

Term of Employment Upload (Montana)

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[Import Records](#) | [Upload Logic](#) | [Upload Layout](#)

Tool Search: MT Data Upload

The Terms of Employment Upload allows districts to import staff employment and assignment data. It utilizes staff state ID numbers and demographics data to confirm identities. Acceptable import formats are .TXT and .TSV. See the [MT Data Upload](#) article for more information about this tool.

Import Records

See the [Uploading Files](#) section of the MT Data Upload article for detailed information about importing records via the MT Data Upload tool.

The **Retrieve New Student State ID File** option is only relevant to Student Demographic uploads. Please ignore this option when uploading staff data.

Upload Logic

This report can run against a district's active year as well as any prior year and in both District Edition and State Edition against District Edition data.

Staff demographic data is compared to existing data to determine when to create a new staff demographic record. Employment and assignment data can still be imported for existing staff members.

An Employment Assignment Location record is created when importing Employment Assignments.

Upload Layout

Data Element	Description	Location
Record Type	The abbreviation for the type of file generated. This reports as TE. <i>Alphanumeric, 2 characters (TE)</i>	N/A
District Number	The unique identifier assigned to the district by the OPI. <i>String, 4 digits</i>	District Information > State District Number District.number

Data Element	Description	Location
Staff State ID	<p>The staff members unique statewide staff identification number.</p> <p><i>String, 9 digits</i></p>	<p>Demographics > Staff State ID</p> <p>Identity.staffStateID</p>
Last Name	<p>The legal last name of the staff member.</p> <p><i>Alphanumeric</i></p>	<p>Demographics > Last Name</p> <p>Identity.lastName</p>
First Name	<p>The legal first name of the staff member.</p> <p><i>Alphanumeric</i></p>	<p>Demographics > First Name</p> <p>Identity.firstName</p>
Gender	<p>The gender of the staff member.</p> <p><i>Alphanumeric, 1 character (M or F)</i></p>	<p>Demographics > Gender</p> <p>Identity.gender</p>
District Employment Start Date	<p>The start date of the staff member in the district.</p> <p><i>Date field, 10 characters (MM/DD/YYYY)</i></p>	<p>District Employment > Start Date</p> <p>Employment.startDate</p>
District Employment End Date	<p>The end date of the staff member in the district.</p> <p><i>Date field, 10 characters (MM/DD/YYYY)</i></p>	<p>District Employment > End Date</p> <p>Employment.endDate</p>
District Assignment Start Date	<p>The start date of the staff member in the school.</p> <p><i>Date field, 10 characters (MM/DD/YYYY)</i></p>	<p>District Assignment > Start Date</p> <p>EmplymentAssignment.startDate</p>
District Assignment End Date	<p>The end date of the staff member in the school.</p> <p><i>Date field, 10 characters (MM/DD/YYYY)</i></p>	<p>District Assignment > End Date</p> <p>EmplymentAssignment.endDate</p>
District Assignment School	<p>The unique school number assigned by the OPI.</p> <p><i>String, 4 characters</i></p>	<p>District Assignment > School</p> <p>School.number</p>

Data Element	Description	Location
State Assignment Code	<p>The state assignment code.</p> <p>When the code is TCXX (where XX is any two numbers), reports from the Teacher checkbox.</p> <p><i>String, 4 characters</i></p>	<p>District Assignment > Assignment Code</p> <p>District Assignment > Teacher</p> <p>EmploymentAssignment.code EmploymentAssignment.teacher</p>
FTE	<p>Indicates what portion of the employee's FTE percent this district assignment represents.</p> <p><i>Numeric, 6 digits (XXX.XX)</i></p>	<p>District Assignment > FTE of Assignment</p> <p>EmploymentAssignment.FTE</p>