


# grade_reporting_look_up_staff_id

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Do one of the following depending on whether the district uses staff IDs or social security numbers (i.e., the setting for **Student Applications Staff ID** on Registration > Maintenance > District Profile > District Maintenance > Control Info):

**NOTE**: Employees are only included in the directory if they have an employment date (original employment date or latest re-employment date) in Personnel. If an employee does not have an employment date in Personnel or if the employee has a termination date that is greater than their latest employment date, then the employee is not included in the directory.

• If the field is still set to *SSN*, type the instructor's social security number.

• If the field is set to *Employee Number*, but the employee demographic table does not exist in the Personnel application, type the instructor's employee number.

• If the field is set to *Employee Number*, and the employee demographic table contains employee number information, you must click ⋮ to select an instructor's employee number.

In the ellipsis directory, instructors are retrieved from Personnel for both the current year and next year.

Next year instructors are only listed in the ellipsis directory if the following conditions are met:

• The employee record contains a staff ID, date of birth, and gender.
• The employee exists in the next year Personnel records and in a next year pay frequency.
• The employee is employed through at least the first day of the next school year.
• The employee is assigned a pay type and primary job code, and is contracted through at least the first day of the next school year.

If you change a staff ID on this page, the staff ID will be changed across all applications and campuses. Principal/counselors who are also instructors will only have one staff ID.

If you have run the Set Staff ID to Employee Number utility, and an employee needs to have a temporary login (e.g., for TeacherPortal), you can assign him a temporary staff ID by selecting the **Create Temp Staff ID** field and clicking **Search**. The next available temporary staff ID (T followed by five digits) is displayed. Click the number to assign it to the employee.


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