

Staff Submission FAQs

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1. Question: Why are we being asked to submit personnel to this collection?

Answer: Federal requirements have not changed; New Jersey is improving its adherence to these requirements. Districts have always been expected to submit this information, including data for purchased services. Please review the Frequently Asked Questions in EDFacts report specifications FS059 and FS070 for more details.

2. Question: Do we need to submit the same personnel to Staff Submission that we have submitted to SMID Management?

Answer: Yes, all active staff captured on the Fall SMID Snapshot should be reported to the official Staff Submission. Please note changes made to SMID Management after the Fall SMID Snapshot will not be considered in the Staff Submission.

3. Question: Do we need to submit the same data for contracted personnel that we submit for payroll employees?

Answer: Yes, however there are a few differences. Salary is not required for contracted employees (i.e., bus drivers, etc.). Please refer to requirements outlined in the Staff Submission Data Handbook for fields applicable only to certified staff. Data elements like Salary, Highest Education, etc. are required for certified instructional staff and not contracted services. Staff members such as bus drivers, crossing guards, or any staff submitted with a job code of 0100 or less do not need submit this information.

4. Question: Should experience in a nonpublic setting be included in the fields for the data elements Years Of Prior Experience, Years In LEA, and Years In NJ?

Answer: Nonpublic school experience may be included for APSSD submitters only. For all other submitters, only public school experience should be reported.

5. Question: How do I calculate Years of Prior Experience for staff?

Answer: A staff member's Years of Prior Experience should be determined at the local level. When making this determination, consider the quantity of accumulated credits/ hours that your LEA considers equivalent to at least one year of experience. For example, if a staff member has worked part-time for 4 years, your LEA may consider this staff member as only having 2 years of experience based on the number of hours/credits this staff member has accumulated.

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6. Question: Is the Age Group Taught element applicable only to teachers?

Answer: No, this element applies to all staff members who serve special education students. If the staff member works with more than one age group, report the most frequently worked with age group.

7. Question: How do I resolve an Out-of-Sync record?

Answer: The Out-of-Sync Records page displays staff records that are active in SMID Management that have not yet been submitted to Staff Submission. Report the staff record to the Staff Submission, to remove them from Out-of-Sync Records.

8. Question: During an Official Submission Period, my data is uploaded to the Staff Submission but NJ SMART will not let me Certify with Errors, why is this?

Answer: The Certify with Errors button will become enabled if the only Errors that exist correspond to the combination of the LSID, SMID, First Name, Last Name, and Date of Birth not matching the record in SID Management. **All** other Errors must be resolved otherwise you will be unable to Certify your Staff Submission.

If LEAs do not certify and release submissions by the Official Submission deadline, the Submission will be captured, submitted to NJDOE and marked as late. We highly recommend utilizing the practice period to prevent this situation.

9. Question: Assume the following scenario: District A pays a lump sum for their part-time administrators, payroll employees, and others. This prevents the district from determining individual salaries as a result. How should staff members be reported in this instance?

Answer: Staff members that are part-time and paid through lump sums should be submitted with Purchased Services Job Codes in Staff Submission. Salary information is optional when these codes are provided. If a district submits salary information for staff members with these codes filled in, they must input a Full Time Equivalency amount that indicates their part-time status (less than 1.00).

10. Question: How do I identify staff members that work in multiple assignments and/or locations?

Answer: If a staff member fulfills multiple roles and/or works in multiple locations, additional data must be provided for that role or location separately for the following elements that are repeated 6 times in the file submitted to NJ SMART:

- CountyCodeAssigned
- DistrictCodeAssigned
- SchoolCodeAssigned
- FullTimeEquivalency
- JobCode
- JobCodeSubcategory
- AgeGroupTaught
- CredentialType
- TeacherPrep

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Revision History

Date	Comment
August, 2021	<ul style="list-style-type: none"> Updated ED Facts specifications in Question #1. Added Question #10 to provide guidance on reporting staff that work in multiple roles or locations.
December 27, 2019	<ul style="list-style-type: none"> No changes for the 2020-2021 SY.
March 4, 2019	<ul style="list-style-type: none"> No changes for the 2019-2020 SY.
July 23, 2018	<ul style="list-style-type: none"> Removed question: How may I determine number of classes taught in settings such as elementary classrooms in which one teacher is responsible for teaching multiple subjects to the same group of students? Number of Classes Taught is determined by the student composition and not the number of subjects taught by a teacher. A teacher responsible for teaching multiple subjects to only one group of students would have a value of 1 for the Number of Classes Taught field.
April 16, 2018	<ul style="list-style-type: none"> Revision History added to document.