

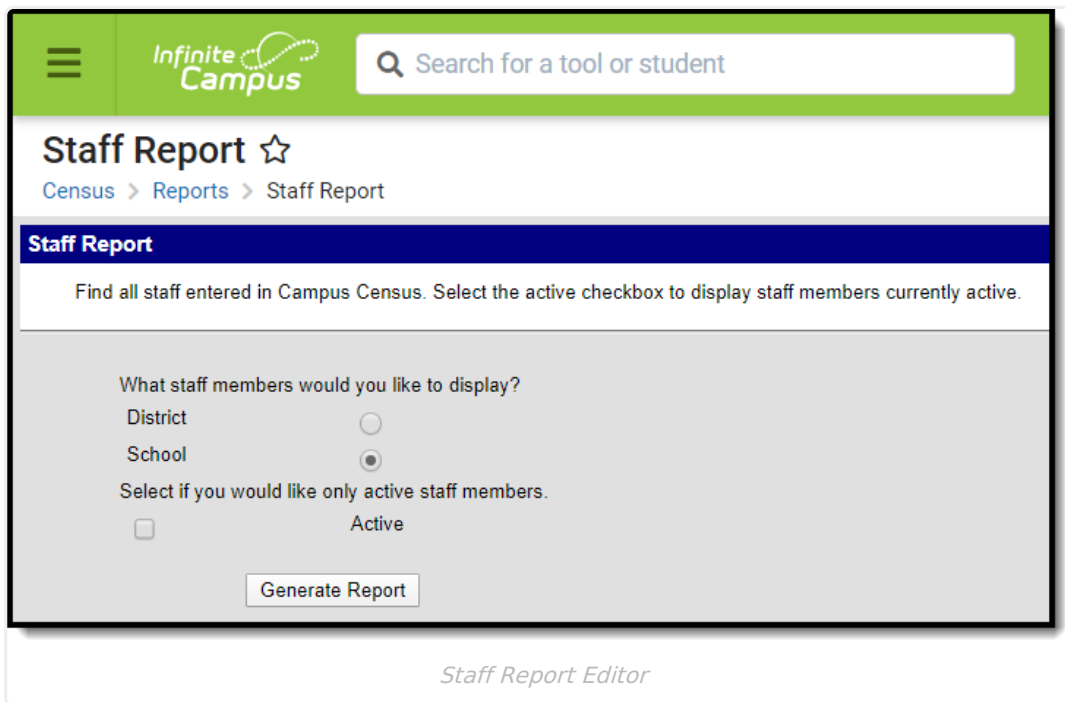
Staff Report

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Tool Search: Staff Report

This Staff Report provides a list of all staff members (based on employment records) entered in Campus. This report looks at district employment and district assignment records in the [Census](#) module.



The screenshot shows the 'Staff Report Editor' interface. At the top, there is a green header with the Infinite Campus logo and a search bar. Below the header, the page title is 'Staff Report' with a star icon, and a breadcrumb trail reads 'Census > Reports > Staff Report'. A blue bar contains the title 'Staff Report'. Below this, a grey box contains the instruction: 'Find all staff entered in Campus Census. Select the active checkbox to display staff members currently active.' The main content area is titled 'What staff members would you like to display?' and includes two radio button options: 'District' (unselected) and 'School' (selected). Below this is a checkbox labeled 'Active' which is currently unchecked. A 'Generate Report' button is located at the bottom of the form area. The text 'Staff Report Editor' is centered below the form.

Generate the Staff Report

1. Select **District** or **School** employees to display on the report.
2. Mark the **Active** checkbox to only include active staff on the report. To include all staff members, regardless of an end in employment, leave the checkbox empty.
3. Click the **Generate Report** button. The PDF report displays the staff member's name, start and end date, how long the person has been teaching, etc.

| High School 4321 109th Ave NE AnyTown, MN 55409 | | Staff Member List | | | | | | Page 1 of 13 Generated: 07/11/2016 01:04:50 PM | | | |
|---|--------------|-------------------|-------------|------------------|-----------------|---------------|----------------|---|--------|-----------|------------|
| Name | Staff Number | SSN | License Num | Dist. Start Date | Sch. Start Date | Sch. End Date | Years Teaching | Title | Assign | Seniority | Edu. Level |
| Staff, Asher | 123456 | | | 07/01/2015 | 07/01/2015 | | 1.0 | Teacher | Yes | | |
| Staff, Barbara | 234567 | | | 04/01/2015 | 04/01/2015 | | 1.3 | Teacher | Yes | | |
| Staff, Charles | 345678 | | | 08/13/2012 | 08/13/2012 | | | Staff | No | | |
| Staff, Diana | 456789 | | | 11/09/2015 | 11/09/2015 | | | Staff | No | | |
| Staff, Everett | 567890 | | | 03/10/2014 | 03/10/2014 | | | Staff | No | | |
| Staff, Francine | 678901 | | | 08/30/1994 | 08/15/2014 | | | Staff | No | | |
| Staff, George | 789012 | | | 08/27/2012 | 08/19/2013 | | | Staff | No | | |
| Staff, Heather | 890123 | | | 08/19/2013 | 08/19/2013 | | | Staff | No | | |

Staff Report Print - PDF

Report Layout

| Data Element | Description | Campus Interface Location |
|-------------------------------|--|--|
| Name | Reports the Last Name, First Name, Middle Initial of the staff person in alphabetical order. | Census > People > Identities > Identity Information |
| Staff Number | Reports the locally assigned number of the staff person. | Census > People > Demographics > Person Identifiers > Local Staff Number |
| Social Security Number | Reports the Social Security number of the staff person. | Census > People > Identities > Identity Information > Soc Sec Num |
| License Number | Reports the license number of the staff person. | Census > People > District Employment > License Number |
| District Start Date | Reports the date the staff person first began employment at the district. | Census > People > District Employment > Start Date |
| School Start Date | Reports the date the staff person first began the assignment at a particular school. | Census > People > District Assignment > Start Date |
| School End Date | Reports the date the staff person ended the assignment at a particular school. | Census > People > District Assignment > End Date |

| Data Element | Description | Campus Interface Location |
|------------------------|---|---|
| Years Teaching | Reports the number of years the staff person has been teaching. This is a calculated value based on the staff person's school start date and the date on which the report was generated. | N/A |
| Title | Reports the assigned title of the staff person. | Census > People > District Assignment > Title |
| Assign | Reports a value of Yes or No, based on whether the staff person is marked as Teacher (Yes) or not (No). A value of Yes reports when the Teacher checkbox is marked on the District Assignment. A value of No reports when the Teacher checkbox is not marked. | Census > People > District Assignment > Teacher |
| Seniority | Reports the staff person's seniority level. | Census > District Employment > Seniority |
| Education Level | Reports the staff person's level of education. | Census > District Employment > Education |