

## FALL DATA COLLECTION DATA VERIFICATION INSTRUCTIONS FOR EDUCATORS

### Quick Reference

This echo check has been provided to allow districts to review the Form 2003 and 2001 educator data that have been entered into the Ministry database. The echo check includes a summary sheet of reports and forms being returned to the Ministry and eleven echo reports.

Corrections will only be accepted on these four reports:

- **GRD 2003** - District Salary Grid in effect September 30, 2009.
- **LST 2003** - Alphabetical listing of Educators and Salaries.
- **2003 Leave Info Required** - Educators reported on Form 2003 last year who have not been reported by any district this year.
- **Name Mismatch** – 2001/2003 Cross edit name mismatch.

!

**NOTE:** All other echo reports are provided for your information only.

### When must the Summary sheet of returned forms and reports and the Echo Reports containing corrections be returned to the Ministry?

Summary sheet and reports containing corrections must arrive at the Ministry on or before **November 6, 2009**.

If no corrections are required, check the "no corrections" box on the Summary sheet and return only the summary sheet to the Ministry by November 6. If corrections are required, print changes directly below the incorrect data. A Sign Off 2003 will be sent for verification after echo corrections are processed by the Ministry. That report must be signed by the Superintendent and Secretary-Treasurer to indicate that the data are complete and accurate.

### Information about Form 2001 requirements

Each educator in the district who is reported on Form 2003 must also have a Form 2001 entered in the Ministry database. This can be achieved in two ways:

- the Ministry brings forward Form 2001 information from the previous year. This is done for educators who were employed and reported in your district last September. If an educator was not reported last September but was reported some time in the past the Ministry will bring that record forward if a current 2003 record is also submitted by the district. These educators are not required to provide a Form 2001 this year.
- the educator is reported on Form 2001 this year. This must be done by all educators who are new to your district. Such educators will be referred to as "new to the district" for the purposes of the echo reports.

'New' also includes those educators who were absent from your district last September and are returning this year.

Only one Form 2001 is needed for each educator, even from those employed in more than one school or school district.

! **NOTE:** The Form 2003 and 2001 data cannot be matched if an invalid or blank Social Insurance Number (SIN) is provided on one or both forms. In the case of a blank SIN, a unique, temporary SIN has been generated; the generated number will always begin with a "G" (e.g., G00 000 001). Such educators will not be recognized in the final data reported for your district (indicating average educator salary which is used for funding).

! **NOTE:** To generate the summary reports, default values have been applied where errors occur in the submitted data. Refer to Appendix 1 for a complete listing of errors.

### If you need assistance verifying echo reports

Contact:  
Kathy Cordner  
Data Management Unit  
Ministry of Education  
250 356-2441

## Step by step instructions for verifying Fall Data

### 1 Verify echo report GRD 2003 (District Salary Grid in effect September 30, 2009)

This report reflects the salary grid information based on the grid which was in effect on September 30, 2009.

If a large number of errors numbered "317 - FTE basic salary is not equal to the salary grid contract" are found while correcting Form 2003 information, it is likely that either the data provided on Form 2003 or the salary grid information do not reflect September 30, 2009.

If the salary grid information is incorrect, print corrections on this report and return it to the Ministry.

### 2 Verify echo report LST 2003 (Alphabetical Listing Of Educators And Salaries)

This report is an alphabetical listing of the data provided on Form 2003. An asterisk on the far left hand side of the report indicates an error or warning message. In those cases, read the corresponding error/warning message on report ERR 2003 and make corrections on report LST 2003.

To add educators to this listing, attach a hard copy Form 2003 to this listing. Before returning this report to the Ministry, ensure that a completed Form 2001, with a matching SIN, is also provided if the addition is an educator who was not reported last September.

To delete educators from this 2003 listing, cross out the name and Social Insurance Number and print "DELETE" below the name.

**3 Verify echo report 2003 Leave Info Required (Educators No Longer In The Public School System)**

This report lists those educators who were reported on Form 2003 by your district last year but have not been reported on a Form 2003 by any district this year. For each of the educators listed on this report, please indicate the reason that the educator has left the system. The reason for leaving codes (R1) are as follows:

<b>Reason</b>	<b>Code (R1)</b>
Leave of Absence	A
Resignation	R
Retirement	S
Expired Contract	E
Terminated	T
Deceased	D
Layoff	L
On Exchange	X

If the reason for leaving code was "A" (Leave of Absence) or "R" (Resignation), please also provide the appropriate code on report LEAVE 2003 (R2):

<b>Reason</b>	<b>Code (R2)</b>
Teaching in a B.C. Independent School	1
Teaching in School System Outside B.C.	2
Government or University Position in Education	3
In Another Occupation	4
Personal (including Maternity, Adoption & Medical Leave)	5
Study	6
Secondment	7
Inactive (including due to family circumstances, leave under deferred compensation plan, leave for travel, and leave pending judicial or administrative decisions)	8
Other (including Leave as Elected Official)	9

If an educator was accidentally omitted from Form 2003, cross the educator's name off this list, and add him/her to LST 2003.

**4 Examine echo report 2001 Required (Educators who have not submitted a Form 2001)**

This report lists educators who were listed on Form 2003 by the district, but have not submitted a Form 2001. If the educator should be reported, complete a Form 2001, and return it to the Ministry with any other corrections.

If the educator was inadvertently included on Form 2003, delete the educator from report LST 2003. If this report is not applicable, "No missing 2001 data" will be indicated.

**5 Examine echo report SUM 2003 (Summary of Educator Salaries and Positions)**

This report contains four sets of information: the number of educators by salary grid placement, a summary of educators by job position, the number of educators by special case code, and FTE and salary statistics (this includes the district average educator salary).

**6 Examine echo report ERR 2003 (Error Listing Of Educator Salaries)**

For those records identified as being in error on report LST 2003 (with an asterisk on the left hand side), this report lists the associated warning and error messages. In addition, it displays the reported value considered to be in error, the default that will be applied if the error is not corrected on report LST 2003, and, if applicable, the consequences of the use of the default.

**7 Examine echo report Name Mismatch (2001/2003 Cross Edit Missing Form And/Or Name Mismatch)**

This report lists cases where different names are provided on the two forms for the same SIN. Please fix the incorrect name, or if an error was made on the SIN, correct the SIN on this report.

**8 Examine echo report 2003 Required (Educators who are not listed on Form 2003)**

This report lists educators who supplied a Form 2001 this year, but who are not listed on Form 2003.

If the educator should not have submitted a Form 2001, cross the educator's name off report LST 2001. If the educator should be on Form 2003, complete a hard copy Form 2003 and append it to LST 2003 prior to returning it to the Ministry. If this report is not applicable, "No missing 2003 data" will be indicated.

**Returning Corrected Reports**

District offices should return corrected reports to:  
Ministry of Education  
Data Management Unit

or

**Via Canada Post**  
P.O. Box 9170  
Stn. Prov. Govt.

**Via Courier**  
3<sup>rd</sup> Floor  
620 Superior St

Victoria, BC  
V8W 9H7

Victoria, BC  
V8V 1V2

## APPENDIX 1

### FORM 2003 Warning/Error Codes and Messages

Where appropriate, correct the information pertaining to these messages on GRD 2003, LST 2003, 2003 LEAVE INFO REQUIRED, and any Forms 2003 as needed. Severity codes are provided: I = informational; E = error.

---

- 302 E Message: Educator already on a 2003 in this district (same SIN and Surname, no Special Case Code).  
*This message will occur only if the SIN and name are the same and no special case code is provided for either. If there was an error in reporting, correct the information on report LST 2003 and, if not already provided, ensure a completed Form 2001 with the same SIN is also appended. If one incidence is meant to reflect Continuing Education, fix the Special Case Code.*  
Default: The second 2003 will be deleted.  
Consequences: Educator recorded once.
- 306 E Message: Position code not 0-11:  
"0" (Regular Teacher not receiving an administrative allowance)  
"1" (Director of Instruction)  
"2" (Supervisor of Instruction)  
"3" (Teacher Consultant)  
"4" (Coordinator)  
"5" (Helping Teacher)  
"6" (Other Instructional Support)  
"7" (Board Office Based Professional Staff - Teachers)  
"8" (Principal)  
"9" (Vice Principal)  
"10" (Department Head)  
"11" (Regular Teacher receiving an administrative allowance other than a Department Head).  
Default: Set Position code to "0" (Regular Teacher).  
Consequences: Reports by position may be incorrect.
- 307 E Message: Special Case code is not one of the following:  
"A" Provincial Resource Program educator (including SET BC)  
"B" Containment Centre educator  
"C" Distributed Learning educator  
"D" Provincial School for the Deaf educators (SD41)  
"F" Francophone Education Authority educator  
"T" Continuing Education educator  
"X" Exchange  
Default: Set Special Case code to blank.  
Consequences: Educator not included as a Special Case.

- 308 E     Message: First character of category not 2-6 or blank.  
          Default: Set Category to blank.  
          Consequences: Educator not paid according to salary grid and may not be included in average salary for the district.  
          *This message indicates that the salary category reported for this educator does not match a valid category identified on the district salary grid. To correct this error, the category must be corrected on the educator's record on report LST 2003.*
- 309 E     Message: Increment not 0-12 or blank.  
          Default: Set increment to blank.  
          Consequences: Educator not paid according to salary grid and may not be included in average salary for the district.  
          *This message indicates that the salary increment step reported for this educator does not match a valid increment step identified on the district salary grid. To correct this error, the increment step must be corrected on the educator's record on report LST 2003.*
- 310 E     Message: Category and Increment must occur together.  
          Default: Set Category and Increment to blank.  
          Consequences: Educator not paid according to salary grid and may not be included in average salary for the district.
- 311 E     Message: Category/Increment not in salary grid for this district. Please also refer to report GRD 2003.  
          Default: Set Category and Increment to blank.  
          Consequences: Educator not paid according to salary grid and may not be included in average salary for the district.
- 312 I     Message: Category/Increment missing for educator position code reported in one of the following teaching positions:  
          "0" (Regular Teachers not receiving administrative allowances)  
          "2" -"7" (Board Office Based Teachers)  
          "10" (School Based Teachers - Department heads)  
          "11" (School Based Teachers - Regular teachers receiving administrative allowances other than Department Heads).  
          Default: No change.  
          Consequences: Educator not paid according to salary grid and may not be included in average salary for the district.
- 313 E     Message: % Full Time not numeric.  
          Default: Set % Full Time to 100.00%.  
          Consequences: Educator is counted as one FTE.
- 315 E     Message: Basic Salary not numeric.  
          Default: Set Basic Salary to zero.  
          Consequences: Educator salary may reduce average salary for district.

- 316 E Message: Basic Salary is \$0.  
Default: No change.  
Consequences: Educator salary may reduce average salary for district.
- 317 I Message: FTE basic salary (converted to a full FTE) is not equal to the salary grid.  
Default: No change.  
Consequence: Educator may not be included in average educator salary calculations.
- 318 E Message: Administrative allowance is not numeric.  
Default: Administrative allowance is set to zero.  
Consequences: No administrative allowance counted for this educator.
- 319 I Message: Administrative Allowance is \$0 for position code "10" (Department Head), or "11" (Regular Teacher receiving administrative allowance other than Department Head).  
Default: No change.  
Consequences: Administrative allowances may be incorrectly stated for the district.
- 320 I Message: Administrative Allowance indicated for a regular teacher position code "0".  
Default: No change.  
Consequences: Administrative allowances may be incorrectly stated for the district.  
*This warning message indicates that a non-administrator is receiving an administrative allowance. If the administrative allowance is correctly reported, the position code may be incorrect. Alternatively, "other" allowance may be the correct allowance category.*
- 321 E Message: Isolation Allowance not numeric.  
Default: Set Isolation Allowance to zero.  
Consequences: Total educator salary will not include an isolation allowance.
- 322 E Message: "Other Allowances" not numeric.  
Default: Set "Other Allowances" to zero.  
Consequences: Total educator salary will not include an "other allowance".
- 323 E Message: Total Salary not numeric.  
Default: Change Total Salary to equal sum of Basic Salary and all allowances.  
Consequences: Total educator salary may be incorrect.

- 324 E     Message: Total Salary does not equal the sum of the Basic Salary and all allowances.  
Default: Change Total Salary to equal sum of Basic Salary and all allowances.  
Consequences: Total educator salary may be incorrect.
- 325 E     Message: Administrative Allowance reported without Category and Increment.  
Default: Administrative Allowance combined with basic salary.  
Consequences: Administrative Allowances may be incorrectly stated for district.
- 326 E     Message: Same SIN reported for another educator on 2003 (different Surname).  
Default: Delete 2003 information for both educators.  
Consequences: Educators not included in any calculations.
- 327 I     Message: Educator with same SIN and Surname on Form 2003 in another district.  
Default: No change.  
*This message is informational. If the educator is in fact in your district, please contact the District Contact person in the other district, to ensure they have not reported the educator erroneously. If the educator is not in your district, please delete the record from report LST 2003.*
- 340 E     Message: Missing SIN. Temporary SIN generated.  
Default: Delete 2003 information.  
Consequences: Educator will not be included in any calculations.
- 341 E     Message: Educator already on a 2003 in this district (same SIN, Special Case indicator not blank on both).  
Default: No change.  
*This message will only occur if an educator is reported more than once. If the special case codes are the same, or if at least one of the special case codes is "X", an error has been made and must be fixed.*
- 342 E     Message: Name on Form 2003 is not the same as Name of Form 2001.  
Default: Use Name on Form 2003.  
*These will be reported on "Report Name Mismatch".*