Staff Management Reporting Responsibilities

Typically, a Local Education Agency (LEA) is responsible for reporting data elements outlined in the NJSLEDS Staff Management Handbook on all staff members. The LEA, which in most cases is the district, holds the responsibility for the staff member's employment. Below are some examples of scenarios and explanations for reporting various types of staff where the submission data may not be straightforward.

Reporting Scenarios

1. **Any staff members employed within your district by direct hire should be submitted to your Staff Management.**
   - District Employment Begin Date should reflect the date on which the staff member began employment within your district. If a staff member was inactivated for any reason and then returned to your district, you should always report the most recent District Employment Begin Date.
   - District Entry Code is required for all staff members who entered (or re-entered) the district after September 1, 2024.
   - Status must be reported as an 'A' for active if the staff member is currently active in your LEA.
2. **Any staff member employed within your district by contracting (not paid directly, but your LEA is paying another company for their services) should be submitted to your Staff Management.**
   - If your district is subcontracting a staff member to another district, only your district should report the staff member to Staff Management. If your district is receiving a subcontracted staff member from another district, you should not report the staff member to Staff Management.
   - District Employment Begin Date should reflect the date on which the staff member began employment within your district. If a staff member was inactivated for any reason and then returned to your district, you should always report the most recent District Employment Begin Date.
   - District Entry Code is required for all staff members who entered (or re-entered) the district after September 1, 2024.
   - Status must be reported as an 'A' for active if the staff member is currently active in your LEA.
   - Certification Status should reflect a 'Y' for contracted employees if the staff member is a certified teacher, nurse, media specialist, guidance counselor, child study team member, administrator, or psychologist. If the staff member does not hold a position that requires a certificate, then the Certification Status should be reported as an 'N'.
3. **Staff members who are employed by two or more districts should be submitted to Staff Management by each district.**
   - Each district should only report the role(s) in which the staff member is working within their own district.
     - The guidance is slightly different for staff members who are paid by one district to work in another (please see Scenario #4 for details).
   - Although the staff member will be reported by more than one district, a staff member must only have one unique SMID number. Each district reporting the staff member should be using the same SMID number assigned to that

specific staff member. If the SMID number is not known, upload the staff member without the SMID number filled in. NJSLEDS will either automatically assign the correct SMID or put the staff member in an Unresolved category. At that point, you will be able to associate the existing SMID number with your staff member.

- District Employment Begin Date should reflect the date on which the staff member began employment within your district. If a staff member was inactivated for any reason and then returned to your district, you should always report the most recent District Employment Begin Date.
- District Entry Code is required for all staff members who entered (or re-entered) the district after September 1, 2024.
- Status must be reported as an 'A' for active if the staff member is currently active in your LEA.

4. Staff members paid by District A and are sent out to District B are submitted to Staff Management by District A (if District B is paying an invoice to District A).

- District A is responsible for reporting this staff member since they pay the staff member's salary even though they are physically located elsewhere.
- District A should report the CDS Codes of District B in Staff Management for the County, District, and School Code Assigned fields.
- District Employment Begin Date should reflect the date on which the staff member began employment within your district. If a staff member was inactivated for any reason and then returned to your district, you should always report the most recent District Employment Begin Date.
- District Entry Code is required for all staff members who entered (or re-entered) the district after September 1, 2024.
- Status must be reported as an 'A' for active if the staff member is currently active.

5. Substitutes certified by the state and are working in your district in one position for more than 20 days should be submitted to Staff Management.

- District Employment Begin Date should reflect the date on which the staff member began employment within your district. If a staff member was inactivated for any reason and then returned to your district, you should always report the most recent District Employment Begin Date.
- District Entry Code is required for all staff members who entered (or re-entered) the district after September 1, 2024.

6. Staff members who are part-time and paid through lump sums should be submitted to Staff Management by the district paying the staff members.

- These staff members should be submitted to Staff Management with a Purchased Services Job Code: 0001-0045.
- Status must be reported as an 'A' for active if the staff member is currently active in your LEA.
- If these staff members are teaching any course for longer than 20 days in your district, at any point during the school year, they should also be submitted to the Staff Course Roster Submission.

7. Staff members who are out on maternity leave may or may not be submitted to Staff Management.

- The district decides whether the staff member is submitted as inactive or is kept as active in Staff Management.
- If your district decides to inactivate the record, then the Status should be changed to 'I,' and a District Employment Exit Date and a District Employment Exit Reason must be filled in.
- If/when the staff member returns to your district, you should always report the most recent date when the staff member re-enters in the District Employment Begin Date field.

- The District Entry Code is then required for all staff members who re-enter the district after September 1, 2024.

8. **Short-term Per Diem staff members are not to be submitted to Staff Management.**
9. **Staff members who work at a contracted preschool provider location and are not employed by your LEA are not to be submitted to Staff Management.**
10. **Education Services Commissions (ESCs) that send their staff members to work at nonpublic schools should report those staff members with the CDS Codes of their own main office/main building (SchoolCodeAssigned = 000).**
11. **County Special Services School Districts (CSSSD) are responsible for submitting their staff members to NJSLEDS.**
    - District Employment Begin Date should reflect the date on which the staff member began employment within your district. If a staff member was inactivated for any reason and then returned to your district, you should always report the most recent District Employment Begin Date.
    - District Entry Code is required for all staff members who entered (or re-entered) the district after September 1, 2024.
    - Status must be reported as an 'A' for active if the staff member is currently active in your LEA.
12. **Approved Private Schools for Students with Disabilities (APSSD) are responsible for submitting their staff members to NJSLEDS.**
    - District Employment Begin Date should reflect the date on which the staff member began employment within your district. If a staff member was inactivated for any reason and then returned to your district, you should always report the most recent District Employment Begin Date.
    - District Entry Code is required for all staff members who entered (or re-entered) the district after September 1, 2024.
    - Status must be reported as an 'A' for active if the staff member is currently active in your LEA.