Staff Member ID Extract (New Jersey)

Last Modified on 03/11/2024 8:44 am CDT

Report Logic | Non-Binary Gender Reporting | Report Editor | Generate the Report | Staff Member ID Extract Layout | Employment Related Codes

Tool Search: Staff ID-SMID

The Staff Member ID Extract reports demographic information on staff members who are actively employed or were actively employed for at least one day during the defined reporting period.

Staff Member ID Extract Editor

Report Logic

Staff members are reported when actively employed or employed for at least one day during the reporting period start and end date. Actively employed staff members do not have an end date on the employment record.

District Employment - End Date

The following fields have additional logic:

Certification Status, Field 18

- If the **Credential Type** is LC (Licensure/Certificate) a Y value is reported.
- When the Certification Status is Yes, the staff member must have a Social Security number also reported.

Status (Field 19)

- If no District Employment End Date, A is reported (A=Active)
- If there is a District Employment End Date, I is reported (I=Inactive)

District Entry Code (Field 21)

- A District Entry Code is mandatory for all staff members who begin employment in the district after September 1, 2011.
- A validation is added to the Employment Start Date field

District Employment Exit Date (Field 22)

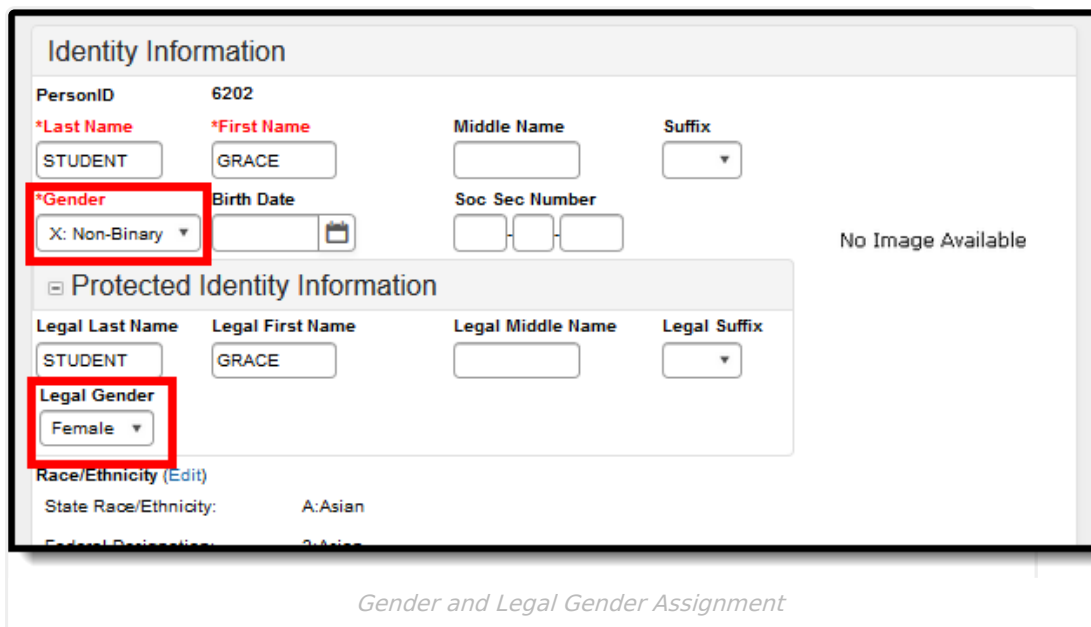- If an employment record is ended (Exit Date field has a value), an Exit Reason is required.

Non-Binary Gender Reporting

Schools can assign students a gender of M: Male, F: Female or X: Non-binary. This is done on the Identities and/or the Demographics tools. **While New Jersey accepts a non-binary gender for state reporting, federal reporting standards do not. Keep this in mind for any federal reporting pulled from Infinite Campus data.**

State Reporting Extracts use the Legal Gender field included in the Protected Identity Information to report student identity information.

To properly record a gender of X:Non-Binary on the Identities tab:

1. Assign the **Gender of X:Non-Binary** in the standard identify fields.
2. Assign the **Protected Identity Information Legal Gender** field to either M: Male or F: Female.
3. Save the record when finished.

Gender and Legal Gender Assignment

Report Editor

The following fields are available:

Extract Option	Description
Reporting Period Start Date	First day included in the extract. Active staff members on this date are included. Dates are entered in *mmddyy* format, or use the calendar icon to select a date.

Extract Option	Description
Reporting Period End Date	Last day included in the extract. Active staff members on this date are included. Dates are entered in mmddyy format, or use the calendar icon to select a date.
Format	Determines how the extract is displayed. Options are HTML and State Format (CSV with header). Use the HTML option to review data prior to submitting to the state. Use the State Format when submitting data to the state.

Generate the Report

1. Enter the **Reporting Period Start Date**.
2. Enter the **Reporting Period End Date.**
3. Select the desired **Format**.
4. Click the **Generate Extract** button.

	A	B	C	D	E	F	G	H	I	J	K	L	M	
1	LocalStaffIdentifier	StaffMem	SocialSecurityNumber	NamePref	FirstNam	MiddleNa	LastName	Generatio	FormerNa	Sex	DateOfBir	Ethnicity	RaceAmer	R
2	1234		987654321		RICHARD		STAFF			M		N	N	N
3	5678		123456789		KIMBERLY		STAFF			F		N	N	N
4	2345		234567890		SANDRA		STAFF			F		N	N	N
5	6789		876543210		IMAN		STAFF			F		N	N	N
6	3456		345678901		ALISON		STAFF			F		N	N	N
7	7890		765432109		LIGIA		STAFF			F		N	N	N
8	4567		456789012		JESSICA	M	STAFF			F		N	N	N
9	8901		654321098		MINDY		STAFF			F		Y	N	N
10	1233		567890123		NATALIE		STAFF			F		N	N	N
11	2234		543210987		SAADIKA		STAFF			F		N	N	N
12	2344		678901234		BARBARA	ANN	STAFF			F		N	N	N
13	3345		432109876		SHARON		STAFF			F		N	N	N
14	4456		789012345		ANNA		STAFF			F		N	N	N
15	5567		321098765		JAMES		STAFF			M		N	N	N
16	5667		890123456		MELISSA		STAFF			F		N	N	N
17														

Staff Member ID Extract - HTML

Staff ID - SMID Records:544

LocalStaffIdentifier	StaffMemberIdentifier	SocialSecurityNumber	NamePrefix	FirstName	MiddleName	LastName	Generation
1234		234567890		RICHARD		STAFF	
9876		123456789		KIMBERLY		STAFF	
2345				SANDRA		STAFF	
8765				IMAN		STAFF	
3456				ALISON		STAFF	
				LIGIA		STAFF	
7654				JESSICA	M	STAFF	
4567				MINDY		STAFF	
				NATALIE		STAFF	
6543				SAADIKA		STAFF	
5678				BARBARA	ANN	STAFF	
5432				SHARON		STAFF	
7890				ANNA		STAFF	
4321				JAMES		STAFF	
8901				MELISSA		STAFF	
3210				PETER		STAFF	

Staff Member ID Extract - State Format (CSV with header)

Staff Member ID Extract Layout

▶ Click here to expand...

Employment Related Codes

▶ Click here to expand...