

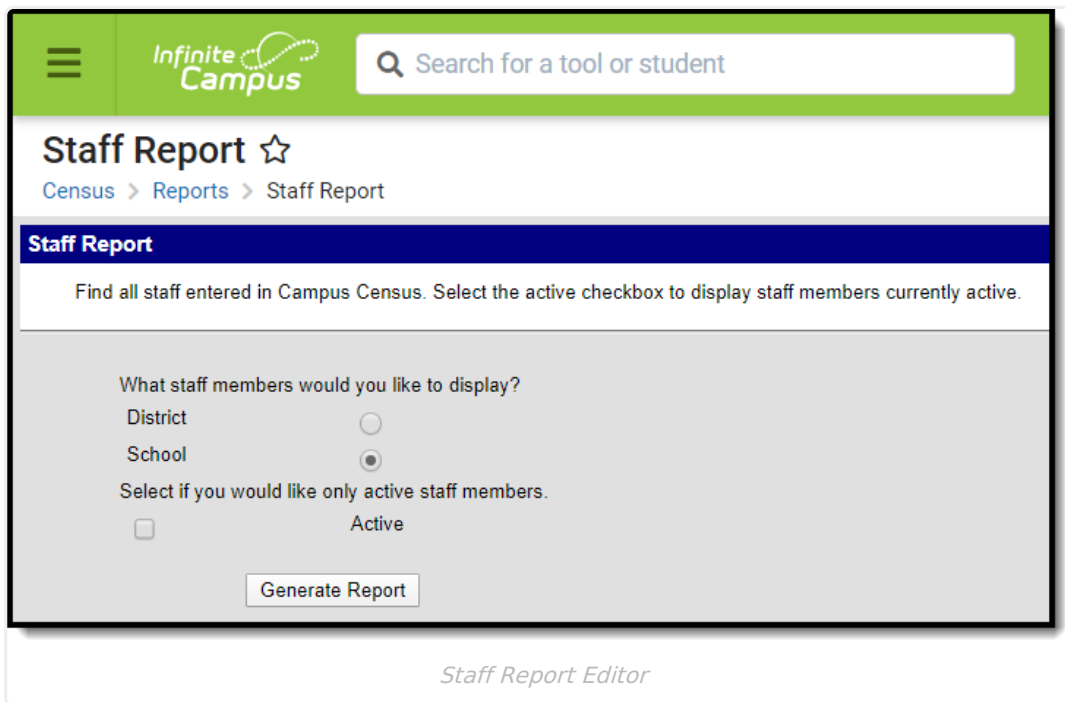
Staff Report

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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.



Staff Report ☆

[Census](#) > [Reports](#) > [Staff Report](#)

Staff Report

Find all staff entered in Campus Census. Select the active checkbox to display staff members currently active.

What staff members would you like to display?

District

School

Select if you would like only active staff members.

Active

Staff Report Editor

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