DATA QUALITY DASHBOARD: **STAFF**

Business Rule	Error/ Warning	Tab Name	Description	Resolution
Missing SSN or Name Check	Error	Missing SSN or Name	First name, last name, and social security number are required.	Ensure first name, last name, and social security number are provided.
National Board Type Check	Error	National Board Type	Invalid National Board Certification type.	Ensure the National Board Certification type is one of the following: NBPTS, CCC, NCSC, NCSN, CAT, or CALT.
Missing Birthdate, Gender, or Race Check	Error	Missing Birthdate, Gender, or Race	Birthdate, Race and Gender are required.	Ensure Birthdate, Race and Gender are provided.
Employment Dates Check	Error	Employment Dates	Employment end date cannot be prior to employment start date.	Ensure the employment end date is after the the employment start date. Example: Start date 01/01/2019, end date 01/02/2019.
Missing Years of Experience Check	Error	Missing Years of Experience	Years of experience is blank.	Ensure the years of experience is not blank.
Salary Errors Check	Error	Salary Errors	Total salary is required.	Ensure the total salary is not blank.
Missing Funding Source Check	Error	Missing Funding Source	At least one funding source is required.	Ensure at least one funding source is provided.
Invalid Funding Code Check	Error	Invalid Funding Code	Invalid funding source provided.	Ensure the funding source(s) provided are valid and active. The provided funding source cannot be inactive.
Missing Days of Service Check	Error	Missing Days of Service	Total days of service is required.	Ensure the Total Days of Service is not blank.

Missing Funding Information Check	Error	Missing Funding Information	All fund-related fields (fund, amount, or percentage) are required.	Ensure all three fund-related fields are reported (fund, amount, and percentage). Example: Amount is reported, but fund and percentage are blank. Since the amount is being reported, fund and percentage would need to be reported.
Missing Employment for Assignment Check	Error	Missing Employment for Assignment	Assigment is reported, but employment data is not being reported.	Ensure employment start and end dates exist for the school year before assigning staff.
Mismatched Assignment Dates Check	Error	Mismatched Assignment Dates	The assignment end date cannot be prior to start date.	Ensure the assignment start date is prior to the assignment end date.
Missing LEA for Assignment Check	Error	Missing LEA for Assignment	LEA is required for each assignment.	Ensure the LEA has been set for each assignment.
Missing FTE Check	Error	Missing FTE	FTE is required for each assignment.	Ensure the FTE has been set for each assignment.
Missing Work Area Code Check	Error	Missing Work Area Code	Work Area Code (Assignment) is required.	Ensure the Work Area Code has been set.
FTE is Greater than 1 Check	Warning	FTE is Greater than 1	Total FTE is greater than 1.	Ensure total FTE is expected to be greater than 1. Ex: Employee has after-school duties
Local Job Category Check	Error	Local Job Category	Work Area Code (Assignment) is invalid.	Ensure a valid Work Area Code has been entered.
Teaching Schedule Check	Warning	Teaching Schedule	Work Area Code is a teaching position, but a schedule does not exist.	Ensure that the teacher has a schedule in the SIS.
Years of Experience Check	Warning	Years of Experience	Years of experience is expected to be 1 more than prior year.	Ensure Years of Experience is accurate. Valid reasons for a difference include a change in the type of position or a correction from prior records.

Base Salary Check	Error	Base Salary	Base salary is required.	Ensure a base salary has been entered.
Days of Service Check	Error	Days of Service	Days of Service must be between 0 and 366.	Ensure Days of Service is between 0 and 366.