Staff Member ID Extract (New Jersey)

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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.
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.

Staff Member ID Extract - HTML

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

Staff Member ID Extract Layout

▸ Click here to expand...

Data Element	Description	Location
Local Staff Identifier	Unique number or alphanumeric code assigned to a staff member. *Alphanumeric, 20 characters*	Census > People Person Informatic Person.staffID
Staff Member Identifier	Unique number assigned and maintained by the New Jersey Department of Education that is unique for each staff member over time. Numeric, 8 digits	Census > People Person Informatic State.staffID
Social Security Number	Staff person's Social Security number. Numeric, 9 digits	Census > People Person Informatic Number Identity.SSN
Name Prefix	Reports a blank value.	N/A
First Name	Staff person's legal first name. *Alphanumeric, 30 characters*	Census > People Person Informatic Identity.firstName
Middle Name	Staff person's middle name. *Alphanumeric, 30 characters*	Census > People Person Informatic Identity.middleNa
Last Name	Staff person's legal last name. *Alphanumeric, 50 characters*	Census > People Person Informatic Identity.lastName
Generation Code Suffix	Indicates a generational placement in the staff person's family (II, III, etc.) No periods are included in this report. If the option in Census contains a period, it will be stripped out when the report is generated. *Alphanumeric, 3 characters*	Census > People Person Informatic Identity.suffix

Data Element	Description	Location
Former Name	Previously recognized or legally accepted name of the individual. *Alphanumeric, 50 characters*	Census > People Person Informatic First Name, Middl Identity.lastName Identity.firstName Identity.middleNa
Sex	Staff person's gender. See the Non-Binary Gender Reporting section for more information. *Alphanumeric, 1 character* *M or F*	Census > People Person Informatic Census > People Identity Informati Identity Informati Identity.gender Identity.legalGen
Date of Birth	Staff person's date of birth. *Date field, 8 characters* *YYYYMMDD*	Census > People Person Informatic Identity.birthdate
Ethnicity	The ethnic category which most clearly reflects the individual's recognition of his/her community or with which the individual identifies. This field reports Y or N values: • Y = Hispanic/Latino (person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race). • N = Not Hispanic/Latino *Alphanumeric, 1 character* *Y or N*	Census > People Person Informatic > Hispanic/Latino Identity.raceEthni
Race American Indian	Selection indicates person is of American Indian or Alaska Native origin. This field reports Y or N values: • Y = Person having origins in any of the original people of North and South America (including Central America) and who maintains a tribal affiliation or community attachment. • N = Not American Indian or Alaska Native *Alphanumeric, 1 character* *Y or N*	Census > People Person Informatic > American India Identity.raceEthni
Race Asian	Selection indicates person is of Asian origin. This field reports Y or N values: • Y = Person having origins in any of the original people of the Far East, Southeast Asia or the Indian subcontinent including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam • N = Not Asian *Alphanumeric, 1 character* *Y or N*	Census > People Person Informatic > Asian Identity.raceEthni
Race Black	Selection indicates person is of Black or African American origin. This field reports Y or N values: • Y = Person having origins in any of the black racial groups of Africa • N = Not Black or African American *Alphanumeric, 1 character* *Y or N*	Census > People Person Informatic > Black or Africar Identity.raceEthni
Race Pacific	Selection indicates person is of Native Hawaiian or Pacific Islander. This field reports Y or N values: • Y = Person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands. • N = Not Native Hawaiian or Other Pacific Islander *Alphanumeric, 1 character* *Y or N*	Census > People Person Informatic > Native Hawaiia Islander Identity.raceEthni

Data Element	Description	Location
Race White	Selection indicates person is of Caucasian descent. This field reports Y or N values: • Y = Person having origins in any of the original peoples of Europe, the Middle East or North Africa. • N = Not White *Alphanumeric, 1 character* *Y or N*	Census > People Person Informatio > White
Certification Status	Indication that the educator holds the certification required by his/her assignment. • Y = Yes, fully certified or licensed (Credential Type = LC) • N = No, not fully certified or licensed *Alphanumeric, 1 character* *Y or N*	Census > People Licensure/ Certific Certified EmploymentCred fullCertification
Status	The staff person's employment status. • A = Active • I = Inactive Validation Checks *Alphanumeric, 1 character* *A or I*	Census > People Employment > Employment.emp
District Employment Begin Date	The date on which the staff member began employment with the reporting LEA. *Date field, 8 characters* *YYYYMMDD*	Census > People Employment > St Employment.start
District Entry Code	An indication from where the staff member is coming. See the Employment Entry Codes table for available options. *Numeric, 2 digits*	Census > People Employment > Er Employment.entr
District Employment Exit Date	The date on which the staff member ends employment with the reporting LEA. *Date field, 8 characters* *YYYYMMDD*	Census > People Employment > Er Employment.endl
District Employment Exit Reason	Indication of why the staff person has ended employment with the district. See the Employment Exit Reasons table for available options. *Numeric, 2 digits*	Census > People Employment > Ex Employment.exitl
Gifted And Talented Staff	An indication that the staff member has the job responsibility of providing gifted and talented and/or twice-exceptional education services to the identified students within the school district. Reports "Y" when the following are true: Staff has a District Assignment record with: 1. Start Date <= extract End Date 2. End Date is null or >= extract Start Date 3. Census > People > District Assignment > Assignment Code = 3140 Otherwise, reports "N" *Alphanumeric, 1 character* *Y or N*	Census > People Assignments > A: Employment.assi
Staff Compensation Total Salary	The monetary unit of salary compensation an individual is paid at the specific school/program indicated on the record in the school/program year specified on the record. Reports the sum of (Census > People > District Employment > Salary)**and** (Census > People > District Employment > Annual Supplement)	Calculated Sum of (Census > Employment > **S**: People > District **Annual Supplem** Employment.sala Employment.annu

Data Element	Description	Location
Staff Compensation Base Salary	The negotiated annual salary for teaching duties for the school year. The base salary excludes pay for additional duties, such as supervising or directing afterschool activities, school administration activities, and teaching summer school or adult education classes. Bonuses and other incentives are not included in base salaries. Reports the value entered into (Census > People > District Employment > Salary) • Rounds the value to the nearest whole number. Does not report dollar signs, decimals or commas. Examples: • "100,000" must be reported as "100000" • "100,000.15" must be reported as "100000" • "100,000.50" must be reported as "100001" When blank, reports blank. *Numeric, 7 digits*	Census > People Employment > Sa Employment.sala
Staff Compensation Annual Supplement	The annual sum of payments given to staff in addition to their base salary. Reports the value entered into (Census > People > District Employment > Annual Supplement) • Rounds the value to the nearest whole number. Does not report dollar signs, decimals or commas. Examples: • "100,000" must be reported as "100000" • "100,000.15" must be reported as "100000" • "100,000.50" must be reported as "100001" When blank, reports blank. *Numeric, 7 digits*	Census > People Employment > Ar Employment.annu
Language Spoken By Teacher	The language, other than English, that is spoken fluently by the teacher. • Reports the language code selected when (Census > People > Demographics > Secondary Language) NOT = null or 'eng'. • When Secondary Language = null or 'eng' reports the code selected in Home Primary Language when Home Primary Language NOT = null or 'eng'. • When Home Primary Language = null or 'eng', reports "N" *Alphanumeric, 3 charaters*	Census > People Secondary Langu Identity.language
Title I Program Staff Category	The title of employment, official status or rank of an individual who works with a Title I education program. Reports the Standard Code mapped to the code selected in (Census > People > District Assignment > Title) when: 1. Title NOT = null 2. The Standard Code associated with the Title code selected when NOT = null When Title = null or when the associated Standard Code is null, reports blank. *Alphanumeric*	Census > People Assignment > Tit Employment.title
Highest Level of Education Completed	The highest grade in school completed or its equivalent of the highest degree received. • Reports the Standard Code mapped to the code selected in (Census > People > District Employment > Education) when Education is NOT = null, and Standard Code mapped to the code selected is NOT = null. • When Education = null, or when the Standard Code mapped to the code selected = null, reports blank. *Numeric, 1 digit*	Census > People Employment > Ec Employment.edu
SE Program Contracted Services Category	The title of related services personnel employed and/or contracted to provide related services for children with disabilities. Reports the Value mapped to the code selected in (Census > People > District Assignment > Title) when: • Title NOT = null • The Value associated with the Title code selected when NOT = null Reports blank when Title = null or when the associated Value is null. *Alphanumeric*	Census > People Assignment > Tit Employment.title

Data Element	Description	Location
ML Instructor Credential Type	An indication of the certification of credential an instructor of ELL programs holds. When Credential Start Date <= Reporting Period End Date, AND Credential End Date is null or >= Reporting Period Start Date: • Reports the Standard Code mapped to the code selected in (Census > People > Credentials > Licensure/Certification > English Learners Credential) when English Learners Credential is NOT = null, and Standard Code mapped to the Code selected is NOT = null • When English Learners Credential = null, or when the Standard Code mapped to the code selected = null, reports blank. Otherwise, reports blank. *Alphanumeric, 5 characters*	Census > People Licensure/Certific Learners Credent EmploymentCred
Years Of Prior Experience	The total number of years that the certificated staff member has previously held a position in one or more public education institutions, both within New Jersey and outside of the state. Reports the number of years entered into (Census > People > District Employment > Teaching Years Modifier) when Teaching Years Modifier is not null. When Teaching Years Modifier is null, calculates the number of teaching years from the Teaching Start Year to the extract Reporting Period End Date when Teaching Start Year is not null. • When Teaching Start Year is null, reports the number of years from the District Employment Start Date to the extract Reporting Period End Date.	Census > People Employment > Te Modifier Employment.teac

Years In NJ	The total number of years that the certificated staff member has held a position in a public school within New Jersey.
	Reports the number of years from the "NJ Start Year" date to the extract Reporting Period End Date when "NJ Start Year" is not null.
	• When "NJ Start Year" is null, reports the number of years entered into (Census > People > District Employment > Teaching Years Modifier) when Teaching Years Modifier is not null.
	  ◦ When Teaching Years Modifier is null, calculates the number of teaching years from the Teaching Start Year to the extract Reporting Period End Date when Teaching Start Year is not null.
	    ▪ When Teaching Start Year is null, reports the number of years from the District Employment Start Date to the extract Reporting Period End Date.
		Calculated
		Census > People Employment > Te Modifier

Years In LEA	The total number of years that the certificated staff member has held a position within the current Local Education Agency (LEA). Reports the number of years between the District Employment Start Date and the extract Reporting Period End Date. *Numeric, 2 digits*	Calculated Census > People Employment >Sta Employment.distr
Employment Status	The condition under which a person has agreed to serve as an employee. Reports the Code selected in (Census > People > District Employment > Employment Status) when Employment Status is not null. Reports blank when Employment Status is null. *Numeric, 5 digits*	Census > People Employment > Er Employment.emp
Employment Separation Type	A designation of the type of separation occurring between a person and the organization. When (Census > People > District Employment > End Date) is not null and <= extract Reporting End Date: 1. Reports the code selected in (Census > People > District Employment > Separation Type) when Separation Type is not null. 2. When Separation Type is null or End Date > extract Reporting End Date, reports null. *Alphanumeric, 3 characters*	Census > People Employment > Se Employment.sepa
County Code Assigned 1	The identifier for the New Jersey county in which the staff member is employed. Reports the County Code mapped to the County selected in (System Admin > Resources > District Information > County)	System Administr > District Informa
District Code Assigned 1	The identifier for the LEA in which the staff member is employed. Reports the State District Number. *Numeric, 4 digits*	System Administr > District Informa Detail > State Dis
School Code Assigned 1	The identifier for the school in which the staff member is employed. Reports the State School Number of the School associated to the staff's District Assignment with the **earliest** Start Date with Start Date <= extract Reporting Period End Date and End Date of null or >= extract Reporting Period Start Date. *Alphanumeric, 3 characters*	System Administr > School > State

Data Element	Description	Location
Full Time Equivalency 1	The ratio between the hours of work expected in a position and the hours of work normally expected in a full-time position in the same setting for each assignment. From the staff's District Assignment with the **earliest** Start Date with Start Date <= extract Reporting Period End Date and End Date of null or >= extract Reporting Period Start Date: • Report the "FTE of Assignment" DIVIDED BY the associated District Employment's "FTE Percent" ◦ "For instance, if the staff member serves as both principal and superintendent, each half-time, report 0.50 FTE for each job code." • When "FTE of Assignment" is null, reports the District Employment's "FTE Percent" *Numeric, 3 digits* *Format: x.xx*	Calculated Census > People Employment > FT Census > People Assignment > FTI
Job Code 1	The NJDOE code assigned to each staff member's role within a local school district. From the staff's District Assignment with the **earliest** Start Date with Start Date <= extract Reporting Period End Date and End Date of null or >= extract Reporting Period Start Date: • Reports the Code selected in (Census > People > District Assignments > Assignment Code) when Assignment Code is not null. • When Assignment Code is null, reports blank.	Census > People Assignments > As Employment.assi
Job Code Subcategory 1	The sub-category within the staff member's job code. From the staff's District Assignment with the **earliest** Start Date with Start Date <= extract Reporting Period End Date and End Date of null or >= extract Reporting Period Start Date: • Reports the Standard Code mapped to the code selected in (Census > People > District Assignments > Job Code Subcategory) when Job Code Subcategory is not null. • Reports blank when the Job Code Subcategory is null. *Alphanumeric, 3 characters*	Census > People Assignments > Jo Subcategory
Age Group Taught 1	The grouping of student ages for whom the Special Education teacher is responsible. From the staff's District Assignment with the **earliest** Start Date with Start Date <= extract Reporting Period End Date and End Date of null or >= extract Reporting Period Start Date: • Reports "1" when:(Census > People > District Assignments > Job Code Subcategory) = 3a, 4a, or 5a. • Reports "2" when:(Census > People > District Assignments > Job Code Subcategory) = 3b, 4b, or 5b. Otherwise, reports blank. *Numeric, 1 digit*	Census > People Assignments > Jo Subcategory
Credential Type 1	An indication of the category of credential an individual holds. When Credential Start Date <= Reporting Period End Date, AND Credential End Date is null or >= Reporting Period Start Date, AND overlaps at least 1 day inside the District Assignment Start Date and End Date range: From the staff's Credential with the **earliest** Start Date (meeting the above criteria): • Reports the code mapped to the code selected in (Census > People > Credentials > Licensure/Certification > License / Certification Type) when License / Certification Type is NOT = null. Otherwise, reports blank.	Census > People Licensure/Certific Certification Type Employment.cred
County Code Assigned 2	The identifier for the New Jersey county in which the staff member is employed. Reports the County Code mapped to the County selected in (System Administration > Resources > District Information > County).	System Administr > District Informa
District Code Assigned 2	The identifier for the LEA in which the staff member is employed. Reports the number in State District Number.	System Administr > District Informa Detail > State Dis
School Code Assigned 2	The identifier for the school in which the staff member is employed. Reports the State School Number of the School associated to the staff's District Assignment with the **2nd earliest** Start Date with Start Date <= extract Reporting Period End Date and End Date of null or >= extract Reporting Period Start Date. *Alphanumeric, 3 characters*	System Administr > School > State

Data Element	Description	Location
Full Time Equivalency 2	The ratio between the hours of work expected in a position and the hours of work normally expected in a full-time position in the same setting for each assignment. From the staff's District Assignment with the **2nd earliest** Start Date with Start Date <= extract Reporting Period End Date and End Date of null or >= extract Reporting Period Start Date: • Report the "FTE of Assignment" DIVIDED BY the associated District Employment's "FTE Percent" ◦ "For instance, if the staff member serves as both principal and superintendent, each half-time, report 0.50 FTE for each job code." • When "FTE of Assignment" is null, reports the District Employment's "FTE Percent" *Numeric, 3 digits* *Format: x.xx*	Calculated Census > People Employment > F1 Census > People Assignment > FTI
Job Code 2	The NJDOE code assigned to each staff member's role within a local school district. From the staff's District Assignment with the **2nd earliest** Start Date with Start Date <= extract Reporting Period End Date and End Date of null or >= extract Reporting Period Start Date: • Reports the Code selected in (Census > People > District Assignments > Assignment Code) when Assignment Code is not null. • When Assignment Code is null, reports blank.	Census > People Assignments > A Employment.assi
Job Code Subcategory 2	The sub-category within the staff member's job code. From the staff's District Assignment with the **2nd earliest** Start Date with Start Date <= extract Reporting Period End Date and End Date of null or >= extract Reporting Period Start Date: • Reports the Standard Code mapped to the code selected in (Census > People > District Assignments > Job Code Subcategory) when Job Code Subcategory is not null. • Reports blank when the Job Code Subcategory is null. *Alphanumeric, 3 characters*	Census > People Assignments > Jo Subcategory
Age Group Taught 2	The grouping of student ages for whom the Special Education teacher is responsible. From the staff's District Assignment with the **2nd earliest** Start Date with Start Date <= extract Reporting Period End Date and End Date of null or >= extract Reporting Period Start Date: • Reports "1" when:(Census > People > District Assignments > Job Code Subcategory) = 3a, 4a, or 5a. • Reports "2" when:(Census > People > District Assignments > Job Code Subcategory) = 3b, 4b, or 5b. Otherwise, reports blank. *Numeric, 1 digit*	Census > People Assignments > Jo Subcategory
Credential Type 2	An indication of the category of credential an individual holds. When Credential Start Date <= Reporting Period End Date, AND Credential End Date is null or >= Reporting Period Start Date, AND overlaps at least 1 day inside the District Assignment Start Date and End Date range: From the staff's Credential with the **2nd earliest** Start Date (meeting the above criteria): • Reports the code mapped to the code selected in (Census > People > Credentials > Licensure/Certification > License / Certification Type) when License / Certification Type is NOT = null. Otherwise, reports blank.	Census > People Licensure/Certifi Certification Type Employment.cred
County Code Assigned 3	The identifier for the New Jersey county in which the staff member is employed. Reports the County Code mapped to the County selected in (System Administration > Resources > District Information > County).	System Administr > District Informa
District Code Assigned 3	The identifier for the LEA in which the staff member is employed. Reports the number in State District Number.	System Administr > District Informa Detail > State Dis
School Code Assigned 3	The identifier for the school in which the staff member is employed. Reports the State School Number of the School associated to the staff's District Assignment with the **3rd earliest** Start Date with Start Date <= extract Reporting Period End Date and End Date of null or >= extract Reporting Period Start Date. *Alphanumeric, 3 characters*	System Administr > School > State

Data Element	Description	Location
Full Time Equivalency 3	The ratio between the hours of work expected in a position and the hours of work normally expected in a full-time position in the same setting for each assignment. From the staff's District Assignment with the **3rd earliest** Start Date with Start Date <= extract Reporting Period End Date and End Date of null or >= extract Reporting Period Start Date: • Report the "FTE of Assignment" DIVIDED BY the associated District Employment's "FTE Percent" ◦ "For instance, if the staff member serves as both principal and superintendent, each half-time, report 0.50 FTE for each job code." • When "FTE of Assignment" is null, reports the District Employment's "FTE Percent" *Numeric, 3 digits* *Format: x.xx*	Calculated Census > People Employment > FT Census > People Assignment > FTI
Job Code 3	The NJDOE code assigned to each staff member's role within a local school district. From the staff's District Assignment with the **3rd earliest** Start Date with Start Date <= extract Reporting Period End Date and End Date of null or >= extract Reporting Period Start Date: • Reports the Code selected in (Census > People > District Assignments > Assignment Code) when Assignment Code is not null. • When Assignment Code is null, reports blank.	Census > People Assignments > A! Employment.assi(
Job Code Subcategory 3	The sub-category within the staff member's job code. From the staff's District Assignment with the **3rd earliest** Start Date with Start Date <= extract Reporting Period End Date and End Date of null or >= extract Reporting Period Start Date: • Reports the Standard Code mapped to the code selected in (Census > People > District Assignments > Job Code Subcategory) when Job Code Subcategory is not null. • Reports blank when the Job Code Subcategory is null. *Alphanumeric, 3 characters*	Census > People Assignments > Jo Subcategory
Age Group Taught 3	The grouping of student ages for whom the Special Education teacher is responsible. From the staff's District Assignment with the **3rd earliest** Start Date with Start Date <= extract Reporting Period End Date and End Date of null or >= extract Reporting Period Start Date: • Reports "1" when:(Census > People > District Assignments > Job Code Subcategory) = 3a, 4a, or 5a. • Reports "2" when:(Census > People > District Assignments > Job Code Subcategory) = 3b, 4b, or 5b. Otherwise, reports blank. *Numeric, 1 digit*	Census > People Assignments > Jo Subcategory
Credential Type 3	An indication of the category of credential an individual holds. When Credential Start Date <= Reporting Period End Date, AND Credential End Date is null or >= Reporting Period Start Date, AND overlaps at least 1 day inside the District Assignment Start Date and End Date range: From the staff's Credential with the **3rd earliest** Start Date (meeting the above criteria): • Reports the code mapped to the code selected in (Census > People > Credentials > Licensure/Certification > License / Certification Type) when License / Certification Type is NOT = null. Otherwise, reports blank.	Census > People Licensure/Certifi(Certification Type Employment.cred
County Code Assigned 4	The identifier for the New Jersey county in which the staff member is employed. Reports the County Code mapped to the County selected in (System Administration > Resources > District Information > County).	System Administr > District Informa
District Code Assigned 4	The identifier for the LEA in which the staff member is employed. Reports the number in State District Number.	System Administr > District Informa Detail > State Dis
School Code Assigned 4	The identifier for the school in which the staff member is employed. Reports the State School Number of the School associated to the staff's District Assignment with the **4th earliest** Start Date with Start Date <= extract Reporting Period End Date and End Date of null or >= extract Reporting Period Start Date. *Alphanumeric, 3 characters*	System Administr > School > State

Data Element	Description	Location
Full Time Equivalency 4	The ratio between the hours of work expected in a position and the hours of work normally expected in a full- time position in the same setting for each assignment. From the staff's District Assignment with the **4th earliest** Start Date with Start Date <= extract Reporting Period End Date and End Date of null or >= extract Reporting Period Start Date: • Report the "FTE of Assignment" DIVIDED BY the associated District Employment's "FTE Percent" ○ "For instance, if the staff member serves as both principal and superintendent, each half-time, report 0.50 FTE for each job code." • When "FTE of Assignment" is null, reports the District Employment's "FTE Percent" *Numeric, 3 digits* *Format: x.xx*	Calculated Census > People Employment > FT Census > People Assignment > FTI
Job Code 4	The NJDOE code assigned to each staff member's role within a local school district. From the staff's District Assignment with the **4th earliest** Start Date with Start Date <= extract Reporting Period End Date and End Date of null or >= extract Reporting Period Start Date: • Reports the Code selected in (Census > People > District Assignments > Assignment Code) when Assignment Code is not null. • When Assignment Code is null, reports blank.	Census > People Assignments > As Employment.assi
Job Code Subcategory 4	The sub-category within the staff member's job code. From the staff's District Assignment with the **4th earliest** Start Date with Start Date <= extract Reporting Period End Date and End Date of null or >= extract Reporting Period Start Date: • Reports the Standard Code mapped to the code selected in (Census > People > District Assignments > Job Code Subcategory) when Job Code Subcategory is not null. • Reports blank when the Job Code Subcategory is null. *Alphanumeric, 3 characters*	Census > People Assignments > Jo Subcategory
Age Group Taught 4	The grouping of student ages for whom the Special Education teacher is responsible. From the staff's District Assignment with the **4th earliest** Start Date with Start Date <= extract Reporting Period End Date and End Date of null or >= extract Reporting Period Start Date: • Reports "1" when:(Census > People > District Assignments > Job Code Subcategory) = 3a, 4a, or 5a. • Reports "2" when:(Census > People > District Assignments > Job Code Subcategory) = 3b, 4b, or 5b. Otherwise, reports blank. *Numeric, 1 digit*	Census > People Assignments > Jo Subcategory
Credential Type 4	An indication of the category of credential an individual holds. When Credential Start Date <= Reporting Period End Date, AND Credential End Date is null or >= Reporting Period Start Date, AND overlaps at least 1 day inside the District Assignment Start Date and End Date range: From the staff's Credential with the **4th earliest** Start Date (meeting the above criteria): • Reports the code mapped to the code selected in (Census > People > Credentials > Licensure/Certification > License / Certification Type) when License / Certification Type is NOT = null. Otherwise, reports blank.	Census > People Licensure/Certific Certification Type Employment.cred
County Code Assigned 5	The identifier for the New Jersey county in which the staff member is employed. Reports the County Code mapped to the County selected in (System Admin > Resources > District Information > County).	System Administr > District Informa
District Code Assigned 5	The identifier for the LEA in which the staff member is employed. Reports the number in State District Number.	System Administr > District Informa Detail > State Dis
School Code Assigned 5	The identifier for the school in which the staff member is employed. Reports the State School Number of the School associated to the staff's District Assignment with the **5th earliest** Start Date with Start Date <= extract Reporting Period End Date and End Date of null or >= extract Reporting Period Start Date. *Alphanumeric, 3 characters*	System Administr > School > State

Data Element	Description	Location
Full Time Equivalency 5	The ratio between the hours of work expected in a position and the hours of work normally expected in a full-time position in the same setting for each assignment. From the staff's District Assignment with the **5th earliest** Start Date with Start Date <= extract Reporting Period End Date and End Date of null or >= extract Reporting Period Start Date: • Report the "FTE of Assignment" DIVIDED BY the associated District Employment's "FTE Percent" ◦ "For instance, if the staff member serves as both principal and superintendent, each half-time, report 0.50 FTE for each job code." • When "FTE of Assignment" is null, reports the District Employment's "FTE Percent" *Numeric, 3 digits* *Format: x.xx*	Calculated Census > People Employment > FT Census > People Assignment > FTI
Job Code 5	The NJDOE code assigned to each staff member's role within a local school district. From the staff's District Assignment with the **5th earliest** Start Date with Start Date <= extract Reporting Period End Date and End Date of null or >= extract Reporting Period Start Date: • Reports the Code selected in (Census > People > District Assignments > Assignment Code) when Assignment Code is not null. • When Assignment Code is null, reports blank.	Census > People Assignments > A: Employment.assi
Job Code Subcategory 5	The sub-category within the staff member's job code. From the staff's District Assignment with the **5th earliest** Start Date with Start Date <= extract Reporting Period End Date and End Date of null or >= extract Reporting Period Start Date: • Reports the Standard Code mapped to the code selected in (Census > People > District Assignments > Job Code Subcategory) when Job Code Subcategory is not null. • Reports blank when the Job Code Subcategory is null. *Alphanumeric, 3 characters*	Census > People Assignments > Jo Subcategory
Age GroupTaught 5	The grouping of student ages for whom the Special Education teacher is responsible. From the staff's District Assignment with the **5th earliest** Start Date with Start Date <= extract Reporting Period End Date and End Date of null or >= extract Reporting Period Start Date: • Reports "1" when:(Census > People > District Assignments > Job Code Subcategory) = 3a, 4a, or 5a. • Reports "2" when:(Census > People > District Assignments > Job Code Subcategory) = 3b, 4b, or 5b. Otherwise, reports blank. *Numeric, 1 digit*	Census > People Assignments > Jo Subcategory
Credential Type 5	An indication of the category of credential an individual holds. When Credential Start Date <= Reporting Period End Date, AND Credential End Date is null or >= Reporting Period Start Date, AND overlaps at least 1 day inside the District Assignment Start Date and End Date range: From the staff's Credential with the **5th earliest** Start Date (meeting the above criteria): • Reports the code mapped to the code selected in (Census > People > Credentials > Licensure/Certification > License / Certification Type) when License / Certification Type is NOT = null. Otherwise, reports blank.	Census > People Licensure/Certifi Certification Type Employment.cred
County Code Assigned 6	The identifier for the New Jersey county in which the staff member is employed. Reports the County Code mapped to the County selected in (System Admin > Resources > District Information > County)	System Administr > District Informa
District Code Assigned 6	The identifier for the LEA in which the staff member is employed. Reports the number in State District Number.	System Administr > District Informa Detail > State Dis
School Code Assigned 6	The identifier for the school in which the staff member is employed. Reports the State School Number of the School associated to the staff's District Assignment with the **6th earliest** Start Date with Start Date <= extract Reporting Period End Date and End Date of null or >= extract Reporting Period Start Date. *Alphanumeric, 3 characters*	

Data Element	Description	Location
Full Time Equivalency 6	The ratio between the hours of work expected in a position and the hours of work normally expected in a full-time position in the same setting for each assignment. From the staff's District Assignment with the **6th earliest** Start Date with Start Date <= extract Reporting Period End Date and End Date of null or >= extract Reporting Period Start Date: • Report the "FTE of Assignment" DIVIDED BY the associated District Employment's "FTE Percent" ○ "For instance, if the staff member serves as both principal and superintendent, each half-time, report 0.50 FTE for each job code." • When "FTE of Assignment" is null, reports the District Employment's "FTE Percent" *Numeric, 3 digits* *Format: x.xx*	Calculated Census > People Employment > FT Census > People Assignment > FTI
Job Code 6	The NJDOE code assigned to each staff member's role within a local school district. From the staff's District Assignment with the **6th earliest** Start Date with Start Date <= extract Reporting Period End Date and End Date of null or >= extract Reporting Period Start Date: • Reports the Code selected in (Census > People > District Assignments > Assignment Code) when Assignment Code is not null. • When Assignment Code is null, reports blank.	Census > People Assignments > A: Employment.assi
Job Code Subcategory 6	The sub-category within the staff member's job code. From the staff's District Assignment with the **6th earliest** Start Date with Start Date <= extract Reporting Period End Date and End Date of null or >= extract Reporting Period Start Date: • Reports the Standard Code mapped to the code selected in (Census > People > District Assignments > Job Code Subcategory) when Job Code Subcategory is not null. • Reports blank when the Job Code Subcategory is null. *Alphanumeric, 3 characters*	Census > People Assignments > Jo Subcategory
Age GroupTaught 6	The grouping of student ages for whom the Special Education teacher is responsible. From the staff's District Assignment with the **6th earliest** Start Date with Start Date <= extract Reporting Period End Date and End Date of null or >= extract Reporting Period Start Date: • Reports "1" when:(Census > People > District Assignments > Job Code Subcategory) = 3a, 4a, or 5a. • Reports "2" when:(Census > People > District Assignments > Job Code Subcategory) = 3b, 4b, or 5b. Otherwise, reports blank. *Numeric, 1 digit*	Census > People Assignments > Jo Subcategory
CredentialType 6	An indication of the category of credential an individual holds. When Credential Start Date <= Reporting Period End Date, AND Credential End Date is null or >= Reporting Period Start Date, AND overlaps at least 1 day inside the District Assignment Start Date and End Date range: From the staff's Credential with the **6th earliest** Start Date (meeting the above criteria): • Reports the code mapped to the code selected in (Census > People > Credentials > Licensure/Certification > License / Certification Type) when License / Certification Type is NOT = null. Otherwise, reports blank.	Census > People Licensure/Certifi Certification Type Employment.cred

Employment Related Codes

▸ Click here to expand...

Employment Entry Codes

Code	Description
03	From teaching in another NJ public school district
04	From teaching in a public school district outside NJ
05	From teacher in a non-public school
06	From teaching in a college or university
11	From Admin/Sup in another NJ public school district
12	From Admin/Sup in a public school district outside of NJ
13	From Admin/Sup in a non-public school

Code	Description
14	From Admin/Sup in a college or university
17	From Edu/Supp in another NJ public school district
18	From Edu/Supp in a public school district outside of NJ occupation
19	From Edu/Supp in a non-public school, college or university
20	From Edu/Supp in a college or university
21	In a NJ public college or university program
22	In a private NJ college or university program
23	In a public or private college or university program outside of NJ
29	Returning to a certified position from home duties
30	From maternity leave
31	From sabbatical leave
32	From another leave of absence
60	From a branch of the military services
70	From a position of employment in a non-teaching occupation
72	From a position other than any listed

Employment Exit Reasons

Code	Description
02	Teaching in another NJ public school
03	Teaching in a public school district outside NJ
04	Teaching in a non-public school
05	Teaching in a college or university
11	Admin/Sup in another NJ public school district
12	Admin/Sup in a public school district outside of NJ
13	Admin/Sup in a non-public school
14	Admin/Sup in a college or university
16	Ed Support in another NJ public school district
17	Ed Support in a public school district outside of NJ occupation
18	Ed Support in a non-public school, college or university
19	Ed Support in a college or university
20	Continue education at a college or university
22	Resigned, Change of assignment
23	Resigned, Compensation
24	Resigned, Dissatisfied with teaching
25	Resigned - Because of prolonged illness
26	Resigned, Family / personal relocation
27	Resigned, Leave (not planning to return
28	Resigned - No reason given for resignation
29	Resigned - To assume home duties
30	A maternity leave
31	A sabbatical leave
32	Another leave of absence (planning to return)
33	End of Term (Participant Learning)
34	Decreased workload
40	Retired from position

Code	Description
50	Deceased
60	To enter military services
70	Accepted employment in a non-teaching occupation
80	Due to reduction in force
81	Non-tenured faculty, not meeting performance
82	Tenured faculty, not meeting performance
84	Organizational restructuring
85	Interim contract ended - not rehired
86	Non-renewal (probationary contract ended)
90	For other than any listed
92	Certificate suspended
93	Certificate revoked

Employment Status

Code	Name
01384	Contingent upon funding
01379	Contractual
06071	Employed or affiliated with outside agency part-time
01383	Employed or affiliated with outside organization
01385	Non-contractual
09999	Other
01378	Probationary
06070	Self-employed part-time
01380	Substitute/temporary
01381	Tenured or permanent
01382	Volunteer/no contract

Employment Separation Type

Code	Name
INV	Involuntary separation
MUT	Mutual agreement
OTH	Other
VOL	Voluntary separation