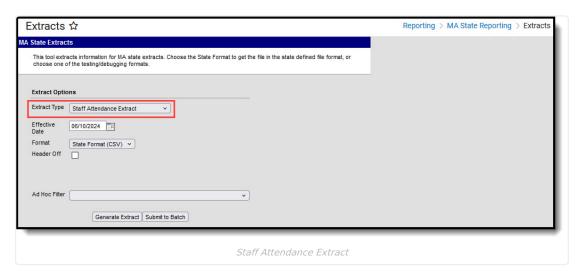# Staff Attendance Extract (Massachusetts)

Last Modified on 06/10/2024 11:01 am CDT

Reporting Population and Business Rules | Generate the Report | Understand the Report

Tool Search: Extracts

The Staff Attendance Extract allows users to mass export staff primary district assignment data for editing/manipulation of fields for staff attendance data that will later be imported back into Infinite Campus.
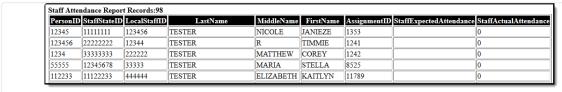

Staff Attendance Extract

Reporting Population and Business Rules

- All district assignments active as of the Effective Date will report.
  - Only district assignments marked as Primary are included.
  - Only district assignments within the selected calendar/school/district are included

Generate the Report

1. Select an **Extract Type** of 'Staff Attendance Extract'.
2. Enter the **Effective Date**. Only staff members with district assignments active on this date are included in the report.
3. Enter the report **Format**.
4. To generate the report without a header, mark the **Header Off** checkbox.
5. Select which calendar(s) to will report staff member data.
6. Filter reported data by selecting an **Ad Hoc Filter** (optional).
7. Click **Generate Extract** to view the report in the selected format or **Submit to Batch** to schedule when the report will generate.

Staff Attendance Report Output

Understand the Report

The table below describes each reported field

Field	Description	Format	Campus UI Location	Database Field
PersonID	Report Internal DB identifier	Numeric	Internal identifier	Person.personID
StaffStateID	The staff member's Staff State ID.	Alphanumeric	Demographics >Staff State ID	Person.staffStateID
LocalStaffID	The staff member's Local Staff ID.	Alphanumeric	Demographics >Local Staff Number	Person.staffNumber
LastName	The staff member's last name.	Alphanumeric	Demographics >Last Name	Identity.lastName
MiddleName	The staff member's middle name.	Alphanumeric	Demographics >Middle Name	Identity.middleName
FirstName	The staff member's first name.	Alphanumeric	Demographics >First Name	Identity.firstName
AssignmentID	The AssignmentID of the staff member's Primary Assignment.	Numeric	Internal identifier	EmploymentAssignment. assignmentID
StaffExpectedAttendance	The staff member's expected attendance.	Numeric	District Assignments > Staff Expected Attendance District Assignments > Primary District Assignment HR:	EmploymentAssignment.startDa EmploymentAssignment.endDat EmploymentAssignment.primary

Field	Description	Format	Campus UI Location	Database Field
StaffActualAttendance	The staff member's actual attendance.	Numeric	District Assignment > Staff Actual Attendance District Assignment > Primary District Assignment HR: Human Resources > Personnel > Personnel Master > Work Assignments > Work Assignment Editor > Work Assignment Detail >Payroll Information > Actual Attendance	EmploymentAssignment.startDa EmploymentAssignment.endDat EmploymentAssignment.primary