

Maine Staff Assignment Import

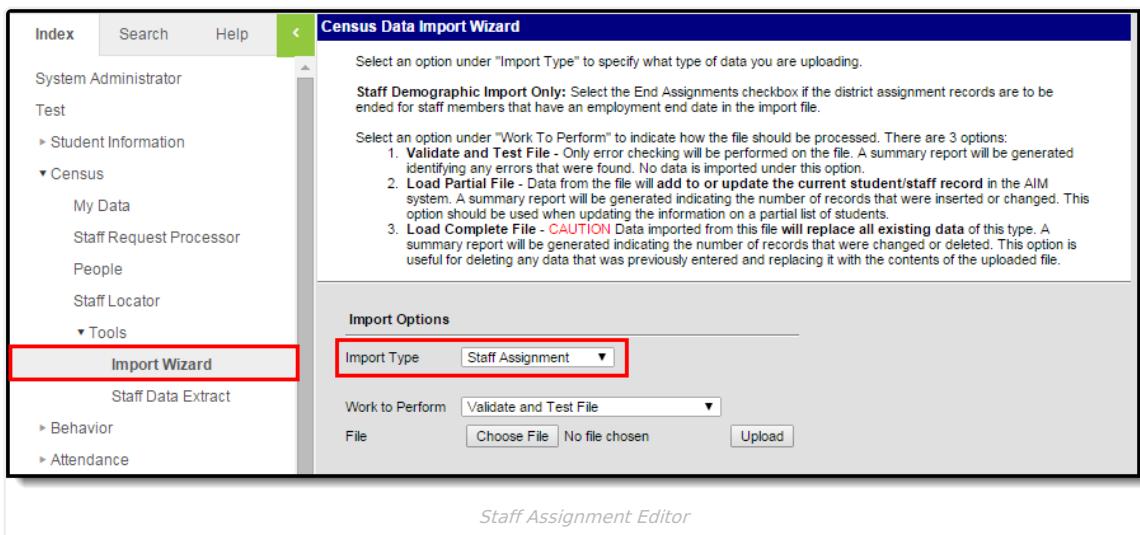
Last Modified on 12/14/2025 8:45 pm CST

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Tool Search: Staff Assignment Import Type

This information is specific to Maine users. This tool is available in versions of Infinite Campus in Maine (i.e., Maine Edition, District Edition and State Edition).

The Staff Assignment Import includes people who have a District Assignment records within the effective year and effective data who have a State Title selected on their District Assignment record.



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

Staff Demographic Import Only: Select the End Assignments checkbox if the district assignment records are to be ended for staff members that have an employment end date in the import file.

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 Assignment**

Work to Perform: **Validate and Test File**

File: **Choose File** No file chosen **Upload**

Staff Assignment Editor

Logic and Validations

The following describes the logic and validations used in the Staff Assignment Import:

- Each line represents one assignment for a staff person. There may be more than one line per staff member.
- Information is matched using the Staff State ID field.
- If the user does not have appropriate tool rights to the District and School identified, the record will be rejected and an error of "Insufficient User rights to SAUID and/or School SchoolNumber" will be returned.
- When the 'Require District Employment' preference is set to Yes and no District Employment record exists, the record will be rejected and an error of 'There is no active District Employment record for Staff Name. Please create a District Employment before a District Assignment is created' will be returned.
- When the 'Require District Employment' preference is set to Yes and a District Employment record exists, the District Assignment must fit within the District Employment.
 - District Assignment Start Date is on or AFTER District Employment Start Date.
 - District Assignment End Date is on or BEFORE District Employment End Date (District Assignment Start Date is on or AFTER the same District Employment End Date(District Assignment Start Date is on or AFTER District Employment Start Date)
 - If District Assignment End Date is NULL then the corresponding District Employment End Date must be NULL.
 - If the District Assignment does not fit within one District Employment, the record will be rejected and an error of 'The District Assignment being uploaded does not fit within one Employment Record' will be returned.

Import Layout

The following table lists the data elements included in the layout.

For more information on these fields, see the [Maine District Assignments](#) page.

| Data Element | Description | Format, Type and Length | Campus Database | Campus Interface |
|-----------------------|--|---|-------------------------------------|---|
| Staff State ID | Staff person's state-issued identification number. | Numeric, 6 digits | person.stateStaffID | Census > People > Demograph > Person Identifiers > State Staff |
| Start Date | Staff person's start date for the current employment assignment. | Date field, 10 characters YYYY-MM-DD | employmentAssignment.startDate | Census > People > District Assignmen Start Date |
| End Date | Staff person's end date for the current assignment | Date field, 10 characters YYYY-MM-DD | employmentAssignment.endDate | Census > People > District Assignmen End Date |
| Type | The environment of the job function, also referred to as the Educational Category. Options are: <ul style="list-style-type: none"> • 01: REG • 02: VOC | Alphanumeric, 3 characters | employmentAssignment.type | Census > People > District Assignmen Type |
| State Job Code | The staff person's job function at the state level. | Numeric, 4 digits | employmentAssignment.assignmentCode | Census > People > District Assignmen State Title |
| SAUID | The district's state-assigned identification number. | Numeric, 4 digits | district.districtID | System Administra > Resource > District Information State Distri Number |
| School Number | The number of the school for which this import collects data. If the assignment is district-wide, use the value 0000. | Numeric, 6 digits | school.Number | System Administra > Resource > School > School Number |

| Data Element | Description | Format, Type and Length | Campus Database | Campus Interface |
|--------------------------------|---|-------------------------------|--|--|
| Assignment Level | The staff person's job function level. Options are: <ul style="list-style-type: none"> • Adult Education • Elementary • Elementary-Secondary • Secondary | Alphanumeric, 2 characters | employmentAssignment.grade | Census > People > District Assignmen Assignmen Level |
| Hours Per Day | Indicates the total number of hours per day for the assignment. | Alphanumeric, 3 digits (XX.X) | employmentAssignment.hoursPerDay | Census > People > District Assignmen Hours per Day |
| Days Per Year | Indicates the total number of days the employee is to work based on the job function. | Numeric, 3 digits | employmentAssignment.daysPerYear | Census > People > District Assignmen >Days per Year |
| Program Category | Indicates the program category assigned to the position. Options are: <ul style="list-style-type: none"> • SPED • TITLE1 If StateJobCode = 0105, program category must be SPED. | Alphanumeric, 5 characters | employmentAssignment | Census > People > District Assignmen Program Category |
| Subject Matter | Indicates the subject matter of the job function. | Alphanumeric, 2 characters | employmentAssignment.subjectMatterCompetency | Census > People > District Assignmen Subject Matter |
| Salary | Indicates the annual salary for the selected job function. | Numeric, 6 digits | employmentAssignment.salary | Census > People > District Assignmen Annual Sal |
| Federal Funding Percent | Percentage of the salary that is paid by the federal grants. | Numeric, 2 digits | employmentAssignment.federalFunding | Census > People > District Assignmen Federal Funding Percent |

| Data Element | Description | Format, Type and Length | Campus Database | Campus Interface |
|--------------------------------|---|----------------------------------|-------------------------------------|--|
| General Funding Percent | Percentage of the salary that is paid by the state and local funds. | Numeric, 2 digits | employmentAssignment.generalFunding | Census > People > District Assignmen General Funding Percent |
| Other Funding Percent | Percentage of the salary that is paid by funds other than federal or those that fall under general, such as private grant or contribution | Numeric, 2 digits | employmentAssignment.otherFunding | Census > People > District Assignmen Other Fund Percent |
| Reading First | Indicates the staff person meets the requirements for the Reading First Initiative. | Alphanumeric, 1 character Y or N | EmploymentAssignment.readingFirst | Census > People > District Assignmen Reading Fir |