

Personnel Data Transaction Definition – Version 1.0

The Personnel Data Transaction is used by School Administrative Package to transmit employee data to MSIS for use in reporting, funding, assessment and accreditation.

Tag	Parent Tag	Data Element Name	Business Rule Description	M/O
TR_PERSONNEL	PERS_TRANS	N/A	N/A	M
T_VERSION	TR_PERSONNEL	TransactionV	<ol style="list-style-type: none"> 1) Starts with 1.0 2) Increments by 1.0 3) Each Modified Personnel Data Transaction Set representing the same set of data generates a new version. 	M
TRACK_ID	TR_PERSONNEL	TrackId	<ol style="list-style-type: none"> 1) FORMAT <DISTRICT NUMBER>-(0009) <SCHOOL NUMBER> - (009) <DATE> - (MM-DD-YYYY) <SEQUENCE NUM> - (00009) 2) District Number must match value of B1.DISTRICT (Transaction Header) 3) School Number must match value of B1.SCHOOL (Transaction Header) 	M
EMPLOYEE	TR_PERSONNEL	N/A	Personnel parent tag. Include one PERSONNEL tag for each student.	M
SSN	EMPLOYEE	SSN	1) FORMAT 999999999	M
FNAME	EMPLOYEE	FirstName	NONE	M
MNAME	EMPLOYEE	MiddleName	NONE	O
LNAME	EMPLOYEE	LastName	NONE	M
DOB	EMPLOYEE	DateOfBirth	<ol style="list-style-type: none"> 1) FORMAT MM-DD-YYYY or MM/DD/YYYY 2) Updated only if the current value is NULL 3) Must match the DOB in the system. Changes to the DOB must be made manually via MSIS – General Schedule Entry. 	M
GENDER	EMPLOYEE	GenderCode	1) Must be valid Gender Code from C.2 MDE Table	M
RACE	EMPLOYEE	RaceCode	1) Must be valid Race Code from C.1 MDE Table	M
RACE2	EMPLOYEE	RaceCode2	2) Must be valid Race Code from C.1 MDE Table	O
RACE3	EMPLOYEE	RaceCode3	3) Must be valid Race Code from C.1 MDE Table	O
RACE4	EMPLOYEE	RaceCode4	4) Must be valid Race Code from C.1 MDE Table	O
RACE5	EMPLOYEE	RaceCode5	5) Must be valid Race Code from C.1 MDE Table	O

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Tag	Parent Tag	Data Element Name	Business Rule Description	M/O
PERMADDR	EMPLOYEE	N/A	Permanent Address parent tag. Include one PERMADDR set of data for the most recent address	O
P_ADDR1	PERMADDR	Address1	NONE	M ²
P_ADDR2	PERMADDR	Address2	NONE	O
P_CITY	PERMADDR	City	NONE	M ²
P_STATE	PERMADDR	State	1) Must be valid State from C.9 MDE Table	M ²
P_ZIP	PERMADDR	Zip	NONE	M ²
P_ZIP4	PERMADDR	Zip4	NONE	O
P_AREACODE	PERMADDR	AreaCode	1) FORMAT - 999	O
P_PHONENUM	PERMADDR	PhoneNum	1) FORMAT - 9999999	O
SCHEDULE	EMPLOYEE	N/A	Schedule parent tag. Include one SCHEDULE set of data.	M
YEAR	SCHEDULE	Year	1) FORMAT YYYY	M
COURSE	SCHEDULE	N/A	Course parent tag. Include one COURSE set of data for each course taught.	M
TERMSEMCODE	COURSE	TermSemCode	1) Must be valid Term/Semester Code from C.4 MDE Table	M
SCHED_CODE	COURSE	SchedTypeCode	1) Must be valid Schedule Type Code from C.7 MDE Table	M
PERIOD	COURSE	PeriodNumber	<ol style="list-style-type: none"> 1) At least one period block must be entered on a schedule for each employee. 2) Once a period number is entered the rest of the period block must be entered. 3) Cannot have any incomplete period blocks. 4) Values 01 – 99 5) Period numbers may be replicated if during a given period a subject is taught to more than one grade level, or when regular and gifted students are taught in the same class (different course codes) 	M

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COURSENUM	COURSE	CourseCode	<ol style="list-style-type: none"> 1) Must be from the MDE Course Table. 2) Only active course codes may be entered on a schedule. 3) Duplicate Term/Sem code, Period number, and Course code combinations are not allowed 4) Warning: If no planning period (851001) is in the schedule 5) Warning: If there are 2 or more planning periods (851001) are on the schedule. 	M
MINUTES	COURSE	Minutes	<ol style="list-style-type: none"> 1) 1-580 (Number of minutes a day allotted to a course) 	M
GLV_LO	COURSE	GradeLevelLo	<ol style="list-style-type: none"> 1) Low to high sequence: 62 - Pre-K 52 - Pre-K Special Ed 64 - Kindergarten 54 - Kindergarten Special Ed 56 - Elementary Self Contained Special Ed 01-08 - first through eighth grade 58 - Secondary self contained special ed 78 - Secondary GED 09-12 - ninth through twelfth grade 2) Selectable grades must be valid for the school. 3) Warning: Grade must be within the grade range specified on the Course Code table for that course code 	M
GLV_HI	COURSE	GradeLevelHi	<ol style="list-style-type: none"> 1) Same low to high sequence 2) Grade must be valid for the school (District data) 3) May be the same grade as GLV_LO 4) Warning: Grade must be within the grade range specified on the Course Code table for that course code 	M

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CARNEGIE	COURSE	CarnegieUnits	<ol style="list-style-type: none"> 1) Must be valid Carnegie Unit from C.3 MDE Table 2) Must be valid Carnegie Unit associated with B.2 COURSENUM. <i>MDE will provide a list of valid Carnegie Units for each course to the vendors.</i> 	M
RESERVEDFIELD	COURSE	ReservedField	<ol style="list-style-type: none"> 1) Must be valid Reserved Field from C.6 MDE Table 2) The following If statement: If the school on the period block is an alternative school: If GradeLo=52 or GradeHi=52 ReservedField <> 'AP' Else ReservedField <> 'AP' and ReservedField <> '02' Else If GradeLo=52 or GradeHi=52 Any valid value Else Reserved can't = '02' 	O
SPEC_PROG	COURSE	SpecialProgCode	<ol style="list-style-type: none"> 1) Must be valid Special Program code associated with B.2 COURSENUM. 2) Must be valid Special Program Code from C.8 MDE Table. 	M