

# Staff Template & Staff Snapshot Template (New Mexico)

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## Tool Search: Staff & Staff Snapshot\_Template

This tool extracts data to complete the Staff Template and Staff Snapshot extracts. The Staff Template reports a current view of the staff population and the Staff Snapshot Template reports a point-in-time view of the staff population. The Staff Snapshot Template can be used to track changes over time since there is one record for each staff member for each snapshot date.

STAFF & STAFF\_SNAPSHOT ☆

Reporting > NM State Reporting > STAFF & STAFF\_SNAPSHOT

**Staff Template & Staff Snapshot Template**

This tool will extract data to complete the Staff and Staff Snapshot extracts. Staff reported in the Staff Template must have an active District Employment on or before the Submission Start Date and Submission End Date to report. Staff reported in the Staff Snapshot Template must have an active District Employment on the Snapshot Date to report. Field 35: STAFF START DATE OF CURRENT SCHOOL YEAR reports the staff's District Employment Start Date or the Start Date of School Year as selected on the extract editor; the most recent date reports.

**Extract Options**

Extract Type	STAFF_SNAPSHOT
Submission Schedule	40D
Snapshot Date	07/01/2023
Start Date of School Year	07/01/2023
Ad Hoc Filter	
Format	State Format(CSV)

**Select school(s) to be included in the report**

Administration Office  
Bataan Elementary  
Bell Elementary  
Chaparral Elementary  
Columbus Elementary  
Deming Cesar Chavez Charter High School  
Deming High School  
Deming Intermediate School  
Detention Center  
Early College High School  
Esperanza Montessori School  
Memorial Elementary  
Mimbres Valley High School  
Misc Preschool Program  
My Little School  
Red Mountain Middle School  
Ruben S Torres Elementary

CTRL-click and SHIFT-click for multiple

Refresh Show top 50 tasks submitted between 06/03/2024 and 06/10/2024

**Batch Queue List**

Queued Time	Report Title	Status	Download

Staff Template & Staff Snapshot Template

## Extract Logic

- To report, staff must meet the following requirements:
  - Have an active District Employment record on the Snapshot Date selected on the extract editor. (Applies to Staff Snapshot and the Open Yr Round Submission Schedule of the Staff Template Only)
  - Have an active District Employment record one day on/between the Submission Start Date and Submission End Date selected on the extract editor. (Applies to 40D, 80D,

120D, EOY, Summer, and K5P Submission Schedules of the Staff Template Only)

- 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 on or before the Snapshot Date selected on the extract editor (Staff Snapshot Only) or the Submission End Date selected on the extract editor (Staff Template Only) 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.
- A record reports for staff with an active district employment record but who do not have an active district assignment; however, data collected on district assignment may report as null in that record.
- Only one record reports per reportable staff regardless of how many District Employment records were/are active in the reporting range.

## Extract Editor

Field	Description
<b>Extract Type</b>	A dropdown list of all available extracts. <ul style="list-style-type: none"> <li>• STAFF</li> <li>• STAFF_SNAPSHOT</li> </ul>
<b>Submission Schedule</b>	A dropdown list of submission schedules. <ul style="list-style-type: none"> <li>• 40D</li> <li>• 80D</li> <li>• 120D</li> <li>• EOY</li> <li>• Summer</li> <li>• K5P</li> <li>• Open Yr Round</li> </ul>
<b>Snapshot Date (Staff Snapshot Only)</b>	The snapshot date of the collection.
<b>Submission Start Date (Staff Template Only)</b>	The first day of the reporting range.

Field	Description
<b>Submission End Date (Staff Template Only)</b>	The last day of the reporting range.
<b>Start Date of School Year</b>	The first date of the school year. The default value is 07/01/YYYY where YYYY = Start Year.
<b>Ad Hoc Filter</b>	Ad Hoc Filters allow you to limit report results to those included in the filter. This option is useful for troubleshooting. For example, you could filter report results to specific staff members.
<b>Format</b>	The format in which the report will generate. <ul style="list-style-type: none"> <li>• State Format (CSV)</li> <li>• HTML</li> </ul>
<b>Select school(s) to be included in the report</b>	Select schools to include in the report.
<b>Generate Extract/Submit to Batch</b>	The report can be marked to generate immediately using the <b>Generate Extract</b> button or can be marked to generate at a later time using the <b>Submit to Batch</b> button. See the <a href="#">Batch Queue</a> article for additional guidance.

## Report Layout

Unless otherwise noted, information commonly reports according to the following criteria:

- **STAFF**
  - 40D, 80D, 120D, EOY, Summer, K5P: Information reports from the identity active on the District Employment End Date OR the Submission End Date selected on the extract editor. Whichever date comes first.
  - Open Yr Round: Information reports from the identity active on the Snapshot date. The employee's District Employment record MUST be active on the Snapshot Date selected on the extract editor.
- **STAFF\_SNAPSHOT**. Information reports from the identity active on the Snapshot date.

#	Element	Logic	Location
1	<b>District Code</b>	A three character district code.  <i>Numeric, 3 digits</i>	District Information  District.number
2	<b>Staff ID</b>	The staff member's social security number.  <i>Numeric, 12 digits</i>	Identities > SSN  Identity.ssn
3	<b>Filler 3 -5</b>	N\A	N\A
6	<b>Middle Initial</b>	The staff member's middle initial. If one does not exist, this element reports blank.  <i>Alphanumeric, 1 character</i>	Identities > Legal Middle Name  Identity.middleName
7	<b>Filler 7 - 13</b>	N\A	N\A

#	Element	Logic	Location
14	<b>Location Code</b>	<p>The state school number. From the staff's active assignments, Campus finds the assignment with the highest total FTE value; i.e., the staff's primary assignment. If the FTE value is null or multiple exist with the same highest value, Campus uses the most recent active assignment.</p> <p>If an active District Assignment does NOT exist, Campus reports according to the Qualification Status from the District Employment record. If the staff's Qualification Status is T or R, Location Code 000 reports. If their Qualification Status is NOT T or R, the corresponding State School Number reports.</p> <p><i>Numeric, 5 digits</i></p>	<p>School Information &gt; State School Number</p> <p>School.number</p>
15	<b>Filler 15 - 19</b>	N\A	N\A
20	<b>Gender Code</b>	<p>The gender code for the staff member: <b>M</b> or <b>F</b>.</p> <p><i>Alphanumeric, 1 character</i></p>	<p>Identities &gt; Gender</p> <p>Identity.gender</p>

#	Element	Logic	Location
21	<b>Ethnic Code Short</b>	<p>The ethnicity code assigned to the staff member.</p> <ul style="list-style-type: none"> <li><b>Staff:</b> <ul style="list-style-type: none"> <li>40D, 80D, 120D, EOY, Summer, K5P: Reports from the identity active on the District Employment End Date OR the Submission End Date selected on the extract editor; whichever comes first.</li> <li>Open Yr Round: Reports from the identity active on the Snapshot date.</li> </ul> </li> <li><b>Staff Snapshot:</b> Reports from the identity active on the Snapshot date.</li> </ul> <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> <p><i>Alphanumeric, 1 character</i></p>	<p>Identities &gt; State &gt; Race Ethnicity</p> <p>RaceEthnicity.code</p>
22	<b>Filler 22 - 32</b>	N\A	N\A

#	Element	Logic	Location
33	<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> <p><i>Date field, 10 characters YYYY-MM-DD</i></p>	<p>District Employment &gt; Teaching Start Year</p> <p>Employment.teachingStartYear</p>
34	<b>Filler 34</b>	N\A	N\A
35	<b>Staff Start Date Current School Year</b>	<p>The date the staff member's contract started for the current school year. Reports the most recent of these two dates: District Employment &gt; Start Date OR the date selected in Start Date of School Year entered on the extract editor.</p> <p><i>Date field, 10 characters YYYY-MM-DD</i></p>	<p>District Employment &gt; Start Date</p> <p>Employment.startDate</p>
36	<b>Staff Exit Date</b>	<p><i>Staff Template Only</i></p> <p>The District Employment End Date from the employee's active primary district assignment. This element only reports for Teacher codes: 00, 20-23, 25, 28, 30, 73-75, 94, 96, 97, 101, 103-104, 106, 110, 110S, and 139-140.</p> <p><i>Date field, 10 characters YYYY-MM-DD</i></p>	<p>District Employment &gt; End Date</p> <p>Employment.endDate</p>
36	<b>Filler 36</b>	Staff Snapshot Only	N\A
37	<b>Filler 37, 38</b>	N\A	N\A

#	Element	Logic	Location
39	<b>Teaching or Principal Years Experience</b>	<p>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) if the employee's active primary district assignment title Code is in 14-19, 00, 20-23, 25, 28, 30, 73-75, 94, 96, 97, 101, 103-104, 106, 110, 110S, or 139-140 (teacher or principle).</p> <p>To calculate this value, Campus takes the difference between Original Hire Date and the Submission End Date or the District Employment End Date, whichever comes first, then adds the Teaching Years Modifier to this value.</p> <p><i>Numeric, 2 digits</i></p>	<p>District Employment &gt; Teaching Start Year</p> <p>Employment.teachingStartYear\</p> <hr/> <p>District Employment &gt; Yrs Experience In District</p> <p>Employment.inDistrictModifie</p>
40	<b>Birth Date</b>	<p>The staff member's date of birth.</p> <p><i>Date field, 10 characters YYYY-MM-DD</i></p>	<p>Identities &gt; Birth Date</p> <p>Identity.birthDate</p>
41	<b>Filler 41, 42</b>	N\A	N\A

#	Element	Logic	Location
43	<b>Teaching or Principal Years Experience In District</b>	<p>The number of years that the staff member has been employed by the current district as a teacher or principle if the employee's active primary district assignment title Code is in 14-19, 00, 20-23, 25, 28, 30, 73-75, 94, 96, 97, 101, 103-104, 106, 110, 110S, or 139-140 (teacher or principle).</p> <p>To calculate this value, Campus takes the difference between the Original Hire Date and the following:</p> <ul style="list-style-type: none"> <li>• <b>Staff:</b> <ul style="list-style-type: none"> <li>◦ 40D, 80D, 120D, EOY, Summer, K5P: DE End Date or Submission End Date whichever comes first</li> <li>◦ Open Yr Round: the Snapshot Date</li> </ul> </li> <li>• <b>Staff Snapshot:</b> the Snapshot Date</li> </ul> <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> <p>Numeric, 2 digits</p>	<p>District Employment &gt; Teaching Start Year</p> <p>Employment.teachingStartYear</p> <hr/> <p>District Employment &gt; Yrs Experience In District</p> <p>Employment.inDistrictModifier</p>
44	<b>Filler 44</b>	N\A	N\A

#	Element	Logic	Location
45	<b>Highest Degree Earned</b>	<p>Reports the Highest Degree Earned from the staff's active District Employment record when their primary district assignment's Qualification Status Code is Null and Type is 02:Certified.</p> <p>Otherwise, the Highest Degree Earned from the staff member's District Employment record when Qualification Status is C (Certified) reports.</p> <p>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> <p><i>Alphanumeric, 1 character</i></p>	<p>District Employment &gt; Highest Degree Earned</p> <p>District Employment &gt; Qualification Status</p> <p>District Assignment &gt; Qualification Status</p> <p>Employment.educationLevel</p>
46	<b>Filler 46, 47</b>	N\A	N\A

#	Element	Logic	Location
48	<b>Staff Qualification Status</b>	<p>General descriptor of the position in which a staff member is qualified to work.</p> <p>The Qualification Status from the staff's active primary district assignment reports. If that value is null, but the Type on the district assignment is Certified, C reports. All others with a District Assignment report N. Staff without an active assignment report the Qualification Status code from the staff's active district employment record.</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> <p><i>Alphanumeric, 1 character</i></p>	<p>District Employment &gt; Qualification Status</p> <p>Employment.qualification</p> <hr/> <p>District Assignment &gt; Qualification Status</p>
49	<b>Filler 49</b>	N\A	N\A

#	Element	Logic	Location
50	<b>Snapshot Date</b>	<p><i>Staff Snapshot Only</i></p> <p>The report date. This element reports the end year plus a specific value for each reporting date. The YEAR reports based on where the reporting date falls the school year generated e.g.; if the Snapshot date is 10/14/2015, the YYYY reports as 2015.</p> <p><b>Valid Values</b></p> <ul style="list-style-type: none"> <li>• YYYY-10-01 = 40D</li> <li>• YYYY-12-15 = 80D</li> <li>• YYYY-03-01 = 120D</li> <li>• YYYY-06-01 = EOY</li> <li>• YYYY-09-01 = K5P</li> <li>• YYYY-06-29 = Summer Session</li> <li>• YYYY-07-15 = Open Yr Round</li> </ul> <p><i>Date field, 10 characters</i> YYYY-MM-DD</p>	N/A
50	<b>Filler 50</b>	Staff Template Only	N/A
51	<b>Filler 51</b>	N/A	N/A
52	<b>Annual Salary</b>	<p>Gross pay for one FTE before deductions in whole dollars.</p> <p>Reports the salary from the staff's active primary District Employment record. To report, the staff member's Staff Qualification Status must be C or N. Otherwise, this element reports blank.</p> <p><i>Numeric, 10 digits</i></p>	<p>District Employment &gt; Salary</p> <p>Employment.salary</p>
53	<b>Filler 53</b>	N/A	N/A

#	Element	Logic	Location
54	<b>Termination Code</b>	<p>Identifies the reason why the staff member left the district. Reports from the employee's active District Employment record.</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> <p><i>Numeric, 6 digits</i></p>	<p>District Employment &gt; Exit Reason</p> <p>Employment.exitReason</p>
55	<b>Filler 55 - 62</b>	N\A	N\A
63	<b>National Board Certified Teacher</b>	<p>Indicates if the staff member is a National Board Certified Teacher. When the National Board Certified Teacher checkbox is marked, reports Y. When the National Board Certified Teacher checkbox is not marked, reports N.</p> <p><i>Alphanumeric, 1 character</i></p>	Staff member > District Employment
64	<b>Filler 64</b>	N\A	N\A

#	Element	Logic	Location
65	<b>First Name Long</b>	<p>The staff member's first name.</p> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• 40D, 80D, 120D, EOY, Summer, K5P: Reports from the identity active on the District Employment End Date OR the Submission End Date selected on the extract editor; whichever comes first.</li> <li>• Open Yr Round: Reports from the identity active on the Snapshot date.</li> </ul> <p><b>Staff Snapshot</b></p> <ul style="list-style-type: none"> <li>• Reports from the identity active on the Snapshot date.</li> </ul> <p><i>Alphanumeric, 60 characters</i></p>	<p>Identities &gt; First Name</p> <p>Identity.firstName</p>

#	Element	Logic	Location
66	<b>Last Name Long</b>	<p>The staff member's last name.</p> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• 40D, 80D, 120D, EOY, Summer, K5P: Reports from the identity active on the District Employment End Date OR the Submission End Date selected on the extract editor; whichever comes first.</li> <li>• Open Yr Round: Reports from the identity active on the Snapshot date.</li> </ul> <p><b>Staff Snapshot</b></p> <ul style="list-style-type: none"> <li>• Reports from the identity active on the Snapshot date.</li> </ul> <p><i>Alphanumeric, 60 characters</i></p>	<p>Identities &gt; Last Name</p> <p>Identity.lastName</p>
67	<b>Filler 67 - 68</b>	N\A	N\A

#	Element	Logic	Location
69	<b>Hispanic Indicator</b>	<p>Indicates whether the staff member identifies with an ethnicity of Hispanic/Latino. Reports <b>Y</b>(es) or <b>N</b>(o).</p> <p><b>Staff</b> 40D, 80D, 120D, EOY, Summer, K5P: Reports from the identity active on the District Employment End Date OR the Submission End Date selected on the extract editor; whichever comes first.</p> <p>Open Yr Round: Reports from the identity active on the Snapshot date.</p> <p><b>Staff Snapshot</b> Reports from the identity active on the Snapshot date.</p> <p><i>Alphanumeric, 1 character</i></p>	<p>Identities &gt; Race/Ethnicity &gt; Is the individual Hispanic/Latino?</p> <p>Identity.raceEthnicity</p>

#	Element	Logic	Location
70	<b>Race Ethnicity Subgroup</b>	<p>The primary New Mexico Tribe or Pueblo with which the staff member is affiliated or enrolled.</p> <p>The default value selected in the Attribute Dictionary for the Tribal Affiliation code reports.</p> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• 40D, 80D, 120D, EOY, Summer, K5P: Reports from the identity active on the District Employment End Date OR the Submission End Date selected on the extract editor; whichever comes first.</li> <li>• Open Yr Round: Reports from the identity active on the Snapshot date.</li> </ul> <p><b>Staff Snapshot</b></p> <ul style="list-style-type: none"> <li>• Reports from the identity active on the Snapshot date.</li> </ul> <p><b>Valid Values</b></p> <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> <p><i>Numeric, 2 digits</i></p>	<p>Demographics &gt;Tribe</p> <p>Identity.tribe</p>

#	Element	Logic	Location
71	<b>Highest Degree Institution</b>	<p>Institution or state in which the staff member earned their Highest Degree.</p> <p>To report, the staff member's Staff Qualification Status must be C. Reports the Highest Degree Institution from the employee's active District Employment record.</p> <p>Otherwise, this element reports blank.</p> <p><i>Alphanumeric, 30 characters</i></p>	<p>District Employment &gt; Highest Degree Institution</p> <p>Employment.institutionOfHighestDegree</p>
72	<b>Baccalaureate Degree</b>	<p>Institution or state in which the staff member earned Baccalaureate Degree.</p> <p>Reports the Baccalaureate Degree Institution from the employee's active District Employment record.</p> <p><i>Alphanumeric, 30 characters</i></p>	<p>District Employment &gt; Baccalaureate Degree Institution</p> <p>Employment.institutionOfBachelorDegree</p>
73	<b>Filler 73 - 75</b>	N\A	N\A
76	<b>Work Email</b>	<p>The staff member's email address.</p> <p><i>Alphanumeric, 80 characters</i></p>	<p>Demographics &gt; Personal Contact Information &gt; Email</p> <p>Contact.email</p>
77	<b>Filler 77</b>	N\A	N\A

#	Element	Logic	Location
78	<b>Race 2 Code</b>	If the staff member has additional race/ethnicity selections, the value(s) report in these elements.	Demographics > Federal Races
79	<b>Race 3 Code</b>		
80	<b>Race 4 Code</b>		Identity.raceEthnicity
81	<b>Race 5 Code</b>	Otherwise, these elements report blank.  <b>Valid Values</b> <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> These fields only reports if 2 or more Federal Race checkboxes are marked. Otherwise, they report as NULL. Only unduplicated values report in these fields and do not report the same value as the Ethnic Code Short field.  <i>Alphanumeric, 4 characters</i>	
82	<b>Filler 82</b>	N\A	N\A

#	Element	Logic	Location
83	<b>Employment Eligibility Verification</b>	<p>Indicates whether a teacher is working in the US with a J1 or Temporary Work Visa. The value selected in the staff person's Visa Type field on their active Identity reports.</p> <p>For the Open Yr Round Submission Schedule, the Staff Template reports from the Identity record that is active on the Snapshot Date. All other Submission Schedules report from the Identity record that is active on the Submission End Date selected on the extract editor.</p> <p>The Staff Snapshot template reports from the Identity record that is active on the Snapshot Date.</p> <p><i>Alphanumeric</i></p>	<p>Identities &gt; Visa Type</p> <p>Identity.visaType</p>
84	<b>Filler 84 - 115</b>	N\A	N\A