

# Staff Template (New Mexico)

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[Report Logic](#) | [Report Editor](#) | [Report Example](#) | [Report Layout](#) | [Baccalaureate Degree Codes](#)

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Tool Search: Staff Template

The Staff Template is used to report a current view of the staff population.

**STARS Extracts**

This tool will extract data to complete several formats of the NM STARS reporting extracts. Choose the State Format to get the file in the state defined file format, otherwise choose one of the testing/debugging formats.

| Extract Options                                 |                   | Select Calendars         |
|---|-------------------|--------------------------|
| Extract Type                                    | Staff Template    | 16-17 Deming High School |
| Reporting Period Effective Date                 | 12/01/2015        | 15-16 Bataan ES          |
| Reporting Date                                  | 40D               | 15-16 Bell ES            |
| Last Year 120 Day                               |                   | 15-16 Chaparral ES       |
| Include Administrative (Non School) Staff       | Yes               | 15-16 Columbus ES        |
| Format  | State Format(CSV) | 15-16 Columbus ES Half   |
| <input type="button" value="Generate Extract"/> |                   | 15-16 DCCCHS             |
|   |                   | 15-16 DHS                |
|   |                   | 15-16 DIS                |
|   |                   | 15-16 Memorial ES        |
|   |                   | 15-16 MLS Full           |
|   |                   | 15-16 MLS Half           |
|   |                   | 15-16 RMMS               |
|   |                   | 15-16 RST ES             |
|   |                   | 16-17 Bell Elementary    |

CTRL-click and SHIFT-click for multiple

*Staff Template Editor*

## Report Logic

- To report, staff must meet the following requirements:
  - Be active.
  - The District Employment record must have a Qualification Code of C, N or S.
  - The staff member must have a district assignment record tied to a school that is tied to the selected calendar AND the assignment must be the staff's primary assignment record.
- The primary assignment record is determined by the greatest FTE of all assignment records in the given school and calendar year. To determine the greatest FTE, Campus uses the following logic:
  - Campus compares all Employment assignment records where the
    - Employment Assignment Start Date is null or is  $\leq$  effective date AND
    - Employment Assignment End Date is null or is  $\geq$  Last Year 120 Day Date AND

- the assignment is selected from the max FTE or 0 (if there is no employment assignment FTE value)
- If there are two Max FTE values that are the same, Campus reports the FTE with the minimum school ID.

## Report Editor

| Field  | Description   |
|--|---|
| <b>Extract Type</b>                              | A dropdown list of all available extracts.  |
| <b>Reporting Period Effective Date</b>           | The date for which the report is effective. The default date is today's date.   |
| <b>Reporting Date</b>                            | The collection period for the extract.  |
| <b>Last Year 120 Day</b>                         | The date of last year's 120th day. The report includes all staff with a district employment record within the 120 Day date and the Reporting Date.                            |
| <b>Include Administrative (Non School) Staff</b> | Select <b>Yes</b> or <b>No</b> to include or exclude non school staff in the report. If you select <b>Yes</b> , employment records with the Qualification Code T or R report. |
| <b>Format</b>                                    | The format in which the report will generate. Options include HTML, Comma Separated and XML.  |
| <b>Select Calendars</b>                          | The calendar(s) from which data is pulled for the report.   |

## Report Example

| Staff Template Records:260 |           |         |         |         |               |         |         |         |         |         |
|----------------------------|-----------|---------|---------|---------|---------------|---------|---------|---------|---------|---------|
| DistrictCode               | StaffID   | Filler3 | Filler4 | Filler5 | MiddleInitial | Filler7 | Filler8 | Filler9 | Filler1 | Filler1 |
| 123                        | 000012345 |         |         |         |               |         |         |         |         |         |
| 123                        | 000023451 |         |         |         |               |         |         |         |         |         |
| 123                        | 000034512 |         |         |         |               |         |         |         |         |         |
| 123                        | 000045123 |         |         |         | J             |         |         |         |         |         |
| 123                        | 000051234 |         |         |         |               |         |         |         |         |         |
| 123                        | 000061670 |         |         |         |               |         |         |         |         |         |

Staff Template Record

## Report Layout

| Element | Logic | Type, Format, and Length | Campus Database | Campus Location |
|---------|-------|--------------------------|-----------------|-----------------|
|         |       |                          |                 |                 |

| Element               | Logic   | Type, Format, and Length  | Campus Database     | Campus Location                              |
|-----------------------|---|---------------------------|---------------------|--|
| <b>District Code</b>  | A three character district code.  | Numeric, 3 digits         | District.number     | District Information > State District Number |
| <b>Staff ID</b>       | The staff member's social security number.  | Numeric, 12 digits        | Identity.ssn        | Demographics > SSN                           |
| <b>Filler 3 - 5</b>   | N\A   | N\A                       | N\A                 | N\A  |
| <b>Middle Initial</b> | The staff member's middle initial. If one does not exist, this element reports blank.   | Alphanumeric, 1 character | Identity.middleName | Identities > Legal Middle Name               |
| <b>Filler 7 - 13</b>  | N\A   | N\A                       | N\A                 | N\A  |
| <b>Location Code</b>  | The state school number.<br>Location Code 000 reports for Staff with Qualification Status of T or R.  | Numeric, 5 digits         | School.number       | School Information > State School Number     |
| <b>Filler 15 - 19</b> | N\A   | N\A                       | N\A                 | N\A  |
| <b>Gender Code</b>    | The gender code for the staff member: <b>M</b> or <b>F</b> . If the Staff Qualification Code is C, N, S or T, the gender code reports. Otherwise, this element reports blank. | Alphanumeric, 1 character | Identity.gender     | Identities > Gender                          |

| Element                                     | Logic   | Type, Format, and Length                | Campus Database              | Campus Location                           |
|---|---|---|------------------------------|---|
| <b>Ethnic Code Short</b>                    | <p>The ethnicity code assigned to the staff member.</p> <p><b>Valid Values</b></p> <ul style="list-style-type: none"> <li>• <b>C</b>: Caucasian</li> <li>• <b>B</b>: Black or African American</li> <li>• <b>A</b>: Asian</li> <li>• <b>I</b>: American Indian/Alaskan Native</li> <li>• <b>P</b>: Native Hawaiian or Other Pacific Islander</li> </ul> | Alphanumeric, 1 character               | RaceEthnicity.code           | Identities > Race Ethnicity               |
| <b>Filler 22 - 32</b>                       | N\A   | N\A                                     | N\A                          | N\A                                       |
| <b>Original Hire Date</b>                   | <p>The date the staff member was first hired. The Teacher Start Year reports from the staff's oldest district employment record.</p> <p>If the Teacher Start Year is blank, the Start Date from the same Employment record reports.</p>   | Date field, 10 characters<br>YYYY-MM-DD | Employment.teachingStartYear | District Employment > Teaching Start Year |
| <b>Filler 34</b>                            | N\A   | N\A                                     | N\A                          | N\A                                       |
| <b>Staff Start Date Current School Year</b> | The date the staff member's contract started for the current school year.   | Date field, 10 characters<br>YYYY-MM-DD | Employment.startDate         | District Employment > Start Date          |

| Element                 | Logic   | Type, Format, and Length                | Campus Database   | Campus Location  |
|-------------------------|---|---|---|--|
| <b>Exit Date</b>        | The date the staff member's contract ended. This element reports a date when a Termination Code is selected on the employment record.   | Date field, 10 characters<br>YYYY-MM-DD | Employment.endDate  | District Employment > End Date   |
| <b>Filler 37 - 38</b>   | N\A   | N\A                                     | N\A   | N\A  |
| <b>Years Experience</b> | The number of years that the staff member has been employed by any school district in any state as a teacher or principal (includes the current district). To calculate this value, Campus takes the difference between the Original Hire Date and the Effective date then adds the Teaching Years Modifier to this value. This element only reports for Principal codes 14-19 OR the following Teacher codes: 00, 20-23, 25, 28, 30, 73-75, 94, 96, 97, 101, 103-104, 106, 110, 110S, and 139-140. | Numeric, 2 digits                       | Employment.teachingStartYear<br>Employment.inDistrictModifier | District Employment > Teaching Start Year<br>District Employment > Employment Information > Yrs Experience In District |
| <b>Birth Date</b>       | The month, day, and year on which the staff member was born.  | Date field, 10 characters<br>YYYY-MM-DD | Identity.birthDate  | Identities > Birth Date  |

| Element                             | Logic  | Type, Format, and Length | Campus Database               | Campus Location   |
|-------------------------------------|--|--------------------------|-------------------------------|---|
| Filler 41 - 42                      | N\A  | N\A                      | N\A                           | N\A   |
| <b>Years Experience In District</b> | <p>The number of years that the staff member has been employed by the current school district as a teacher or principal.</p> <p>If the Yrs Experience in District field is blank, Campus reports the difference between the Original Hire Date and the Effective date.</p> <p>This element only reports for Principal codes 14-19 OR the following Teacher codes: 00, 20-23, 25, 28, 30, 73-75, 94, 96, 97, 101, 103-104, 106, 110, 110S, and 139-140.</p> | Numeric, 2 digits        | Employment.inDistrictModifier | District Employment > Employment Information > Yrs Experience In District |
| Filler 44                           | N\A  | N\A                      | N\A                           | N\A   |

| Element                           | Logic   | Type, Format, and Length  | Campus Database           | Campus Location  |
|-----------------------------------|---|---------------------------|---------------------------|--|
| <b>Highest Degree Earned</b>      | <p>If the staff member's Qualification Status Code is C, the highest degree earned by the staff member reports. Otherwise, this element reports blank.</p> <p><b>Valid Values</b></p> <ul style="list-style-type: none"> <li>• <b>D</b>: Doctorate</li> <li>• <b>E</b>: Educ Specialist</li> <li>• <b>M</b>: Masters</li> <li>• <b>B</b>: Bachelors</li> <li>• <b>A</b>: Associate</li> <li>• <b>N</b>: Non-Degree</li> </ul> | Alphanumeric, 1 character | Employment.educationLevel | District Employment > Highest Degree Earned                  |
| <b>Filler 46 - 47</b>             | N\A   | N\A                       | N\A                       | N\A  |
| <b>Staff Qualification Status</b> | <p>General descriptor of the position in which a staff member is qualified to work.</p> <p><b>Valid Values</b></p> <ul style="list-style-type: none"> <li>• <b>C</b>: Certified Personnel</li> <li>• <b>N</b>: Non-certified Personnel</li> <li>• <b>S</b>: Substitute Teacher (Long Term)</li> <li>• <b>T</b>: Substitute Teacher (Short Term)</li> <li>• <b>R</b>: Contracted Related Service Provider</li> </ul>           |                           | Employment.qualification  | District Employment > Employment Info > Qualification Status |
| <b>Filler 49 - 51</b>             | N\A   | N\A                       | N\A                       | N\A  |

| Element                 | Logic  | Type, Format, and Length    | Campus Database       | Campus Location                   |
|-------------------------|--|-----------------------------|-----------------------|-----------------------------------|
| <b>Annual Salary</b>    | Gross pay for one FTE before deductions in whole dollars. To report, the staff member's Staff Qualification Status must be C or N. Otherwise, this element reports blank.  | Numeric, 10 digits          | Employment.salary     | District Employment > Salary      |
| <b>Filler 53</b>        | N\A  | N\A                         | N\A                   | N\A                               |
| <b>Termination Code</b> | <p>Identifies the reason why the staff member left the district.</p> <p><b>Valid Values</b></p> <ul style="list-style-type: none"> <li>• <b>01:</b> Left NM and teaching in other state</li> <li>• <b>02:</b> Left for reasons other than retirement</li> <li>• <b>03:</b> Left to teach in private school in NM</li> <li>• <b>04:</b> Went to other pub/charter NM district</li> <li>• <b>05:</b> Took non-teaching position in district</li> <li>• <b>06:</b> Died</li> <li>• <b>07:</b> Retired</li> <li>• <b>08:</b> Personal Reasons</li> </ul> | Numeric, 6 digits           | Employment.exitReason | District Employment > Exit Reason |
| <b>Filler 55 - 64</b>   | N\A  | N\A                         | N\A                   | N\A                               |
| <b>First Name Long</b>  | The staff member's first name.   | Alphanumeric, 60 characters | Identity.firstName    | Identities > First Name           |

| Element                        | Logic   | Type, Format, and Length    | Campus Database        | Campus Location  |
|--------------------------------|---|-----------------------------|------------------------|--|
| <b>Last Name Long</b>          | The staff member's last name.   | Alphanumeric, 60 characters | Identity.lastName      | Identities > Last Name   |
| <b>Filler 67 - 68</b>          | N\A   | N\A                         | N\A                    | N\A  |
| <b>Hispanic Indicator</b>      | Indicates whether the staff member identifies with an ethnicity of Hispanic/Latino. The element reports <b>Yes</b> or <b>No</b> .   | Alphanumeric, 1 character   | Identity.raceEthnicity | Identities > Race/Ethnicity > Is the individual Hispanic/Latino? |
| <b>Race Ethnicity Subgroup</b> | The primary New Mexico Tribe or Pueblo with which the staff member is affiliated or enrolled.   | Numeric, 2 digits           | Identity.tribe         | Demographics > Tribe   |
|                                | <b>Valid Values</b> <ul style="list-style-type: none"> <li>• <b>0</b>: Not Applicable</li> <li>• <b>1</b>: Acoma</li> <li>• <b>2</b>: Cochiti</li> <li>• <b>3</b>: Isleta</li> <li>• <b>4</b>: Jemez</li> <li>• <b>5</b>: Jicarilla Apache</li> <li>• <b>6</b>: Laguna</li> <li>• <b>7</b>: Mescalero Apache</li> <li>• <b>8</b>: Nambe</li> <li>• <b>9</b>: Navajo</li> <li>• <b>10</b>: Picuris</li> <li>• <b>11</b>: Pojoaque</li> <li>• <b>12</b>: San Felipe</li> <li>• <b>13</b>: San Ildefonso</li> <li>• <b>14</b>: Ohkay Owingeh</li> <li>• <b>15</b>: Sandia</li> </ul> |                             |                        |  |

| Element                           | Logic  | Type, Format, and Length    | Campus Database                        | Campus Location  |
|-----------------------------------|--|-----------------------------|--|--|
| <b>Highest Degree Institution</b> | Institution or state in which the staff member earned their Highest Degree. To report, the staff member's Staff Qualification Status must be C. Otherwise, this element reports blank. | Alphanumeric, 30 characters | Employment.institutionOfHighestDegree  | District Employment > Highest Degree Institution       |
| <b>Baccalaureate Degree</b>       | Institution or state in which the staff member earned Baccalaureate Degree. See the following <a href="#">Baccalaureate Degree Codes</a> for more information.                         | Alphanumeric, 30 characters | Employment.institutionOfBachelorDegree | District Employment > Baccalaureate Degree Institution |
| <b>Filler 73 - 75</b>             | N\A  | N\A                         | N\A                                    | N\A  |
| <b>Work Email</b>                 | The staff member's email address.  | Alphanumeric, 80 characters | Contact.email                          | Demographics > Personal Contact Information > Email    |
| <b>Filler 77</b>                  | N\A  | N\A                         | N\A                                    | N\A  |

| Element  | Logic   | Type, Format, and Length   | Campus Database        | Campus Location                                    |
|--|---|----------------------------|------------------------|--|
| <b>Race 2 Code</b><br><b>Race 3 Code</b><br><b>Race 4 Code</b><br><b>Race 5 Code</b> | <p>If the staff member has additional race/ethnicity selections, the value(s) report in these elements. Otherwise, these elements report blank.</p> <p><b>Valid Values</b></p> <ul style="list-style-type: none"> <li>• <b>C</b>: Caucasian</li> <li>• <b>B</b>: Black or African American</li> <li>• <b>A</b>: Asian</li> <li>• <b>I</b>: American Indian/Alaskan Native</li> <li>• <b>P</b>: Native Hawaiian or Other Pacific Islander</li> </ul> | Alphanumeric, 4 characters | Identity.raceEthnicity | Demographics > Person Information > Race/Ethnicity |

## Baccalaureate Degree Codes

| Code | Description          |
|------|----------------------|
| 0    | Non-Degree           |
| 1    | Alabama              |
| 2    | Alaska               |
| 3    | Arizona              |
| 4    | Arkansas             |
| 5    | California           |
| 6    | Colorado             |
| 7    | Connecticut          |
| 8    | Delaware             |
| 9    | District of Columbia |
| 10   | Florida              |

| <b>Code</b> | <b>Description</b> |
|-------------|--------------------|
| 11          | Georgia            |
| 12          | Hawaii             |
| 13          | Idaho              |
| 14          | Illinois           |
| 15          | Indiana            |
| 16          | Iowa               |
| 17          | Kansas             |
| 18          | Kentucky           |
| 19          | Louisiana          |
| 20          | Maine              |
| 21          | Maryland           |
| 22          | Massachusetts      |
| 23          | Michigan           |
| 24          | Minnesota          |
| 25          | Mississippi        |
| 26          | Missouri           |
| 27          | Montana            |
| 28          | Nebraska           |
| 29          | Nevada             |
| 30          | New Hampshire      |
| 31          | New Jersey         |
| 32          | New York           |
| 33          | North Carolina     |
| 34          | North Dakota       |
| 35          | Ohio               |
| 36          | Oklahoma           |
| 37          | Oregon             |
| 38          | Pennsylvania       |
| 39          | Rhode Island       |
| 40          | South Carolina     |

| <b>Code</b> | <b>Description</b>                            |
|-------------|---|
| 41          | South Dakota                                  |
| 42          | Tennessee                                     |
| 43          | Texas   |
| 44          | Utah  |
| 45          | Vermont                                       |
| 46          | Virginia                                      |
| 47          | Washington                                    |
| 48          | West Virginia                                 |
| 49          | Wisconsin                                     |
| 50          | Wyoming                                       |
| 51          | Outside USA                                   |
| 55          | University of New Mexico                      |
| 56          | New Mexico State University                   |
| 57          | New Mexico Highlands University               |
| 58          | Western New Mexico University                 |
| 59          | Eastern New Mexico University                 |
| 60          | New Mexico Institute of Mining and Technology |
| 61          | University of Albuquerque                     |
| 62          | College of Santa Fe                           |
| 63          | College of the Southwest                      |
| 64          | St. John's College                            |
| 65          | New Mexico Military Institute                 |
| 66          | College of Artesia                            |
| 67          | Albuquerque Technical-Vocational Institute    |
| 68          | Institute of American Indian Art              |
| 69          | Luna Vocational-Technical Institute           |
| 70          | Navajo Community College                      |
| 71          | New Mexico Junior College                     |
| 72          | Northern New Mexico Community College         |
| 73          | San Juan College                              |

| <b>Code</b> | <b>Description</b>              |
|-------------|---------------------------------|
| 74          | Santa Fe Community College      |
| 75          | Mesa Technical College          |
| 76          | Clovis Community College        |
| 77          | Southwestern College (Santa Fe) |
| 78          | Wayland Baptist University      |
| 79          | University of Phoenix           |
| 80          | Western Governor's University   |