


# 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 ASCENDER 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 ASCENDER Grade Reporting. **This utility must be run before running the staff extract.**

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) |
| 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 |

| Field | Validation |
|---|---|
| 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.

| | |
|---|---|
| **Print Report** | Print the error report. If errors occurred, the line number in the file will correspond to the record that caused the error.<br><br>**Review the report using the following buttons**:<br><br>Click First 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 Last to go to the last page of the report.<br><br>**The report can be viewed and saved in various file formats**.<br><br>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 **Close Report**, **Exit**, or **Cancel** button instead. |


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