REPORTING REQUIREMENTS FOR SCHOOL EMPLOYERS: GUIDE TO PROVIDING INFORMATION TO NJDOL

The information below will help you properly fill in all the required fields in our reporting spreadsheet.

Section A, rows 1 through 8

C2 Fein: Enter full Federal Employer Identification Number without dashes in cell D2.

C3 Name of School: Enter information in cell D3.

E2 Contact Name: In cell F2, enter name of person to contact for additional information if needed.

E3 Phone: Enter information in cell F3.

E4 Email: Enter the email address in cell F4 you would like us to use to request additional information if needed.

G2 Name: Enter the name of the person completing/authorizing this information in cell H2.

G3 Title: Enter the title of the person completing this information in cell H3.

G4 Date: Enter the date the form is completed in cell H4.

Please check the box in G5 to certify.

C5 What was the last day of the academic year or term: In cell D5, the last day students were in attendance (mm/dd/yy).

C6 What is the first day of the next academic year or term: In cell D6, the date students first return to class.

C8 Is your facility classified as an "educational institution" which is approved to operate as a school by the State Department of Education: Enter Yes or No in cell D8.

C9 Is your facility for-profit: Answer Yes or No in cell D9.

Section B Columns A11 through N11

List each employee under "Name of Employee" on the worksheet and answer the questions in columns B-N as appropriate; only complete columns J-M if the answer to I is "No").

Column B - Please include the full SSN for each employee in the ###-##-#### format *(with dashes)*.

Column C - The official job title of the employee listed in Column A

Column D - Type of employment: Enter Year-round if the employee works 12 months of the year, enter 10 month (for example teachers) if the employee only works 10 months of the year or enter either Daily, Substitute, Hourly, Stipend or Other for all other types of employment. If Other, please explain in Column N.

Column E - Enter the date the employees last physically reported to school to work.

Column F - Enter June 30th if the employee was actually paid through June 30th (end of contract). Enter last day of work if the employee was only paid through the last day of work.

Column G - If your facility is a Pre-School did this employee work in an Abbott, State Mandated Classroom or Expansion District Classroom? (Yes, No, N/A): If your facility is a pre-school, please answer 'yes' or 'no' as applicable. If your facility is **not** a pre-school, please answer 'n/a'.

Column H - Has any school official informed the employee that they will/may be working for you on a regular or substitute basis during the next academic year or term? (Yes/No): Please answer 'yes' or 'no' as applicable. If the employee has not or will not be offered a position for the upcoming academic year or term, please answer 'no'.

Column I –-Is the position and salary the same or greater than the last term? (Yes/No): If your answer to this question is 'no', please answer columns J – M. If your answer to this question is 'yes', please only answer column N.

Column J – Title of position offered: List the official title of the employee's position for the upcoming academic year or term. (i.e., 4th Grade Science Teacher, Administrative Assistant, Bus Driver, etc.)

Column K – Is the salary offered for the next term less than 90% of that earned previously? (Yes/No): Confirm via 'yes' or 'no' response if gross annual or contractual salary for the upcoming academic year or term is less than 90% of the employee's gross salary in the previous academic year or term.

Column L – Was the employee informed orally or in writing (please specify - e.g. letter, source of oral or written notification): Describe how the employee was notified/offered the position for the upcoming academic year or term.

Column M – What is the date of the oral or written notification: Report date format as follows: MM/DD/YY. Please do not use dashes or asterisks in this field.

Column N – Reason for separation and other comments: List reason for separation and any other pertinent information you feel necessary in this field. Reason for separation can include, but is not limited to, reduction in force and/or lack of work, discharge, voluntary leaving.