

Staff Locator Wizard

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Tool Search: Staff Locator

The Staff Locator Wizard is used to add new employees. It 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 Locator Wizard ☆

Census > Staff > Staff Locator Wizard

Related Tools ▾

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	Person	Name	Staff State ID	Gender	Birth Date	%
First Name	Dylan	Person, Dylan Thomas		M	10/05/1993	100
Gender	Male	Person, Dylan Gene		M	11/26/1995	100
Birth Date		Person, Dylan James		M	04/28/2011	100
Middle Name		Person, Dylan William		M	09/16/2005	100
SSN #						
Staff State ID						

Search -->

Create New District Staff -->

Staff Locator

See the [Staff Locator Wizard Tool Rights](#) 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; if not, a new staff record can be created. This avoids duplicates within Campus and provides a simple way to add new staff records.

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

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.

1. 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 also be entered.
 - 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 is unavailable, a warning message displays, indicating that 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 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 between the results and the 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 have ever had a [Staff State ID](#), [Local Staff Number](#), [District Employment record](#), and/or [District Assignment record](#).

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	Person	Name	Staff State ID	Gender	Birth Date	%
First Name	Andrew	Pearson, Andrew Jeremy		M	01/31/1980	67
Gender	Male	Persons, Andrew Scott		M	09/14/1985	67
Birth Date		Persson, Andrew Luke		M	06/15/1993	67
Middle Name		↳ Pierson, Andrew Joseph		M	11/24/1991	67
SSN #						
Staff State ID						
Search -->						

Create New District Staff -->

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)

$$X = 1+1+1+1+0 = 4$$

$$\text{Match} = (4/5) * 100 = 80\%$$

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.

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 match to see the last district where the staff member was employed. Click on the match to view the staff member's Demographics tool. Click the Create New Staff button.

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
*Gender M: Male	Birth Date 01/27/1990	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

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

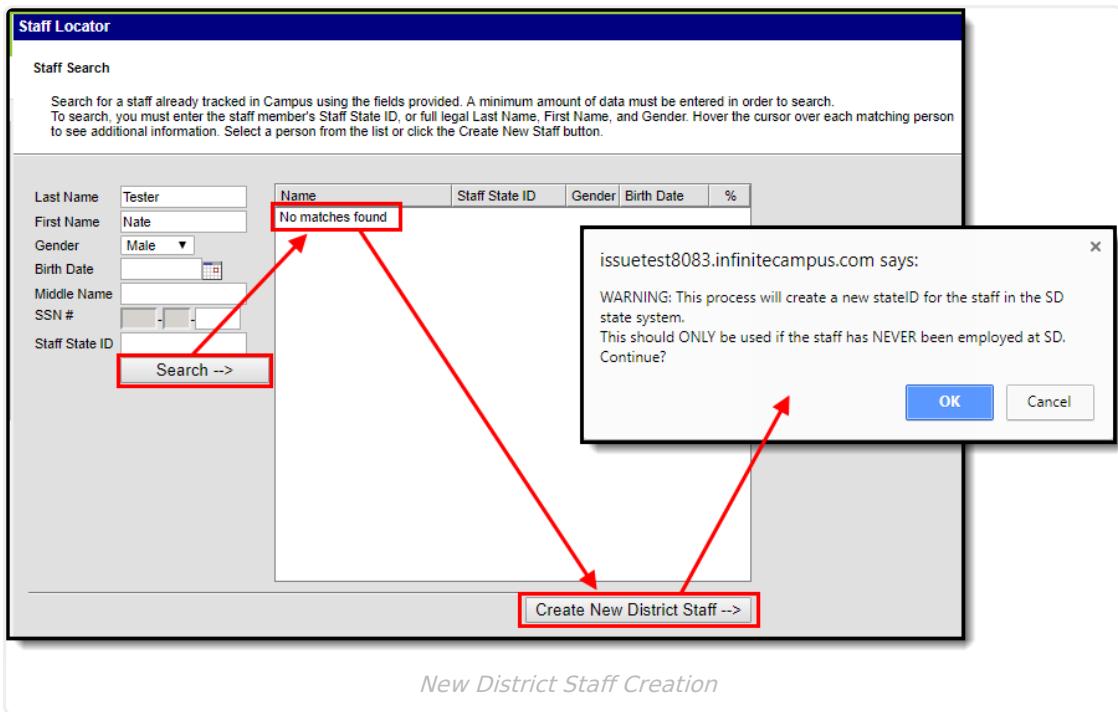
Create New District Staff

Results with existing employment information

Create 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.



The warning message shown in the image above appears only 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 [Demographics](#) 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 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 Staff	*First Name Jane	Middle Name	Suffix
*Gender F: Female	Pronouns		
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

Person Identifiers

Student State ID

Local Staff Number

Staff State ID

Person GUID

Employment Information

Start Date End Date

Exit Reason

New Staff Editor

Fields available in the Employment Information editor vary by state.

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

After saving, the user is transferred to the [Demographics](#) 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 [District Employment records](#), [District Assignment records](#), [Staff State ID](#) and/or [Local Staff Number](#) 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.

The screenshot shows a software interface for managing staff employment records. At the top, there are fields for Gender (Male), Birth Date, and Soc Sec Number. Below these are sections for Race/Ethnicity, Person Identifiers, and Employment Information. A message box at the bottom states: "Chandler Teacher has an employment from 08/27/2001 to 05/10/2010".

Person Identifiers	
Student State ID	
Local Staff Number	999999
Staff State ID	
Person GUID	5EECB2E8-4932-48E1-ADD6-D489CCDCFA3D

Employment Information	
Start Date 04/30/2010	End Date
Teaching Start Year	Teaching Years Modifier
License Number	FTE Percent
Seniority	Education

Chandler Teacher has an employment from 08/27/2001 to 05/10/2010

Save

Existing Employment Record Message

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

Assign Staff State ID when Creating New District Employment Record

When a user attempts to add a new [district employment](#) record for a person who does not have a Staff State ID in a state-linked district and the state has enabled the [Staff State ID Generation](#) 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 [district assignment record](#) for a person who does not have a Staff State ID in a state-linked district and the state has enabled the [Staff State ID Generation](#) 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 With 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](#) | [Troubleshooting Errors](#)

The [Census Import Wizard](#) 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 With 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 [Assign Staff State IDs in Districts Not Linked to a Campus State Edition](#) 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 [Import Wizard 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 matches that of the import, the data is automatically imported 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 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 district 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 included in the import, but a Staff State ID is not.

- 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 matches an existing staff member with a Staff State ID, the existing number is maintained, and the 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 (it only exists in the import file).

- Attempting the import results in an error, and no data is imported. The school must then either correct the Staff State ID or remove it from the file.

Example C: A staff record is imported, and a Staff State ID is included 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 has not been imported, and fixes need to be applied manually.

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

For Campus districts not connected to a 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. 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 enters the Staff State ID incorrectly, it can be corrected manually at any time.

Census Data Import Wizard

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

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	Section Rosters
Work to Perform	Validate and Test File
File	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>

Staff State ID Import

Troubleshooting Errors

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

Error Message	Description	Possible Resolution(s)
No response from state server. Querying local databases only.	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.	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. The district should report this issue to Campus via their Authorized Support contacts.
Advanced State Search Failed	A state-linked (DIS-enabled) district has trouble connecting to the state.	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. The district should report this issue to Campus via their Authorized Support contacts.