing – Class Schedule - Update

http://leads4tst.doe.louisiana.gov/ - Profile of Educational Personnel Database - Windows Internet Explorer

PROFILE OF EDUCATIONAL PERSONNEL Close | Restart

Home | File Processing | **Online Staff Processing** | Reports & Files

Staff List | Staff | Site Position | Salary | **Class Schedule** | Non Attendance | Highly Qualified

Update | View

STAFF RECORD : VIEW Mode [EXPORT STAFF DATA](#)

Staff Name: ██████████ SSN: ██████████ Last Update: 5/6/2014

Sponsor: ██████████

Beg School Session: 2011 Employee Status: SCHOOL BOARD EMPLOYEE Certificate: ██████████

Proc Period: Oct. 1 (Budgeted) Retirement System: TEACHERS' DROP Educ Level: MASTER'S

Gender: FEMALE Cert Exception: -- none -- Total Salary: ██████████

Empl Type: FULLTIME Sabbatical Status: -- none -- Workday Min: 480

Years Exp: ██████████ Retiree Return: -- none -- Contract Days: 204.00

District Hire Date: Salary Reduction: -- none -- PIP Salary: \$1231

Ethnicity: Hispanic: Y N Race: Am Indian Asian Black Pac Islander White

Data in Error	Error Message (* = errors from Complete Validation)
164	Invalid District Employee Hire Date

CLASS SCHEDULE RECORD : UPDATE Mode 0 of 0 [ADD NEW CLASS SCHEDULE RECORD](#)

Site: _____ Last Update Date: _____

Class Code: _____ Twelve Hour Flag: _____

Total Class Time Pct: _____

Online Staff Processing – Non Attendance - Update

http://leads4st.doe.louisiana.gov/ - Profile of Educational Personnel Database - Windows Internet Explorer

PROFILE OF EDUCATIONAL PERSONNEL Close | Restart

Home | File Processing | **Online Staff Processing** | Reports & Files

Staff List | Staff | Site Position | Salary | Class Schedule | Non Attendance | **Highly Qualified**

Update | View

TAFF RECORD : VIEW Mode [EXPORT STAFF DATA](#) Last Update: 5/6/2014

Staff Name: ██████████ SSN: ██████████
 Sponsor: ██████████
 Beg School Session: 2011 Employee Status: SCHOOL BOARD EMPLOYEE Certificate: ██████████
 Proc Period: Oct. 1 (Budgeted) Retirement System: TEACHERS' DROP Educ Level: MASTER'S
 Gender: FEMALE Cert Exception: -- none -- Total Salary: ██████████
 Empl Type: FULLTIME Sabbatical Status: -- none -- Workday Min: 480
 Years Exp: ██████ Retiree Return: -- none -- Contract Days: 204.00
 District Hire Date: Salary Reduction: -- none -- PIP Salary: \$1231

Ethnicity: Hispanic: Y N Race: Am Indian Asian Black Pac Islander White

Data in Error | Error Message (* = errors from Complete Validation)
 164 Invalid District Employee Hire Date

NON ATTENDANCE RECORD : UPDATE Mode | 0 of 0 | [ADD NEW NON ATTENDANCE RECORD](#)

NonAttendance Dates: - Last Update Date:
 Category Code: Day Count:
 Total Class Time Pct:

Online Staff Processing – Highly Qualified – Update

http://leads4st.doe.louisiana.gov/ - Profile of Educational Personnel Database - Windows Internet Explorer

PROFILE OF EDUCATIONAL PERSONNEL Close | Restart

Home | File Processing | **Online Staff Processing** | Reports & Files

Staff List | Staff | Site Position | Salary | Class Schedule | Non Attendance | **Highly Qualified**

Update | View

STAFF RECORD : VIEW Mode [EXPORT STAFF DATA](#) Last Update: 5/6/2014

Staff Name: ██████████ SSN: ██████████
 Sponsor: ██████████
 Beg School Session: 2011 Employee Status: SCHOOL BOARD EMPLOYEE Certificate: ██████████
 Proc Period: Oct. 1 (Budgeted) Retirement System: TEACHERS' DROP Educ Level: MASTER'S
 Gender: FEMALE Cert Exception: -- none -- Total Salary: ██████████
 Empl Type: FULLTIME Sabbatical Status: -- none -- Workday Min: 480
 Years Exp: ██████ Retiree Return: -- none -- Contract Days: 204.00
 District Hire Date: Salary Reduction: -- none -- PIP Salary: \$1231

Ethnicity: Hispanic: Y N Race: Am Indian Asian Black Pac Islander White

Data in Error | Error Message (* = errors from Complete Validation)
 164 Invalid District Employee Hire Date

HIGHLY QUALIFIED RECORD : UPDATE Mode | 0 of 0 | [ADD NEW HIGHLY QUALIFIED RECORD](#)

HQ Code: Last Update Date:
 Total Class Time Pct:

EXTRACT FILES and REPORTS

Various reports and file extracts depicting personnel data are available to PEP Data Managers to download from the PEP database. PEP Data Managers will use the appropriate School Session and Processing Period to request, view, and save PEP Reports and files.

EXTRACT FILES

Reports & Files – Input File

Beginning School Year: 2013

Processing Period: Oct. 1 (Budgeted)

Sponsor: 001 Acadia Parish

- Export Staff Record
- Export Site-Position Record
- Export Class Schedule Record
- Export Non-Attendance Record
- Export All Records

Create Fixed-Width Records

Create Comma Separated Value Records

View/export

Data Verification - LEA Summary has been successfully scheduled to run.

Beginning School Year: 2013

Processing Period: Oct. 1 (Budgeted)

Choose a Report: Data Verification - LEA Summary

Report Format: PDF

Sponsor: Iberia Parish

Retrieval

http://leads4tst.doe.louisiana.gov/ - Profile of Educational Personnel Database - Windows Internet Explorer

  **PROFILE OF EDUCATIONAL PERSONNEL** Close | Restart

Home | File Processing | Online Staff Processing | Reports & Files

View / Export | Retrieval | Input File

[REFRESH](#)

Reports Retrieval

* Reports displayed below will be available for 14 days. Please save or print the files before they expire.

Report Name	Status	Create Date	Expire Date
View Save Delete Data Verification - LEA Summary (PDF)	Finished	7/3/2014 2:09:01 PM	7/17/2014 2:09:01 PM

Extract File 1 - Salary

Beg Sess	Sch Yr	Proc PeriodCd	Sponsor Cd	Soc Sec Num	Site Cd	Employment Beg Dt	Object Cd	Function Cd	Fund Cd	Salary TypeCd
2013	1	1				07/01/2013	112	1110	01	1
2013	1	1				07/01/2013	115	1530	10	1
2013	1	1				07/01/2013	112	1130	01	1
2013	1	1				07/01/2013	116	2721	01	1
2013	1	1				07/01/2013	112	1110	01	1
2013	1	1				07/01/2013	116	2721	01	1
2013	1	1				07/01/2013	115	1211	01	1
2013	1	1				07/01/2013	112	1105	01	1
2013	1	1				07/01/2013	116	2721	01	1
2013	1	1				07/01/2013	112	1130	01	1
2013	1	1				07/01/2013	112	1130	01	1

Extract File 2 - Site-Position

Beg Sch Sess Yr	Proc PeriodCd	Sponsor Cd	Soc Sec Num	Site Cd	Employment Beg Dt	Object Cd	Function Cd	Employment End Dt	Annual Min Wkd Cnt
2013	1				07/01/2013	112	1110	06/30/2014	84630
2013	1				07/01/2013	115	1530	06/30/2014	75000
2013	1				07/01/2013	112	1130	06/30/2014	84630
2013	1				07/01/2013	116	2721	06/30/2014	43200
2013	1				07/01/2013	112	1211	06/30/2014	0
2013	1				07/01/2013	112	1211	06/30/2014	0
2013	1				07/01/2013	112	1110	06/30/2014	84630
2013	1				07/01/2013	116	2721	06/30/2014	43200
2013	1				07/01/2013	115	1211	06/30/2014	75600
2013	1				07/01/2013	112	1105	06/30/2014	84630
2013	1				07/01/2013	116	2721	06/30/2014	43200
2013	1				07/01/2013	112	1130	06/30/2014	84630

Extract File 3 - Staff

Beg Sch Sess Yr	Proc Period Cd	Sponsor Cd	Soc Sec Num	Last Name	Suffix Name
2013	1			ARABIE	
2013	1			MILLER	
2013	1			WIMBERLEY	
2013	1			LEGER	
2013	1			CAMDEN	
2013	1			LAHAYE	
2013	1			SIMAR	
2013	1			ADAMS	
2013	1			VAUTROT	

REPORTS

Report	Description	Availability
Error Correction Report LEA Detail	A listing of each record that has produced an error. Records are grouped by site.	After each successful upload
Error Correction Report LEA Summary	A recap of the edits generated by the system and a count of the records received, rejected, and processed	After each successful upload
Data Verification Report	A district recap and a listing of the individual records that have been loaded <i>and</i> are error-free	As Requested
Staff with Duplicate Certificate Numbers	A listing of staff reported on PEP with identical teaching certificates	As Requested
Staff with Duplicate Social Security Numbers	A listing of staff reported on PEP with identical Social Security numbers	As Requested
HQ Detailed Diagnostic Report and HQ LEA Summary Report	<p>The Diagnostic Report is a detailed listing of each class along with the reason(s) that the class is not taught by a teacher meeting the HQ criteria for the class.</p> <p>The Summary Report is a summary listing the percentage of classes taught by teachers meeting NCLB HQ requirements.</p>	As Requested
Staff with Non-Matching Educational Levels on TCR and PEP	A comparison of educational levels as reported on the Teacher Certification (TCR) and the Profile of Educational (PEP) databases	As Requested
Roster of Error-Free Personnel	A roster of names and SSNs by site of all error-free records transmitted	As Requested
Non-Attendance Data Report	A summary of non-attendance data by Sponsor Code	As Requested

Report 1 - HQ detail report



Profile of Educational Personnel

Louisiana Department of Education

HIGHLY QUALIFIED EDUCATORS
 DETAIL REPORT
 LRS Derivation Run Date: 09/27/2013
 SCHOOL SESSION 2012 - 2013

LEA: [REDACTED] Classes Taught By A Highly Qualified Educator: 100 (80.6%)
 Site: [REDACTED] Number of Highly Qualified Paraprofessionals: 6 (100.0%)

Name	Certificate Code	Course Code	Course Description	Class Code	Reason Codes
* All Paraprofessionals HQE *					
[REDACTED]	[REDACTED]	160378	MATHEMATICS; 7TH AND 8TH GRADES DEPT.	001058	1
[REDACTED]	[REDACTED]	500051	APPLIED ELA (NO CREDIT)	001027	3
[REDACTED]	[REDACTED]	500051	APPLIED ELA (NO CREDIT)	001028	3
[REDACTED]	[REDACTED]	500051	APPLIED ELA (NO CREDIT)	001033	3
[REDACTED]	[REDACTED]	500051	APPLIED ELA (NO CREDIT)	001039	3
[REDACTED]	[REDACTED]	500051	APPLIED ELA (NO CREDIT)	001225	3
[REDACTED]	[REDACTED]	500051	APPLIED ELA (NO CREDIT)	001239	3
[REDACTED]	[REDACTED]	500052	APPLIED MATH (NO CREDIT)	001029	3
[REDACTED]	[REDACTED]	500052	APPLIED MATH (NO CREDIT)	001034	3
[REDACTED]	[REDACTED]	500052	APPLIED MATH (NO CREDIT)	001325	3
[REDACTED]	[REDACTED]	500053	APPLIED SCIENCE (NO CREDIT)	001523	3

Reason Codes:

- 1: Teacher does not possess a standard teaching certificate as of the cut-off date and/or is not certified to teach this course
- 2: Teacher has not demonstrated additional content mastery (HQ not reported or incorrect in PFP)

Report 2 - HQ summary report



Profile of Educational Personnel

Louisiana Department of Education

HIGHLY QUALIFIED EDUCATORS
SUMMARY REPORT
SOURCE DATA CREATION DATE: 09/27/2013
SCHOOL SESSION 2012 - 2013

LEA: [REDACTED]

	Your District	StateWide
Number Of Core Academic Classes Identified for 2012 - 2013	2278	170010
Number of Core Academic Classes Taught by HQE for 2012 - 2013	2060	139942
Percent of Core Academic Classes Taught By HQE for 2012 - 2013	90.4%	82.3%
Number of Title I Paraprofessionals Identified for 2012 - 2013	139	7464
Number of Title I Paraprofessionals Given an HQ Code for 2012 - 2013	139	7071
Percent of Title I Paraprofessionals Given an HQ Code for 2012 - 2013	100.0%	94.7%

Site Code	Site Name	Total Core Classes	Total Core Classes Taught By HQE	Pct. Core Classes Taught By HQE	Total Title I ParaProfessionals	Total HQ Paraprofessionals	Pct. HQ ParaProfessionals
[REDACTED]	[REDACTED]	124	100	80.6%	6	6	100.0%
[REDACTED]	[REDACTED]	84	72	85.7%	6	6	100.0%
[REDACTED]	[REDACTED]	*N/A*	*N/A*	*N/A*	8	8	100.0%
[REDACTED]	[REDACTED]	112	112	100.0%	12	12	100.0%
[REDACTED]	[REDACTED]	125	98	78.4%	*N/A*	*N/A*	*N/A*
[REDACTED]	[REDACTED]	73	66	90.4%	4	4	100.0%
[REDACTED]	[REDACTED]	162	143	88.3%	*N/A*	*N/A*	*N/A*
[REDACTED]	[REDACTED]	161	137	85.1%	8	8	100.0%
[REDACTED]	[REDACTED]	*N/A*	*N/A*	*N/A*	11	11	100.0%
[REDACTED]	[REDACTED]	89	89	100.0%	8	8	100.0%

Report 3 – Questionable salary report



Profile of Educational Personnel

Louisiana Department of Education

QUESTIONABLE SALARIES REPORT AS OF 10/01/2012
SCHOOL SESSION 2012-2013
FOR SPONSOR [REDACTED]

Note: Check the Annual Minutes Worked (AMW) against the Contract Min. (Contract Days * Workday Minutes). AMW may be low. Also check Site Salary Reported.
Annualized Salary = (Salary Reported + PIP) / (AMW/Contract Min)

Site	Last Name	First Name	Obj	Fun	AMW	Contr Minutes	Site Sal Reported	PIP	Annualized Salary	Salary Limit	Hrly Rate	Hrly Lmt
[REDACTED]	[REDACTED]	[REDACTED]	114	2315	103,680	103,680	\$47,789	\$0	\$47,789	\$45,000	\$28	28
[REDACTED]	[REDACTED]	[REDACTED]	116	2721	25,200	75,600	\$15,092	\$0	\$45,281	\$45,000	\$36	26
[REDACTED]	[REDACTED]	[REDACTED]	118	3300	111,600	111,600	\$76,835	\$1,337	\$78,172	\$70,000	\$42	45
[REDACTED]	[REDACTED]	[REDACTED]	113	2140	111,600	111,600	\$74,070	\$0	\$74,070	\$70,000	\$40	50
[REDACTED]	[REDACTED]	[REDACTED]	113	2143	11,000	111,600	\$9,442	\$241	\$98,208	\$70,000	\$53	50
[REDACTED]	[REDACTED]	[REDACTED]	113	2143	11,000	111,600	\$9,442	\$241	\$98,208	\$70,000	\$53	50
[REDACTED]	[REDACTED]	[REDACTED]	113	2143	11,000	111,600	\$9,442	\$241	\$98,208	\$70,000	\$53	50
[REDACTED]	[REDACTED]	[REDACTED]	113	2140	111,600	111,600	\$75,042	\$1,411	\$76,453	\$70,000	\$41	50
[REDACTED]	[REDACTED]	[REDACTED]	111	2321	111,600	111,600	\$195,295	\$2,477	\$197,772	\$120,000	\$106	73
[REDACTED]	[REDACTED]	[REDACTED]	113	2140	102,080	102,080	\$71,299	\$0	\$71,299	\$70,000	\$42	50
[REDACTED]	[REDACTED]	[REDACTED]	118	2840	111,600	111,600	\$72,878	\$1,417	\$74,295	\$70,000	\$40	45

Report 4 – Oct 1 budgeted vs. EOY comparison

Profile of Educational Personnel

Louisiana Department of Education

COMPARISON OF AVERAGE TEACHERS' SALARIES With Extra Compensation

NOTE: Includes classroom teachers excluding all: ROTC; Rehires; "Salary Reductions"; and Sabbaticals.

Sponsor Code	Sponsor Name	2012- 2013	2012- 2013	Average Salary Difference
		Oct. 1 (Budgeted)	June 30 (Actual)	
		\$44,268.30	\$44,238.10	(\$30.20)

Report 5 – Oct 1 budgeted vs. LEADS comparison

Profile of Educational Personnel

Louisiana Department of Education

COMPARISON OF AVERAGE TEACHERS' SALARIES With Extra Compensation

NOTE: Includes classroom teachers excluding all: ROTC; Rehires; "Salary Reductions"; and Sabbaticals.

Sponsor Code	Sponsor Name	2013- 2014	2013- 2014	Average Salary Difference
		Oct. 1 (Budgeted)	Oct. 1 (LEADS)	
		\$44,380.09	\$44,433.11	\$53.02

APPENDIX A FREQUENTLY ASKED QUESTIONS

SUBJECT: HQ

QUESTION: If corrections are made to the PEP file for HQ, how soon will it be reflected in the report?

RESPONSE: HQ reports are refreshed after our derivations run. We run these as frequently as possible. However, many of the derivations take four or more hours to run, and there are five of these that drive the HQ reports. Usually we run twice per week.

SUBJECT: HQ

QUESTION: What are the requirements for a person to be determined as HQ?

RESPONSE:

1. For all classes except class type SE (special education)
 - Teacher’s certification: Teacher needs to have a current “Standard Certificate” on the Teacher Certification Database. Standard Certification Types: A, B, C, L1-L3, PL, P2-P4, OP, OS, FLS, FLES, or EES.
 - Teacher’s need to be “Certified in AREA”: Teacher Areas of certification can be checked on Teacher Certification Database.
 - Appropriate HQ Flag for class set in PEP
 - NOTE: HQ only applies to NCLB Core Courses
 - While certification requirements are not the same for Charter-School teachers, they must demonstrate core area competency to meet highly qualified teacher (HQT) requirements.
2. For class type SE (special education)
 - Teacher’s Certification
 - Needs to have a current “Standard Certificate” on the Teacher Certification Database.
 - For SPED High School level class only: Teacher needs to be “Certified in AREA” (Middle and Elementary level do not need Certified in area for HQ)
 - Appropriate HQ Flag for class set in PEP
 - Teacher must have Area(s) of Certification to cover the Primary Exceptionality for the majority of the SPED disabled students in the class.
 - Only applies to SE Disabled
 - HQ only applies to NCLB Core Courses.
 - While certification requirements are not the same for SpEd Charter-School teachers, they must demonstrate core area competency to meet highly qualified teacher (HQT) requirements.

SUBJECT: HQ

QUESTION: Is an OFAT Certificate valid as qualifications for HQ?

RESPONSE: An OFAT is a Non-Standard Certificate. In order to be HQ, the instructor has to have a Standard Certificate. An OFAT is a temporary certificate which is not HQ.

SUBJECT: HQ

QUESTION: Do distance learning courses count for HQ?

RESPONSE: No, distance learning courses do not count for HQ; however, the CUR records for these courses must include a distance learning code.

CODE	DISTANCE LEARNING DESCRIPTION
01	LOUISIANA VIRTUAL SCHOOL COURSES
02	DISTANCE LEARNING 8G SATELLITE COURSES
03	ALL OTHER DISTANCE LEARNING TYPE COURSES
04	COURSE CHOICE PROVIDER
05	DROPOUT PREVENTION PROGRAM COURSES

SUBJECT: Teacher Certificate

QUESTION: why it is not letting me validate the teachers that do not have a certificate but teach a course?

RESPONSE: There are teaching certificate exception codes in the user guide. Only code them as teachers (112) in the LEA site position records if they teach a course.

SUBJECT: class schedule

QUESTION: Many of the LEA's employees are coming up with the error "No Class Schedule Record". They are Speech Therapists, Early Intervention Strategists, Federal Program Teachers, etc. What course code would I use for? They do not have a scheduled class in CUR.

RESPONSE: Assign an object and function code to this teacher that does not require class schedules. A full list of codes as well as a field for whether or not a class schedule is required can be found on the INSIGHT Portal under Shared Documents.

SUBJECT: Error 207

QUESTION: I have entered all the employees for my school and am attempting to enter the 210 records. I am receiving the following error messages: error 207 No matching Staff Record.

that our data analyst can enter the teacher schedules.

RESPONSE: You will upload to LEADS the same way you did to Budgeted. The file layouts for staff, class schedule, etc. as well as upload instructions can be found in the user guide.

SUBJECT: Staff transfer

QUESTION: We have had a few staff members transfer within our district. We've had a teacher transfer to a counselor's position and a secretary transfer to a teaching position. Both of these changes occurred prior to January. How do we handle these changes in PEP? I've entered the changes into our data system, but LEADS is rejecting the changes because the start dates for the records is after the first day of the school year.

RESPONSE: Reporting is as of Oct 1, so if the changes occurred after this time, they will report in the next processing period.

APPENDIX B RECORD LAYOUTS & DATA ELEMENTS

Record Layouts

PEP Staff Demographic Record Layout (PEP Record Type 100)

N – Numeric V – Implied Decimal X – Alphanumeric NX – Numerical expression used to report data

All “X” and “NX” data elements should be left justified and padded with spaces

All “N” and “V” data elements should be right justified and padded with zeroes

Effective Implementation Date: 2002-2003 School Session

Revised: 2004-2005 School Session

Position	Data Element	Type/ Length	Description
1	System Indicator	X(3)	The three-character cod assigned to designate the system to be used (For Profile of Educational Personnel it must always be PEP.) Required
4	Transaction Code	X(3)	Must be “100”. Required
7	Beginning School Session	N(4)	The beginning year of the school session. Example, “2003” for the 2003-2004 school session. Required
11	Sponsor Code	X(3)	Sponsor Code of the district submitting data. Required
14	Filler	X(6)	Filler spaces (Leave 6 blank spaces). Required
20	Social Security Number	N(9)	Official Social Security Number of the employee <ul style="list-style-type: none"> For Employee Status Codes 01, 03, 04, and 05, field is required For Employee Status Code 02, use official SSN if known or substitute 998 followed by the 3-digit Sponsor Code and a 3-digit sequential number, field is required.
29 49 52 67	Last Name Suffix First Name Middle Name	X(20) X(3) X(15) X(15)	The legal name of employee <ul style="list-style-type: none"> For All Employee Status Codes, field is required.
82	Sex Code, Employee	X(1)	Employees sex (F or M) <ul style="list-style-type: none"> For Employee Status Codes 01 and 05, field is required For Employee Status Code 02, 03, and 04, field is optional or blank.
83	Ethnic Code, Employee	N/A	Most applicable race or ethnic group to which the employee belongs <ul style="list-style-type: none"> For Employee Status Codes 01 and 05, field is required. For Employee Status Code 02, 03, and 04, field is optional or blank. Revised 2010-2011
84 88 94	Teaching Certificate Type Number Suffix	X(4) X(6) X(1)	Louisiana Teaching Certificate Type must be left justified and padded with spaces . Louisiana Teaching Certificate Num. must be right justified and padded with zeroes . If applicable, Suffix must me “N”. <ul style="list-style-type: none"> For Employee Status Codes 01, 03, 04, and 05, field is required For Employee Status Code 02 field is optional or blank.
95	Teaching Certificate Exception Code	NX(1)	Code used for teachers without a Louisiana teaching certificate or blank .
96	Educational Level Code	NX(2)	Indicates the highest academic achievement of the employee. <ul style="list-style-type: none"> For Employee Status Codes 01, 03, 04, and 05, field is required For Employee Status Code 02 field is optional or blank.
98	Experience, Years Allowed Count (For Salary Level)	N(2)	Indicates the number of years of experience on which the employee’s salary is based. <ul style="list-style-type: none"> For Employee Status Codes 01, 03, 04, and 05, field is required For Employee Status Code 02 field is optional or zeroes.
100	Retirement System Code	NX(2)	Indicates the Retirement System in which the employee is an active member <ul style="list-style-type: none"> For Employee Status Codes 01 and 05, field is required For Employee Status Codes 02, 03, and 04, field must be blank
102	Retiree Return to Work Code	NX(1)	Indicates the provision under which the retired employee returned to work. <ul style="list-style-type: none"> For Employee Status Codes 01 and 05, field is optional or blank For Employee Status Codes 02, 03, and 04, field must be blank

103	Sabbatical Status Code	NX(1)	Indicates which portion of the school year the employee was on sabbatical. <ul style="list-style-type: none"> ▪ For Employee Status Codes 01 and 05, field is optional or blank ▪ For Employee Status Codes 02, 03, and 04, field must be blank
104	PIP Salary Amount	N(6)	Additional salary amount provided to participants of PIP <ul style="list-style-type: none"> ▪ For Employee Status Codes 01 and 05, if not applicable enter 6 zeroes ▪ For Employee Status Codes 02, 03, and 04, field must be 6 zeroes
110	Total Salary Amount	N(6)	Total annual salary for all the positions for which employee is assigned, excluding PIP Salary amount <ul style="list-style-type: none"> ▪ For Employee Status Codes 01 and 05, field is required ▪ For Employee Status Codes 02, 03, and 04, field must be 6 zeroes
116	Salary Reduction Code	NX(2)	Indicates the reason the employee's salary was reduced. <ul style="list-style-type: none"> ▪ For Employee Status Codes 01 and 05, field is optional or blank ▪ For Employee Status Codes 02, 03, and 04, field must be blank
118	Employee Type Code	NX(1)	Code indicating whether employee is full or part-time. Format (F or P) . Required
119	Contract Day Count	N(3) VN(2)	Number of workdays specified by the school system's contract(s) under which the employee is to be employed. <ul style="list-style-type: none"> ▪ For Employee Status Codes 01 and 05, field is required ▪ For Employee Status Codes 02, 03, and 04, field must be 5 zeroes
124	Workday Minute Count	N(3)	Number of minutes in the normal workday that the employee is employed to work. Required <ul style="list-style-type: none"> ▪ For Employee Status Codes 01 and 05, field is required ▪ For Employee Status Codes 02, 03, and 04, field must be 3 zeroes
127	Employee Status Code	NX(2)	Indicates status of employee (Must be 01, 02, 03, 04, 05) Required
129	Highly Qualified Flag Elementary Grades	X(1)	Flag indicating whether a teacher meets requirements to be Highly Qualified in the area Must be Y or N
130	Highly Qualified Flag Elem. Foreign Lang.	X(1)	Flag indicating whether a teacher meets requirements to be Highly Qualified in the area Must be Y or N
131	Highly Qualified Flag Middle School English/Language Arts	X(1)	Flag indicating whether a teacher meets requirements to be Highly Qualified in the area Must be Y or N
132	Highly Qualified Flag Middle School Mathematics	X(1)	Flag indicating whether a teacher meets requirements to be Highly Qualified in the area Must be Y or N
133	Highly Qualified Flag Middle School Science	X(1)	Flag indicating whether a teacher meets requirements to be Highly Qualified in the area Must be Y or N
134	Highly Qualified Flag Middle School Social Studies	X(1)	Flag indicating whether a teacher meets requirements to be Highly Qualified in the area Must be Y or N
135	Highly Qualified Flag Middle School Foreign Language	X(1)	Flag indicating whether a teacher meets requirements to be Highly Qualified in the area Must be Y or N
136	Highly Qualified Flag High School English/Language Arts	X(1)	Flag indicating whether a teacher meets requirements to be Highly Qualified in the area Must be Y or N
137	Highly Qualified Flag High School Mathematics	X(1)	Flag indicating whether a teacher meets requirements to be Highly Qualified in the area Must be Y or N
138	Highly Qualified Flag High School Science	X(1)	Flag indicating whether a teacher meets requirements to be Highly Qualified in the area Must be Y or N
139	Highly Qualified Flag High School Social Studies	X(1)	Flag indicating whether a teacher meets requirements to be Highly Qualified in the area Must be Y or N
140	Highly Qualified Flag High School Foreign Language	X(1)	Flag indicating whether a teacher meets requirements to be Highly Qualified in the area Must be Y or N
141	Highly Qualified Flag High School Arts	X(1)	Flag indicating whether a teacher meets requirements to be Highly Qualified in the area Must be Y or N
142	Highly Qualified Flag Paraprofessional	X(1)	Flag indicating whether a paraprofessional meets requirements to be Highly Qualified in the area Must be Y or N

143	Hispanic/Latino	X(1)	Flag indicating whether the employee is Hispanic or Latino Must be Y or N
144	American Indian Or Alaskan Native Race	X(1)	Flag indicating whether the employee is American Indian or Alaskan Native Must be Y or N
145	Asian	X(1)	Flag indicating whether the employee is Asian Must be Y or N
146	Black Or African - American	X(1)	Flag indicating whether the employee is Black or African-American Must be Y or N
147	Native Hawaiian Or Other Pacific Islander	X(1)	Flag indicating whether the employee is Native Hawaiian or Other Pacific Islander Must be Y or N
148	White	X(1)	Flag indicating whether the employee is White Must be Y or N
149	District Employee Hire Date (Date of Hire)	N(8)	The date for those employees' hired by the district or school system. (Format: MMDDYYYY). Required for Employee Status Code 01, 05, and 06
			Total Record Length = 156 Characters

PEP Site-Position Record Layout (PEP Record Type 200)

N – Numeric V – Implied Decimal X – Alphanumeric NX – Numerical expression use to report data

All "X" and "NX" data elements should be left justified and padded with spaces

All "N" and "V" data elements should be right justified and padded with zeroes

Effective Implementation Date: 2002-2003 School Session

Position	Data Element	Type/Length	Description
1	System Indicator	X(3)	The three-character code assigned to designate the system to be used (For Profile of Educational Personnel it must always be PEP. Required
4	Transaction Code	NX(3)	Must be "200" Required
7	Beginning School Session	N(4)	The beginning year of the school session. Example, "2003" for the 2003-2004 school session. Required
11	Sponsor Code	X(3)	Sponsor Code of the district submitting data. Required
14	Site Code	X(6)	6-Digit site code assigned by LDE. Required
20	Social Security Number	N(9)	Official Social Security Number of the employee <ul style="list-style-type: none"> ▪ For Employee Status Codes 01, 03, 04, and 05, field is required ▪ For Employee Status Code 02, use official SSN if known or substitute 998 followed by the 3-digit Sponsor Code and a 3-digit sequential number, field is required.
29	Employment Begin Date	N(8)	The date on which the employee's contract began for current fiscal year. (Format: MMDDYYYY). Required
37	Object Code	N(3)	Code describing the activity the employee performs (See PEP Appendix or LAUGH Guide). Required
40	Function Code	N(4)	Code describing the function to which the employee is assigned. Required
44	Employment End Date	N(8)	The date on which the employee's contract ends or on which the employment is terminated for current fiscal year. (Format: MMDDYYYY). Required
52	Annual Minutes Worked Count	N(6)	For the October collection period, report the total number of minutes that the employee is projected to work for fiscal year. For the June 30 collection period, report the total number of minutes employee worked during fiscal year. <ul style="list-style-type: none"> ▪ For Employee Status Codes 01 and 05, field is required ▪ For Employee Status Codes 02, 03, and 04, must be 6 zeroes
58	Salary Amount (1 st occurrence)	N(6)	Salary amount paid to the employee for the designated classification for this site-position record. <ul style="list-style-type: none"> ▪ For Employee Status Codes 01 and 05, field is required ▪ For Employee Status Codes 02, 03, and 04, field must be 6 zeroes
64	Fund Account Code (1 st occurrence)	NX(2)	Indicates the funding source for the amount reported in the 1 st salary occurrence. <ul style="list-style-type: none"> ▪ For Employee Status Codes 01 and 05, field is required ▪ For Employee Status Codes 02, 03, and 04, field must be blank
66	Salary Type Code (1 st occurrence)	NX(1)	Indicates the type of salary corresponding to the amount for the 1 st salary occurrence <ul style="list-style-type: none"> ▪ For Employee Status Codes 01 and 05, field is required ▪ For Employee Status Codes 02, 03 and 04, field must be blank

67	Salary Amount (2 nd occurrence)	N(6)	Salary amount paid to the employee for the designated classification for this site-position record. <ul style="list-style-type: none"> ▪ For Employee Status Codes 01 and 05, if applicable, otherwise enter 6 zeroes. ▪ For Employee Status Codes 02, 03, and 04, field must be 6 zeroes
73	Fund Account Code (2 nd occurrence)	NX(2)	Indicates the funding source for the amount reported in the 2 nd salary occurrence. <ul style="list-style-type: none"> ▪ For Employee Status Codes 01 and 05, if applicable, otherwise blank. ▪ For Employee Status Codes 02, 03, and 04, field must be blank
75	Salary Type Code (2 nd occurrence)	NX(1)	Indicates the type of salary corresponding to the amount for the 2 nd salary occurrence <ul style="list-style-type: none"> ▪ For Employee Status Codes 01 and 05, if applicable, otherwise blank. ▪ For Employee Status Codes 02, 03 and 04, field must be blank
76	Salary Amount (3 rd occurrence)	N(6)	(Same as Salary Amount (2 nd occurrence))
82	Fund Account Code (3 rd occurrence)	NX(2)	(Same as Fund Account Code (2 nd occurrence))
84	Salary Type Code (3 rd occurrence)	NX(1)	(Same as Salary Type Code (2 nd occurrence))
85	Salary Amount (4 th occurrence)	N(6)	(Same as Salary Amount (2 nd occurrence))
91	Fund Account Code (4 th occurrence)	NX(2)	(Same as Fund Account Code (2 nd occurrence))
93	Salary Type Code (4 th occurrence)	NX(1)	(Same as Salary Type Code (2 nd occurrence))
94	Salary Amount (5 th occurrence)	N(6)	(Same as Salary Amount (2 nd occurrence))
100	Fund Account Code (5 th occurrence)	NX(2)	(Same as Fund Account Code (2 nd occurrence))
102	Salary Type Code (5 th occurrence)	NX(1)	(Same as Salary Type Code (2 nd occurrence))
103	Home-based Site flag	X(1)	Indicates if the site code associated with this record is the employee's home-based site

PEP Class Schedule Record Layout (PEP Record Type 210)

N – Numeric V – Implied Decimal X – Alphanumeric NX – Numerical expression use to report data
All "X" and "NX" data elements should be left justified and padded with spaces
All "N" and "V" data elements should be right justified and padded with zeroes

Effective Implementation Date: 2002-2003 School Session

Position	Data Element	Type/Length	Description
1	System Indicator	X(3)	The three-character coded assigned to designate the system to be used (For Profile of Educational Personnel it must always be PEP. Required)
4	Transaction Code	NX(3)	Must be "210" Required
7	Beginning School Session	N(4)	The beginning year of the school session. Example, "2003" for the 2003-2004 school session. Required
11	Sponsor Code	X(3)	Sponsor Code of the district submitting data. Required
14	Site Code	X(6)	6-Digit site code assigned by LDE. Required
20	Social Security Number	N(9)	Official Social Security Number of the employee <ul style="list-style-type: none"> ▪ For Employee Status Codes 01, 03, 04, and 05, field is required ▪ For Employee Status Codes 02, use official SSN if known or substitute 998 followed by the 3-digit Sponsor Code and a 3-digit sequential number. Field is required.
29	Filler	X(8)	Filler Spaces (Formally <i>Employment Begin Date</i> – Data ignored)
37	Filler	X(3)	Filler Spaces (Formerly <i>Object Code</i> – Data ignored)
40	Filler	X(4)	Filler Spaces (Formerly <i>Function Code</i> - Data ignored)

44	Class Code	X(20)	The class code assigned by the School System and submitted via the Curriculum Class Schedule Record. Required
64	Twelve Hour Flag	X(1)	Indicates that the teacher's certificate does not list an endorsement for specific course, but he or she has earned 12 hours of college credit in the subject area and is allowed to teach two classes under this rule. Format: (Y or N)
65	Total Class Time Pct	N(1)VN(2)	

PEP Non-Attendance Record Layout (PEP Record Type 300)

N – Numeric V – Implied Decimal X – Alphanumeric NX – Numerical expression used to report data
 All "X" and "NX" data elements should be left justified and padded with spaces
 All "N" and "V" data elements should be right justified and padded with zeroes

Special Note: One record per incident of contiguous time away from the employee's normal work activity is preferred. (However, districts are allowed the option to submit one record per incident of non-attendance.)

Effective Implementation Date: 2000-2001 School Session

Revised: 2001-2002 School Session

Position	Data Element	Type/ Length	Description
1	System Indicator	X(3)	The three-character coded assigned to designate the system to be used (For Profile of Educational Personnel it must always be PEP. Required)
4	Transaction Code	NX(3)	Must be "300" Required
7	Beginning School Session	N(4)	The beginning year of the school session. Example, "2003" for the 2003-2004 school session. Required
11	Sponsor Code	X(3)	3-Digit sponsor code assigned by LDE. Required
14	Filler	X(6)	Filler spaces (Leave 6 blank spaces)
20	Social Security Number	N(9)	Official Social Security Number of the employee
29	Non-Attendance Event Start Date	N(8)	The calendar date beginning the time period the employee is away from normal work activity. (Format: MMDDYYYY). Required
37	Non-Attendance Event Category Code	NX(2)	Indicates the reason the employee was away from normal work activity.
39	Non-Attendance Event End Date	N(8)	The calendar date ending the time period the employee is away from normal work activity. (Format: MMDDYYYY). Required
47	Non-Attendance Event Day Count	N(3)VN(1)	The number of days, in increments no less than one-half day, an employee was away from normal work activity. Required

PEP Vacant Staff Demographic Record Layout (PEP Record Type 100)

N – Numeric V – Implied Decimal X – Alphanumeric NX – Numerical expression use to report data
 All "X" and "NX" data elements should be left justified and padded with spaces
 All "N" and "V" data elements should be right justified and padded with zeroes

Effective Implementation Date: 2002-2033 School Session

Position	Data Element	Type/ Length	Description
1	System Indicator	X(3)	The three-character coded assigned to designate the system to be used (For Profile of Educational Personnel it must always be PEP. Required
4	Transaction Code	X(3)	Must be "100". Required
7	Beginning School Session	N(4)	The beginning year of the school session. Example, "2003" for the 2003-2004 school session. Required
11	Sponsor Code	X(3)	Sponsor Code of the district submitting data. Required
14	Filler	X(6)	Filler spaces (Leave 6 blank spaces). Required
20	Social Security Number	N(9)	For Vacant Positions , use 999 followed by the 3 digit Sponsor Code and a 3-digit sequential number
29	Last Name	X(20)	For Vacant Position , field must be blank
49	Suffix	X(3)	
52	First Name	X(15)	
67	Middle Name	X(15)	
82	Sex Code, Employee	X(1)	For Vacant Position , field must be blank
83	Ethnic Code, Employee	N(1)	For Vacant Position , field must be blank
84	Teaching Certificate Type	X(4)	For Vacant Position , field must be blank
88	Number	X(6)	
94	Suffix	X(1)	
95	Teaching Certificate Exception Code	NX(1)	For Vacant Position , field must be blank
96	Educational Level Code	N(2)	For Vacant Position , field must be blank
98	Experience, Years Allowed Count (For Salary Level)	N(2)	For Vacant Position , field must be blank
100	Retirement System Code	N(2)	For Vacant Position , field must be blank
102	Retiree Return to Work Code	NX(1)	For Vacant Position , field must be blank
103	Sabbatical Status Code	NX(1)	For Vacant Position , field must be blank
104	PIP Salary Amount	N(6)	For Vacant Position , field must be filled with 6 zeros
110	Total Salary Amount	N(6)	Total annual salary for all the positions for which employee is assigned, excluding PIP Salary amount
116	Salary Reduction Code	NX(2)	For Vacant Position , field must be blank
118	Employee Type Code	NX(1)	Code indicating whether employee is full or part-time. Format (F or P) . Required
119	Contract Day Count	N(3) VN(2)	Number of workdays specified by the school systems contract(s) under which the employee is to be employed. Required
124	Workday Minute Count	N(3)	Number of minutes in the normal workday that the employee is employed to work. Required
127	Employee Status Code	NX(2)	For Vacant Position , field must be 01
129	Highly Qualified Flag Elementary Grades	X(1)	Flag indicating whether a teacher meets requirements to be Highly Qualified in the area For Vacant Position , field must be N
130	Highly Qualified Flag Elem. Foreign Lang.	X(1)	Flag indicating whether a teacher meets requirements to be Highly Qualified in the area For Vacant Position , field must be N
131	Highly Qualified Flag Middle School English/Language Arts	X(1)	Flag indicating whether a teacher meets requirements to be Highly Qualified in the area For Vacant Position , field must be N
132	Highly Qualified Flag Middle School Mathematics	X(1)	Flag indicating whether a teacher meets requirements to be Highly Qualified in the area For Vacant Position , field must be N
133	Highly Qualified Flag Middle School Science	X(1)	Flag indicating whether a teacher meets requirements to be Highly Qualified in the area For Vacant Position , field must be N
134	Highly Qualified Flag Middle School Social Studies	X(1)	Flag indicating whether a teacher meets requirements to be Highly Qualified in the area For Vacant Position , field must be N
135	Highly Qualified Flag Middle School Foreign Language	X(1)	Flag indicating whether a teacher meets requirements to be Highly Qualified in the area For Vacant Position , field must be N
136	Highly Qualified Flag High School English/Language Arts	X(1)	Flag indicating whether a teacher meets requirements to be Highly Qualified in the area For Vacant Position , field must be N

137	Highly Qualified Flag High School Mathematics	X(1)	Flag indicating whether a teacher meets requirements to be Highly Qualified in the area For Vacant Position , field must be N
138	Highly Qualified Flag High School Science	X(1)	Flag indicating whether a teacher meets requirements to be Highly Qualified in the area For Vacant Position , field must be N
139	Highly Qualified Flag High School Social Studies	X(1)	Flag indicating whether a teacher meets requirements to be Highly Qualified in the area For Vacant Position , field must be N
140	Highly Qualified Flag High School Foreign Language	X(1)	Flag indicating whether a teacher meets requirements to be Highly Qualified in the area For Vacant Position , field must be N
141	Highly Qualified Flag High School Arts	X(1)	Flag indicating whether a teacher meets requirements to be Highly Qualified in the area For Vacant Position , field must be N
142	Highly Qualified Flag Paraprofessional	X(1)	Flag indicating whether a paraprofessional meets requirements to be Highly Qualified in the area For Vacant Position , field must be N
143	Hispanic/Latino	X(1)	Flag indicating whether the employee is Hispanic or Latino Must be Y or N For Vacant Position, field must be N
144	American Indian Or Alaskan Native Race	X(1)	Flag indicating whether the employee is American Indian or Alaskan Native Must be Y or N. For Vacant Position, field must be N
145	Asian	X(1)	Flag indicating whether the employee is Asian Must be Y or N. For Vacant Position, field must be N
146	Black Or African - American	X(1)	Flag indicating whether the employee is Black or African-American Must be Y or N. For Vacant Position, field must be N
147	Native Hawaiian Or Other Pacific Islander	X(1)	Flag indicating whether the employee is Native Hawaiian or Other Pacific Islander Must be Y or N. For Vacant Position, field must be N
148	White	X(1)	Flag indicating whether the employee is White Must be Y or N. For Vacant Position, field must be N
149	District Employee Hire Date (Date of Hire)	N(8)	The date for those employees' hired by the district or school system. For Vacant Position , field must be spaces (use carriage return line feed to maintain record length of 156 characters) .
			Total Record Length = 156 Characters

PEP Vacant Site-Position Record Layout (PEP Record Type 200)

N – Numeric V – Implied Decimal X – Alphanumeric NX – Numerical expression use to report data

All "X" and "NX" data elements should be left justified and padded with spaces

All "N" and "V" data elements should be right justified and padded with zeroes

Effective Implementation Date: 2002-2003 School Session

Position	Data Element	Type/Length	Description
1	System Indicator	X(3)	The three-character code assigned to designate the system to be used (For Profile of Educational Personnel, it must always be PEP. Required)
4	Transaction Code	NX(3)	Must be "200" Required
7	Beginning School Session	N(4)	The beginning year of the school session. Example, "2003" for the 2003-2004 school session. Required
11	Sponsor Code	X(3)	Sponsor Code of the district submitting data. Required
14	Site Code	X(6)	6-Digit site code assigned by LDE. Required
20	Social Security Number	N(9)	For Vacant Positions , use 999 followed by the 3-digit Sponsor Code and a 3-digit sequential number.
29	Employment Begin Date	N(8)	The date on which the employee's contract began for current fiscal year. (Format: MMDDYYYY). Required
37	Object Code	N(3)	Code describing the activity the employee performs (See PEP Appendix or LAUGH Guide). Required
40	Function Code	N(4)	Code describing the function to which the employee is assigned. Required

44	Employment End Date	N(8)	The date on which the employee's contract ends or on which the employment is terminated for current fiscal year. (Format: MMDDYYYY). Required
52	Annual Minutes Worked Count	N(6)	For Vacant Positions , report the number of annual minutes required for the position
58	Salary Amount (1 st occurrence)	N(6)	Salary amount allocated for Vacant Position (Vacant Position Records must have at a minimum one salary data set. Salary data set includes amount, fund code and type)
64	Fund Account Code (1 st occurrence)	NX(2)	Indicates the funding source for the amount reported for Vacant Position
66	Salary Type Code (1 st occurrence)	NX(1)	Indicates the type of salary corresponding to the amount reported for Vacant Position
67	Salary Amount (2 nd occurrence)	N(6)	Salary amount allocated for Vacant Position (2 nd occurrence) (if applicable)
73	Fund Account Code (2 nd occurrence)	NX(2)	Indicates the funding source corresponding to the amount reported for Vacant Position (2 nd occurrence) (if applicable)
75	Salary Type Code (2 nd occurrence)	NX(1)	Indicates the type of salary corresponding to the amount reported for Vacant Position (2 nd occurrence)
76	Salary Amount (3 rd occurrence)	N(6)	(Same as Salary Amount (2 nd occurrence)) If n/a fill with (6) zeros
82	Fund Account Code (3 rd occurrence)	NX(2)	(Same as Fund Account Code (2 nd occurrence)) If n/a leave blank
84	Salary Type Code (3 rd occurrence)	NX(1)	(Same as Salary Type Code (2 nd occurrence)) If n/a leave blank
85	Salary Amount (4 th occurrence)	N(6)	(Same as Salary Amount (2 nd occurrence)) If n/a fill with (6) zeros
91	Fund Account Code (4 th occurrence)	NX(2)	(Same as Fund Account Code (2 nd occurrence)) If n/a leave blank
93	Salary Type Code (4 th occurrence)	NX(1)	(Same as Salary Type Code (2 nd occurrence)) If n/a leave blank
94	Salary Amount (5 th occurrence)	N(6)	(Same as Salary Amount (2 nd occurrence)) If n/a fill with (6) zeros
100	Fund Account Code (5 th occurrence)	NX(2)	(Same as Fund Account Code (2 nd occurrence)) If n/a leave blank
102	Salary Type Code (5 th occurrence)	NX(1)	(Same as Salary Type Code (2 nd occurrence)) If n/a leave blank
103	Home-based Site flag	X(1)	Indicates if the site code associated with this record is the employee's home-based site

PEP Vacant Class Schedule Record Layout (PEP Record Type 210)

N – Numeric V – Implied Decimal X – Alphanumeric NX – Numerical expression use to report data

All "X" and "NX" data elements should be left justified and padded with spaces

All "N" and "V" data elements should be right justified and padded with zeroes

Effective Implementation Date: 2002-2003 School Session

Position	Data Element	Type/Length	Description
1	System Indicator	X(3)	The three-character code assigned to designate the system to be used (For Profile of Educational Personnel, it must always be PEP. Required)
4	Transaction Code	NX(3)	Must be "210" Required
7	Beginning School Session	N(4)	The beginning year of the school session. Example, "2003" for the 2003-2004 school session. Required
11	Sponsor Code	X(3)	Sponsor Code of the district submitting data. Required
14	Site Code	X(6)	6-Digit site code assigned by LDE. Required
20	Social Security Number	N(9)	For Vacant Positions , use 999 followed by the 3-digit Sponsor Code and a 3-digit sequential number.
29	Filler	X(8)	Filler Spaces (Formerly <i>Employment Begin Date</i> – Data ignored)

37	Filler	X(3)	Filler Spaces (Formerly <i>Object Code</i> – Data ignored)
40	Filler	X(4)	Filler Spaces (Formerly <i>Function Code</i> – Data ignored)
44	Class Code	X(20)	The class code assigned by the School System and submitted via the Curriculum Class Schedule Record. Required
64	Twelve Hour Flag	X(1)	For Vacant Position , must be N .
65	Total Class Time Pct	N(1)VN(2)	For Vacant Position , field must = three zeroes (000); use carriage return line to maintain record length of 67 characters

DATA ELEMENTS

Annual Minute Count

Definition:	<p>For the October (Budgeted) collection period: These data will reflect the total number of minutes the employee is projected to work within the current fiscal year at the specific site for the <i>specific</i> job assignment (classification) at the specific site.</p> <p>For the June 30 (Actual) collection period: These data will reflect the total number of minutes the employee worked or was paid to work within the fiscal year at a site for a specific job assignment (classification).</p> <p>Special Note: <i>For the October (Budgeted) Collection period, the sum of the Annual Minutes projected to work should not exceed the product total of the Contract Day Count multiplied by the Workday Minutes Count.</i></p>
Field Length:	6
Field Format:	Numeric
Use Types:	State reports Local Accountability Permanent Records
Programs Requiring Data Element:	Annual Financial and Statistical Report Common Core Data

Collection Period:	Period 1 (October 1 st) Period 9 (June 30 th)
Implementation Date: Revised:	10/1/1993

Class Code

Definition:	The Class Code <i>uniquely</i> identifies a class taught at a school. (See the <i>Curriculum User Guide</i>) Note: In order to link the student to their respective teachers and the courses taught, the Class Code submitted on the Curriculum record must match the Class Code submitted on the Student and Teacher Class Schedule records. <i>This data element will be used to match staff to students, staff to courses, and students to courses.</i>
Field Length:	20
Field Format:	Alphanumeric
Use Types:	State reports Local Accountability Permanent Records
Programs Requiring Data Element:	Annual Financial and Statistical Report
Collection Period:	Period 2 (LEADS)
Implementation Date: Revised:	10/1/1993 7/1/94

Definition Clarified:	9/21/95
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Classification Code

Definition:	<p>An Object and Function code are combined to form the classification code, which is the code indicating the job function to which the employee is assigned as defined in the <i>Louisiana Accounting and Uniform Governmental Handbook for Local School Boards</i> (Bulletin 1929)</p> <p>Example: The classification for a kindergarten teacher would be 112 1105:</p> <p style="text-align: center;">Object code 112 for teacher Function code 1105 for kindergarten</p>
Field Length:	7
Field Format:	Numeric
Use Types:	<p>State reports Local Accountability Permanent Records</p>
Programs Requiring Data Element:	<p>Annual Financial and Statistical Report Common Core of Data</p>
Collection Period:	<p>Period 1 (October 1st) Period 9 (June 30th)</p>
Implementation Date: Revised:	10/1/1993

Contract Day Count

<p>Definition:</p>	<p>Contract Day Count is defined as the annual total of workdays required and/or governed by one or more school district contracts (for an employee class) under which the staff member was employed for the school year being reported. Due to changes in an employee's contract(s), the October 1 and June 30 Contract Day may be different.</p> <p>Special Notes:</p> <p>For the October collection period, the PEP data will reflect the Contract Day Count derived from the contract(s) applicable for the reported individual as of October 1; i.e., the contract(s) from which budgeted salary data are determined.</p> <p>For the June 30 collection period, the PEP data will reflect the number of contract days derived from the combined contracts under which the person actually worked throughout the school year.</p> <p>Caution: <i>Changes in Contract Day Count may result from contract revisions and/or from modifications to the positions or responsibilities of the employee during the school year. (See expanded Contract Day Count Definition in the Appendix of this Guide.)</i> The Contract Day Count must always reflect the full time standard contract for the employee class that the employee is a member of.</p>
<p>Field Length:</p>	<p>5 = N(3)VN(2)</p>
<p>Field Format:</p>	<p>Numeric/Implied Decimal</p>
<p>Use Types:</p>	<p>State reports Local Accountability Permanent Records</p>
<p>Programs Requiring Data Element:</p>	<p>Annual Financial and Statistical Report Common Core Data</p>
<p>Collection Period:</p>	<p>Period 1 (October 1st) Period 9 (June 30th)</p>
<p>Implementation Date: Revised:</p>	<p>10/1/1993</p>

District Employee Hire Date (District Hire date)

<p>Definition:</p>	<p>The first day that the staff member was hired in the district or school system in which they are presently working in the State of Louisiana.</p> <p>Note:</p> <p>This field should be blank spaces for Vacant Positions.</p>
<p>Field Length:</p>	<p>8</p>
<p>Field Format:</p>	<p>Numeric</p>
<p>Use Types:</p>	<p>State reports Local Accountability Permanent Records</p>
<p>Programs Requiring Data Element:</p>	<p>Teacher Certification</p>
<p>Collection Period:</p>	<p>Period 1 (October 1st) Period 9 (June 30th)</p>
<p>Implementation Date: Revised:</p>	<p>10/1/2012</p>

Educational Level Code

<p>Definition:</p>	<p>The most appropriate code indicating the highest level of academic achievement on which the employee's salary is based</p> <p>01 - Less than high school 02 - High school (include all GED) 03 - Trade/Technical Certificate 04 - 1 yr. College 05 - 2 yrs. College 06 - Associate degree 07 - 3 yrs. College 08 - Bachelor's degree 09 - Master's degree 10 - Master's+30 11 - Educational Specialist 12 - Doctorate</p>
<p>Field Length:</p>	<p>2</p>
<p>Field Format:</p>	<p>Alphanumeric</p>
<p>Use Types:</p>	<p>State reports Local Accountability Permanent Records</p>
<p>Programs Requiring Data Element:</p>	<p>None</p>
<p>Collection Period:</p>	<p>Period 1 (October 1st) Period 9 (June 30th)</p>
<p>Implementation Date: Revised:</p>	<p>10/1/1993 7/1/1994</p>

Employee Status Code

<p>Definition:</p>	<p>Indicates the status of the employee, LEA employee vs. Non-LEA Employee.</p> <p>01 School Board Employee: These are the same employees that we are currently collecting. No program edits modifications will be required.</p> <p>02 Post Secondary Employee: These are individuals that work at a Post Secondary institute, such as the Technical Institutes, etc. Program modifications will need to be made for this class of employees in PEP. Post-Secondary Education employee credentials are different for these employees for K-12 employees and we must address this in the editing processes of PEP.</p> <p>03 Contracted Professional Services Persons: These are individuals or a group that work for the School System under a Contracted Professional Services Contract. These are usually Speech Therapist or some other therapist position where there is a shortage in the field. Program Modifications will be required for this group, also. Teacher Salary Schedule may not be applicable for this group because they are not regular employees. Therefore, they are not subject to the same salary guidelines as regular teachers.</p> <p>04 Third Party Contract Employee: These persons are employed by a separate entity or organization that has a contract with the School Board to provide services. These are usually the Marine Institute Staff, etc. Programming changes will need to be made for these also. The salary concerns are the same for this group as those in Group 3.</p> <p>05 State Employees (Classified): These persons are Classified State employees working within a School System.</p> <p>06 State Employees (Unclassified): These persons are Unclassified State employees.</p>
<p>Field Length:</p>	<p>2</p>
<p>Field Format:</p>	<p>Alphanumeric</p>
<p>Use Types:</p>	<p>State reports Local Accountability Permanent Records</p>
<p>Programs Requiring Data Element:</p>	<p>Annual Financial and Statistical Report</p>
<p>Collection Period:</p>	<p>Period 1 (October 1st) Period 9 (June 30th)</p>
<p>Implementation Date: Revised:</p>	<p>8/1/2004</p>

Employment Begin Date, Fiscal Year

<p>Definition:</p>	<p>The initial employment date of the employee for the current fiscal year.</p> <p>Examples:</p> <p>For 12-month employees, the date should be "0701YYYY."</p> <p>For 9-month employees in a district where the first day of school for employees is August 15, the date should be "0815YYYY."*</p> <p><i>*(Indicate the first day employees must report to work before the first day of classes.)</i></p>
<p>Field Length:</p>	<p>8</p>
<p>Field Format:</p>	<p>Numeric</p>
<p>Use Types:</p>	<p>State reports Local Accountability Permanent Records</p>
<p>Programs Requiring Data Element:</p>	<p>None</p>
<p>Collection Period:</p>	<p>Period 1 (October 1st) Period 9 (June 30th)</p>
<p>Implementation Date: Revised:</p>	<p>7/1/1994</p>

Employment End Date, Fiscal Year

Definition:	<p>The last employment date of the employee for the current fiscal year.</p> <p>Examples:</p> <p>For twelve (12) month employees, the end date should be 0630YYYY.</p> <p>For nine (9) month employees, the end date should be the last day the employee is assigned to work.</p>
Field Length:	<p>8</p>
Field Format:	<p>Numeric</p>
Use Types:	<p>State reports Local Accountability Permanent Records</p>
Programs Requiring Data Element:	<p>None</p>
Collection Period:	<p>Period 1 (October 1st) Period 9 (June 30th)</p>
Implementation Date: Revised:	<p>9/25/2000</p>

Ethnic Code, Employee

<p>Definition:</p>	<p>At least one of the six race/ethnic flags must be “Y”. Any applicable race or ethnic groups to which an employee belongs.</p> <ol style="list-style-type: none"> 1. HISPANIC/LATINO. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race. 2. AMERICAN INDIAN/ALASKAN NATIVE. A person who has origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition. 3. ASIAN. A person who has origins in any of the original peoples of the Far Southeast, Asia. This area includes, for example, China, Japan, Korea, the Philippine Islands. 4. BLACK OR AFRICAN-AMERICAN. A person who has origins in any of the Black racial groups of Africa. 5. Native Hawaiian Or Other Pacific Islander. A person who has origins in the Pacific Islands and Samoa. <ol style="list-style-type: none"> 1. WHITE (Not Hispanic). A person who has origins in any of the original peoples of Europe, North Africa, the Middle East, or the Indian subcontinent.
<p>Field Length:</p>	<p>1</p>
<p>Field Format :</p>	<p>Alphanumeric</p>
<p>Use Types:</p>	<p>State reports Local Accountability Permanent Records</p>
<p>Programs Requiring Data Element:</p>	<p>Annual Financial and Statistical Report</p>
<p>Collection Period:</p>	<p>Period 1 (October 1st) Period 9 (June 30th)</p>
<p>Implementation Date: Revised:</p>	<p>10/01/2010 04/01/2010</p>

Experience, Years Allowed Count

Definition:	<p>The number of years of work experience commensurate with the employee's salary.</p> <p>Note: The field should be 00 if this is the employees first year working in this field.</p>
Field Length:	2
Field Format:	Numeric
Use Types:	<p>State reports Local Accountability Permanent Records</p>
Programs Requiring Data Element:	Annual Financial and Statistical Report
Collection Period:	<p>Period 1 (October 1st) Period 9 (June 30th)</p>
Implementation Date: Revised:	10/1/1993

Fund Code Type

<p>Definition:</p>	<p>Indicates the funding source for the salary amount identified in one of the five salary occurrences listed in the Site-Position record. Funding codes are as follows:</p> <p>01 General Fund</p> <p>10 Federal Use the code 10 to indicate other federal funding sources not listed below.</p> <ul style="list-style-type: none"> 11 NCLB Funds (No Child Left Behind) 12 Special Education Funds 13 Title 1 Funds <p>20 Special Revenue</p> <p>21 School Food Service</p> <p>Use the code 21 to indicate all special fund sources related to the Child Nutrition Programs. (Includes School Lunch, Breakfast, After School Snacks, Catering and Nutrition Education Programs.)</p> <p>30 Capital Projects</p> <p><i>Note: See Appendix for additional information regarding Fund Code use when reporting data to the PEP System.</i></p>
<p>Field Length:</p>	<p>2</p>
<p>Field Format:</p>	<p>Numeric</p>
<p>Use Types:</p>	<p>State reports Local Accountability Permanent Records</p>
<p>Programs Requiring Data Element:</p>	<p>None</p>
<p>Collection Period:</p>	<p>Period 1 (October 1st) Period 9 (June 30th)</p>
<p>Implementation Date: Revised:</p>	<p>10/1/1995</p>

Highly Qualified Teacher – Flags – (14-one byte fields)

<p>Definition:</p>	<p>Indicates that employee is highly qualified according to the definition of Highly Qualified Teacher with regard to NCLB (<i>NO Child Left Behind</i>). Must be Y or N.</p> <p><u>14 Highly Qualified Areas:</u></p> <ul style="list-style-type: none"> • Elementary - General • Elementary – Foreign Language • Middle School – English • Middle School – Math • Middle School – Science • Middle School – Social Studies • Middle School – Foreign Language • High School – English • High School – Math • High School – Science • High School – Social Studies • High School – Foreign Language • High School – Art • Para-professional
<p>Field Length:</p>	<p>1</p>
<p>Field Format:</p>	<p>Alphanumeric</p>
<p>Use Types:</p>	<p>State reports Local Accountability Permanent Records</p>
<p>Programs Requiring Data Element:</p>	<p>None</p>
<p>Collection Period:</p>	<p>Period 1 (October 1st) Period 9 (June 30th)</p>
<p>Implementation Date: Revised:</p>	<p>8/1/2004</p>

LEA Sponsor Code

Definition:		Local Education Agency (LEA)/Sponsor Code assigned to School System by DOE.	
001 Acadia 002 Allen 003 Ascension 004 Assumption 005 Avoyelles 006 Beauregard 007 Bienville 008 Bossier 009 Caddo 010 Calcasieu 011 Caldwell 012 Cameron 013 Catahoula 014 Claiborne 015 Concordia 016 DeSoto 017 East Baton Rouge 018 East Carroll 019 East Feliciana 020 Evangeline 021 Franklin 022 Grant 023 Iberia 024 Iberville 025 Jackson 026 Jefferson 027 Jefferson Davis 028 Lafayette 029 Lafourche 030 LaSalle 031 Lincoln 032 Livingston 033 Madison 034 Morehouse 035 Natchitoches 036 Orleans 037 Ouachita 038 Plaquemines 039 Pointe Coupee 040 Rapides	041 Red River 042 Richland 043 Sabine 044 St. Bernard 045 St. Charles 046 St. Helena 047 St. James 048 St. John the Baptist 049 St. Landry 050 St. Martin 051 St. Mary 052 St. Tammany 053 Tangipahoa 054 Tensas 055 Terrebonne 056 Union 057 Vermilion 058 Vernon 059 Washington 060 Webster 061 West Baton Rouge 062 West Carroll 063 West Feliciana 064 Winn 065 City of Monroe 066 City of Bogalusa 067 Zachary Community School System 068 City of Baker School System 101 Special School District # 1 102 Special School District # 2 302 LA School for the Math, Science, and Arts 304 LA School for the Deaf 306 LA Special Education Center 318 LSU Laboratory School 319 SU Laboratory School	321 New Vision Learning Center Charter School 329 Glencoe Charter School 331 International School of LA Charter School 333 Avoyelles Public Charter School 334 New Orleans Center for Creative Arts 335 East Baton Rouge Arts and Technology School (Closed) 336 Delhi Charter School 337 Belle Chase Academy 339 Milestone SABIS School 340 The MAX Charter School 343 Community School for Apprenticeship Learning 344 International High School 345 Louisiana Connections Virtual School 346 Lake Charles Academy 347 Lycee Francois de la Nouvelle Orleans 348 New Orleans Military/Maritime Academy 363 Harriet Tubman 364 Fannie C Williams 366 RSD-Lagniappe Academies 367 RSD-Spirit of Excellence Academy 368 RSD-Morris Jeff School 369 RSD-ReNew 370 RSD-Linear Leadership (Closed) 371 RSD-Linwood 372 RSD-Crestworth Learning Academy 373 RSD-Arise Academy	374 RSD-Success Preparatory 375 RSD-Benjamin E. Mays Prep (Closed) 376 RSD-Pride College Prep (Closed) 377 RSD-Advance Baton Rouge 381 RSD-Akili Academy of New Orleans 382 RSD-New Orleans Science and Math Academy 383 RSD-Sojourner Truth Academy 384 RSD-Miller-McCoy Academy 385-RSD-New Orleans College Preparatory Academies 386-RSD-Esperanza Charter School Association(Closed) 387-RSD-NOLA 180 388-RSD-Broadmoor Charter School Board 389-RSD-Pelican Educational Foundation 390-RSD-Dryades YMCA 391-RSD-Friends of King 392-RSD-New Orleans Charter Schools Foundation 393-RSD-Choice Foundation 394-RSD-Treme Charter Schools Association 395-RSD-Algiers Charter Schools Association (ACSA) 396-Recovery School District-LDE 397-RSD-SUNO Institute for Academic Excellence 398-RSD-Knowledge is Power Program (KIPP) N.O. 399-RSD-Firstline Schools Inc. A02-Office of Juvenile Justice 3A1 Jefferson Chamber Foundation Academy 3A2 Madison-Tallulah Education Center 3A3 South Louisiana Charter Foundation, Inc. 3A4 Delta Charter Group 3A5 RSD-Better Choice Foundation 3A6 Northshore Charter School, Inc. 3A7 Louisiana Key Academy
Field Length:	3		
Field Format:	Alphanumeric		
Use Types:	State reports Local Accountability Permanent Records Federal Reports		
Programs Requiring Data Element:	Annual Financial and Statistical Report Common Core Data		
Collection Period:	Period 1 (October 1 st) Period 9 (June 30 th)		
Implementation Date: Revised:	10/1/1993 2/11/2014		

Name, Employee

Definition:	<p>The legal name of the employee:</p> <ul style="list-style-type: none"> ▪ Last (20 characters) Employee last name ▪ Suffix (3 characters) Employee suffix (Jr., Sr., III, etc.) ▪ First (15 characters) Employee first name ▪ Middle (15 characters) Employee middle name or initial (Do not include a period with the middle initial)
Field Length:	53
Field Format:	Alphanumeric
Use Types:	<p>State reports Local Accountability Permanent Records</p>
Programs Requiring Data Element:	None
Collection Period:	<p>Period 1 (October 1st) Period 9 (June 30th)</p>
Implementation Date: Revised:	10/1/1993

Home-Based Flag

<p>Definition:</p>	<p>Code indicating whether or not the site code associated with the Site-Position record for the specific classification code is the employee's home-based site.</p> <p>This code must be Y or N for each site-position record associated with a PEP classification code.</p>
<p>Field Length</p>	<p>1</p>
<p>Field Format:</p>	<p>Alphanumeric</p>
<p>Use Types:</p>	<p>State reports Local Accountability Permanent Records</p>
<p>Programs Requiring Data Element:</p>	<p>None</p>
<p>Collection Period:</p>	<p>Period 1 (October 1st) Period 9 (June 30th)</p>
<p>Implementation Date: Definition Clarified:</p>	<p>10/1/1993 9/21/1995</p>

Non-Attendance Event Category Code

<p>Definition:</p>	<p>A two-digit Non-Attendance reporting category that denotes the primary reason the employee was away from his or her normal work activity.</p> <p>01-Professional Development: School District/Agency sanctioned activities, other than those included in the school calendar, for the purpose of employee enhancement. Reportable activities include <i>Curriculum-Based Workshops, Skills/Methods Training Workshops, and other workshops or training sessions related to the employee's job responsibilities.</i></p> <p>02-School Related Business: School District/Agency sanctioned activities, other than professional development. Examples of such activities are <i>Participation on Various Committees, such as Textbook Advisory Committee, School Policy Committee, School Safety Councils, etc.</i> Other activities in this category include the following: <i>Teacher Assessment Activities,</i> <i>Student Enrichment,</i> <i>Community Outreach, and</i> <i>Court Summons or Subpoena relating to school business.</i></p> <p>03-Personal/Sick/Emergency Leave: Paid or unpaid leave as approved by the School District/Agency for any personal reason(s). (This category excludes Extended Medical Leave, because the salary calculations are different.)</p> <p>04-Extended Medical Leave: Medical leave as defined in Act 1341 of the 1999 Regular Legislative Session. The employee receives only 65% of his or her normal salary. There is a limit to the number of days that can be taken within a six-year period in this category.</p> <p>05-Annual/Vacation Leave: Paid leave as approved by the School District/Agency.</p> <p>06-Extenuating Circumstances: Paid or unpaid absences for time away from work that are outside the control of the employee. Examples of such activities are <i>Jury Duty, Military Leave, Assault Pay, Administrative Leave, Worker's Compensation, and any other School District/Agency approved absence not applicable to one of the categories listed above.</i></p>
<p>Field Length</p>	<p>2</p>
<p>Field Format:</p>	<p>Numeric</p>
<p>Use Types:</p>	<p>State reports Local Accountability Permanent Records</p>
<p>Programs Requiring Data Element:</p>	<p>None</p>
<p>Collection Period:</p>	<p>Period 9 (June 30th)</p>
<p>Implementation Date: Revised:</p>	<p>4/2/2001</p>

Non-Attendance Event Day Count

<p>Definition:</p>	<p>The number of day(s), whole or half day(s), for which the employee was away from his or her normal work activity.</p> <p>Note: Day count is a four-digit field with an implied decimal. Three and one-half days of non-attendance would be reported as (0035). The last digit must equal 0 or 5.</p> <p>A Non-Attendance Record (PEP Record Type 300) should be submitted for an employee for each time period (whole or one-half day increments) that an employee is away from his or her normal work activity.</p> <p>Example: An employee was away from his or her normal work activity Monday, Tuesday, and again on Friday to attend a statewide conference for mathematics teachers. How would this information be reported to the PEP System?</p> <p>At minimum, two Non-Attendance records should be submitted, as follows:</p> <ol style="list-style-type: none"> 1. Submit a record for each day, whether it was a whole or half-day. Submit three separate records, one record for each day the employee was away. <p>Or</p> <ol style="list-style-type: none"> 2. Submit two Non-Attendance records, one reflecting the contiguous time period, and a second reflecting the time away on Friday. With the contiguous record, send one record with Monday's date as the Event Start Date and Tuesday's date as the Event End Date. Also have a second Non-Attendance record reflecting the time the employee was away on Friday. The Event Start Date and the Event End Date would equal Friday's calendar date.
<p>Field Length</p>	<p>4</p>
<p>Field Format:</p>	<p>Numeric (3) VN(1)</p>
<p>Use Types:</p>	<p>State reports Local Accountability Permanent Records</p>
<p>Programs Requiring Data Element:</p>	<p>None</p>
<p>Collection Period:</p>	<p>Period 9 (June 30th)</p>
<p>Implementation Date: Revised:</p>	<p>4/2/2001</p>

Non-Attendance Event End Date

<p>Definition:</p>	<p>The last calendar day that the employee was away from his or her normal work activity for a specific occurrence of non-attendance.</p> <p>Examples: An employee was away from his or her normal work activity Monday, October 22, YYYY, and Tuesday, October 23, YYYY, attending a statewide conference for mathematics teachers. How would should the LEA report this information to the PEP System?</p> <p>A Non-Attendance record reflecting contiguous days would indicate the Event Start Date as 10/22/YYYY with the <i>Non-Attendance Event End Date</i> of 10/23/YYYY. The Event Day Count would be 0020 with an Event Category Code of 01.</p>
<p>Field Length</p>	<p>8</p>
<p>Field Format:</p>	<p>Numeric</p>
<p>Use Types:</p>	<p>State reports Local Accountability Permanent Records</p>
<p>Programs Requiring Data Element:</p>	<p>None</p>
<p>Collection Period:</p>	<p>Period 9 (June 30th)</p>
<p>Implementation Date: Revised:</p>	<p>4/2/2001</p>

Non-Attendance Event Start Date

<p>Definition:</p>	<p>The first calendar day that the employee was away from his or her normal work activity for a specific occurrence of non-attendance.</p> <p>Examples:</p> <p>An employee was away from his or her normal work activity Monday, October 22, YYYY, and Tuesday, October 23, YYYY, attending a statewide conference for mathematics teachers. How should the LEA report this information to the PEP System?</p> <p>A Non-Attendance record reflecting contiguous days would indicate the <i>Non-Attendance Event Start Date</i> as 10/22/YYYY with the Event End Date of 10/23/YYYY. The Event Day Count would be 0020 with an Event Category Code of 01.</p>
<p>Field Length</p>	<p>8</p>
<p>Field Format:</p>	<p>Numeric</p>
<p>Use Types:</p>	<p>State reports Local Accountability Permanent Records</p>
<p>Programs Requiring Data Element:</p>	<p>None</p>
<p>Collection Period:</p>	<p>Period 9 (June 30th)</p>
<p>Implementation Date: Revised:</p>	<p>4/2/2001</p>

PIP Salary Amount

(Formerly PIP Salary Increment Amount)

Definition:	<p>The additional amount of annual salary provided to an employee who is a participant in the Professional Improvement Program (PIP).</p> <p><i>(Round to the nearest dollar)</i></p> <p>NOTE:</p> <p>For the October collection period, the maximum allowed PIP Salary Amount is \$3,721.00. The minimum PIP Salary Amount is \$1,129.00.</p> <p>For the June 30 collection, the maximum PIP Salary Amount remains at \$3721.00. The minimum PIP Salary Amount is reflective of the number of days worked within the fiscal year.</p>
Field Length	6
Field Format:	Numeric
Use Types:	State reports Local Accountability Permanent Records
Programs Requiring Data Element:	None
Collection Period:	Period 1 (October 1 st) Period 9 (June 30 th)
Implementation Date: Revised:	10/1/1993

Retirement System Code

Definition:	<p>The code representing the retirement system in which the employee is an active participant.</p> <p>01 = Louisiana Teachers' Retirement System 02 = Louisiana Teachers' Retirement System Plan A 03 = Louisiana Teachers' Retirement System Plan B 04 = Louisiana Teachers' Retirement System DROP 05 = Louisiana School Employees' Retirement System 06 = Louisiana State Employees' Retirement System 07 = Louisiana Parochial School Employees' Retirement System 08 = FICA 09 = Louisiana School Employees' Retirement System DROP 10 = Louisiana State Employees' Retirement System DROP 11 = Louisiana Parochial School Employees' Retirement System DROP 98 = Other</p>
Field Length	2
Field Format:	Alphanumeric
Use Types:	State reports Local Accountability Permanent Records
Programs Requiring Data Element:	None
Collection Period:	Period 1 (October 1 st) Period 9 (June 30 th)
Implementation Date: Revised:	10/1/1993

Retiree Return to Work Code

<p>Definition:</p>	<p>Applicable for both the October 1 and June 30 PEP Collection Periods.</p> <p>Report the appropriate Retiree Return to Work Code:</p> <p>“1” Retirees returning to work without any salary caps or limitations. (Salary is commensurate with education level and years of experience.)</p> <p>“2” Retirees returning to work with preset salary limits. (Employee has a preset earnings limit provision as a condition of his or her retirement.)</p> <p>Special Note: This field should remain blank for employees that are not retirees returning to work.</p>
<p>Field Length</p>	<p>1</p>
<p>Field Format:</p>	<p>Alphanumeric</p>
<p>Use Types:</p>	<p>State reports Local Accountability Permanent Records</p>
<p>Programs Requiring Data Element:</p>	<p>Profile of Educational Personnel (PEP)</p>
<p>Collection Period:</p>	<p>Period 1 (October 1st) Period 9 (June 30th)</p>
<p>Implementation Date: Revised:</p>	<p>10/1/1995</p>

Sabbatical/Extended Sick Leave Code

<p>Definition:</p>	<p>Code indicating which portion of the school year the employee was on sabbatical leave. The new Sabbatical Codes are as follows:</p> <p>1 = First Half of the School Year</p> <p>2 = Second Half of the School Year</p> <p>3 = The Entire School Year.</p> <p>9 = Extended Sick Leave</p> <p>NOTE: Object code 140 will no longer be used to identify employees on sabbatical. The sabbatical employee is to be reported to the PEP System using the employee's regular classification code on which his or her sabbatical pay is based. Only object codes 111 – 119 are to be used for submitting personnel data to the PEP System. See Code Listing of PEP Personnel in the Appendix.</p> <p>Special Note: If not applicable, this field should remain blank.</p>
<p>Field Length</p>	<p>1</p>
<p>Field Format:</p>	<p>Alphanumeric</p>
<p>Use Types:</p>	<p>State reports Local Accountability Permanent Records</p>
<p>Programs Requiring Data Element:</p>	
<p>Collection Period:</p>	<p>Period 1 (October 1st) Period 9 (June 30th)</p>
<p>Implementation Date: Definition Clarified:</p>	<p>10/1/1993 9/21/95</p>

Salary Amount

<p>Definition:</p>	<p>For The October 1, Collection: The amount of salary <i>budgeted for the position</i></p> <p>For The June 30, Collection: The amount of <i>salary actually paid</i> within the current fiscal year to an employee for a position(s)</p> <p><i>(Round to the nearest dollar.)</i></p> <p>NOTE: Three data elements are required when reporting salary data. A Salary Type and Fund Code must accompany each salary amount reported on the Site-Position record.</p>
<p>Field Length</p>	<p>6</p>
<p>Field Format:</p>	<p>Numeric</p>
<p>Use Types:</p>	<p>State reports Local Accountability Permanent Records</p>
<p>Programs Requiring Data Element:</p>	<p>None</p>
<p>Collection Period:</p>	<p>Period 1 (October 1st) Period 9 (June 30th)</p>
<p>Implementation Date: Definition Clarified:</p>	<p>10/1/1993 9/21/95</p>

Salary Type Code

<p>Definition:</p>	<p>Code used to indicate the type of salary for the reported dollar amount. There are three salary types. They are as follows:</p> <p>1 = Base Salary is the employee's regular salary excluding PIP Amount, Extra Compensation, Extended Employment. For the June 30 collection period, if an individual earns overtime pay the overtime pay would be included as Base Salary. <i>The Employee's contract and minute count would be adjusted to reflect the additional time worked.</i></p> <p>2 = Extra Compensation is additional salary paid to an employee for additional duties outside his or her regular job assignment. Activities such as coaching, yearbook advisor, cheerleader sponsor, etc. are considered additional duties and meet the definition for Extra Compensation.</p> <p>3 = Extended Employment is the additional salary paid to vocational education instructors. The employee's classification code must include a function code in the 13XX series.</p> <p>4= National Board Certified Teacher is the additional salary paid to a teacher that has received a certificate from the National Board for Professional Teaching Standards (NBPTS)</p> <p>NOTE: Three data elements are needed to define salary data reported in the Site-Position record. If an employee's regular salary of \$35,000.00 is paid from three funding sources, the salary data would be reported in the Site-Position as follows:</p> <table border="0" style="width: 100%;"> <tr> <td style="text-align: center;">Amount \$10,000.00</td> <td style="text-align: center;">Amount \$10,000.00</td> <td style="text-align: center;">Amount \$15,000.00</td> </tr> <tr> <td style="text-align: center;">Salary Type =1</td> <td style="text-align: center;">Salary Type = 1</td> <td style="text-align: center;">Salary Type = 1</td> </tr> <tr> <td style="text-align: center;">Fund code = 01</td> <td style="text-align: center;">Fund Code = 10</td> <td style="text-align: center;">Fund Code = 20</td> </tr> </table> <p>Special Note: If not applicable, this field should remain blank.</p>	Amount \$10,000.00	Amount \$10,000.00	Amount \$15,000.00	Salary Type =1	Salary Type = 1	Salary Type = 1	Fund code = 01	Fund Code = 10	Fund Code = 20
Amount \$10,000.00	Amount \$10,000.00	Amount \$15,000.00								
Salary Type =1	Salary Type = 1	Salary Type = 1								
Fund code = 01	Fund Code = 10	Fund Code = 20								
<p>Field Length</p>	<p>1</p>									
<p>Field Format:</p>	<p>Numeric</p>									
<p>Use Types:</p>	<p>State reports Local Accountability Permanent Records</p>									
<p>Programs Requiring Data Element:</p>	<p>None</p>									
<p>Collection Period:</p>	<p>Period 1 (October 1st) Period 9 (June 30th)</p>									
<p>Implementation Date: Definition Clarified:</p>	<p>10/1/1993 9/21/95</p>									

Salary Reduction Code

Salary Reduction Code (Applicable to the June 30th Data Collection only)

<p>Definition:</p>	<p>The code indicating the reason an employee’s June 30 salary data are less than the budgeted salary data when the time worked equals the same full time equivalent (FTE) status reflected in the October 1 data collection. The codes are as follows:</p> <p>01 = Residual Pay: The employee did not receive his or her full salary compensation. Instead, the employee received partial pay. Example: an employee has exhausted his or her paid leave and the school system is allowing the individual to collect the residual pay that remains after paying for a day-by-day substitute.</p> <p>02 = Extended Medical: The employee is on extended medical leave and is receiving only a portion of his or her regular salary amount.</p> <p>03 = Other: Any district approved “reduced” pay granted to an employee. The salary amount when compared to the October 1 budgeted data is reduced, but the FTE for the June 30 collection is equal to the FTE for the October data.</p> <p>Example: For the October 1 data collection period, an employee’s total salary is budgeted at \$40,000.00, with an FTE = 1. For the June 30 collection, the total salary actually paid is \$27,000.00, with an FTE = 1. A salary reduction code would be provided to indicate that while the FTE remained 1, some situation resulted in a salary reduction.</p> <p>Special Note: If not applicable, this field should remain blank.</p>
<p>Field Length</p>	<p>2</p>
<p>Field Format:</p>	<p>Alphanumeric</p>
<p>Use Types:</p>	<p>State reports Local Accountability Permanent Records</p>
<p>Programs Requiring Data Element:</p>	<p>None</p>
<p>Collection Period:</p>	<p>Period 1 (October 1st) Period 9 (June 30th)</p>
<p>Implementation Date: Definition Clarified:</p>	<p>10/1/1993 9/21/95</p>

Salary Reduction Code

<p>Definition:</p>	<p>The code indicating the reason an employee’s June 30 salary data are less than the budgeted salary data when the time worked equals the same full time equivalent (FTE) status reflected in the October 1 data collection. The codes are as follows:</p> <p>01 = Residual Pay: The employee did not receive his or her full salary compensation. Instead, the employee received partial pay. Example: an employee has exhausted his or her paid leave and the school system is allowing the individual to collect the residual pay that remains after paying for a day-by-day substitute.</p> <p>02 = Extended Medical: The employee is on extended medical leave and is receiving only a portion of his or her regular salary amount.</p> <p>03 = Other: Any district approved “reduced” pay granted to an employee. The salary amount when compared to the October 1 budgeted data is reduced, but the FTE for the June 30 collection is equal to the FTE for the October data.</p> <p>Example: For the October 1 data collection period, an employee’s total salary is budgeted at \$40,000.00, with an FTE = 1. For the June 30 collection, the total salary actually paid is \$27,000.00, with an FTE = 1. A salary reduction code would be provided to indicate that while the FTE remained 1, some situation resulted in a salary reduction.</p> <p>Special Note: If not applicable, this field should remain blank.</p>
<p>Field Length</p>	<p>2</p>
<p>Field Format:</p>	<p>Alphanumeric</p>
<p>Use Types:</p>	<p>State reports Local Accountability Permanent Records</p>
<p>Programs Requiring Data Element:</p>	<p>None</p>
<p>Collection Period:</p>	<p>Period 9 (June 30th)</p>
<p>Implementation Date: Definition Clarified:</p>	<p>10/1/1993 9/21/95</p>

Session Year, Beginning

Definition:	<p>The 12-month period of time denoting the beginning of the school year for the current fiscal year for school accounting purposes.</p> <p>Example: For the Fiscal Year beginning July 1, 2003, through June 30, 2004, the beginning session year will be 2003.</p>
Field Length	4
Field Format:	Numeric
Use Types:	State reports Local Accountability Permanent Records
Programs Requiring Data Element:	Annual Financial and Statistical Report
Collection Period:	Period 1 (October 1 st) Period 9 (June 30 th)
Implementation Date: Revised:	10/1/1993

Sex Code, Employee

Definition:	<p>Employee's sex.</p> <p>M – Male</p> <p>F – Female</p> <p>NOTE: <i>Employee's sex code must be in uppercase letters.</i></p>
Field Length	1
Field Format:	Alphanumeric
Use Types:	<p>State reports</p> <p>Local Accountability</p> <p>Permanent Records</p>
Programs Requiring Data Element:	Annual Financial and Statistical Report
Collection Period:	<p>Period 1 (October 1st)</p> <p>Period 9 (June 30th)</p>
Implementation Date: Revised:	10/1/1993

Site Code

<p>Definition:</p>	<p>The six-digit code assigned by LDE to the employee's home-based site.</p> <p>The site code for the central office is XXX700; XXX represents the LEA code.</p> <p>Example:</p> <p>The central office code for Acadia parish would be 001700; 001 is Acadia's LEA code and 700 is the code for the central office.</p> <p>Note: Each LEA must report Staff records for the central office.</p> <p>For October 1: Only one Staff record per LEA should be coded as <i>111/2321</i>. (Code Assistant/Deputy Superintendents as <i>111/2324</i>.)</p> <p>For June 30: More than one record can be submitted to the PEP with an object classification code of <i>111/2321</i> if more than one person served as Superintendent during the fiscal year.</p>
<p>Field Length</p>	<p>6</p>
<p>Field Format:</p>	<p>Alphanumeric</p>
<p>Use Types:</p>	<p>State reports Local Accountability Permanent Records</p>
<p>Programs Requiring Data Element:</p>	<p>Common Core Data</p>
<p>Collection Period:</p>	<p>Period 1 (October 1st) Period 9 (June 30th)</p>
<p>Implementation Date: Revised:</p>	<p>10/1/1993</p>

Social Security Number, Employee

Definition:	The official number assigned to the employee by the Social Security Administration Office.
Field Length	9
Field Format:	Numeric
Use Types:	State reports Local Accountability Permanent Records
Programs Requiring Data Element:	Annual Financial and Statistical Report
Collection Period:	Period 1 (October 1 st) Period 9 (June 30 th)
Implementation Date: Revised:	10/1/1993

System Indicator

Definition:	Three characters assigned by Information Technology Services (ITS) to designate the system to be used. The system indicator for the Profile of Educational Personnel is PEP .
Field Length	3
Field Format:	Alphanumeric
Use Types:	State reports Local Accountability Permanent Records
Programs Requiring Data Element:	All PEP Reporting
Collection Period:	Period 1 (October 1 st) Period 9 (June 30 th)
Implementation Date: Revised:	10/1/1993

Twelve- Hour Flag

Definition:	<p>Flag that indicates a teacher is not certified for one of the courses he or she is teaching, but has earned twelve college credit hours in the subject area. He or she is allowed to teach a maximum of two courses under the twelve- hour provision.</p> <p>NOTE: Field Should Be Blank.</p> <p>Code must be Y or N. <i>(No Longer a Valid Certification Option)</i></p>
Field Length	<p>1</p>
Field Format:	<p>Alphanumeric</p>
Use Types:	<p>State reports Local Accountability Permanent Records</p>
Programs Requiring Data Element:	<p>Annual Financial and Statistical Report</p>
Collection Period:	<p>Period 2 (LEADS)</p>
Implementation Date: Revised:	<p>10/1/1993</p>

Teaching Certificate

<p>Definition:</p>	<p>Louisiana teaching certificate type and number with any applicable suffix.</p> <p>Positions 1-4 represent the certificate type. Positions 5-10 represent the certificate number. Position 11 represents the certificate suffix, where applicable.</p> <p>Examples: A certificate of</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> Type C Number 1341 Suffix N <small>(should be entered as Csss001341N (s denotes a space.)</small> </td> <td style="width: 50%; border: none;"> Type B Number 123456 <small>(should be entered as Bsss123456s) (s denotes a space.)</small> </td> </tr> </table> <p>NOTE:</p> <ul style="list-style-type: none"> ▪ The certificate type must be left justified and padded with spaces for positions not used. ▪ The certificate number must be right justified and padded with leading zeroes. ▪ The suffix should be blank, if not applicable, or N. ▪ Therefore, the teaching certificate always consists of eleven positions. <p>See the Appendix for a list of new teaching certificates and the abbreviation required for PEP data.</p>	Type C Number 1341 Suffix N <small>(should be entered as Csss001341N (s denotes a space.)</small>	Type B Number 123456 <small>(should be entered as Bsss123456s) (s denotes a space.)</small>
Type C Number 1341 Suffix N <small>(should be entered as Csss001341N (s denotes a space.)</small>	Type B Number 123456 <small>(should be entered as Bsss123456s) (s denotes a space.)</small>		
<p>Field Length</p>	<p>11</p>		
<p>Field Format:</p>	<p>Alphanumeric</p>		
<p>Use Types:</p>	<p>State reports Local Accountability Permanent Records</p>		
<p>Programs Requiring Data Element:</p>	<p>None</p>		
<p>Collection Period:</p>	<p>Period 1 (October 1st) Period 9 (June 30th)</p>		
<p>Implementation Date: Revised:</p>	<p>10/1/1993</p>		

Teaching Certificate Exception Code

<p>Definition:</p>	<p>The code representing the allowed exception in which a teacher may teach without possessing a Louisiana teaching certificate issued by the Office of Teacher Certification. The certificate Type and Certificate Number fields must be blank when using a Certificate Exception Code.</p> <p>3 = Foreign Language Associate (formerly CODOFIL) 5 = Certificate Pending (Documentation in process)* 6 = Louisiana School for Math, Science, and the Arts 9 = Certificate Not Applied for</p> <p>* Note: Exception Code 5, "Certificate Pending (Documentation in process)," is to be used only as a <i>temporary</i> indicator. <u>It is critical that this exception code is removed and the certificate number added to the PEP record as soon as the teaching certificate is issued.</u></p> <p>Special Note: If not applicable, this field should remain blank.</p>
<p>Field Length</p>	<p>1</p>
<p>Field Format:</p>	<p>Numeric</p>
<p>Use Types:</p>	<p>State reports Local Accountability Permanent Records</p>
<p>Programs Requiring Data Element:</p>	<p>None</p>
<p>Collection Period:</p>	<p>Period 1 (October 1st) Period 9 (June 30th)</p>
<p>Implementation Date: Revised:</p>	<p>7/1/94 7/1/95</p>

Total Class Time Percentage

Definition:	Captures percentage of class time by a teacher in a specific class. <i>(Must = three zeroes for Vacant Position Record)</i>
Field Length	3
Field Format:	Numeric
Use Types:	State reports Local Accountability Permanent Records
Programs Requiring Data Element:	None
Collection Period:	Period 2 (LEADS)
Implementation Date:	11/7/2011

Transaction Code

Definition:	<p>The code indicating the specific PEP record type. Transactions codes are as follows:</p> <p>100 Staff Record</p> <p>200 Site-Position Record</p> <p>210 PEP Class Schedule Record</p> <p>300 PEP Non-Attendance Record</p> <p>NOTE: Each PEP record has a unique Transaction Code that identifies the data required for each record type.</p>
Field Length	<p>3</p>
Field Format:	<p>Numeric</p>
Use Types:	<p>State reports Local Accountability Permanent Records</p>
Programs Requiring Data Element:	<p>None</p>
Collection Period:	<p>Period 1 (October 1st) Period 9 (June 30th)</p>
Implementation Date: Revised:	<p>7/1/94 7/1/95</p>

Total Salary Amount

<p>Definition:</p>	<p>The total annual budgeted/actual salary for all classification(s) reported in the Site-Position record(s) for the reported Social Security Number. This amount includes all salary types, excluding the PIP Salary Amount. The sum of the salary amounts reported on the site-position records will be matched against the Total Salary Amount reported on the Staff record.</p> <p>NOTE: For the October collection period, the total salary amount is always the amount budgeted (excluding PIP) for the contract time period specified in the Staff record.</p> <p>For the June 30 collection period, the total salary amount will reflect the actual salary paid for the span of the contract(s).</p>
<p>Field Length</p>	<p>6</p>
<p>Field Format:</p>	<p>Numeric</p>
<p>Use Types:</p>	<p>State reports Local Accountability Permanent Records</p>
<p>Programs Requiring Data Element:</p>	<p>None</p>
<p>Collection Period:</p>	<p>Period 1 (October 1st) Period 9 (June 30th)</p>
<p>Implementation Date: Revised:</p>	<p>7/1/94 7/1/95</p>

Workday Minute Count Scheduled

<p>Definition:</p>	<p><u>For The October 1 Collection*:</u> Workday Minute Count is defined as the number of scheduled minutes in an employee's normal workday applicable for the combination of one or more contracts under which the individual was employed.</p> <p><u>For The June 30 Collection*:</u> If the number of work-minutes required each workday varied day-by-day, or during other time periods under the contract mix, then the sum of the number of work-minutes WORKED for EACH workday within the span of time is to be reported as a weighted Workday Minute Count average.</p> <p>*The Workday Minute Count is specific to the contract combination (or "mix") of the CLASS OF EMPLOYEES. If the length of the workday for this CLASS OF EMPLOYEES is variable, determine and enter the weighted average workday minutes; i.e., the ANNUAL TOTAL of workday minutes for the specific "contract mix" divided by the applicable Contract Day Count.</p> <p><i>(See Examples provided in the Appendix.)</i></p>
<p>Field Length</p>	<p>3</p>
<p>Field Format:</p>	<p>Numeric</p>
<p>Use Types:</p>	<p>State reports Local Accountability Permanent Records</p>
<p>Programs Requiring Data Element:</p>	<p>None</p>
<p>Collection Period:</p>	<p>Period 1 (October 1st) Period 9 (June 30th)</p>
<p>Implementation Date: Definition Clarified:</p>	<p>10/1/1993 9/21/95</p>

APPENDIX C - DATA GLOSSARY

Submission Deadlines

Approximately a week to 10 days prior to the system closing, Submitting data by this date provides an opportunity for LDE to look at the data and provide comparison reports for last minute corrections.

System Closings

The date the system will be closed and no additional change can be made.

PEP Schedule Contact Day Count

Scheduled Contract Day Count is defined as the annual total of workdays required and/or governed by one or more school district contracts under which the staff member was employed for the school year being reported. For the new PEP record format, Contract Day Count represents the number of contracted days for a CLASS OF EMPLOYEES to which a specific contract or "mix" of contracts apply and is not tied to an individual employee's beginning and/or end dates; i.e., the Contract Day Count is not affected by an employee's hire after the earliest employee start date of the overall contract period, nor by the employee's departure prior to the latest end date of the overall contract period. For the October collection period, the PEP data will reflect the Contract Day Count derived from the contract(s) applicable for the reported individual as of October 1; i.e., the contract(s) from which budgeted salary data are determined. The Contract Day Count for the June 30 collection period will reflect the number of contract days derived from the combined contracts under which the person actually worked throughout the school year. *Caution: Changes in Contract Day Count may result from contract revisions and/or from modifications to the positions or responsibilities of the employee during the school year.*

Suggested Steps:

1. Identify all contracts and/or agreements under which the specific employee is projected to work (October collection) or actually worked (June 30 collection) for the school year being reported. This "contract mix" defines the CLASS OF EMPLOYEES to which the employee belongs for that collection period. *Note: A CLASS OF EMPLOYEES may be uniquely identified to a single employee (e.g., secretary who moves to classroom teacher aide and is subsequently certified/hired as teacher during the school year) or may apply to many employees (e.g., all elementary teachers serving solely under the basic teacher contract who have no additional functions or responsibilities).*

2. Identify both the earliest employee start date and the latest employee end date from the "contract mix" applicable to the CLASS OF EMPLOYEES to which the specific employee belongs. This establishes the span of time covering all contracts under which the individual is employed for the collection period. Exception for June 30 Collection: If the employee changed positions and/or lost responsibilities during the year (e.g., school principal reassigned solely as a teacher for second

semester), then determine the span of time using the earliest employee start date from the contract mix under which initially employed and the latest employee end date from the contract mix under which employed at the end of year or contract(s) in effect on last day worked.

3. Within the span of time established in Step 2 above, count (without duplicating) each calendar day that is stipulated a workday by one or more of the applicable contracts. The result constitutes the Contract Day Count for that CLASS OF EMPLOYEES.

PEP Workday Minute Count

Workday Minute Count is defined as the number of minutes in the normal workday applicable for the combination of one or more contracts under which the individual was employed during the school year being reported. The specific contract combination (or "mix") defines the CLASS OF EMPLOYEES to which the employee belongs for that collection period. If the length of the workday for this CLASS OF EMPLOYEES is variable, determine and enter the weighted average workday minutes; i.e., the ANNUAL TOTAL of workday minutes for the specific "contract mix" divided by the applicable Contract Day Count. *Caution: Changes in the applicable Contract Day Count and/or Workday Minute Count between data collection periods may result from contract revisions and/or from modifications to the positions or responsibilities of the employee during the school year.*

Comment: The relationship between Contract Day Count and Workday Minute Count is such that the product of these two numbers will approximate the total annual work-minutes available from an employee should the individual be actively employed over the entire range of contracts as they apply to the employee (or Class of Employees) for the specific data collection period.

Suggested Steps:

1. Use Step 1, Contract Day Count, to obtain applicable CLASS OF EMPLOYEES.
2. Use Step 2, Contract Day Count, to obtain applicable Earliest Employee Start Date, test Employee End Date, and Span of Time for the CLASS OF EMPLOYEES.
3. Use Step 3, Contract Day Count, to obtain the Contract Day Count for that CLASS OF EMPLOYEES.
4. Within the Span of Time established in Step 2, determine the *weighted average workday minutes* as follows:
 - a. If the number of work-minutes required each workday under the "contract mix" remains constant over the span of time, enter the required daily work-minutes as the Workday Minute Count.
 - b. However, if the number of work-minutes required each workday can vary, day-by-day or other time periods under the contract mix, then sum the number of work-minutes for **EACH** workday within the span of time, then divide the results by the Contract Day Count. Enter this weighted average as the Workday Minute Count.

Note: For some paid functions such as athletics coach, cheerleader sponsor, etc., it may be necessary to estimate the total work-time attributable to these functions for time worked during the evenings, weekends, or other periods outside the usual workday of the specific employee (or related Class of Employees) and add this work-time estimate to the total work-minutes calculated in Step 4a or Step 4b for the employee's basic contract(s). Ensure Contract Day Count includes any days the employee is expected to work these added functions prior to or after the overall span of the basic contract(s), then divide the grand total of work-time minutes by the Contract Day Count for the *weighted average workday minutes*. Enter this weighted average workday minutes as the Workday Minute Count.

APPENDIX D – ERROR CODES & MESSAGES

The following information is provided to assist in responding to any edits which have been generated from the Profile of Educational Personnel (PEP) data submission. There are three types of PEP edits:

	<u>TYPE</u>	<u>RESULT</u>
1	Critical Error	An error occurred that caused the program to stop processing at that point the remaining data on that particular record; records with that specific SSN are not added to the database.
2	Error	An error occurred while processing a record; the data were not loaded to the database. <i>Only Error-Free Records are loaded to the PEP database.</i>
3	Warning	Record processed <u>AND</u> loaded to the database.

Records that have generated **Critical Errors** or **Errors** *must* be corrected and resubmitted error-free.

Warnings, however, merely indicate that the data submitted *appear* to be *unusual*. Therefore, warnings require a verification of the data that generated the warning and an appropriate change **ONLY IF** the data are indeed incorrect.

The edits have been numbered and the Error Correction Report designed to make error identification and correction as easy as possible for the user. The edit numbers have been grouped by data element and are listed in this guide in numerical order. To research and correct data errors, proceed as follows:

1. Find the edit number in the Batch Edit Guide that matches the edit number listed on the most recent error correction report.
2. Perform the suggested method of data correction.

The following is a description of commonly used terms:

1. Digits - the digits 0 through 9
2. Alphabet - the letters of the alphabet and some special characters
(Note: All Alpha Characters must be Uppercase)

Characters - the digits 0 through 9, letters of the alphabet, and special characters.

The following error code definitions describe error messages that may be received after processing data for the PEP. These messages are designed to facilitate the correction of errors before data are resubmitted.

Special error messages notes:

Error Messages 1 through 5 and 7 apply to all PEP Records. The data contained in these fields govern the System Indicator, Transaction Code, Beginning School Session, Sponsor Code, and Site Code. All of these elements are pivotal to the processing of the LEA's PEP file. If an error occurs in one of these fields, it will generate a Critical Error.

Error Messages beginning with “**1XX**” are generated from data errors that occurred on the Staff Record (PEP Record Type 100).

Error Messages beginning with “**2XX**” are generated from data errors that occurred on the Site Position or Class Schedule Record (PEP Record Type 200 or 210).

Error Messages beginning with “**3XX**” are generated from data errors that occurred on the Non-Attendance Record (PEP Record Type 300).

Error Messages beginning with “**9XX**” are generated from data errors that occurred on the Vacant Position Record. Vacant Position Records are identified with the SSN = to 999 followed by the three-digit Sponsor Code followed by a three-digit sequential number beginning with 001.

Record 100 Errors (1xx)

001. Critical Error: Invalid System Indicator

Cause: System Indicator not = "PEP" or the field is blank.

Solution: Change the value to "PEP".

002. Critical Error: Invalid Transaction Code

Cause Transaction Code not = "100", "200", "210", "300", or the field is blank.

Solution: Change the value to "100", "200", "210", or "300".

003. Critical Error: Invalid Beginning School Session Year

Cause: Information in this field does not match the Header Record school session or the Beginning School Session year is not valid to the current opened database.

Solution: Change the value to match the Header Record Beginning School Session Year or make sure information being submitted is for the current opened database.

004. Critical Error Invalid Sponsor Code

Cause: Sponsor Code does not match that of the Header Record or is not a valid Sponsor Code.

Solution: Change the value to match the Sponsor Code of the Header Record.

- 005. Error: Invalid Sponsor Code for Site Code**
Cause: Sponsor Code and first three digits of Site Code do not match.
Solution: Verify the correct value for Sponsor Code or Site Code.
- 006. Critical Error: Discontinued Edit**
Cause:
Solution:
- 007. Critical Error: Invalid Site Code**
Cause: Site Code not found on Sponsor Site database, Site is closed, or Site is not required to submit PEP data.
Solution: Verify the Site Code.
- 008. Error: Invalid Filler (bytes 14 -19) on STAFF Record**
Cause: Positions 14-19 on the Staff Record must be blank.
Solution: Make spaces 14-19 on the Staff record blank.
- 009. Error: Invalid Filler (bytes 14 -19) on Non-Attendance Record**
Cause: Positions 14-19 on the Non-Attendance Record must be blank.
Solution: Make spaces 14-19 on the Non-Attendance record blank.
- 011. Error: Invalid Social Security Number**
Cause: Social Security Number is not numeric, is not within the valid range
000000001-799999999, does not begin with 998 Or 999, or field is blank.
Solution: Change Social Security Number to be a numeric value within the valid range
000000001-799999999 or it must begin with 998 or 999 for Post-Secondary or Vacant
position respectively.
- 012. Error: SSN Duplicated Within LEA**
Cause: Social Security Number must be unique within LEA (Only one Staff Record per SSN).
Solution: Validate the Social Security Number so that it is unique within the LEA.
- 013. Error: SSN Duplicated in 2 or More Districts for October 1 collection period**
Cause: Social Security Number cannot be reported in 2 or more Districts as a Full time
Employee.
Solution: Validate the Social Security Number so that a full time employee is reported within one
district.
- 014. Error: Database Closed for Processing**

Cause: PEP data have been transmitted outside of the submission dates listed in the current PEP Time Line.

Solution: Confirm the submission dates as outlined in the PEP Time Line.

015. Error: Class Schedule Record Invalid for October 1 or June 30 End-Year collection period

Cause: Class Schedule Records may not be included for the October 1 or End Year, June 30 collection period.

Solution: Do not include Class Schedule Records with the October 1 or End Year, June 30 collection period.

016. Error: Discontinued Edit

Cause:

Solution:

017. Error: SSN Bytes 4-6 Must = Sponsor Code for Generated SSN

Cause: Social Security Number is a Generated SSN, but Social Security Number (pos 4-6) does not equal Sponsor Code.

Solution: Change Social Security Number (pos 4-6) to equal the Sponsor Code for a Generated SSN

100. Error: Invalid Last Name

Cause: The first byte of the Last Name is space or the second and third bytes are spaces, or a byte is not A-Z, apostrophe, or dash.

Solution: Verify and change to the staff's correct Last Name.

102. Error: Invalid Staff Name (suffix)

Cause: At least one byte of Suffix Name is not A-Z, period, or space.

Solution: Verify and change to the staff's correct Name suffix.

104. Error: Invalid First Name

Cause: The first byte of the First Name is a space and/or each other byte is not A-Z, an apostrophe, dash or space.

Solution: Verify and change to the staff's correct First Name.

106. Error: Invalid Middle Name

Cause: At least one byte of Middle Name is not A-Z, apostrophe, dash, period.

Solution: Verify and change to the staff's correct Middle Name.

108. Error: Invalid Sex Code

Cause: Sex Code not = "M" or "F".

Solution: Change value to "M" or "F".

110. Error: Invalid Ethnic Race Data

Cause: Only "Y" or "N" is accepted in any of the ethnicity fields.

Solution: Verify that only "Y" or "N" are in the ethnicity fields.

111. Error: Invalid Ethnic Race data at least one must be selected (one must be checked "Y")

Cause: At least one byte of the ethnicity fields must be "Y".

Solution: Change at least one value in the ethnicity field = "Y".

115. Error: Invalid Contract Day Count

Cause: Contract Day Count not numeric, not > 0, not <= maximum value, or blank.

Solution: Enter the correct Contract Day Count.

117. Error: Invalid Data for Employee Status Code

Cause: Data in certain fields may need to be default values. This includes *Retirement System Code*, *PIP Salary Amount*, *Total Salary Amount*, *Contract Day Count*, and *Workday Minute Count*, depending on employee status code.

Solution: Make sure that the Status Code of Employee is correct or set the salary information on the Staff Record (Record 100) to the default values.

118. Error: Invalid Workday Minute Count

Cause: Workday Minute Count not numeric, not > 0, not <= maximum value on Annual Edit Table.

Solution: Enter the correct Workday Minute Count.

120. Error: No Site-Position Record

Cause: Each Staff Record must have at least one Site-Position Record.

Solution: Verify the existence of a matching Site-Position Record

125. Error: Invalid Employee Type Code

Cause: Employee Type Code not = "F" or "P", or field is blank.

Solution: Change the value to "F" for Full-time or "P" for Part-time.

130. Error: Invalid Teaching Certificate Data

Cause: Teaching Certificate Data (Type Code, Number) invalid or blank when it is required.

Solution: Correct the Certificate Data to valid values or blank depending on Employee Status Code.

131. Error: Certificate Not Reported for Instructional Position

Cause: Certificate *must* be reported for an Instructional Position unless 1-Program is

Head Start, 2-ROTC, 3-Post-Secondary employee or 4-Teaching Certificate Exception Code is reported.

Solution: Report the Teacher's Certificate for an Instructional Position or report the Exception Code, since it is not a Head Start, ROTC Program, or Post-Secondary.

132. Error: Certificate Number Duplicated within LEA at site

Cause: Duplicate Certificate Numbers are reported by LEA at this site.

Solution: Validate the Certificate Numbers for uniqueness.

133. Error: Years Experience Count Invalid for Certificate Type

Cause: Allowed Years Experience Count less than that allowed for Certificate Type

Solution: Change the Allowed Years Experience Count to match the Certificate Type Code requirements.

135. Error: Certificate Does Not Match Name & SSN on Teacher Certification Database

Cause: Certificate Number incomplete or not correct, or Name and SSN do not match Name and SSN on Teacher Certification database.

Solution: Verify correct SSN and legal name. Change name and SSN on either PEP or Teacher Certification database, whichever is in error.

136. Error: Certificate Not Found on Teacher Certification Database

Cause: Certificate Number incomplete or not correct and cannot be found on Teacher Certification database.

Solution: Verify Certificate Type Code, Certificate Number, and Certificate Suffix Code and submit the valid certificate.

137. Error: Certificate Does Not Match SSN on Teacher Certification Database

Cause: PEP SSN does not match the SSN on the Teacher Certification database.

Solution: Verify the correct SSN. Change the database with the error, either PEP or Teacher Certification.

138. Warning: Certificate Last Name Does Not Match Name on Teacher Certification Database

Cause: Last Name reported on PEP does not match last name on Teacher Certification Database.

Solution: Verify the correct legal last name. Change the name on whichever database is in error, either the PEP or Teacher Certification database.

139. Error: Certification Number Incomplete: Suffix Missing

Cause: Certification Number Incomplete: Suffix Missing.

Solution: Change the Certification Number to include a valid Suffix.

150. Error: Invalid Teaching Certificate Exception Code

Cause: Teaching Certificate Exception Code not blank or not a valid value.

Solution: Change Certificate Exception Code to blank or to a valid value.

151. Error: Teaching Certificate Exception Code Invalid for Non-Instructional Staff

Cause: Teaching Certificate Exception Code should not be reported for non-instructional positions.

Solution: Change Certificate Exception Code to blank for Non-Instructional Staff.

153. Error: Teaching Certificate Exception Code Invalid with Certificate

Cause: Teaching Certificate Exception Code is invalid when a Teaching Certificate Number is reported.

Solution: Remove Teaching Certificate Exception Code when a Teaching Certificate Number is reported.

160. Error: Invalid Educational Level Code

Cause: Educational Level Code not valid.

Solution: Change Educational Level Code to a valid value.

161. Warning: Educational Level Does Not Match Level on Certificate

Cause: Educational Level must match level on Certificate.

Solution: Change Educational Level to match level on Certificate or update Certificate.

162. Error: Educational Level Less Than Bachelor for Instructional Position

Cause: Educational Level must be at least Bachelor, unless ROTC or Certificate Type Code = "AN", "VT", "VP", or "FL" which was Exception Code="3".

Solution: Change Educational Level Code to Bachelor or higher for Instructional Position.

164. Error: Invalid Date of Hire

Cause: Date of Hire for staff is invalid or missing.

Solution: Add Date of Hire for staff member.

165. Error: Invalid Allowed Years Experience Count

Cause: Allowed Years Experience Count not numeric, not in valid range, or field is blank.

Solution: Change Allowed Years Experience Count to be in the valid range of numeric values.

- 166. Error: Invalid Highly Qualified Flag Occurrence: xx**
Cause: xx number of Highly Qualified Flags are not valid values.
Solution: Flag must be Y or N (blanks and other characters not valid)
- 167. Error: Invalid Employee Status Code**
Cause: Employee Status Code not a valid value.
Solution: Change code to a valid value (01, 02, 03, 04, or 05)
- 170. Error: Invalid Retirement System Code**
Cause: Retirement System Code is not a valid value.
Solution: Change Retirement System Code to a valid value or a blank, if appropriate.
- 175. Error: Invalid Retiree Return to Work Code**
Cause: Retiree Return to Work Code not blank and not a valid value.
Solution: Change Retiree Return to Work Code to a blank or a valid value.
- 180. Error: Invalid Sabbatical Status Code**
Cause: Sabbatical Status Code not a valid value and not blank.
Solution: Change Sabbatical Status Code to a valid value or blank.
- 181. Error: Sabbatical Status Code Invalid for Non-Instructional Position**
Cause: Sabbatical Status Code cannot be used with a non-instructional position.
Solution: Verify that the object and function codes refer to an Instructional Position when using a Sabbatical Status Code.
- 185. Error: PIP Salary Amount Not Numeric**
Cause: PIP Salary Amount must be numeric.
Solution: Change PIP Salary Amount to a numeric value.
- 186. Error: PIP Salary Amount Invalid: No Certificate Reported**
Cause: PIP Salary Amount cannot be greater than zero when No Certificate is reported.
Solution: Change PIP Salary Amount to zero or add the certificate number.
- 187. Error: PIP Salary Amount not between Minimum and Maximum Amounts Allowed**
Cause: PIP Salary Amount must be between Minimum (1129) and Maximum (3721) Amounts.
Solution: Verify the PIP Salary Amount to ensure it is between the Minimum and Maximum Amounts Allowed when PIP Salary Amount is greater than zero.
- 190. Error: Invalid Total Salary Amount**

Cause: Total Salary Amount not numeric, not in the valid range, or field is blank.

Solution: Change Total Salary Amount to a numeric value in the valid range.

191. Error: Total Salary Amount Not Equal to the Sum of Salary Amounts on Site-Position records

Cause: Total Salary Amount must equal the Sum of Salary Amounts on all Site-Position Records.

Solution: Recalculate the Total Salary Amount to equal sum of all Salary Amounts on all Site-Position Records.

193. Error: Total Salary < Minimum Wage for Non-Instructional Position

Cause: Total Salary must be >or = Minimum for Non-Instructional Positions.

Solution: Recalculate Total Salary to be >or = Minimum for a Non-Instructional Position.

195. Error: Invalid Salary Reduction Code

Cause: Salary Reduction Code is not a valid code of 1, 2, 3, or blank.

Solution: Change the Salary Reduction Code to a valid value of 1, 2, 3, or blank.

196. Error: Salary Reduction Code Invalid for October 1 Data Collection

Cause: Salary Reduction Code may not be entered for October 1 Data Collection.

Solution: Enter blank spaces for the Salary Reduction Code field.

Record 200 Errors (2xx)

207. Error: No Matching Staff Record

Cause: A corresponding Staff Record was not submitted with the same Beginning School Session Year, Sponsor Code, and Social Security Number.

Solution: Verify the SSN and submit a matching Staff Record for this Site-Position

208. Error: Duplicate Site-Position record

Cause: Site-Position records must be unique.

Solution: Remove or change the duplicate Site-Position record.

210. Error: Invalid Object Code or Not Allowed on PEP

Cause: Object Code not valid value for PEP or field is blank.

Solution: Change Object Code to a valid value for PEP.

217. Error: Invalid Salary Data for Employee Status Code

Cause: Salary Data may need to be default values. This includes *Annual Minutes, Salary Amount, Fund Account Code, and Salary Type Code*, depending on the Employee Status Code.

Solution: Make sure that the Status Code of Employee is correct or set the salary information on the Site Record (record 200) to the default values.

218. Error: Invalid Object/Func for Superintendent

Cause: Type 2 or 5 Charter is using the incorrect Object Function Code combination for an administrator.

Solution: Change the Object Function Code to 111/2490 for administrators.

219. Error: Invalid Function Code for Object Code

Cause: Function Code is not valid for Object Code.

Solution: Change the Function Code to a valid code corresponding to the Object Code.

220. Error: Invalid Function Code

Cause: Function Code not valid value or field is blank.

Solution: Change Function Code to a valid value.

221. Error: No matching Class Schedule record

Cause: A Class Schedule record is required for this Object and Function Code when ASR Method = Extract and when the Processing Period is October 1.

Solution: Change the Object Code / Function Code combination to one not requiring Class Schedule records or revise ASR Method of Forms Submission to Batch.

225. Error: Invalid Employment Begin Date

Cause: Employment Begin Date is not numeric, not a valid date, or is blank.

Solution: Change Employment Begin Date to a valid date.

226. Error: Employment Begin Date Later Than PEP Processing Period Effective Date

Cause: Employment Begin Date must not occur later than the Processing Period Effective Date.

Solution: Change Employment Begin Date to a date on or before Processing Period Effective Date.

227. Error: Employment Begin Date Later than School Close Date

Cause: Employment Begin Date must not occur later than the School Close Date.

Solution: Verify the accuracy of the Employment Begin Date and the School Close Date.

230. Error: Invalid Employment End Date

Cause: Employment End Date is not numeric, not a valid date, outside school year

range or is blank.

Solution: Change Employment End Date to a valid date.

231. Error: Employment End Date Earlier Than Employment Begin Date

Cause: Employment End Date is not later than Employment Begin Date.

Solution: Verify that Employment End Date occurs on or after Employment Begin Date.

232. Error: Overlapping Employment Dates on Site-Position Records

Cause: Employment Dates may not overlap on Site-Position records when all other key fields are identical.

Solution: Change the Begin and End Employment dates on the Site-Position records so that they do not overlap when Site Code, SSN, Object Code and Function Code are identical.

233. Error: Employment End Date Later than School Close Date

Cause: Employment End Date must not occur later than the School Close Date.

Solution: Verify the accuracy of the Employment End Date and the School Close Date.

240. Error: Invalid Annual Minutes Worked Count

Cause: Annual Minutes Worked Count not numeric, not greater than zero, or is greater than the maximum value for the school session.

Solution: Enter the correct Annual Minutes Worked Count.

241. Warning: Annual Minutes Worked Count > Contract Day Count Times Workday Minutes

Cause: Number of Annual Minutes Worked from all Site records must not be > Contract Day Count times Workday Minute Count.

Solution: Recalculate the Annual Minutes Worked Count from all Site records to be < or = Contract Day Count * Workday Minute Count.

242. Error: Product of the Contract Day Count times the Workday Minute Count < 63,720

Cause: The data entered into the Contract Day Count and/or the Workday Minute Count when multiplied together is/are not greater than 63,720.

Solution: Correct the Contract Day Count and/or the Workday Minute Count so that the data represent a full contract for the employee class that the employee is a member of.

243. Error: Product of the Contract Day Count times the Workday Minute Count <42,501

Cause: The data entered into the Contract Day Count and/or the Workday Minute Count when multiplied together is/are not greater than 42,501.

Solution: Correct the Contract Day Count and/or the Workday Minute Count so that the data represent a full contract for the employee class that the employee is a member of.

250. Error: Invalid Salary Amount

Cause: Salary Amount field is not blank and not numeric.

Solution: Change Salary Amount to be numeric or six zeroes.

251. Error: Salary Amount Not Reported for Home base Site

Cause: Salary Amount must be reported for Home-base Site.

Solution: Report at least one Salary Amount > 0 for the Home-base Site.

252. Error: Base Salary < State Minimum for Instructional Position

Cause: Base Salary must be > or = the State Minimum for an Instructional Position.

Solution: Recalculate the Base Salary to be > or = the State Minimum for an Instructional Position.

253. Warning: Base Salary > Maximum for Teaching Position

Cause: Base Salary must be < or = the Maximum for a Teaching Position.

Solution: Recalculate the Base Salary to be < or = the Maximum for a Teaching Position.

254. Error: Extended Employment Salary Reported for Non-Voc Ed Position

Cause: Extended Employment Salary must not be reported for a Non-Voc Ed Position.

Solution: Change the Extended Employment Salary to 0 or blank for a Non-Voc Ed

255. Error: Base Salary < Than State Minimum for Administrative Position

Cause: Base Salary for Administrative Position must be >= State Minimum.

Solution: Recalculate the Base Salary for Administrative Position to be >= the State Minimum Salary.

256. Warning: No Minimum Salary on Database for Educational Level for an Instructional Position

Cause: Educational Level below minimum for an Instructional Position; there is no minimum salary schedule for that Educational Level.

Solution: Verify the highest educational level on which the employee's salary is based and correct the educational level code that has been misreported.

257. Error: Salary Amount Not Reported

Cause: Salary Amount must be reported on all Site-Position records.

Solution: Report at least one Salary Amount > 0 for each Site-Position record.

- 258. Error: Base Salary < Than State Minimum for Therapists/ Specialists/ Counselors Position**
Cause: Base Salary for Therapists/Specialists/Counselors Position must be >= State Minimum.
Solution: Recalculate the Base Salary for Therapists/Specialists/Counselors Position to be > or = the State Minimum Salary.
- 259. Error: No Base Salary Amount Reported**
Cause: Base Salary Amount must be reported on all Site-Position records where the Home-based flag is equal to "Y".
Solution: Report at least one Base Salary Amount > 0 for each Site-Position record where the Home-based flag is equal to "Y".
- 260. Error: Invalid Salary Type Code**
Cause: Salary Type Code not blank and not a valid value.
Solution: Change Salary Type Code to a valid value or blank.
- 261. Error: Invalid Salary Type Code for Salary Amount**
Cause: Salary Type Code must be a valid value when Salary Amount > 0; otherwise, Salary Type Code must be blank.
Solution: Change Salary Type Code to a valid value or blank to correspond to Salary Amount.
- 270. Error: Invalid Fund Account Code**
Cause: Fund Account Code not blank and not a valid value.
Solution: Change Fund Account Code to a valid value.
- 271. Error: Invalid Fund Account Code for Salary Amount**
Cause: Fund Account Code must be a valid value when Salary Amount > 0; otherwise Fund Account Code must be blank.
Solution: Change Fund Account Code to a valid value or blank to correspond with Salary
- 272. Error: Duplicate Fund Account Code & Salary Type Code Combination**
Cause: The combination of Fund Account and Salary Type Codes must be unique for each Salary Amount.
Solution: Correct the duplication of the Fund Account and Salary Type Code.
- 273. Error: Fund Account Code Invalid for Instructional Position**
Cause: This Fund Account Code is not allowed for Instructional Positions.
Solution: Change the Fund Account Code to one that is valid for Instructional Positions.

- 280. Error: Invalid Home-base Site Flag**
Cause: Home-base Site Flag is an invalid value.
Solution: Change value to a valid value.
- 281. Error: Home-base Site Flag Reported for Multiple Sites**
Cause: Home-base Site Flag must refer to one site only.
Solution: Change Home-base Site Flag to "N" for all non-Home-base Site records, and change Home-base Site Flag to "Y" for all records whose Site Code equals the Home-base Site.
- 282. Error: Home-base Site Flag Not Reported Correctly for All Home-base Site Records**
Cause: Home-base Site Flag Must = "Y" for All Home-base Site Records.
Solution: Change Home-base Site Flag to "Y" for all records whose Site Code equals the Home-base Site.
- 283. Error: No Home-base Site Flag Reported**
Cause: At least one site must be designated as the Home-base Site, but no Site record contained a "Y" in the Home-base Site Flag.
Solution: Verify the Home-base Site Code and make appropriate corrections to the Home-base Site Flag.
- 284. Error: Invalid Class Schedule Record for Classification Code**
Cause: A Class Schedule record is not permitted for this Object Code/Function Code combination.
Solution: Change the Object Code/Function Code combination to one in which Class Schedules are permitted.
- 285. Error: Invalid Class Code**
Cause: Class Code not found on Curriculum database or field is blank.
Solution: Change Class Code to a Class Code that matches a Class Code that has been established on the curriculum database.
- 286. Error: No matching Site-Position record**
Cause: Every Class Schedule record must be related to a Site-Position record.
Solution: Verify the Class Schedule record to identify its related Site-Position record.
- 287. Error: Employment Begin Date is Later Than Class End Date reported in the Curriculum database.**

Cause: Employment Begin Date must be earlier than Class End Date.

Solution: Verify Employment Begin Date and Class End Date; change them so that the Employment Begin Date is Earlier than the Class End Date.

288. Error: Duplicate Class Schedule record

Cause: Class Schedule records must be unique.

Solution: Remove or change the duplicate Class Schedule record.

289: Error: More Than One Instructor Linked to this Class Code at this Site

Cause: More than one teacher assigned to the same class code with 100 percent class time for 210 records.

Solution: Class codes MUST be unique to the site code being used.

295. Error: Invalid Twelve-Hour Flag

Cause: Twelve-Hour Flag is a value other than "N" or "Y".

Solution: Change the value to "N" or "Y".

296. Error: Twelve-Hour Flag Invalid Without Teaching Certificate Code

Cause: Twelve-Hour Flag may only be used with a Teaching Certificate Code.

Solution: Indicate the Teaching Certificate Code or change the value of the Twelve Hour Flag to "N".

297. Error: Twelve-Hour Flag Invalid Without Instructional Position

Cause: Twelve-Hour Flag may only be used with an Instructional Position.

Solution: Verify that the Object and Functions codes are for an Instructional Position or change the value of the Twelve-Hour Flag to "N".

Record 300 Errors (3xx)

308. Error: Staff Record – Employee Status Code Invalid

Cause: Staff Record (record 100) must have Employee Status Code of **01** or **05**.

Solution: Do not include Non-Attendance Records for employees whose Employee Status Code is not 01 or 05.

309. Error: No Matching Staff Record

Cause: There is no Staff record with the same SSN, Sponsor Code, and Beg School Session that matches the employee's Non-Attendance record.

Solution: Verify the demographic data reported for the employee in the Non-Attendance record and make the appropriate corrections.

- 310. Error: Invalid Non-Attendance Event Start Date**
Cause: Non-Attendance Event Start Date is not a valid date or field is blank.
Solution: Change Non-Attendance Event Start Date to a valid date.
- 311. Error: Non-Attendance Event Start Date Less Than Earliest Employment Start Date**
Cause: Non-Attendance Event Start Date Cannot Be < Earliest Employment Start Date.
Solution: Change Non-Attendance Event Start Date to a valid calendar date that is greater than the earliest Employment Start Date.
- 312. Error: Invalid Non-Attendance Event End Date**
Cause: Non-Attendance Event End Date is not a valid date or field is blank.
Solution: Change Non-Attendance Event End Date to a valid date.
- 313. Error: Non-Attendance Event End Date Greater Than Latest Employment End Date**
Cause: Non-Attendance Event End Date Cannot Be > Latest Employment End Date.
Solution: Change the Non-Attendance Event End Date to a valid calendar date that is less than or equal to latest Employment End Date.
- 314. Error: Non-Attendance Event Day Count Not Numeric or Exceeds Number of Days Between Event Dates.**
Cause: Non-Attendance Event Day Count > days between dates (*excluding weekends*) or is not numeric or is blank.
Solution: Verify the Non-Attendance Day Count, make the correction, and resubmit the corrected data.
- 315. Error: Invalid Non-Attendance Event Day Count - Decimal Must Equal 0 or 5**
Cause: The last digit of the Event Day Count was not 0 or 5.
Solution: Change the last digit of the Event Day Count to 0 or 5.
- 316. Error: Non-Contiguous Day Count**
Cause: The days between the Event Start Date and the Event End Date are not consecutive weekdays.
Solution: Confirm the Event Day Count and make the appropriate corrections.
- 317. Error: Invalid Non-Attendance Event Category Code**
Cause: Non-Attendance Event Category Code not a valid code in the PEP System.
Solution: Non-Attendance Event Category Code has to be 01 through 06.
- 318. Error: Duplicate Non-Attendance Records**

Cause: Multiple Non-Attendance records found for the same Beginning School Session Year, Sponsor Code, Social Security Number, Non-Attendance Event Start Date and Category Code.

Solution: Confirm the dates in question and make the appropriate corrections.

319. Error: Overlapping Non-Attendance Records

Cause: Multiple Non-Attendance records found for the same Non-Attendance Event Category Code where Non-Attendance Event Start Date = or > previously reported Non-Attendance Event Start Date and/or the Non-Attendance Event Start Date < Non-Attendance Event End Date.

Solution: Change the Event Start Date of the second record and resubmit the corrected file.

320. Warning: Accumulated Day Count for Category 04 Cannot be greater than 90 days

Cause: The sum of Non-Attendance Event Day Count for all reported records in Category 04 is greater than 90.

Solution: Confirm the Event Day Category Code and make the appropriate corrections.

321. Error: Non-Attendance Event Start Date Greater Than Latest Employment End Date

Cause: Non-Attendance Event Start Date cannot be greater than Latest Employment End Date.

Solution: Change Non-Attendance Event Start Date to a valid date less than latest Employment End Date.

Misc. Errors (Vacant Positions)

800. Warning: No PEP Data for PEP Site

Cause: No PEP Data were supplied for the LEA site.

Solution: Supply PEP data for each site and resubmit a corrected file.

901. Error: SSN Bytes 4-6 Not Equal to Sponsor Code for Vacant Position

Cause: Social Security Number (pos 1-3) = '999', but Social Security Number (pos 4-6) does not equal the Sponsor Code.

Solution: Change Social Security Number (pos 4-6) to equal the Sponsor Code for a Vacant Position.

902. Error: Name Invalid for Vacant Position

Cause: Social Security Number (pos 1-3) = '999' and Name (last) is not blank.

Solution: Change Name (last) to blank for Vacant Position.

903. Error: Sex Code Invalid for Vacant Position

Cause: Social Security Number (pos 1-3) = "999" and Sex Code is not blank.

Solution: Change Sex Code to blank for Vacant Position.

904. Error: Ethnic Code Invalid for Vacant Position

Cause: Social Security Number (pos 1-3) = "999" and Ethnic Code is not blank.

Solution: Change Ethnic Code to blank for Vacant Position.

905. Error: Certificate Number Invalid for Vacant Position

Cause: Social Security Number (pos 1-3) = "999" and Certificate Type Code is not blank.

Solution: Change the Certificate Number to blank for Vacant position record.

906. Error: Educational Level Invalid for Vacant Position

Cause: Social Security Number (pos 1-3) = "999" and Educational Level Code is not blank.

Solution: Change the Educational Level Code to blank for Vacant position.

907. Error: Years Experience Invalid for Vacant Position

Cause: Social Security Number (pos 1-3) = "999" and Years Experience Count is not blank.

Solution: Change Allowed Years Experience Count to be blank for Vacant position.

908. Error: Retirement System Code Invalid for Vacant Position

Cause: Social Security Number (pos 1-3) = "999" and Retirement System Code is not blank.

Solution: Change Retirement System Code to blank for a Vacant position.

909. Error: Teaching Certificate Exception Code Invalid for Vacant Position

Cause: Social Security Number (pos 1-3) = '999' and Teaching Certificate Exception Code is not blank.

Solution: Change the Certificate Exception Code to blank for Vacant position.

912. Error: Retiree Return to Work Code Invalid for Vacant Position

Cause: Social Security Number (pos 1-3) = "999" and Retiree Return to Work Code is not blank.

Solution: Change Retiree Return to Work Code to blank for a Vacant position.

913. Error: Twelve-Hour Flag Invalid for Vacant Position

Cause: Social Security Number (pos 1-3) = "999" and Twelve-Hour Flag is not blank.

Solution Change Twelve-Hour Flag to blank spaces for a Vacant position.

914. Error:

Sabbatical Status Code Invalid for Vacant Position

Cause: Social Security Number (pos 1-3) = "999" and Sabbatical Status Code is not blank.

Solution: Change Sabbatical Status Code to blank for a Vacant position.

915. Error:

Salary Reduction Code Invalid for Vacant Position

Cause: Social Security Number (pos 1-3) = "999" and Salary Reduction Code is not blank.

Solution: Change Salary Reduction Code to blank for a Vacant position.

999. Error:

Data For This Staff Member Not Added to Database Due to Errors

Cause: Errors occurred on one or more records.

Solution: Correct the errors and resubmit.

APPENDIX E Historical Summary of Changes

Historical Changes

The 1993-94 school year was the initial effort of the Department of Education to comply with the mandate of the 1992 Louisiana Legislative sessions ACT 503. This ACT established guidelines (Senate Concurrent Resolution 223) to provide for an educational personnel database for use by the state and district offices.

Initially, fifty-four of the sixty-six school districts participated in the pilot of automated data. The remaining twelve districts submitted manual data automated by the Department. In the 1994-1995 school session, all sixty-six districts successfully provided personnel data via electronic format. The collection of personnel data by individual through the Profile of Educational Personnel (PEP) has made the personnel data much more accessible to the Legislature, the Board of Elementary and Secondary Education (BESE), the Department, and district administrators. The PEP database was utilized in the spring of 1995 to collect and calculate the one-time state salary supplement created by Act 15 (1994) and funded by revenue from the New Orleans land-based casino. The 1995-1996 PEP data on school food service personnel were provided to the Bureau of Food and Nutrition Services in order to replace data previously collected manually via the Labor Budget for the School Food Service Section (SFS-4) and the Administrative Labor Budget (SFS-4B). A Professional Improvement Program (PIP) batch record layout was piloted as part of the PEP database for the 1996-1997 fiscal year.

In the 1994-1995 fiscal year, the number of PEP collections per year expanded from one to two. This was in response to legislative mandates for Site-level Expenditure Reports. A third collection was piloted in the 1996-1997 fiscal year to allow districts to update their PIP data as of January 31, 1997.

Effective the 1998-1999 school session, a Vacant Position Record was added to the PEP System to allow districts to report staffing conditions fully as they exist as of October 1. A major redesign of the Profile of Educational Personnel System was planned. The goals of this redesign are twofold. First, the redesign will either eliminate or diminish not only the duplication of the staff data collection but also the maintenance of these data on the various Department databases. Second, the redesign will further integrate the Department's databases in a continuing effort to provide a meaningful system of interrelating student, staff, and financial data vital for informed policy decision-making.

During the 1999-2000 school session, systems enhancements such as increased edit checks and data verification reports were incorporated in the PEP System to improve data quality.

The collection of non-attendance data was incorporated in the PEP System effective with the 2000-2001 June 30 PEP data. The PEP System's new addition, PEP Record Type 300, allows districts to provide data reflecting incidents of time spent away from an employee's normal work activity in increments of no less than one-half day.

Effective with the beginning of the 2002-2003 school year, the PEP System was redesigned to allow local school systems more reporting flexibility. Previously, there was only one staff record. However, with the redesign there are now three different records: Staff, Site-Position, and Class Schedule. The Staff record depicts demographic data. The Site-Position record reflects job assignment data. The PEP Class Schedule record reflects courses taught. In addition to these three records, a File Header Record was added which will enable districts to report general information, such as pay raises, for administrative, instructional and/or support staff.

Adding the Site-Position-Record allows multiple job assignments to be reported for employees that occupy more than one position at one or multiple sites. Additionally, positions funded from more than one fund account can now be reported, and more cost accounting reporting is now available to districts. With the addition of the Teacher Class Schedule record, the LDE is closer to achieving the initial goals set forth by the Louisiana Legislature for a comprehensive information management system that will support school and district accountability.

The following records comprise the new PEP System:

2. Header Record Type 001
3. Staff Record Type 100
4. Site-Position Record Type 200
5. PEP Class Schedule Record Type 210
6. Non-Attendance Record Type 300

In June of 2008, a new **PEP Web Based System** was introduced to replace the existing mainframe system. Changes resulting from the implementation of the new system included:

1. Removing the Header Record Type 001
2. Requiring files to be sorted by Social Security number and record type
3. Removing trailing blanks from records
4. Adding a new online update component that allows district personnel to update staff records without the use of file submission

Ethnic Code, Employee (Discontinued 2010-2011)

Definition:	<p>The most applicable race or ethnic group to which an employee belongs.</p> <ol style="list-style-type: none"> 1. AMERICAN INDIAN/ALASKAN NATIVE. A person who has origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition. 2. ASIAN OR PACIFIC ISLANDER. A person who has origins in any of the original peoples of the Far Southeast, Asia, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa. 3. BLACK (Not Hispanic). A person who has origins in any of the Black racial
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	<p>groups of Africa.</p> <p>4. HISPANIC. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.</p> <p>5. WHITE (Not Hispanic). A person who has origins in any of the original peoples of Europe, North Africa, the Middle East, or the Indian subcontinent.</p>
Field Length	1
Field Format:	Alphanumeric
Use Types:	State reports Local Accountability Permanent Records
Programs Requiring Data Element:	Annual Financial and Statistical Report
Collection Period:	Period 1 (October 1 st) Period 9 (June 30 th)
Implementation Date: Revised:	10/1/1995

APPENDIX F – Certificate Types and Abbreviations

CertType (PEP)	Certificate Type Name (PEP)	Certificate Type Short (Printed Cert)
A	A	TEACHING CERTIFICATE
B	B	TEACHING CERTIFICATE
C	C	TEACHING CERTIFICATE
CB	CB	TEACHING CERTIFICATE
IA	IA	TEACHING CERTIFICATE
IB	IB	TEACHER CERTIFICATE
IC	IC	TEACHING CERTIFICATE
IIA	IIA	TEACHING CERTIFICATE
IIB	IIB	TEACHING CERTIFICATE
IIIA	IIIA	TEACHING CERTIFICATE
IIIB	IIIB	TEACHING CERTIFICATE
IIIC	IIIC	TEACHING CERTIFICATE
IIID	IIID	TEACHING CERTIFICATE
IIIE	IIIE	TEACHING CERTIFICATE
IIIF	IIIF	TEACHING CERTIFICATE
IIIG	IIIG	TEACHING CERTIFICATE
P	P	TEACHING CERTIFICATE
PL	PL 1	PRACTITIONER TEACHER LICENSE
IVB	IVB	TEACHING CERTIFICATE
VA	VA	TEACHING CERTIFICATE
RC	RC	TEACHING CERTIFICATE
RP	RP	TEACHING CERTIFICATE
VB	VB	TEACHING CERTIFICATE
VIA	VIA	TEACHING CERTIFICATE
VIB	VIB	TEACHING CERTIFICATE
VI	VI	TEACHING CERTIFICATE
VII	VII	TEACHING CERTIFICATE
X	X	TEACHING CERTIFICATE
T	T	TEMPORARY CERTIFICATE
Z	Z	TEACHING CERTIFICATE

CertType (PEP)	Certificate Type Name (PEP)	Certificate Type Short (Printed Cert)
AN	AN	ANCILLARY CERTIFICATE
EP	EP	EMERGENCY TEACHING PERMIT
VT	VT	TEMPORARY VOCATIONAL
VP	VP	PERMANENT VOCATIONAL
V	V	VOCATIONAL CERTIFICATE
AP	AP	ADMINISTRATIVE PROVISIONAL
TEP	TEP	TEMPORARY EMPLOYMENT PERMIT
OP	OP	OUT-OF-STATE CERTIFICATE
VR	VR	TEACHING CERTIFICATE
L3	LEVEL 3	TEACHING CERTIFICATE
L1	LEVEL 1	TEACHING CERTIFICATE
L2	LEVEL 2	TEACHING CERTIFICATE
P2	PL 2	PRACTITIONER TEACHER LICENSE
P3	PL 3	PRACTITIONER TEACHER LICENSE
TA	TAT	TEMPORARY AUTHORITY TO TEACH
OF	OFAT	OUT-OF-FIELD AUTHORITY TO TEACH
AA	A*	NON-PUBLIC TEACHING CERTIFICATE
BA	B*	NON-PUBLIC TEACHING CERTIFICATE
L4	LEVEL 2*	NON-PUBLIC TEACHING CERTIFICATE
L5	LEVEL 3*	NON-PUBLIC TEACHING CERTIFICATE
FL	FLS	FOREIGN LANGUAGE SPECIAL
T2	TAT 2	TEMPORARY AUTHORITY TO TEACH 2
T3	TAT 3	TEMPORARY AUTHORITY TO TEACH 3
O2	OFAT 2	OUT-OF-FIELD AUTHORITY TO TEACH
O3	OFAT 3	OUT-OF-FIELD AUTHORITY TO TEACH
T1	T	NON-PUBLIC TEMPORARY CERTIFICATE
TEP2	TEP 2	TEMPORARY EMPLOYMENT PERMIT 2
TEP3	TEP 3	TEMPORARY EMPLOYMENT PERMIT 3
P4	PL 4	PRACTITIONER TEACHER LICENSE
OS	OS	OUT-OF-STATE CERTIFICATE
CT	CT	CTTIE TEMPORARY
CP	CP	CTTIE PERMANENT

CertType (PEP)	Certificate Type Name (PEP)	Certificate Type Short (Printed Cert)
FE	FLES	FOREIGN LANG ELEM SPECIAL CERT
O4	OFAT 4	OUT-OF-FIELD AUTHORITY TO TEACH
O5	OFAT 5	OUT-OF-FIELD AUTHORITY TO TEACH
LR	LEVEL 1R	LEVEL 1 READING OPTION
OL	OSP1	OUT-OF-STATE PRINCIPAL LEVEL 1
S2	OSP2	OUT-OF-STATE PRINCIPAL LEVEL 2
C1	CTTIE 1	CTTIE LEVEL 1
C2	CTTIE 2	CTTIE LEVEL 2
O6	OSS	OUT-OF-STATE SUPERINTENDENT
E1	EEL	EXTENDED ENDORSEMENT LICENSE
O1	OS1	OUT-OF-STATE ONE-YEAR CERTIFICATE
S1	OSP	OUT-OF-STATE PRINCIPAL ONE-YEAR
WC	WLC	WORLD LANGUAGE CERTIFICATE
ED1	EDL 1	EDUCATIONAL LEADER LEVEL 1
ED2	EDL 2	EDUCATIONAL LEADER LEVEL 2
ED3	EDL 3	EDUCATIONAL LEADER LEVEL 3
TSC1	TSC	TURNAROUND SPECIALIST CERTIFICATE

APPENDIX G - Most Frequently Used Classifications

PEP Object Code	PEP Function Code	Position Title	Related AFR (KeyPchCd: Object/Function)
I. Instruction			
A. Regular Programs			
112	1105	Teacher - Kindergarten - Regular Program	(15420 112 1105)
112	1110	Teacher - Elementary - Regular Program	(15430 112 1110)
112	1130	Teacher - Secondary - Regular Program	(15440 112 1130)
115	1105	Aide - Kindergarten - Regular Programs	(15500 115 1100)
115	1110	Aide - Elementary - Regular Programs	(15500 115 1100)
115	1130	Aide - Secondary - Regular Programs	(15500 115 1100)
B. Special Education Programs			
1. Special Ed. (Including Summer and Pre-School)			
112	1211	Teacher -Special Education (Exc. G & T)	(19300 112 1210)
112	1212	Teacher- Special Education (Inclusion)	(19300 112 1210)
112	1213	Teacher -Special Education (PTU)	(19300 112 1210)
112	1214	Teacher-Special Education- A.P.E.	(19300 112 1210)
112	1215	Teacher-Special Education-Work Study Coordinators	(19300 112 1210)
112	1216	Teacher-Special Education-PreSchool	(19300 112 1210)
115	1211	Aide -Special Education	(19500 115 1210)
2. Gifted and Talented Programs			
112	1220	Teacher - Gifted and Talented	(20311 112 1220*)
115	1220	Aide - Gifted and Talented	(20313 115 1220*)
C. Vocational Education Programs			
112	1310	Teacher - Agriculture - Voc. Ed.	(21295 112 1310)
112	1340	Teacher - Home Economics - Voc. Ed.	(21305 112 1340)
112	1350	Teacher - Industrial Arts - Voc. Ed.	(21310 112 1350)
112	1360	Teacher - Business - Voc. Ed.	(21315 112 1360)
112	1390	Teacher - Other Voc. Ed. Programs	(21330 112 1390)
115	1310	Aide - Agriculture - Voc. Ed.	(21337 115 1300)
115	1340	Aide - Home Economics - Voc. Ed.	(21337 115 1300)
115	1350	Aide - Industrial Arts - Voc. Ed.	(21337 115 1300)
115	1360	Aide - Business - Voc. Ed.	(21337 115 1300)
115	1390	Aide - Other Voc. Ed. Programs	(21337 115 1300)
D. Other Instructional Programs			
1. Driver Education			
112	1440	Teacher - Drivers Education Program	(21460 112 1440)
2. Other Programs (ROTC, band, athletics, etc.)			
112	1410	Teacher - Co-Curricular Activities	(21610 112 1400)
112	1420	Teacher - Athletics	(21610 112 1400)
112	1490	Teacher - Other Elem/Sec Instructional Programs	(21610 112 1400)
112	1450	ROTC Instructor	(21610 112 1400)
115	1410	Aide - Co-Curricular Activities	(21630 115 1400)

115	1420	Aide - Athletics	(21630	115	1400)
115	1490	Aide - Other Elem/Sec Instructional Programs	(21630	115	1400)
E. Special Programs					
1. Culturally Deprived Programs (IASA)					
112	1510	Teacher - Culturally Deprived Programs	(22235	112	1510)
115	1510	Aide - Culturally Deprived Programs	(22240	115	1510)
2. Bilingual Education Programs/English as Second Language (ESL)					
112	1520	Teacher - Bilingual Education Programs	(22320	112	1520)
115	1520	Aide - Bilingual Education Programs	(22325	115	1520)
3. Pre-Kindergarten Programs (Head start/Early Childhood/Starting Points, etc.)					
112	1530	Teacher - Pre-Kindergarten Programs	(22391	112	1530)
112	1531	Teacher - Head Start Programs			
115	1531	Aide - Head Start Programs			
115	1530	Aide - Pre-Kindergarten Programs	(22392	115	1530)
F. Adult/Continuing Education Programs					
112	1600	Teacher - Adult/Continuing Education Programs	(23020	112	1600)
115	1600	Aide - Adult/Continuing Education Programs	(23030	115	1600)
II. Support Services					
A. Pupil Support Services					
1. Child Welfare and Attendance Services					
111	2111	Supervisor - Child Welfare and Attendance	(24500	111	2111)
113	2113	Therapist/Spec/Counselor - Social Work Services	(25230	113	2113)
114	2110	Clerical/Secretarial - Child Welfare and Attendance	(24530	114	2110)
2. Guidance Services					
111	2121	Supervisor - Guidance Services	(24690	111	2121)
113	2120	Therapist/Spec/Counselor - Guidance Services	(24700	113	2122)
113	2122	Guidance Counselor - Elementary/Secondary Prog.	(24700	113	2122)
114	2120	Clerical/Secretarial - Guidance Services	(24705	114	2120)
3. Health Services					
111	2131	Supervisor - Health Services	(24790	111	2131)
113	2134	Therapist/Spec/Counselor - Nursing Services	(24920	119	2130)
114	2130	Clerical/Secretarial - Health Services	(24910	114	2130)
118	2132	Staff Physician	(24880	118	2132)
118	2134	School Nurse (RN)	(24900	118	2134)

Most Frequently Used Classifications

PEP Object Code	PEP Function Code	Position Title	Related AFR (Key PchCd: Object/Function)
3. Health Services (continued)			
119	2133	Dental Hygienist	(24890 119 2133)
119	2134	Other Personnel - Nursing Services	(24920 119 2130)
119	2132	Other Personnel - Medical Services	(24920 119 2130)
4. Pupil Assessment and Appraisal Services			
111	2123	Supervisor - Pupil Assessment and Appraisal Svcs.	(25025 111 2123)
111	2141	Supervisor - Psychological Services	(25220 113 2140)
113	2123	Therapist/Counselor/Assessment Teacher - Appraisal Services	(25210 113 2123)
113	2140	Therapist/Spec/Counselor - Psychological Services	(25220 113 2140)
113	2142	Therapist/Spec/Counselor - Psychological Testing	(25220 113 2140)
113	2143	Therapist/Spec/Counselor - Psychological Counseling	(25220 113 2140)
113	2144	Therapist/Spec/Counselor - Psychotherapy Services	(25220 113 2140)
113	2152	Therapist/Spec/Counselor - Speech Pathology Svcs	(26620 119 2190)
114	2123	Clerical/Secretarial - Pupil Assessment and Appraisal Services	(25240 114 2123)
5. Other Pupil Support Services			
111	2190	Supervisor - Other Pupil Support Services	(26610 111 2190)
114	2190	Clerical/Secretarial - Other Pupil Support Services	(26615 114 2190)
119	2190	Other Pupil Support Services Personnel	(26620 119 2190)
B. Instructional Staff Services			
1. Directors/Supervisors/Coordinators - Parish-wide			
111	2200	Supervisor - All Instructional Staff Services	(27475 111 2219)
111	2211	Supervisor - Elementary Programs	(27300 111 2211)
111	2212	Supervisor - Special Education Programs	(27420 111 2212)
111	2213	Supervisor - Gifted and Talented Programs	(27440 111 2213)
111	2214	Supervisor - Special Programs (exc. SpEd/G and T)	(27460 111 2214)
111	2215	Supervisor - Vocational Education Programs	(27465 111 2215)
111	2216	Supervisor - Adult/Continuing Education Programs	(27470 111 2216)
111	2219	Supervisor - Other Educational Programs	(27475 111 2219)
111	2220	Supervisor - Instruction and Curriculum Development	(27475 111 2219)
111	2251	Supervisor - Library Services	(29195 111 2251)
2. Instructional Staff Clerical/Secretarial			
114	2211	Clerical/Secretarial - Instr Staff - Elem./Second Prog.	(27700 114 2211)
114	2212	Clerical/Secretarial - Instr Staff - Spec. Ed. Prog.	(27800 114 2212)
114	2213	Clerical/Secretarial - Instr Staff - Gifted and Talented	(27830 114 2213)
114	2214	Clerical/Secretarial - Instr Staff - Other Special Prog	(27930 114 2214)
114	2215	Clerical/Secretarial - Instr Staff - Vocational Prog.	(27940 114 2215)
114	2216	Clerical/Secretarial - Instr Staff - Adult/Contin. Ed.	(27950 114 2216)
114	2219	Clerical/Secretarial - Instr Staff - Other Ed. Programs	(27960 114 2219)
114	2220	Clerical/Secretarial - Instruction/Curriculum Dev.	(27990 114 2220)
114	2252	Clerical/Secretarial - School Library Services	(27960 114 2219)
114	2259	Clerical/Secretarial - Other Educational Media Svcs.	(27960 114 2219)

Most Frequently Used Classifications

PEP Code	Object	PEP Function Code	Position Title	Related (Key PchCd: Objectj/Function)	AFR
3. Instruction and Curriculum Development Services					
113		2220	Specialist - Instruction and Curriculum Development	(27985 113 2220)	
119		2220	Other Personnel - Instr and Curriculum Development	(27995 119 2220)	
4. Instructional Staff Training Services					
112		2230	Staff Instructor/Trainer (Professional Education)	(28358 112 2230)	
	112	2232	Staff Instructor/Trainer(Special Education)	(2835 112 2230)	
5. Media-Based Instruction					
112		2252	Head Librarian/Librarian - Elem./Sec. (School Site)	(29200 112 2252)	
112		2252	Teacher - Via Audiovisual Media	(29630 100 2259)	
112		2252	Teacher - Via Educational TV	(29630 100 2259)	
112		2252	Teacher - Via Computer-Assisted Instruction	(29630 100 2259)	
115		2252	Aide - School Library	(29300 115 2252)	
115		2255	Aide - Computer-Assisted Instruction Svcs.	(29630 100 2259)	
6. Other Educational Media Services					
119		2253	Audiovisual Services Personnel	(29627 119 2253)	
119		2254	Educational Television Services Personnel	(29628 119 2254)	
119		2255	Computer-Assisted Instr. Services Personnel	(29629 119 2255)	
119		2259	Other Educational Media Services Personnel	(29630 100 2259)	
7. Other Instructional Staff Services					
119		2290	Other Personnel - Other Instructional Staff Svcs	(29720 119 2290)	
C. General Administration					
1. Board of Education Services					
111		2311	School Board Member	(30700 111 2311)	
114		2312	Board Secretary/Clerk	(30710 114 2312)	
118		2311	Staff Attorney	(31000 110 2311)	
119		2311	Other Legal Services Personnel	(31000 110 2311)	
2. Tax Assessment and Collection Services					
111		2315	Supervisor - Tax Assessment and Collection	(31900 111 2315)	
114		2315	Clerical/Secretarial - Tax Assessment/Collection	(31910 114 2315)	
3. Office of the Superintendent					
111		2321	Superintendent	(32300 111 2321)	
114		2321	Clerical/Secretarial - Superintendent's Office	(32330 114 2321)	
4. Office of the Assistant Superintendent					
111		2324	Assistant/Associate/Deputy Superintendent	(32900 111 2324)	
114		2324	Clerical/Secretarial - Assist. Superintendent's Office	(32915 114 2324)	

5. Other Executive Administrative Services					
119	2329	Other Executive Administrative Services Personnel	(32977	119	2329)
D. School Administration					
111	2410	School Principals	(35800	111	2410)
111	2420	School Assistant Principals	(35820	111	2420)
111	2430	School Principals- Type 2 Charter			
111	2490	Other School Administrators	(35905	119	2400)
114	2400	Clerical/Secretarial - School Administration	(35900	114	2400)
E. Business Services					
1. Fiscal Services					
111	2511	Business Manager	(36800	111	2511)
111	2514	Supervisor - Payroll Services	(37150	119	2510)
111	2515	Supervisor - Financial Accounting	(37150	119	2510)
114	2510	Clerical/Secretarial - Fiscal Services	(37100	114	2510)
114	2514	Clerical/Secretarial - Payroll Services	(37100	114	2510)
114	2515	Clerical/Secretarial - Financial Accounting Svcs.	(37100	114	2510)
118	2515	Accountant/Financial Analyst	(37000	118	2510)
118	2516	Auditor	(37000	118	2510)
119	2515	Other Financial Accounting Services Personnel	(37150	119	2510)
119	2519	Other Fiscal Services Personnel	(37150	119	2510)
2. Purchasing Services					
111	2520	Supervisor - Purchasing Services	(37190	111	2520)
114	2520	Clerical/Secretarial - Purchasing Services	(37193	114	2520)
119	2520	Other Purchasing Services Personnel	(37192	119	2520)
3. Warehousing and Distributing Services					
111	2530	Supervisor - Warehousing and Distributing	(37223	111	2530)
114	2530	Clerical/Secretarial - Warehousing/Distributing	(37225	114	2530)
116	2530	Service Worker - Warehousing and Distributing	(37224	119	2530)
119	2530	Other Warehousing and Distributing Personnel	(37224	119	2530)
4. Printing, Publishing and Duplicating Services					
111	2540	Supervisor - Printing/Publishing/Duplicating	(37255	111	2540)
114	2540	Clerical/Secretarial - Printing/Publishing/Dup	(37257	114	2540)
116	2540	Service Worker - Printing/Publishing/Duplicating	(37260	119	2540)
119	2540	Other Printing/Publishing/Dup Services Personnel	(37260	119	2540)
F. Operations and Maintenance					
111	2610	Supervisor - Operations and Maintenance	(39200	111	2610)
114	2610	Clerical/Secretarial - Operations and Maintenance	(39250	114	2610)
116	2620	Janitor/Building Maintenance	(39270	116	2620)
116	2660	Security/Crossing Guard	(39320	116	2660)
117	2620	Carpenter/Electrician/Plumber	(39300	117	2620)

Most Frequently Used Classifications

PEP Code	Object	PEP Function Code	Position Title	Related (Key PchCd: Object/Function)	AFR
F. Operations and Maintenance (continued)					
117		2630	Skilled Craftsman - Grounds Maintenance/Service	(39300 117 2620)	
117		2650	Mechanics (exc. School Trans. or Food Services)	(39315 117 2650)	
119		2690	Other Operations and Maintenance Personnel	(39330 119 2600)	
G. Student Transportation Services					
1. Supervision of Student Transportation					
111		2710	Supervisor - Student Transportation Services	(41700 111 2710)	
114		2710	Clerical/Secretarial - Student Transportation	(41750 114 2710)	
2. Regular Transportation Services					
115		2722	Aide/Attendant - Student Monitoring (Reg. Trans.)	(42050 115 2722)	
116		2721	Bus Driver - Student Transportation (Reg. Trans.)	(42200 116 2721)	
117		2723	Bus Mechanic (Reg. Trans.)	(42250 117 2723)	
3. Special Education Transportation Services					
115		2732	Aide/Attendant - Student Monitoring (Spec. Ed. Trans.)	(42730 115 2732)	
116		2731	Bus Driver - Student Transportation (Spec. Ed. Trans.)	(42910 116 2731)	
117		2733	Bus Mechanic (Spec. Ed. Trans.)	(42915 117 2733)	
H. Central Services					
1. Planning, Research, Development and Evaluation Services					
111		2810	Supervisor - Planning, R and D, and Eval. (Cen. Office)	(46010 111 2810)	
114		2810	Clerical/Secretarial - Planning/R and D/Evaluation	(46020 114 2810)	
119		2810	Other Planning, Research, Develop. and Eval. Personnel	(46025 119 2810)	
2. Public Information Services					
111		2821	Supervisor - Public Information Services	(46110 111 2821)	
114		2820	Clerical/Secretarial - Public Information Services	(46120 114 2820)	
119		2829	Other Public Information Services Personnel	(46122 119 2820)	
3. Personnel Services					
111		2831	Supervisor - Personnel Services	(46300 111 2831)	
114		2830	Clerical/Secretarial - Personnel Services	(46330 114 2830)	
118		2832	Personnel Specialist/Coordinator	(46320 110 2832)	
119		2839	Other Personnel Services Personnel	(46335 119 2830)	
4. Data Processing Services					
111		2841	Supervisor - Data Processing Services	(46730 111 2841)	
114		2840	Clerical/Secretarial - Data Processing Services	(46750 114 2840)	
118		2842	Data Processing Analyst	(46735 118 2842)	
118		2843	Data Processing Programmer	(46740 118 2843)	

119	2844	Data Processing Operator	(46745	119	2844)
119	2849	Other Data Processing Services Personnel	(47000	119	2840)

III. Operation of Non-Instructional Services

A. Food Service Operations

111	3111	Central Office Supervisor - School Food Services	(48010	111	3100)
111	3112	Central Office Assistant Supervisor - School Food Services	(48010	111	3100)
111	3121	Cafeteria Manager - School Site	(48010	111	3100)
111	3122	Cafeteria Assistant Manager - School Site	(48010	111	3100)
114	3110	Clerical/Secretarial - Central Office Food Services Operations	(48016	114	3100)
114	3120	Clerical/Secretarial - School Site Food Services Operations	(48016	114	3100)
115	3120	Aide - Food Services Operations	(48020	119	3100)
116	3120	Lunch Room Worker	(48018	116	3100)
117	3120	Skilled Craftsman - Food Services Operations	(48011	117	3100)
119	3120	Other Regular Food Services Operations Personnel	(48020	119	3100)

B. Enterprise Operations (exc. Food Services)

111	3200	Administrator - Enterprise Operations (exc. Food Svcs.)	(48210	111	3200)
114	3200	Clerical/Secretarial - Enterprise Ops (exc. Food Svcs.)	(48220	114	3200)
119	3200	Other Enterprise Ops Personnel (exc. Food Svcs.)	(48230	119	3200)

C. Community Service Operations (4-H, etc.)

111	3300	Administrator - Community Services Operations	(48410	111	3300)
114	3300	Clerical/Secretarial - Community Services Ops.	(48420	114	3300)
119	3300	Other Community Services Operations Personnel	(48430	119	3300)

IV. Facility Acquisition and Construction Services

111	4500	Administrator - Facility Acquisition/Construction	(49310	111	4500)
114	4500	Clerical/Secretarial - Facility Acquisition/Construction	(49350	114	4500)
119	4500	Other Facility Acquisition/Construction Personnel	(49313	119	4500)
119	4700	16th Section Land Improvements Personnel	(49551	110	4700)

Note: A full list of object/function codes can be found on the [INSIGHT Portal](#) under Shared Documents.

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