



## Import Staff File



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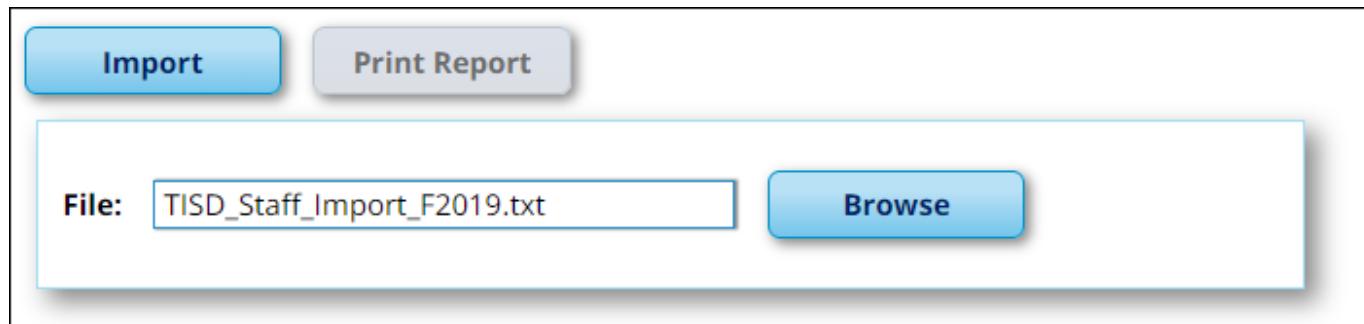


# Import Staff File

**State Reporting > Utilities > Import Staff File**

**This utility is for Student-only districts.**

This utility imports basic staff demographic data to be used for the TSDS PEIMS Staff Interchange records (i.e., to join the unique staff ID with a teacher/staff record). Districts that do not use TxEIS Business applications can import staff demographic data to be used for the TSDS Staff Interchange records. The import adds “non-employee” data to HR that will be read by the extract, along with data from TxEIS Grade Reporting. **This utility must be run before running the staff extract.**



The screenshot shows a user interface for importing a staff file. At the top, there are two buttons: 'Import' (highlighted in blue) and 'Print Report' (gray). Below these is a file selection input field containing the text 'TISD\_Staff\_Import\_F2019.txt'. To the right of the input field is a 'Browse' button. The entire interface is contained within a light gray box.

## File layout

The utility accepts data from a comma-delimited text or CSV file (e.g., provided by a third-party business application vendor) and inserts the records into HR tables which allows you to maintain this data in the ASCENDER TSDS application.

The values must be inserted in this order:

| Field           | Validation  |
|-----------------|---|
| Unique staff ID | Must be ten digits.   |
| Staff ID/SSN    | Must be nine digits. Required.<br>First character must be S or 0-8.<br>First three characters must not be 000.<br>Middle characters (3rd-4th digit) must not be 00.<br>Last four characters must not be 0000.<br>First seven characters must not be the same. |
| Last Name       | Required  |
| First Name      | Required  |
| Middle Name     | Required  |
| Gender          | One character (M or F)  |

| Field                                 | Validation   |
|---------------------------------------|--|
| Legal Generation                      | One character<br><br>1 = Jr<br>2 = Sr<br>3 = II<br>4 = III<br>5 = IV<br>6 = V<br>7 = VI<br>8 = VII<br>9 = VIII<br>A = I<br>B = IX<br>C = X |
| DOB                                   | Required; format YYYYMMDD  |
| Hispanic Ethnicity                    | One character (Y or N)   |
| Race American                         | One character (Y or N)<br><br>At least one race indicator is required.   |
| Race Asian                            | One character (Y or N)   |
| Race Black                            | One character (Y or N)   |
| Race Native Hawaiian Pacific Islander | One character (Y or N)   |
| Race White                            | One character (Y or N)   |
| Highest Degree                        | One character<br><br>0 = No Bachelor's<br>1 = Bachelor's<br>2 = Master's<br>3 = Doctorate  |
| Prior Teach Experience                | Two characters, values 0-99  |
| Original Emp Date                     | Format YYYYMMDD  |
| Term Date                             | Format YYYYMMDD  |

Example:

0133884198,422514579,Bacon,Jason,Donald,M,1,19801023,N,Y,N,N,N,Y,1,10,20150801,20200101  
 0133884199,422514563,Hannover,Renee,Keen,F,1,19601024,N,Y,N,N,N,Y,1,12,20150801,20200104  
 0133884189,422514549,Nimitz,Clark,Mason,M,1,19701022,N,Y,N,N,N,Y,1,15,20150801,20200105  
 0133884179,422514769,Hernandez,Joe,Lee,M,1,19811028,N,Y,N,N,N,Y,1,10,20150801,20200106

## Import data:

**File** Click **Browse** to locate and select the file to import.

Click **Import**.

The results of the import are displayed, including a count of records with errors, and total records read, updated, and imported.

|                     |  |
|---------------------|--|
| <b>Print Report</b> | <p><a href="#">Print the error report</a>. If errors occurred, the line number in the file will correspond to the record that caused the error.</p> <p><b>Review the report using the following buttons:</b></p> <p>Click  to go to the first page of the report.<br/>Click  to go back one page.<br/>Click  to go forward one page.<br/>Click  to go to the last page of the report.</p> <p><b>The report can be viewed and saved in various file formats.</b></p> <p>Click  to save and print the report in PDF format.<br/>Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.<br/>Click  to close the report window. Some reports may have a <b>Close Report</b>, <b>Exit</b>, or <b>Cancel</b> button instead.</p> |
|---------------------|--|



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