

Unique Staff Identifier (USID) Import (Oregon)

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Tool Search: SSID and USID Imports

[Import Logic](#) | [Import Editor](#) | [Generate the Report](#) | [Import Validations](#)

The Unique Staff Identifier (USID) File provides a way to request a Unique Staff Identifiers (SSID) for staff who have never had a USID record assigned to them by the state of Oregon. This file generates for the entire district for the School Year in the Campus toolbar.

The Unique Staff Identifier (USID) provides a way to import Staff Identifiers for staff who do not have a staff state ID already. When the staff person's Person ID, Name, Gender, Race/Ethnicity and Date of Birth match, staff IDs are imported. This file generates for the entire district using the School Year in the Campus toolbar.



Unique Staff Identifier (USID) Import

This is a two-fold process:

1. Generate the [Unique Staff Identifier Extract](#) to find the staff who DO NOT already have USIDs. This is then sent to the state to request the IDs.
2. Once the SSIDs have been assigned, use the Import to assign the USIDs to staff records in Campus.

Import Logic

When a match in the Import file is found with data that is an exact match for all required fields in Campus already, but that record already contains an ID, **the new ID IMPORTS and OVERWRITES the existing value.**

Staff IDs are NOT IMPORTED in the following situations:

- When a matching Person ID is not found.
- When a matching Birth Date is not found.
- When a matching First Name, Middle Initial, Last Name and Gender is not found (Protected Identity Information is not marked on the Report Editor).
- When a matching Legal First Name, Legal Middle Initial, Legal Last Name and Legal Gender is not found (Protected Identity Information is marked on the Report Editor).
- When the import file is not found on the server.
- When the following fields are not populated:
 - Staff State ID
 - Person ID
 - First Name
 - Last Name
 - Gender
 - Birth Date

A header row is expected on the file. When the first row of the file contains staff data, it is ignored.

Import Editor

| Field | Description |
|---------------------------|--|
| Import | Indicates which file is being imported. Select Unique Staff Identifier (USID) . |
| Protected Identity | When marked, validations are run against the Protected Identity Information fields (Legal Last Name, Legal First Name, Legal Gender fields). When not marked, the staff's active identity information that displays on their Demographics record is used for validation. |

Generate the Report

1. Select **Unique Staff Identifier (USID)** from the **Import** dropdown list.
2. Mark the **Protected Identity** checkbox to validate staff information against the Legal Name and Gender fields.
3. **Browse** for the file to import. When found, click the **Upload** button.

A Results file displays with a list of errors or warnings that need to be reviewed. Also noted is the total number of records that were inserted and the total number of records that were changed.

| Line Number | Error Message | Content |
|-------------|--|--|
| 2 | Missing required data in field 'CHDQSTID', column 1. Field is required. | ...101.1234.Staff.Adam.C.1011963.F.N.N.N.N.Y. |
| 2 | Bad data length in field 'CHDQSTID', column 1. Field can be at most 10 characters and must be at least 0 characters. Value was null | ...101.1234.Staff.Adam.C.1011963.F.N.N.N.N.Y. |
| 2 | Bad data in field 'BIRTHDTM', column 9. The specified value is not valid for the field 'BIRTHDTM'. The expected format for this date field is 'MMdyYYYY'. The valid range for the date field is 01/01/1900 through 06/30/2079. value was 1011963 | ...101.1234.Staff.Adam.C.1011963.F.N.N.N.N.Y. |
| 2 | Exception occurred, unable to import data on line 2. com.microsoft.sqlserver.jdbc.SQLServerException: Error converting data type varchar to smalldatetime. com.microsoft.sqlserver.jdbc.SQLServerException: makeFontDatabaseError(SQLServerException.java:265) | ...101.1234.Staff.Adam.C.1011963.F.N.N.N.N.Y. |
| 3 | Missing required data in field 'CHDQSTID', column 1. Field is required. | ...122.2345.Staff.Brenda.C.1011963.F.N.N.N.N.Y. |
| 3 | Bad data length in field 'CHDQSTID', column 1. Field can be at most 10 characters and must be at least 0 characters. Value was null | ...122.2345.Staff.Brenda.C.1011963.F.N.N.N.N.Y. |
| 3 | Bad data in field 'BIRTHDTM', column 9. The specified value is not valid for the field 'BIRTHDTM'. The expected format for this date field is 'MMdyYYYY'. The valid range for the date field is 01/01/1900 through 06/30/2079. value was 1011963 | ...122.2345.Staff.Brenda.C.1011963.F.N.N.N.N.Y. |
| 3 | Exception occurred, unable to import data on line 3. com.microsoft.sqlserver.jdbc.SQLServerException: Error converting data type varchar to smalldatetime. com.microsoft.sqlserver.jdbc.SQLServerException: makeFontDatabaseError(SQLServerException.java:265) | ...122.2345.Staff.Brenda.C.1011963.F.N.N.N.N.Y. |
| 4 | Missing required data in field 'CHDQSTID', column 1. Field is required. | ...143.3456.Staff.Charles.C.1011963.F.N.N.N.N.Y. |

Unique Staff Identifier Import Results

See the [Unique Staff Identifier Report Layout](#) for the fields that are imported.

Import Validations

| Message | Condition | Result |
|--|---|---|
| Staff with Person ID (personID) overwrote existing stateID. Old stateID: (stateID). | Campus contains a match on all required fields but already contains a state ID for the staff. | Data is imported. The new state ID overwrites the existing value. |
| No staff found with person ID. | Campus does not contain a matching Person ID. | Data is NOT imported. |
| Staff with Person ID does not match on birthdate. Local value: (MM/DD/YYYY) | Campus does not contain a matching birth date. | Data is NOT imported. |
| Staff with person ID (personID) does not match on Legal First name. Local value: (legal first name)" | Campus does not contain a matching Legal First Name. This may occur when the Protected Identity checkbox is marked on the Import editor. | Data is NOT imported. |
| Staff with Person ID (personID) does not match on First name. Local value: (first name) | Campus does not contain a matching First Name. This may occur when the Protected Identity checkbox is NOT marked on the Import editor. | Data is NOT imported. |
| Staff with person ID (personID) does not match on Legal Middle initial. Local value: (Legal Middle name). A NULL in the import file with a NULL in campus is an acceptable match. | Campus does not contain a matching Legal Middle Initial. This may occur when the Protected Identity checkbox is marked on the Import editor. | Data is NOT imported. |

| Message | Condition | Result |
|--|---|------------------------------|
| Staff with person ID (personID) does not match on Middle initial. Local value: (Middle name). A NULL in the import file with a NULL in campus is an acceptable match. | Campus does not contain a matching Middle Initial. This may occur when the Protected Identity checkbox is NOT marked on the Import editor. | Data is NOT imported. |
| Staff with person ID (personID) does not match on Legal Last Name. Local value: (Legal Last name). | Campus does not contain a matching Legal Last Name. This may occur when the Protected Identity checkbox is marked on the Import editor. | Data is NOT imported. |
| Staff with person ID (personID) does not match on Last Name. Local value: (Last name). | Campus does not contain a matching Last Name. This may occur when the Protected Identity checkbox is NOT marked on the Import editor. | Data is NOT imported. |
| Staff with person ID (personID) does not match on legal gender. Local value: (M:Male or F:Female or X:Non-Binary) | Campus does not contain a matching Legal Gender. This may occur when the Protected Identity checkbox is marked on the Import editor. | Data is NOT imported. |
| Staff with Person ID (personID) does not match on gender. Local value: (M:Male or F:Female or X:Non-Binary). | Campus does not contain a matching Gender. This may occur when the Protected Identity checkbox is NOT marked on the Import editor. | Data is NOT imported. |
| The File Name of the uploaded file is not found on the server. | File is not found. | Data is NOT imported. |
| This row doesn't have a staff stateID. | Import file record does not contain a ChkDigitStfID (staff stateID) | Data is NOT imported. |

| Message | Condition | Result |
|---|--|------------------------------|
| This row is missing information used for mapping. (Person ID/First Name/Last Name/Gender/Birthdate) | Import file record does not contain a EmplyrStaffID (Person ID) | Data is NOT imported. |
| This row is missing information used for mapping. (Person ID/First Name/Last Name/Gender/Birthdate) | Import file record does not contain a EmplyrStaffID (Person ID) | Data is NOT imported. |
| This row is missing information used for mapping. (Person ID/First Name/Last Name/Gender/Birthdate) | Import file record does not contain a FNm (First Name) | Data is NOT imported. |
| This row is missing information used for mapping. (Person ID/First Name/Last Name/Gender/Birthdate) | Import file record does not contain a LNm (Last Name) | Data is NOT imported. |
| This row is missing information used for mapping. (Person ID/First Name/Last Name/Gender/Birthdate) | Import file record does not contain a Gndr (Gender) | Data is NOT imported. |
| This row is missing information used for mapping. (Person ID/First Name/Last Name/Gender/Birthdate) | Import file record does not contain a BirthDtTxt (Birthdate) | Data is NOT imported. |