

Staff Locator Wizard

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Tool Search: Staff Locator

The Staff Locator Wizard allows users to search for an existing staff member before creating a new record. Searching first helps prevent duplicate records and ensures consistent staff data in Campus.

District Edition: When a district using Staff State ID generation hires a new employee, the Staff Locator Wizard must be used to add that person and their district employment record into the Campus database.

State Edition: The Staff Locator Wizard **MUST** be used to enter new employees in a State Edition. It searches the state-level database for the employee based on the criteria entered by the district. This prevents the creation of duplicate person, employment, and/or Staff State ID records.

Staff Locator Wizard ☆
Census > Staff > Staff Locator Wizard

Staff Locator

Search for a staff already tracked in Campus using the fields provided. A minimum amount of data must be entered in order to search. To search, you must enter the staff member's Staff State ID, or full legal Last Name, First Name, and Gender. Hover the cursor over each matching person to see additional information. Select a person from the list or click the Create New Staff button.

Last Name	<input type="text" value="Person"/>	Name	Staff State ID	Gender	Birth Date	%
First Name	<input type="text" value="Dylan"/>	Person, Dylan Thomas		M	10/09/1993	100
Gender	<input type="text" value="Male"/>	Person, Dylan Gene		M	11/26/1995	100
Birth Date	<input type="text"/>	Person, Dylan James		M	04/28/2011	100
Middle Name	<input type="text"/>	Person, Dylan William		M	09/16/2005	100
SSN #	<input type="text"/>					
Staff State ID	<input type="text"/>					

Staff Locator Wizard

See the [Staff Locator Wizard Tool Rights](#) article for information about rights needed to use this tool.

Search for a staff member

Searching checks for matching individuals in the local district database. If your district is linked to a State Edition of Campus, the state database is also searched.

To activate the **Search** button, enter at least one of the following combinations:

- **Last Name, First Name, and Gender**
- **Staff State ID**

You can also enter additional search criteria to refine results. If the person previously had a name suffix, that information is included in the search logic.

1. Enter the required search criteria.
 - Hover over search results to view additional person details.
 - Only the last four digits of the SSN are used, if provided.
2. Click **Search**.
 - Matching results display.
 - In state-linked districts, both district and state databases are queried.
 - If the state database is unavailable, a warning message indicates that only the district database was searched.

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.

Understand search results

When a record is returned, the district, the state, or both already contain a record for that person.

The results list may include:

- Name
- Staff State ID
- Gender
- Birth date
- Percent match between the result and the search criteria

If the staff member has ever been employed in the district, an arrow appears to the left of the name. A person is considered an existing staff member if they have any of the following:

- A Staff State ID
- A Local Staff Number
- A District Employment record
- A District Assignment record

If an existing student or parent later becomes a staff member, Campus creates a new **Identity** record after the staff record is completed.

Staff Locator

Staff Search

Search for a staff already tracked in Campus using the fields provided. A minimum amount of data must be entered in order to search. To search, you must enter the staff member's Staff State ID, or full legal Last Name, First Name, and Gender. Hover the cursor over each matching person to see additional information. Select a person from the list or click the Create New Staff button.

Last Name

First Name

Gender

Birth Date

Middle Name

SSN #

Staff State ID

Name	Staff State ID	Gender	Birth Date	%
Pearson, Andrew Jeremy		M	01/31/1980	67
Persons, Andrew Scott		M	09/14/1985	67
Persson, Andrew Luke		M	06/15/1993	67
♣ Pierson, Andrew Joseph		M	11/24/1991	67

↑

Staff Locator Results

How the percent (%) is calculated

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 matches.

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.

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Name	Staff State ID	Gender	Birth Date	%
Staff, Louis Ryan		M	01/27/1990	100
Staff, Louis DEAN		M	10/14/1991	100

New Staff

Create a new staff in Trigg County District
Fill out the form and click **Save** to create a new staff.

Person Information

*Last Name: Staff, First Name: Louis, Middle Name: Ryan, Suffix: [v]
 *Gender: M: Male, Birth Date: 01/27/1990, Soc Sec Number: []-[]-[]

Race/Ethnicity

Is the individual Hispanic/Latino? [v]
 Is the individual from one or more of the these races? (check all that apply)
 American Indian or Alaska Native
 Asian
 Black or African American

Staff Locator - Identity Fields Not Editable

Hovering over a person's information in the search results list may display the last district in the state where he/she was employed, if the state system preference allows it. Please refer to the [State-Level System Preferences](#) 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.

Name	Staff State ID	Gender	Birth Date	%
Abbo, Eli	919919	M	01/01/1961	100
Mia, Aim	991515	F	01/01/1977	100

Staff from district: MSAD 17, click to add to current district.

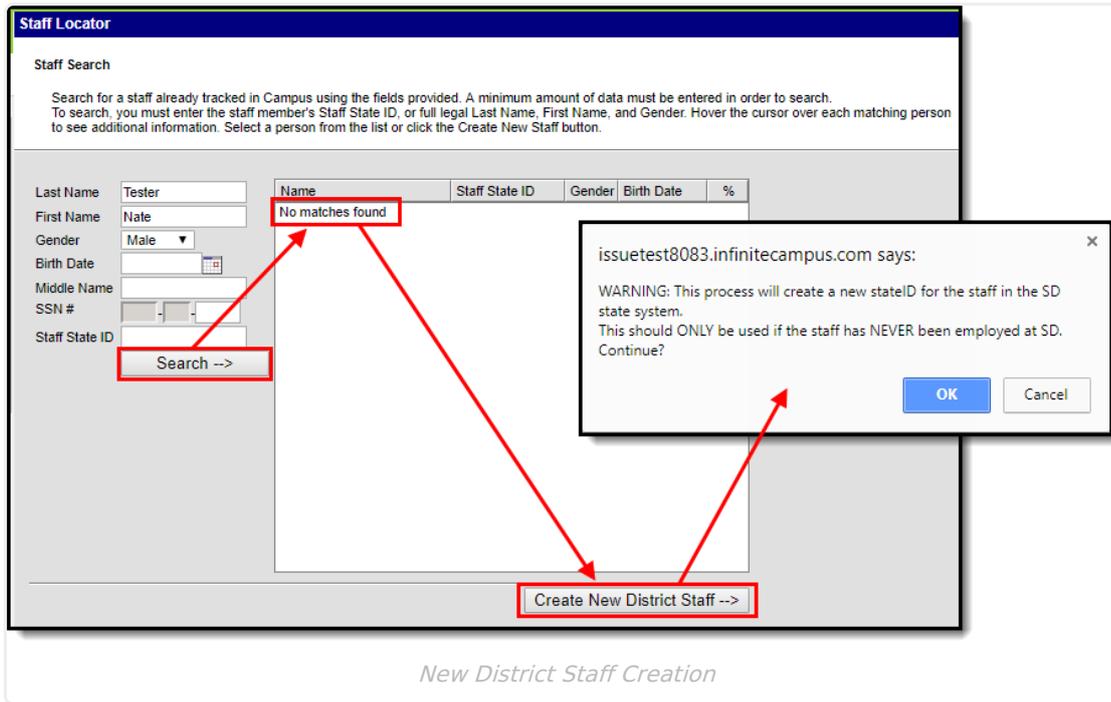
Indicates staff member is already employed in searching district

Staff member's last known district of employment within state

Create New District Staff

Results with existing employment information

Create a new staff member



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

If no matching records are found, you can create a new district staff record.

1. Click **Create New District Staff**.
2. In the **New Staff editor**, enter the required fields:
 - Last Name
 - First Name
 - Gender
 Required fields appear in red with an asterisk.
3. Click **Save**.

Complete staff setup

After saving, a New Staff editor, similar to the Demographics or Identity record entry, is displayed.

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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		
F: Female ▼	▼		
Birth Date	Soc Sec Number		

Race/Ethnicity

Is the individual Hispanic/Latino?
▼

Is the individual from one or more of the these races?
(check all that apply)

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White

Race Ethnicity
▼

Race/Ethnicity Determination
▼

***Home Primary Language**

ENG: English x ▼

Person Identifiers

Student State ID

Local Staff Number

Staff State ID

Person GUID

Employment Information

Start Date

End Date

Exit Reason
▼

New Staff Editor

Enter the required fields (those that display in red font with an asterisk - **Last Name**, **First Name**, and **Gender**). Then click **Save**. If the selected person has never been a staff member in the local district, you can modify their [Demographics](#) information on the next editor screen.

- Person information
- Person identifiers
- Personal contact information
- District-defined elements

When you click **Save**, a new employment record is created.

If the district has enabled the [Staff State ID Generation system preference](#), Campus automatically generates and assigns a Staff State ID. Refer to the [Staff State ID](#) article for more information.

All information entered is saved to [Demographics](#) and [District Employment](#). After saving, you are redirected to the Demographics tool, where the Staff State ID appears in the Person Identifiers editor.

Staff Locator employment validation

The screenshot shows a web form for staff information. At the bottom, a red-bordered box contains the message: "Chandler Teacher has an employment from 08/27/2001 to 05/10/2010". Below this message is a "Save" button. The form includes sections for "Race/Ethnicity", "Person Identifiers", and "Employment Information".

Existing Employment Record Message

The Staff Locator automatically validates whether a person already has an employment-related record in Campus.

During the search, Campus checks both local district and state databases (if applicable) for any of the following:

- District Employment records
- District Assignment records
- Staff State ID
- Local Staff Number

If Campus finds an existing employment-related record, a message appears at the bottom of the search result indicating that an employment record already exists for the person.

This validation helps prevent duplicate employment records and ensures accurate staff assignment tracking.

For more information on district employment validations, see the [District Employment](#) page.

Troubleshooting errors

Potential errors you may encounter when using the Staff Locator Wizard:

Error Message	Description	Possible Resolution(s)
<p>No response from state server. Querying local databases only.</p>	<p>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.</p>	<p>Users can still create 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.</p> <p>The district should report this issue to Campus via their Authorized Support contacts.</p>
<p>Advanced State Search Failed</p>	<p>A state-linked (DIS-enabled) district has trouble connecting to the state.</p>	<p>Although this error message indicates that first-name synonym search results cannot be used at this time, you can still proceed with creating new staff in your district. However, you should be extra vigilant in performing multiple searches using variations of a staff member's first name.</p> <p>The district should report this issue to Campus via their Authorized Support contacts.</p>