## File Layout

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| **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 Day | 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 |