PERDET ERRORS AND CAUSES

$$ Absence days for employee too large
- Absence days are greater than 365

$$ Attendance days for employee too large
- Attendance days are greater than 365 days

$$ Attendance days = 0 for regular position with an active position status
- If Job has Position-Type of 'R' (Regular) and Position-Status of 'C' (Active), hours per day are needed in JOBSCN or employee has no Attendance day

For complete EMIS Absence and Attendance days reporting see the https://wiki.ssdt-ohio.org/display/usps/EMIS+Staff+Reporting chapter in the EMIS Staff Reporting chapter of the User Guide.

$$ Authorized years experience is larger than total years experience for employee
- Authorized years experience has to be less than or equal to total years experience

$$ Employee EMIS reportable demographic with no EMIS reportable job record
- One or more JOBSCN 'Report to EMIS' has to be 'YES' if DEMSCN 'Report to EMIS' is 'Yes'

$$ Employee EMIS reportable job record with no "EMIS reportable demographic record"
- Job record has 'Y' to 'Report to EMIS' but 'N' on DEMSCN 'Rpt to EMIS'
- DEMSCN needs to be 'Y' to 'Report to EMIS'

$$ FTE exceeds 2.0 for position code
- Position FTE cannot exceed 2.0

$$ Grade level required for job's position code
- If Position Code is "104" or "108" or "212", 'Low/High Grade:' Levels has to be assigned

$$ Grade level required for job's position code and funding source combined
- If Position Code is "415" or "505" and have Funding Source as "I", then Low/High Grade Level is needed

$$ HQPD value must match for all employee's "jobs"
- All jobs with a 230 Position code must match the HQPD value

$$ HQPD value cannot be '*' with this job position code
- If Position Code is 230, value cannot not be '*'

$$ Hours in day must not be less than .25 for regular position type
- If job has a position type of 'R' (Regular) and no Hours per day in JOBSCN

++ If employee is reported to EMIS, State Assigned ID will be assigned in EMIS-R Data collection
➢ Employee will be Assigned an ID when EMIS-R Data Collection is processed –leave blank

$$ Invalid paraprofessional code for this position code and assignment area combined
➢ If Position Code is 230, with an Assignment Area of 999140, Paraprofessional field must be 'N' or 'YES'

$$ Invalid position code for classified position
➢ If Position Code is 103,104,108,109,201,202,203,204,230,212 or 226, cannot have Appointment Type as Classified. Should be Certified

$$ Long term illness for employee days too large
➢ Long Term Illness days are greater than 365

$$ Long Term Illness days greater than total absence days
➢ Long Term Illness days have to equal Total Absence days in ATDSCN
➢ Has to be consecutive days
➢ Pay types that count as Long Term Illness Days: AB SI, AB PL, AB OT

$$ Mismatch of position code and appointment type
➢ Appointment type has to be "2" if Position code is greater than 399 – 800 but not 510

$$ Missing grade level assigned
➢ If Position Code 104 or 108, must have LOW/HIGH Grade Level entered

$$ No ODE record for bldg IRN "BUILDING-IRN or Dist.IRN
➢ This error is if the Building-IRN in JOBSCN and the District-IRN in USPCON is not the same as the EMIS ODE code

$$ Paraprofessional value cannot be '*' for this position code and assignment area combined
➢ If Position Code is '415' and Assignment Area is '999140', Paraprofessional Value cannot not be '*'

$$ Position code 230 requires an assignment area
➢ Position code 230 must have an assignment area

$$ Position code for job may require a different position type
➢ If Position Code is 230 and Position type 'S', may require a different position type

$$ Position FTE = 0 for active position status
➢ If Position status is "C" or "A" or "I", FTE must have a value

$$ Semester hours must be greater than 0 for this "appointment type and degree type combined"

➤ If Appointment Type is 1,3 or 4, with a Degree-Type of 1,2,3,4 or 5, Semester Hours must be greater than 0

$$ Semester hours not high enough for certificated "position"

➤ Semester Hours have to be greater than 90 if Degree type is 2, 3, 4, 5 and has an appointment type of '1', with Position Code less than 400

$$ Separation date required for this position status

➤ If Position Status is 'U', the Separation Date is required

$$ Separation reason required for this position status

➤ If Position Status is 'U', Separation Reason is required

$$ State assigned ID should not be blank when "employee has certificated position"

➤ If employee is certified, the State Assigned ID should be the employee's Certificate number from the state

$$ Work days must be > 0 for regular position type

➤ If job has a position type of 'R' (Regular) and no hours per day in JOBSCN