

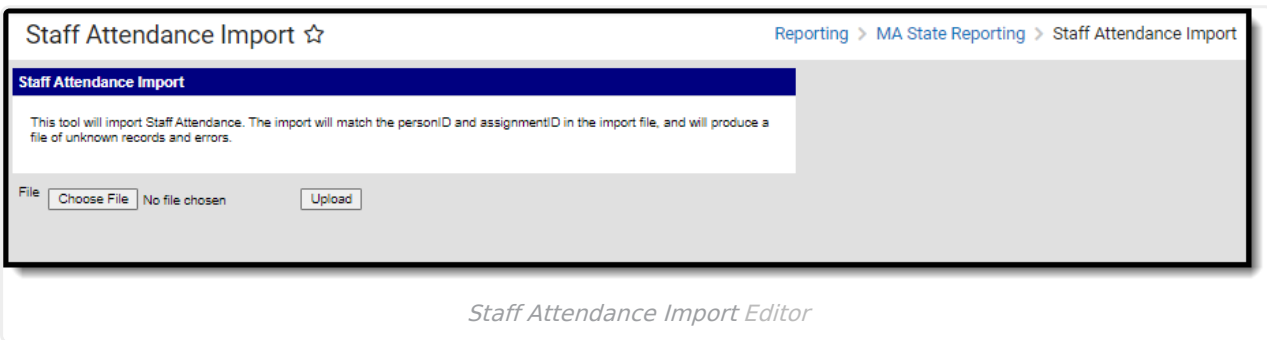
# Staff Attendance Import (Massachusetts)

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Tool Search: Staff Attendance Import

The Staff Attendance Import allows you to mass import staff actual and expected attendance data generated from the [Staff Attendance Extract](#) or a compiled CSV file matching all import file format requirements.



## Importing a File

1. Click **Browse** to select a file to be imported. **The file MUST match the column order defined in the Upload Layout table below and cannot include any additional columns.**
2. Once a file is chosen, click **Upload** to import the file. A report will generate indicating how many records were successfully imported and any errors which occurred based on incorrect or null data.

## Validations/Errors

If data cannot be uploaded properly, the import file generates an error report describing why each record could not be uploaded. Expand the table below to view each possible validation/error.

▶ [Click here to expand...](#)

## Upload Layout

Element	Description	Type, Format, and Length	Campus UI and Database Location
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Element	Description	Type, Format, and Length	Campus UI and Database Location
<b>PersonID</b>	Internal database identifier  Value must match for import to occur, otherwise an error is generated.	Numeric	Demographics > Person ID  Person.personID
<b>StaffStateID</b>	Indicates MEPID given by state	Alphanumeric	Demographics > Staff State ID  Person.staffStateID
<b>LocalStaffID</b>	Indicates local ID given by district	Alphanumeric	Demographics > Local Staff Number  Person.staffNumber
<b>LastName</b>	The staff member's last name.	Alphanumeric, 50 characters	Census > People > Demographics > Person Information > Last Name  Identity.lastName
<b>MiddleName</b>	The staff member's middle name.	Alphanumeric, 50 characters	Demographics > Middle Name  Identity.middleName
<b>FirstName</b>	The staff member's first name.	Alphanumeric, 50 characters	Demographics > First Name  Identity.firstName
<b>EmploymentID</b>	Internal database identifier.  Value must match for import to occur.	Numeric	District Assignments > Primary District Assignment  HR: Human Resources > Personnel > Personnel Master > Work Assignments  EmploymentAssignment.assignmentID

Element	Description	Type, Format, and Length	Campus UI and Database Location
<b>StaffExpected Attendance</b>	<p>Indicates staff person's expected attendance for the school year.</p> <p>If null, receive error</p> <p>If value is a decimal, receive error</p>	Numeric	<p>District Assignments &gt; Staff Expected Attendance</p> <p>HR: Human Resources &gt; Personnel &gt; Personnel Master &gt; Work Assignments &gt; Work Assignment Editor &gt; Work Assignment Detail &gt; Payroll Information &gt; Expected Attendance</p> <p>Employment. expectedAttendance</p>
<b>StaffActual Attendance</b>	<p>Indicates staff person's actual attendance for the school year.</p> <p>If null, receive error</p> <p>If value is a decimal, receive error</p>	Numeric	<p>District Assignments &gt; Staff Actual Attendance</p> <p>HR: Human Resources &gt; Personnel &gt; Personnel Master &gt; Work Assignments &gt; Work Assignment Editor &gt; Work Assignment Detail &gt; Payroll Information &gt; Actual Attendance</p> <p>Employment. actualAttendance</p> <p>HR: EmploymentAssignment. actualAttendance</p>