grade_reporting_look_up_staff_id

Table of Contents

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.

Back Cover