Staff State ID

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Staff State IDs can be generated automatically. A Staff State ID is a unique state number assigned to individuals employed by a school, district, and/ or state Department of Education operating within a Campus State Edition product. The Staff State ID is generated in a manner similar to Student State IDs.

- When the Staff State ID option is enabled (by request), the State database can assign staff members a Staff State ID for identification purposes. The State Staff ID is stored in both the district and state databases. It allows a staff member's pertinent district-level information to sync to the state edition.
- If district staff members already have existing Staff State IDs, they may be imported or manually entered into the system during the initial conversion. After Staff State ID generation is enabled, manual entry is not possible.
- When a Staff State ID is assigned to a staff member, it remains with that person throughout their career in that state. At the district level, users may use the Staff Locator to search the state database for the staff member if they have transferred jobs within the state.

Basic Staff State ID Information	
User Interface Location	*Census > People > Demographics tab > Person Identifiers editor >* **Staff State ID field**
Database Location	**person.staffStateID**
Ad hoc Location/Name	*Ad Hoc Reporting > Filter Designer > Create New Filter Using the Query Wizard option > Census/Staff Filter option* *Person > Demographics >* **StaffState ID**

Assign Tool Rights

Tool Search: Tool Rights

Users need the proper user security tool rights to set preferences and to view and/or operate Staff State ID-related tools. Infinite Campus recommends creating user groups with defined tool rights. Individual users should be added to the user group(s) to which their duties correspond. Assigning tool rights per individual is NOT recommended.

The following tool rights areas are related to Staff State IDs. Users/groups should ONLY be assigned tool rights related to their duties.

Census Tool Rights

In the *Census > People* area, the following tool rights are related to Staff State IDs:

- ***Census > People > District Employment*** – Creating or saving a district employment record is a trigger for Staff State
  ID generation. If the user should be adding/modifying staff information, they should have full **RWAD** rights to this tab.
- ***Census > People > District Assignment*** – Rights to this area are optional. Users may find it useful to view district assignment records (**R** rights).
- ***Census > People > Demographics > State Staff ID*** - This right allows users to view staff IDs. **R** rights provide full access.

Staff Locator Tool Rights

In the *Census* area, the **Staff Locator** tool right allows users to search for staff members. Only **R** rights are necessary to access the full functionality of this tool.

System Preferences Tool Rights

In the *System Administration > Preferences* area, the **System Preferences** tool right allows users to view system preferences related to State Staff ID generation. Only **R** rights are necessary to these rights, as they are grayed out at both the district and state levels.

Modification of the system preferences related to Staff State ID is only possible through collaboration with Infinite Campus Support. Please refer to the following sections for more information.

System Preferences

To use the Staff State ID functionality, a user must be working at the district or state level within a Campus State Edition product. The hosting element needed for the use of Staff State IDs must be enabled by Infinite Campus staff before the applicable tools display in the user interface.

When Staff State ID functionality is enabled, the state can determine preferences for generating and assigning State Staff IDs. All districts use the same preferences (as determined by the state) and cannot customize State Staff ID generation.
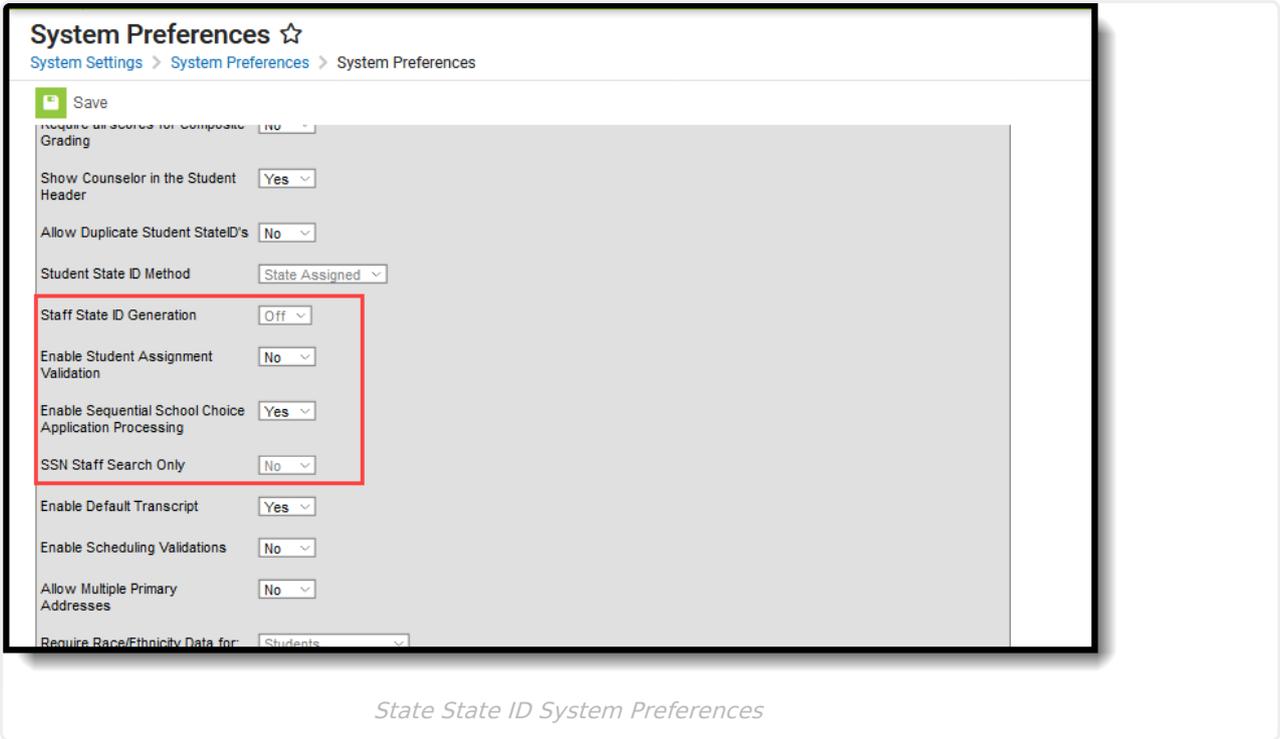
State-Level System Preferences

Tool Search: System Preferences

Staff State ID preferences can only be modified by Infinite Campus Support.

At the state level, four preferences are available for general knowledge: Staff State ID Method, **Staff State ID Window, Display Last Known District in Staff Locator,** and **SSN Staff**

Search Only. The values of these preferences indicate how Staff State IDs are searched and generated.

State State ID System Preferences

The settings for state-level Staff State ID preferences are defined as follows:

Staff State ID Preference	Available Values	Description of Values
Staff State ID method	Off	When displayed, this option indicates Staff State ID generation is NOT enabled for the state or its districts. When set to "Off," no Staff State IDs are automatically generated by the system.
	6-digit windowing sequential with leading zeroes	When displayed, this option indicates that Staff State IDs are generated in numeric order, starting with the number specified in the Minimum field of the Staff State ID Window preference and ending with the number specified in the Maximum field. All ID numbers contain six digits. Zeros are allowed at the start of a number (e.g., 000123).
	6-digit random with leading zeroes	When displayed, this option indicates that Staff State IDs are generated as random six-digit numbers. All ID numbers contain six digits. Zeros are allowed at the start of a number (e.g., 000123).

Staff State ID Preference	Available Values	Description of Values
Staff State ID Window	Min(imum)	The value entered in this field is the first number assigned as a Staff State ID. All subsequent Staff State IDs are generated in numeric order, starting with this number. Numbers that are less than this value are not assigned.
	Max(imum)	The value entered in this field is the last number assigned as a Staff State ID. Staff State IDs do not exceed the value entered in this field.
Display Last Known District in Staff Locator	Yes	When "Yes" is selected, the staff member's last known district displays upon hovering on his/her name in the results returned by the Staff Locator.
	No	When "No" is selected, the staff member's last known district does NOT display upon hovering on his/her name in the results returned by the Staff Locator.
SSN Staff Search Only	Yes	When "Yes" is selected, users can only search for a staff member in the Staff Locator by entering their Social Security number. No other search options are available.
	No	When "No" is selected, users may search for a staff member in the Staff Locator by a variety of identifiers, including first/last name, gender, birth date, middle initial, SSN or Staff State ID.

District-Level System Preferences

Tool Search: System Preferences

Staff State ID preferences can only be modified by members of Infinite Campus Support.

At the district level, two preferences for general knowledge are displayed: **Staff State ID Generation and SSN Staff Search Only.** These preferences show how the Staff State IDs are searched and generated, as decided by the state. Please refer to the table above for definitions of preference values.

Other system preferences shown in this screenshot (not related to Staff State ID) vary by state.

The settings for state-level Staff State ID preferences are defined as follows:

Staff State ID Preference	Available Values	Description of Values
Staff State ID Generation *(determined by the Staff State ID Method field set on the state-level System Preferences tab)*	Yes	When displayed, this option indicates that Staff State ID generation has NOT been enabled at the state or district level. When set to "Off," the system does not automatically generate Staff State IDs.
	No	When selected, this option indicates that Staff State IDs are generated according to the state's chosen method. All ID numbers contain six digits.
SSN Staff Search Only *(determined by the SSN Staff Search Only field set on the state level System Preferences tab)*	Yes	When "Yes" is selected, users can only search for a staff member in the Staff Locator by entering their Social Security number. No other search options are available.
	No	When "No" is selected, users may search for a staff member in the Staff Locator by a variety of identifiers, including first/last name, gender, birth date, middle initial, SSN or Staff State ID.

Staff Locator Wizard

District Edition: When a district using Staff State ID generation hires a new employee, the Staff Locator Wizard must be used to add that person and their district employment record into the Campus database.

State Edition: The Staff Locator Wizard MUST be used to enter new employees in a State Edition. It searches the state-level database for the employee based on the criteria entered by the district. This prevents the creation of duplicate person, employment, and/or Staff State ID records.

Staff Locator Wizard

Enter New Staff Members

Add/Search for Staff Members

1. Enter the data of the new staff member in the required search field(s) of the Staff Locator.

   - The required fields are **Last Name, First Name,** and **Gender** unless the state system preference is set to search only by Social Security number, in which case the user should enter the new staff member's **SSN.**

2. Enter additional search values as applicable.

3. Click **Search**. Matches display in the box if they exist.

If a matching person is not returned by a Staff Locator search (indicating he/she has not been employed at another district within the state), he/she does not have a record at the state level. In this case, the new staff member can be added by clicking the Create New District Staff button.

Matching Staff Members Found

If a person is returned by the search, the state database already contains records for that staff member because they were formerly employed in the state.

The search area displays information on potential matches, including name, Staff State ID, gender, birth date, and the percentage of employment within the district (a value of 100 indicates full-time employment). If the staff member is already employed within the district performing the search, an arrow displays to the left of his/her name.

Hovering over a staff member's information in the search results list displays the last district in the state in which he/she was employed, if the state system preference is set to show this information.
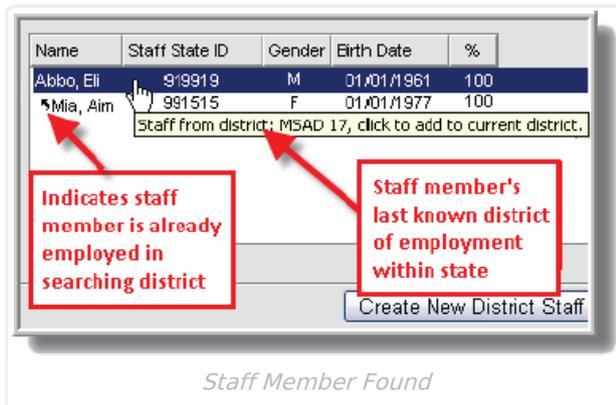
Staff Member Found

The staff member's demographic information can be modified on the next screen, as necessary. The user should click on the matching staff member's name to create a new district employment record for that person. He/she retains the previously assigned Staff State ID.

Upon clicking the Save button, the staff member has a new employment record within the district.

Staff Demographic Information

Fields available in the Employment Information editor vary by state.

Upon clicking **Save**, the system checks whether the staff member has been assigned a Staff State ID. If they are new to the state and do not have a Staff State ID, the state assigns one. Information entered on this screen is saved to the Demographics and District Employment tabs of the new staff member.

After saving, the user is directed to the Demographics tool. The Staff State ID displays in the Person Identifiers editor.

Assign State Staff IDs to Existing People

A Staff State ID must be assigned for the person to be fully recognized as a staff member:

- If the person exists in the district, but has not been assigned a Staff State ID (i.e., has a district employment and/or assignment record).
- If the person exists, but has never been employed by the district or the state (i.e., does not have a district assignment or employment record in the district or state).

Assign State Staff IDs to Existing Staff

As part of the implementation process, Infinite Campus Support can run a script that assigns Staff State IDs to existing staff. To determine who needs an ID, the script identifies people in the state database with an active district employment and/or district assignment record. Those people are assigned a Staff State ID.

Assign State Staff IDs to Existing People Not Currently Designated as Staff

This applies to people in the database who are becoming staff members for the first time and have NEVER had a district employment or assignment record in the state. For example, a parent who is in the database becomes an employee, or a former student returning to the district to teach.

When a user attempts to add a new district employment record for a person who does not have a Staff State ID, a verification window attempts to transfer the user to the Staff Locator:

If the user is employing the person as a staff member, he/she should always allow the transfer to the Staff Locator by clicking **OK**.

> Choosing to ignore the Staff Locator alert by clicking Cancel is NOT recommended, as it creates a new Staff State ID for that staff member without first searching the local or state

databases. When the option to search in the Staff Locator is ignored, and a record is created, duplication issues may occur (e.g., a staff member with multiple Staff State IDs and/or duplicated state records.

Assign Staff State IDs with the Census Import Wizard

Tool Search: Census Import Wizard

This functionality may not be available in all states.

Importing staff data, including the Staff State ID number

1. Set the Import Type to "Staff Demographics."
2. Choose whether or not to end existing assignments, as necessary, by marking/unmarking the End Assignment checkbox.
3. In the Work to Perform field, select the "Load Partial" option.
4. Click Choose File, select the proper file,e and click Upload to add the staff demographic information from the file to the state database.

Census Data Import Wizard

Select an option under "Import Type" to specify what type of data you are uploading.

Select an option under "Work To Perform" to indicate how the file should be processed. There are 3 options:
1. **Validate and Test File** - Only error checking will be performed on the file. A summary report will be generated identifying any errors that were found. No data is imported under this option.
2. **Load Partial File** - Data from the file will **add to or update the current student/staff record** in the AIM system. A summary report will be generated indicating the number of records that were inserted or changed. This option should be used when updating the information on a partial list of students.
3. **Load Complete File** - CAUTION Data imported from this file **will replace all existing data** of this type. A summary report will be generated indicating the number of records that were changed or deleted. This option is useful for deleting any data that was previously entered and replacing it with the contents of the uploaded file.

Import Options

Import Type   Staff Courses ▾

Work to Perform   Validate and Test File ▾

File   [Browse...] No file selected.   [Upload]

Census Import Wizard

Staff State ID Logic

The Staff State ID is assigned to a person upon synchronization of the PersonIdentity object, whether the synchronization occurs automatically or is a manual resync performed by the user.

When demographic information for staff members is imported through the Census > Tools >

Import Wizard, it is initially matched by Staff State ID.

The system checks for and assigns Staff State IDs as outlined in the scenarios of the following sections:

Assign Staff State IDs When Adding New Staff through Staff Locator

When a district adds a new staff member through the Staff Locator tool, the record synchronizes to the state upon saving.

The state recognizes that the record lacks a Staff State ID and generates one in accordance with the state-specified system preferences. A message is sent back to the district with the new Staff State ID. This message is sent as a Campus *personIdentity* message (unless it goes through SIF as a SIF *SIFStaffPersonal* message).

Assign Staff State IDs to Existing Staff via Sync

The Staff State ID is assigned by matching the *personGUID* element between the district and the state. When a sync of the *personIdentity* object occurs, the person is checked for an existing Staff State ID. A sync of the *personIdentity* object may occur naturally via saving a district employment/assignment record for the person, or it may be manually forced via the *System Administration > Data Utilities > Resync State Data tool*)

If a Staff State ID is found at one level (district or state), the other level is updated to reflect that ID.

If no Staff State ID is found but the person is an existing staff member (he/she has a district employment and/or assignment record) at both the district and state levels, a Staff State ID is assigned.

Import Staff Information (State Import Wizard Tool)

This functionality may not be available in all states.

When staff information is imported through the state-level Census > Tools > Import Wizard tool, it first attempts to import to an existing person record, if one exists. The import attempts to match on Staff State ID.

Existing Staff State ID

When a matching Staff State ID exists, the system verifies general person information (*lastName,*

firstName, gender, birthdate, SSN nulls match, *middleName* nulls, and first initials match).

- If the general person information also matches that of the import, the data is automatically imported to that staff member.
- If three or more differences exist in the general person information being verified between the existing person and the import person, the information is NOT automatically imported (even when the IDs match). An error occurs.

No Existing Staff State ID

If no existing Staff State IDs match those of the staff to be imported, the system attempts to match primarily on general person information (*lastName, firstName, gender, birthdate, SSN* nulls match, *middleName* nulls, and first initials match) instead of Staff State ID. For the information to be imported, only one match can be returned. Otherwise, the system classifies the results as ambiguous and does NOT import the information.

- If a match is found, the information is imported, including the Staff State ID.
- If no match is found, a new Staff State ID is assigned, and the information is imported to that staff member's record.

Create Staff State IDs for Third-Party Districts

In a State Edition installation, the state is the arbiter of Staff State IDs for all districts in the entire state. If a district within a Campus-implemented state is not actually using Campus, that district must use an alternate method to receive Staff State IDs.

This may be done through file imports/uploads and exports/extracts.

Assign Staff State IDs in Non-Campus Districts

Scenarios vary, but the general process for assigning a Staff State ID to a third-party district is as follows:

1. Data from the third-party district is uploaded into the Campus State Edition.
2. A Staff State ID is generated by the Campus State Edition.
3. An extract is produced that returns a Staff State ID and other identifying information to link the Staff State ID to a staff member.

Consider the way the system handles the following scenarios:

Census Import Wizard of Staff Information and Staff State IDs
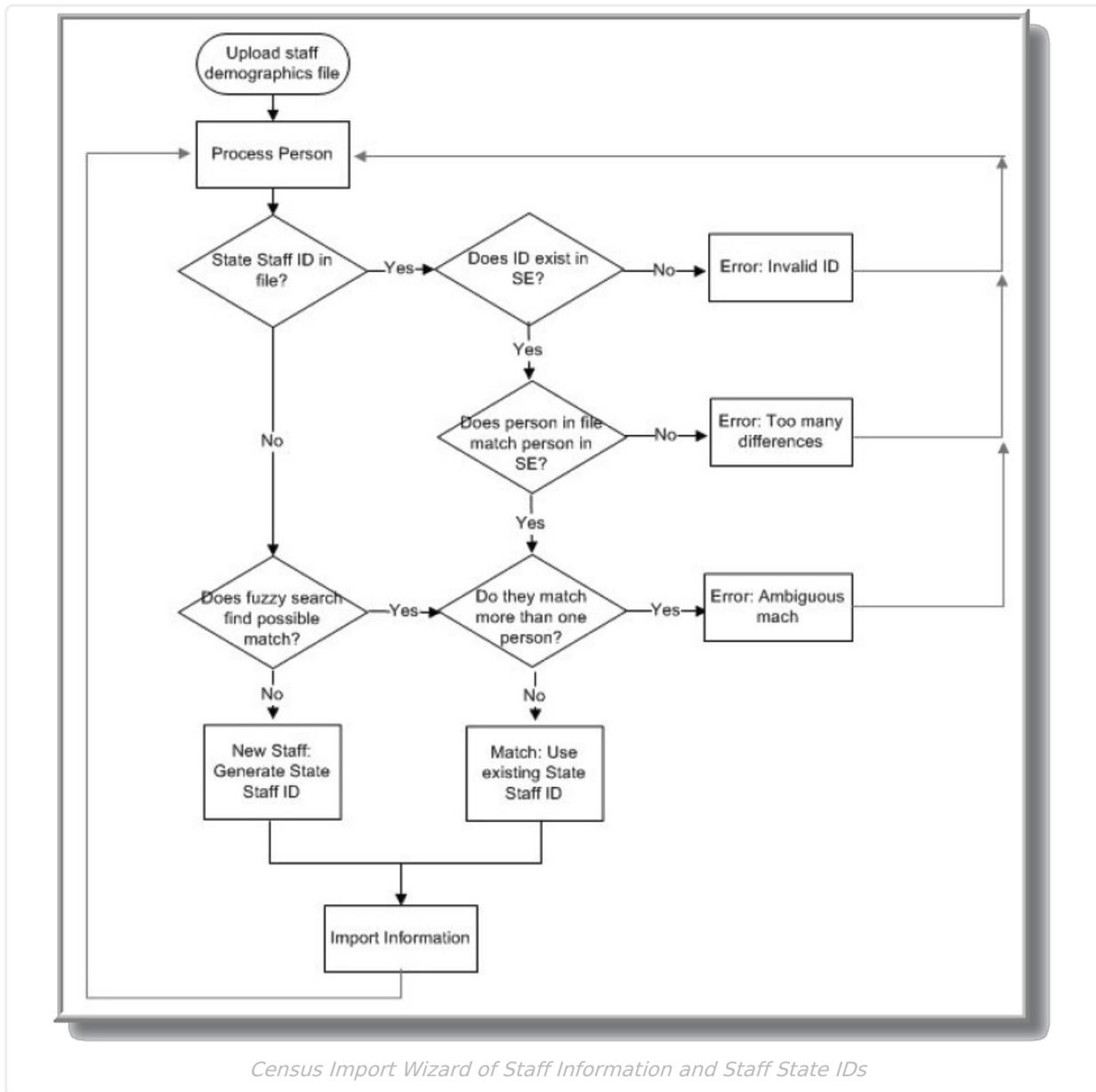
Example A: The staff record is included in the import, but a Staff State ID is not.

- If the staff member is entirely new to the state, a Staff State ID is generated and stored in the database.
  OR
- If the import staff record matches an existing staff member with a Staff State ID, the existing number is maintained and the information is imported.

Example B: A staff record is provided in an import, and a Staff State ID is included. The Staff State ID does not exist in the State Edition (it only exists in the import file).

- Attempting the import results in an error, and no data is imported. The school must then either correct the Staff State ID or remove it from the file.

Example C: A staff record is imported, and a Staff State ID is included, but the Staff State ID is already in use for a staff member in the state.

- If the Staff State ID maps to the same person, or almost the same person, keep the Staff State ID. Minor changes that may have occurred should be manually remedied, OR
- The Staff State ID is in use by a very different staff member. The record has not been imported, and fixes need to be applied manually.

Assign Staff State IDs in Districts Not on a Campus State Edition

Automatic generation of Staff State IDs is NOT possible in districts that are not connected to a State Edition installation. In such scenarios, the Staff State ID field is unlocked and editable for manual updates.

The district receives a Staff State ID from the state and should manually enter that number in the Staff State ID field. No validations occur, and if the user enters the Staff State ID incorrectly, it can be corrected manually at any time.