

# **Staff Locator**

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Staff Locator | Locate a Staff Member | Select a Staff Person from the Search Results | Create New District Staff When No Matching Staff Members Are Found | Staff Locator Employment Validation | Assign Staff State ID when Creating New District Employment Record | Assign Staff State IDs when Creating New District Assignment Record | Assign Staff State IDs through the Census Import Wizard | Troubleshooting Errors

Tool Search: Staff Locator

The Staff Locator searches all people in an effort to prevent duplicates and is used to add new employees. The Staff Locator searches the local district database for the person, or if the district is linked to a State Edition of Campus, the local district and state databases. This prevents the creation of duplicate people and employment records.

Staff Lo	ocator Wizard						Census > Staff > Staff Locator Wizard Related Tools
Staff Locator Search for To search, the list or o	a staff already tracked in you must enter the staff n slick the Create New Staff	Campus using the fields provid tember's Staff State ID, or full i button.	ed. A minimum amo egal Last Name, Firs	unt of da st Name,	ta must be ent and Gender. F	ered in o lover the	rder to search. cursor over each matching person to see additional information. Select a person from
Last Name First Name Gender Birth Date Middle Name SSN # Staff State ID	Person Dylan Male  Search>	Name Person, Dylan Thomas Person, Dylan Gene Person, Dylan James Person, Dylan William	Staff State ID	Gender M M M M	Birth Date 1009/1993 11/26/1995 04/28/2011 09/16/2005	% 100 100 100 100	
				St	taff Loc	ator	

See the <u>Staff Locator Wizard Tool Rights</u> article for information about rights needed to use this tool.

## Locate a Staff Member

Searching for a staff person first allows you to identify whether the individual already exists in



Campus, and when that person does not exists, a new staff record can be created. This avoids duplicates within Campus and provides a simple way to add new staff records.

Assigned <u>Tool Rights to Census > People > Demographics</u> apply when searching and viewing staff information (staff numbers, staff birth dates, etc.). Separate tool rights are necessary to see a person's <u>Social Security number</u>.

You must enter at least the **Last Name**, **First Name**, **Gender** and/or **Staff State ID** of the person being searched. Logic searches for any matching person in the local district database using the entered data. When a person had a suffix as part of their name in a previous district, that field is also used to locate the individual. If your district is linked to a State Edition of Campus, both the local district and state databases are searched.

- Enter search criteria to locate the staff person. A Last Name, First Name and Gender, or Staff State ID must be entered in order to activate the Search button. Additional search criteria can be entered as well. Hover over the results to see information for the person. For security reasons, this tool only uses the last 4 digits of a person's Social Security number (SSN).
- 2. Click the **Search** button. Matching results display. On state-linked district editions, both the state and district databases are queried to find matching results. When the state database cannot be reached, a warning message displays indicating only the district database is being queried.

If an existing person in Campus, whether a student or parent, becomes a staff person, a new Identity record is added for that person once the staff record has been completed.

# Select a Staff Person from the Search Results

When a person record is returned by the Staff Locator search, the district and/or state database already contains records for that person.

The result area displays information on potential matches, including the name, Staff State ID, gender, birth date and the percent match of results compared to search criteria. If the staff member is already employed within the district performing the search, an arrow appears to the left of his/her name. A person is considered an existing staff member if he/she has ever had a <u>Staff State ID</u>, <u>Local Staff Number</u>, <u>District Employment record</u> and/or <u>District Assignment record</u>.

aff Locator Staff Search Search for a To search, y to see addit	a staff already tracked in ( you must enter the staff m ional information. Select a	Campus using the fields provide ember's Staff State ID, or full le a person from the list or click th	ed. A minimum am sgal Last Name, Fi e Create New Stat	ount of dat rst Name, a f button.	a must be ente and Gender. Ho	red in ord	der to search. cursor over each matching perso
Last Name First Name Gender Birth Date Middle Name SSN # Staff State ID	Person Andrew Male V Search>	Name Pearson, Andrew Jeremy Persons, Andrew Scott Persson, Andrew Luke 5 Pierson, Andrew Joseph	Staff State ID	Gender M M M	Birth Date 01/31/1980 09/14/1985 06/15/1993 11/24/1991	% 67 67 67 67	
		1	Cr	eate Nev	/ District Sta	ff>	

See below to view detailed information about how the Percent (%) is calculated.

#### • Click here to expand...

The percentage listed indicates how closely an existing student matches the entered search values. The Percent (%) column is calculated as **Match** % = (X/Y) \* 100, where:

- X = Number of fields that matched the person and any associated identities. A single field value matching identities only provides a single point.
- Y = Number of fields populated for the search

For example, a user enters search criteria of (1) Last Name, (2) First Name, (3) Gender, (4) State ID, and (5) Birth Date. Y = 5

The actual person record has two identities:

- First name matches on one identity (+1)
- Gender matches on two identities (+1)
- Last Name matches on two identities (+1)
- Birth Date matches on two identities (+1)
- State ID does not match on person (+0)

#### X = 1 + 1 + 1 + 1 + 0 = 4

#### Match = (4/5) \* 100 = 80%

Ranking comes after match filtering. When the State ID and or Gender fields are used for searching, records that do not match are excluded from the list. For all other fields, results display



as long as at least one of those field values match.

Once a staff person is selected from the search results, **the Identity Information fields - Last** Name, First Name, Middle Name, Suffix, Gender, Birth Date and Social Security Number - cannot be modified. These fields are READ ONLY and are not editable.

Staff Locator Search for : To search, Create New	a staff already tracked in you must enter the staff r r Staff button.	Campus using the fields provided. member's Staff State ID, or full lega	A minimum amount of data al Last Name, First Name, a	must be entered in order to search Ind Gender. Hover the cursor over ea	ach m	
Last Name	Staff	Name	Staff State ID Gender	Birth Date %		
First Name	Louis	Staff, Louis Rvan	M	01/27/1990 100		
Gender	Male V	Staff, Louis DEAN	М	10/14/1991 100		
Birth Date		New Staff				
Middle Name SSN #		Create a new staff in Trigg Fill out the form and click	County District			
Staff State ID	Search>	Person Information *Last Name Staff *Gender M: Male Recer/Edmicity Is the individual Hispanic/Latir (check all that apply) American Indian or Alask Asian Black or African American	*First Name Louis Birth Date 01/27/1990 no? nore of the these races? a Native	Middle Name Ryan Soc Sec Number	Suffix	
		Staff Locator - Id	dentity Fields No	ot Editable		

Hovering over a person's information in the search results list may display the last district within the state in which he/she was employed, if the state system preference allows display of this information. Please refer to the <u>State-Level System Preferences</u> for more information.

Clicking on a person match within the results window (1) directs the user to the New Staff editor to employ the person as a staff member for the first time in the district, or (2) directs the user to the Demographics tool of the person if he/she is already a local staff member.



## **Create New District Staff When No**



# **Matching Staff Members Are Found**

When a matching person is not returned in a Staff Locator search (indicating there is no record for that person in Campus in either the district or state (if linked to a State Edition), the new staff member can be added by clicking the **Create New District Staff** button.

Staff Locator Staff Search Search for To search, to see add	a staff already tracked in Campus using the fields provide you must enter the staff member's Staff State ID, or full leg litional information. Select a person from the list or click the	d. A minimum am gal Last Name, Fi e Create New Staf	iount of data must be ent irst Name, and Gender. H ff button.	ered in or lover the	rder to search. cursor over each matching person	
Last Name First Name Gender Birth Date Middle Name SSN # Staff State ID	Tester Name Nate No matches found Male T Search>	Staff State ID	Gender   Birth Date issuetest808 WARNING: This state system. This should ON Continue?	% 3.infin s process ILY be us aff>	itecampus.com says: s will create a new stateID for th sed if the staff has NEVER been	x estaff in the SD employed at SD. Cancel
	Ne	w District	Staff Creation	n		

The warning message displayed in the image above only appears in state-linked District Editions.

A **New Staff editor** that is similar to the Demographics or Identity record entry displays. Enter the required fields (those that display in red font with an asterisk - **Last Name, First Name** and **Gender**). Then click **Save**. At this point, the <u>Demographics</u> tool displays, where additional Person Information, Person Identifiers, Personal Contact Information, and any District Defined Elements can be entered.

### **New Staff Editor**

The staff member's Demographics information can be modified on the next New Staff editor screen, if the match selected has never been staff member in the local district. Upon clicking the **Save** button, a new employment record exists for the person.



Staff Locator Wi	Staff Locator Wizard ☆									
New Staff										
Create a new staff in ISD #	100 District									
Fill out the form and click save to create a new staff.										
Person Information										
*Last Name	*First Name	Middle Name Suffix								
Staff	Jane									
*Gender	Pronouns									
Birth Date	Soc Sec Number									
Race/Ethnicity	•?									
	0:									
Is the individual from one or m	ore of the these races?									
(check all that apply)	a Native									
Black or African America										
Native Hauveilag or Other	Danifin Inlander									
Native Hawalian or Other	Pacific Islander									
White										
Race Ethnicity										
Race/Ethnicity Determination	٦									
tHomo Drimony Longuage										
ENC: English										
LIVO. English	^ _									
Person Identifiers										
Student State ID										
Local Staff Number										
Person GUID	Person GUID									
Employment Information										
Start Date	End Dat	te								
Evit Descon										
LAIL REASON	~									
<u>.</u>	Savo									
	Save									
	New Staff Edi	tor								

#### Fields available in the Employment Information editor vary by state.

Upon clicking **Save**, if the state has enabled the the <u>Staff State ID Generation</u> system preference, a <u>Staff State ID</u> generates and is assigned to the new staff person. Information entered on this screen is saved to the <u>Demographics</u> and <u>District Employment</u> tabs of the new staff member.

After saving, the user is transferred to the <u>Demographics</u> tool and the Staff State ID displays in the Person Identifiers editor.



# **Staff Locator Employment Validation**

Logic exists within the Staff Locator to check for <u>District Employment records</u>, <u>District Assignment</u> records, <u>Staff State ID</u> and/or <u>Local Staff Number</u> related to the person being searched within the local database and/or state database. A message appears at the bottom of the record if an employment record already exists.

reaction	Giunaidi	'	
*Gender	Birth Date	Soc Sec Number	
Male 🔽			
Race/Ethnicity			
Is the individual Hispanic/	Latino?		
Is the individual from one	or more of the these races?		
(cneck all that apply)			
American Indian or A	laska Native		
Asian			
Black or African Ame	erican		
Native Hawaiian or C	ther Pacific Islander		
White			
Race Ethnicity			
	×		
Race/Ethnicity Determina	tion		
	<b>*</b>		
Dens en Identifiere			
Student State ID			
Local Staff Number	000000		
Chaff Chata ID	999999		
Starr State ID			
Person GUID	5EECB2E8-4932-48E1-ADD6-D	0489CCDCFA3D	
Employment Informati	on		
Start Date	End Date		
04/30/2010			
Teaching Start Year	Teaching Years M	lodifier	
License Number	FTE Percent		
Seniority	Education		
×		×	
Chandler Teacher	r has an employment fr	om 08/27/2001 to 05	/10/2010
onundier reache	r nas an employment in	0111 00/21/2001 10 00	10/2010
	Save		
_			
	Existing Employme	ent Record Message	
	EXISTING EITIPIOYIIIE	In Necola Messaye	

For more information on district employment validations, see the <u>District Employment</u> page.

### Assign Staff State ID when Creating New District Employment Record

When a user attempts to add a new <u>district employment</u> record for a person who does not have a Staff State ID in a state-linked district and the state has enabled the <u>Staff State ID Generation</u> system preference, a verification window attempts to transfer the user to the Staff Locator:



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

## Assign Staff State IDs when Creating New District Assignment Record

When a user attempts to add a new <u>district assignment record</u> for a person who does not have a Staff State ID in a state-linked district and the state has enabled the <u>Staff State ID Generation</u> system preference, a verification window attempts to transfer the user to the Staff Locator:

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

## Assign Staff State IDs through the Census Import Wizard

Import Staff Data Including Staff State ID Number | Import Staff Information (State Import Wizard Tool) | Create Staff State IDs for Third-Party Districts | Assign Staff State IDs in Districts Not Linked to a Campus State Edition

The <u>Census Import Wizard</u> has the ability to import new staff members to the state level as part of a Staff Demographics import. **This functionality may not be available in all states**.

#### Import Staff Data Including Staff State ID Number

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

Please see the <u>Assign Staff State IDs in Districts Not Linked to a Campus State Edition</u> section in the following Import Staff Information section.

# Import Staff Information (State Import Wizard Tool)

This functionality may not be available in all states.

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

#### **Existing Staff State ID**



When a matching Staff State ID exists, the system verifies general person information (Last Name, First Name, Gender, Birth Date, SSN nulls match, Middle Name nulls and first initials match).

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

#### No Existing Staff State ID

If no existing Staff State IDs match those of the staff to be imported, the system attempts to match primarily on general person information (Last Name, First Name, Gender, Birth date, SSN nulls match, Middle Name nulls and first initials match) instead of Staff State ID.

For the information to be imported, only one match can be returned. Otherwise, the results are classified as ambiguous and information is NOT imported.

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

### **Create Staff State IDs for Third-Party Districts**

In a State Edition installation, the state is the arbiter of Staff State IDs for all districts in the entire state. In the event that a district within a Campus-implemented state is not actually using Campus, an alternate method for receiving Staff State IDs is used.

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

#### **Assign Staff State IDs in Non-Campus Districts**

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

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

Consider the way the system handles the following scenarios:

**Example A**: The staff record is provided in the import, but a Staff State ID is not included.

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



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

• Attempting the import produces an error and does not import the data. The school must then either correct the Staff State ID or remove it from the file.

**Example C**: A staff record is provided in an import and a Staff State ID is provided with the record, but the Staff State ID is already in use for a staff member in the state.

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

# Assign Staff State IDs in Districts Not Linked to a Campus State Edition

For Campus districts not connected to State Edition of Campus, the Staff State ID field is unlocked and available for manual data entry, however, Staff State IDs are not auto-assigned.

Automatic generation of Staff State IDs is NOT possible in districts that are not connected to a State Edition installation. In such scenarios, Staff State IDs can only be entered manually.

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

indicate how the file should be processed. There are 3 options: in checking will be performed on the file. A summary report will be generated ind. No data is imported under this option. le will add to or update the current student/staff record in the AIM enerated indicating the number of records that were inserted or changed, pdating the information on a partial list of students. ata imported from this file will replace all existing data of this type. A idicating the number of records that were changed or deleted. This option is is previously entered and replacing it with the contents of the uploaded file.
v osen Upload
05



# **Troubleshooting Errors**

This section describes potential errors you may encounter when using the Staff Locator.

#### **No Response from State Server**

When a state-linked (DIS-enabled) district has trouble connecting to the state database, the Staff Locator only queries the district's local database when searching for and producing search results. When users encounter this error, the error below displays.

Users can still move forward in creating new staff members in their district, however, the record may not sync to the DIS-linked state edition or be assigned a State ID until the underlying DIS issues are resolved.

The district should report this issue to Campus via their authorized support contacts.

Staff Locator Staff Search Search for a staff already tracked in 0 To search, you must enter the staff m to see additional information. Select a	ampus using the fields provide ember's Staff State ID, or full le person from the list or click th	ed. A minimum amo gal Last Name, Firs e Create New Staff i	unt of data t Name, a putton.	a must be enter and Gender. Ho	ed in order ver the cur	to search. sor over each mat	ching person
Last Name Person First Name Andrew Gender Male Birth Date Middle Name SSN # Staff State ID Search>	Name Perarson, Andrew Jeremy Person, Andrew Scott Persson, Andrew Luke • Pierson, Andrew Joseph	Staff State ID	Gender M M M	Birth Date 01/31/1980 09/14/1985 06/15/1993 11/24/1991	% 67 67 67		
No response from state s	erver. Querying loca	al database o	nly.				
Connection Error Message							

#### **Advanced State Search Failed**

When a state-linked (DIS-enabled) district has trouble connecting to the state, they receive a warning message as shown in the image below.



Although this error message means first name synonym search results cannot be utilized at this time, you can still move forward in creating new staff in your district. However, you should be extra vigilant in performing multiple searches using variations of a staff's first name.

Districts should report this issue to Campus via their authorized support contacts.

Staff Locator Staff Search Search for To search, to see addi	a staff already tracked in C you must enter the staff me ional information. Select a	ampus using the fields provide ember's Staff State ID, or full le person from the list or click th	d. A minimum amo gal Last Name, Firs e Create New Staff	unt of data st Name, a button.	a must be enter and Gender. Ho	red in or	rder to search. cursor over each matching person
Last Name	Person	Name	Staff State ID	Gender	Birth Date	%	
First Name	Andrew	Pearson, Andrew Jeremy		М	01/31/1980	67	
Gender	Male V	Persons, Andrew Scott		М	09/14/1985	67	
Birth Date		Persson, Andrew Luke		М	06/15/1993	67	
Middle Marrie		Pierson, Andrew Joseph		М	11/24/1991	67	
SSN # Staff State ID	Search>						
Advanced \$	State Search Failed. I	Nicknames will not be ma	atched on at the	e state le	evel. 🗲		
			Crea	te New	District Staf	f>	
	Connection Error Message						