Staff Attendance Import (Massachusetts)

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The Staff Attendance Import allows you to mass import staff actual and expected attendance data generated from the Staff Attendance Extract or a compiled CSV file matching all import file format requirements.

Staff Attendance Import Editor

Importing a File

1. Click **Browse** to select a file to be imported. **The file MUST match the column order defined in the Upload Layout table below and cannot include any additional columns.**
2. Once a file is chosen, click **Upload** to import the file. A report will generate indicating how many records were successfully imported and any errors which occurred based on incorrect or null data.

Validations/Errors

If data cannot be uploaded properly, the import file generates an error report describing why each record could not be uploaded. Expand the table below to view each possible validation/error.

▶ Click here to expand...

Upload Layout

Element	Description	Type, Format, and Length	Campus UI and Database Location

Element	Description	Type, Format, and Length	Campus UI and Database Location
PersonID	Internal database identifier Value must match for import to occur, otherwise an error is generated.	Numeric	Census > People > Demographics > Person ID Person.personID
StaffStateID	Indicates MEPID given by state	Alphanumeric	Census > People > Demographics > Staff State ID Person.staffStateID
LocalStaffID	Indicates local ID given by district	Alphanumeric	Census > People > Demographics > Local Staff Number Person.staffNumber
LastName	The staff member's last name.	Alphanumeric, 50 characters	Census > People > Demographics > Person Information > Last Name Identity.lastName
MiddleName	The staff member's middle name.	Alphanumeric, 50 characters	Census > People > Demographics > Person Information > Middle Name Identity.middleName
FirstName	The staff member's first name.	Alphanumeric, 50 characters	Census > People > Demographics > Person Information > First Name Identity.firstName

Element	Description	Type, Format, and Length	Campus UI and Database Location
EmploymentID	Internal database Identifier. Value must match for import to occur.	Numeric	Census > District Assignment > Primary District Assignment HR: Human Resources > Personnel > Personnel Master > Work Assignments EmploymentAssignment. assignmentID
StaffExpected Attendance	Indicates staff person's expected attendance for the school year. If null, receive error If value is a decimal, receive error	Numeric	Census > District Assignment > Staff Expected Attendance HR: Human Resources > Personnel > Personnel Master > Work Assignments > Work Assignment Editor > Work Assignment Detail > Payroll Information > Expected Attendance Employment. expectedAttendance

Element	Description	Type, Format, and Length	Campus UI and Database Location
StaffActual Attendance	Indicates staff person's actual attendance for the school year. If null, receive error If value is a decimal, receive error	Numeric	Census > District Assignment > Staff Actual Attendance HR: Human Resources > Personnel > Personnel Master > Work Assignments > Work Assignment Editor > Work Assignment Detail >Payroll Information > Actual Attendance Employment. actualAttendance HR: EmploymentAssignment. actualAttendance

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