Staff Attendance Import (Massachusetts)

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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.

Staff Attendance Import Editor

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...

Type	Name	Description	Condition
Validation	Incorrect File type (Use CSV)	Indicates to user to upload only CSV file	User uploads file type that is not CSV format
Error	No matching PersonID or AssignmentID	Indicate rows and PersonID's/AssignmentID's in the file that do not match personID's or assignmentID's in the database.	Column 1 (PersonID) and/or Column 7 (AssignmentID) does not match anything in DB

Type	Name	Description	Condition
Error	No matching PersonID or AssignmentID	Indicate rows and PersonID's/AssignmentID's in the file that do not match personID's or assignmentID's in the database.	Column 1 (PersonID) does not match anything in the database.
Error	No matching PersonID or AssignmentID	Indicate rows and PersonID's/AssignmentID's in the file that do not match personID's or assignmentID's in the database	Column 7 (AssignmentID) does not match anything in the database.
Error	PersonID/AssignmentID do not match each other	While the ID's match in the database, they do not tie to the same person/assignment	Column 1 (PersonID) and/or Column 7(AssignmentID) do not link up with each other
Error	Expected Attendance Null	Indicate rows and PersonID's in the file where no expected attendance was imported	Column 8 (StaffExpectedAttendance) is null
Error	Actual Attendance Null	Indicate rows and PersonID's in the file where no expected attendance was imported	Column 9 (StaffActualAttendnace) is null
Error	Expected Attendance has a decimal	Indicate rows and PersonID's in the file where expected attendance was a decimal	Column 8 (StaffExpectedAttendance) has a decimal
Error	Actual Attendance has a decimal	Indicate rows and PersonID's in the file where actual attendance was a decimal	Column 9 (StaffActualAttendance) has a decimal

Upload Layout

Element	Description	Type, Format, and Length	Campus UI and Database Location
PersonID	Internal database identifier Value must match for import to occur, otherwise an error is generated.	Numeric	Demographics > Person ID Person.personID
StaffStateID	Indicates MEPID given by state	Alphanumeric	Demographics > Staff State ID Person.staffStateID

Element	Description	Type, Format, and Length	Campus UI and Database Location
LocalStaffID	Indicates local ID given by district	Alphanumeric	Demographics > Local Staff Number Person.staffNumber
LastName	The staff member's last name.	Alphanumeric, 50 characters	Census > People > Demographics > Person Information > Last Name Identity.lastName
MiddleName	The staff member's middle name.	Alphanumeric, 50 characters	Demographics > Middle Name Identity.middleName
FirstName	The staff member's first name.	Alphanumeric, 50 characters	Demographics > First Name Identity.firstName
EmploymentID	Internal database Identifier. Value must match for import to occur.	Numeric	District Assignments > Primary District Assignment EmploymentAssignment. assignmentID
StaffExpected Attendance	Indicates staff person's expected attendance for the school year. If null, receive error If value is a decimal, receive error	Numeric	District Assignments > Staff Expected Attendance Employment. expectedAttendance
StaffActual Attendance	Indicates staff person's actual attendance for the school year. If null, receive error If value is a decimal, receive error	Numeric	District Assignments > Staff Actual Attendance Employment. actualAttendance