

## CERTIFIED LIST EDIT EXPLANATIONS

### CRITICAL ERRORS

Certain edit messages are considered **critical errors** that **require correction prior to submission** of the final certified list of personnel file. A control is programmed into WOW that actually prevents submission of the final certified list of personnel file if there are unresolved critical errors. Please review the preliminary edit report and make all necessary corrections for these errors prior to attempting to submit the final certified list of personnel file.

When the edit says something is MISSING, it is considered a critical error and the missing information must be supplied. All of the following comments indicate MISSING data that must be corrected before final submission:

- SSN does not contain 9 digits or is blank
- Last Name is blank
- First Name is blank
- Sex field is blank
- Years Experience is missing
- Salary Classification is missing
- Retirement Code is missing
- Account Code Missing
- Salary amount is missing - working for free?
- Days Employed is missing
- Account Code is missing
- Race Code is missing or not a valid value
- Education level is blank (positions 100-499)
- Position Code invalid or missing
- Certification Code is missing
- School Location is missing
- Education Level is missing for this Position Code
- For this position code, Years Experience and Years at Program Level Fields must be entered

The following items are some other edit messages you may see that indicate true errors. These must be resolved prior to submission of the final certified list of personnel file.

- Sex code is not M or F
- Certificate code is incorrect for the position code
- Salary Classification is not an acceptable value
- School location is not valid
- Invalid Funding Source: ''
- FTE greater than 1
- Funding source code invalid

- Salary Classification is invalid
- Education level code invalid
- Extra pay addenda invalid
- Invalid Entry: **A** not valid
- Salary Classification **X** should begin with 'A,B,H,M,D or P' for this position code
- Invalid Cert Code **99** for position
- Funding Source cannot be **1** for an account code beginning with '14' or '64'.
- Not in the Certified List file for last year
- School Closed? - Location **999** not found in Master Listing of Schools
- Days Employed is greater than 261
- Days Employed is less than 200
- Retirement Code **3** must equal 0, 1, 2 or 4
- PEIA Amount **\$3,648.99** is not valid.
- Special Health Training - Code must be blank, 'Y', or 'N'
- Position Code must be 500 to 519, 527 when Sth = 'Y'
- Extra Pay **AB** must be 0-10, BA, MA, or DR
- **BA** degree without Extra Pay indicated
- Supervisory Aide Code must be blank, 'Y', or 'N'
- NTC Code must be blank, 'Y', or 'N'
- Night Pay NOT allowed for Professional Personnel
- Position Code used with improper Account Coding
- Invalid Degree Classification code used
- Invalid Salary Classification used
- Years Experience as Principal Exceeds Total Years of Experience
- Years at Programmatic Level Cannot Exceed Years Experience as Principal

Of the edits considered to be critical errors, the following are the most common:

**Certification Code is missing**  
**Salary Classification is missing**

When an employee has submitted a complete application to WVDE by October 1<sup>st</sup> for a certificate, a renewal, or a salary upgrade, you need to enter the certificate code or the salary classification for which they have applied. You cannot leave these codes blank. Stating in the comment what the code should be is not acceptable, you must enter the code in the file before you submit.

**Salary Classification 'X' should be 'Y' for this position code**

This is a common error on the service personnel side. You must enter the valid pay grade for the employee after taking into consideration any bonuses that are flagged for the individual.

For example, you have an Aide III, which is at pay grade C. But this person also has supervisory duties and specialized health care duties flagged as "Y". Because of the bonus flags, you need to enter that person's pay grade at C+1+1, or E. If the pay grade entered does not match what the computer calculates they are entitled to under state aid funding, this edit will appear.

If you see this edit, SOMETHING IS WRONG and must be corrected.

It is also possible that the pay grade is correct but one or more bonus fields have been flagged accidentally and you simply need to change those to "N".

### **Invalid Degree Classification or Salary Classification Used**

The degree classification and salary classification codes MUST conform to those provided in the Certified List of Personnel instructions. In the past, WVDE has noted the use of numerous inconsistent codes. A new critical error message has been implemented to ensure that the codes being used agree with the table of valid codes included in the official instructions. If an invalid code is used, you MUST resolve the issue prior to submission of the final certified list of personnel file.

### **WARNINGS**

The following group of edit messages may not be true errors and are considered **warnings**. The information you provided may be accurate, but **a comment is required** to let us know that you have verified the data and are sure it is correct. These edit messages simply alert you to potential problems.

- Years experience is greater than 55 (warning notice, not necessarily an error)
- Years Experience (1) is less than 8 and retirement system code = 1, wrong system?(warning notice, not necessarily an error)
- Salary outside limits of \$70,000 for professional positions other than 102 and 103 (warning notice, not necessarily an error)
- Salary outside limits of \$35,000 for service personnel (warning notice, not necessarily an error)
- CURRENT YEARS EXPERIENCE 1 should be 1 year greater than PRIOR Years Experience which is 1
- Low/High Proportional Salary **10,000** should be between \$13,000 and \$50,000.
- Low/High Proportional Salary **80,000** should be between \$20,000 and \$65,000.
- Full Time Employee with no PEIA contribution
- PEIA Amount **\$3,648.99** is not valid. Note: Person is over 65.
- Certification **99** (not on file)
- Invalid Certification **99** (Expired)
- No record exists for this person in the Salary Certification file (PCERTSALA)
- Salary Classification does not match salary classification in Certification File'
- Middle Name is blank
- This employee appears in multiple counties
- No record exists in Prior Year Certified List file and years of experience is shown to be greater than 0
- Computed Age **99** is under 18 or over 75

Of the edits considered to be warnings, the following are the most common:

#### **Certification 99 (not on file)**

### **Invalid Certification 99 (Expired)**

These edit messages may not be errors. If the employee has submitted a complete application to WVDE by October 1<sup>st</sup>, then that application is considered “pending” and we treat it as if it has been approved in the system. We will verify that the Office of Certification, Licensure & Professional Preparation received the application and you don’t need to change anything. Simply indicate in your comments that it is a pending application.

**However**, if the employee has **NOT** submitted the complete application on time to WVDE then you cannot list the person as state aid eligible with funding source “1”. Change the funding source for that individual to “4” to indicate county funds.

### **Low/High Proportional Salary 80,000 should be between \$20,000 and \$65,000.**

Before selecting the comment that the salary has been verified and is correct, be sure to look at both the salary amount and the FTE amount for the individual triggering the edit. The system multiplies the FTE by the salary to arrive at the proportional salary. Although the salary may be correct, the FTE is often wrong (ex: .01 FTE instead of 1.00 FTE) which causes the edit to trigger. There have been numerous instances where the comment was selected indicating the salary was correct when in fact there was still a problem with the FTE.