*Finance Reporting Solutions*

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**Revision Date:**

1/10/2018

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**Document History**

**Revision History**

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| --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Description of changes** |
| 1.0 | 1/10/2018 | Elycia Hansen | Initial document |
| 1.1 |  |  |  |
|  |  |  |  |

# Overview

WSIPC provides its customers with a suite of State Reporting services that encompasses data collection, file generation and report submission to State agencies. This service is limited to customers who use Skyward as their ERP. Some customers’ administration practices prevent the use of Skyward in lieu of an ERP which is managed by a central office and whose schools operate in different states. To extend these value-added services to these customers, WSIPC has developed a mechanism to collect their raw data and produce the required files in accordance with State Report requirements.

# File Format

Customers can use any number of extract tools to collect the data from their ERP. The files submitted to WSIPC for use in the conversion must adhere to the following guidelines:

* Files must be a comma-delimited CSV file.
* Files must be saved in ASCII format.
* Files must include a header row.
* Files should contain the customer name and a date for tracking purposes.
* Data Types are specific to file processing:
	+ Alpha = A string of characters, or alpha-numeric values, special characters as defined, etc.
	+ Numeric = Decimal or integer values.
	+ Date = A formatted date including month, day and year as specified in each layout.
1. **S-275 Basics**

*Required* file containing employee data submitted on the S275 report.

## File Rules

* Must contain only one code per language.
* Files must be uploaded using SFTP to the customer’s designated folder.
* Each record must contain single values in each column. If multiple values apply to an individual employee, such as duty code, assignment code or program code, each correlation would require separate records in the file.
* Each file must represent a single district or customer site. If a customer is providing data for more than one site, these must be submitted as separate files.

## File Layout

|  |  |  |  |
| --- | --- | --- | --- |
| **Column Name** | **Data Type** | **Required** | **Comments** |
| County | Numeric | Yes | Two-digit county ID number. Used in every record. |
| District | Numeric | Yes | Three digit district ID number. Used in every record. |
| Certificate Number | Alpha | Yes | 123456H (certificate number) or 123456 (temporary number). Used in record 315 |
| SSN | Alpha | Yes | Dashes are okay (123-45-6789). Used in record 315. |
| LAST NAME | Alpha | Yes | Anything over 18 letters will be truncated in the submitted report; used in record 315 |
| First Name | Alpha | Yes | Anything over 12 letters will be truncated in the submitted report. Used in record 315 |
| Middle Name | Alpha | No | Anything over 11 letters will be truncated in the submitted report. Used in record 315 |
| Birthdate | Date | Yes | MM/DD/YYYY or MM/DD/YY is acceptable. Used in record 315 |
| Sex | Alpha | No | Limited to M or F. Used in record 315 |
| Ethnicity | Alpha | No | Limited to Y or N. Used in record 315 |
| Race | Alpha | No | Limited to this W, B, A, I, or P. Used in record 315 |
| CBTRN Code | Alpha | Yes | Used in record 411 |
| NBCT Expiration | Date | No | MM/DD/YYYY or MM/DD/YY is acceptable. Used in record 411 |
| Degree Type | Alpha | No | One letter for highest degree completed. Used in record 411 |
| Degree Year | Numeric | No | Year degree earned formatted as YYYY. Used in record 411 |
| Academic Credits | Numeric | Yes | Values will be rounded to the nearest 10th. Used in record 411 |
| In-Service Credits | Numeric | Yes | Values will be rounded to the nearest 10th. Used in record 411 |
| Excess Credits | Numeric | Yes | Values will be rounded to the nearest 10th. Used in record 411 |
| Non Degree Credits | Numeric | Yes | Values will be rounded to the nearest 10th. Used in record 411 |
| Experience | Numeric | No | Values will be rounded to the nearest 10th. Used in record 411 |
| Base Contract Hours per FTE Daty | Numeric | No | Values will be rounded to the nearest 100th. Used in record 412 |
| Base Contract FTE Number of Days | Numeric | No | Values will be rounded to the nearest 10th. Used in record 412 |
| Certificated FTE | Numeric | Yes | Values will be rounded to the nearest 100th. Used in record 412 |
| Total Final Salary | Numeric | Yes | Round to nearest dollar, no commas or dollar signs. Used in record 412 |
| Ben (Insurance) | Numeric | Yes | Round to nearest dollar, no commas or dollar signs. Used in record 412 |
| Ben (Mandatory) | Numeric | Yes | Round to nearest dollar, no commas or dollar signs. Used in record 412 |
| Unit Code | Numeric | No | 4 digit OSPI building code. Used in record 514 |
| Assign Code (Program) | Numeric | Yes | Two digit program code. Used in record 514 |
| Assign Code (Activity) | Numeric | Yes | Two digit activity code. Used in record 514 |
| Assign Code (Duty) | Numeric | Yes | Three digit duty code. Used in record 514 |
| Assignment Grade Group | Alpha | No | Used in record 514 |
| Percent of Time | Numeric | No | Whole numbers only. Note that employees with time spread across multiple assign codes must all add to 100. Used in record 514 |
| Hours per Year | Numeric | No | Values will be rounded to the nearest 100th. Used in record 514 |
| Assignment Salary | Numeric | No | Integer value only; round to nearest dollar. Used in record 514 |