Terms of Employment Upload (Montana)

Last Modified on 12/14/2025 8:45 pm CST

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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. This import allows for the creation of new records and updating existing records with a Primary Key match. See the MT Data Upload article for more information about this tool.

See the Terms of Employment Extract article for information on the matching report for this import.

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

Employment and assignment data can be imported for existing staff members. When a District Employment record exists for a staff member, data is imported/overwritten with a Primary Key match. Primary Key fields include fields 1, 2, 3, and 7 (District Number, Staff State ID, and District Employment Start Date). When fields 1, 2, 3, and 7 match AND the existing record District Employment End Date is null, fields 4, 5, 6, and 8 (Record Type, Last Name, First Name, Gender, and District Employment End Date) update.

When fields 1, 2, and 3 match, the existing record District Employment End Date is NOT null, AND when the import file Start Date is greater than the existing record End Date, a new district employment record is created.

When fields 1, 2, and 3 match, the existing record District Employment End Date is NOT null, AND when the import file Start Date is less than the existing record End Date, the import errors.

When the import file District Employment Start Date does NOT match, AND the import file End Date is less than the existing record Start Date, a new, historic District Employment record is created.

When the import file District Employment Start Date does NOT match, AND the import file End Date is null, the import errors.

Overlapping rosters are NOT allowed.

Upload Layout

#	Data Element	Description	Location
1	Record Type	The abbreviation for the type of file generated. This reports as TE. *Alphanumeric, 2 characters (TE)*	N/A
2	District Number	The unique identifier assigned to the district by the OPI. *String, 4 digits*	District Information > State District Number District.number
3	Staff State ID	The staff members unique statewide staff identification number. *String, 9 digits*	Demographics > Staff State ID Identity.staffStateID
4	Last Name	The legal last name of the staff member. *Alphanumeric*	Demographics > Last Name Identity.lastName
5	First Name	The legal first name of the staff member. *Alphanumeric*	Demographics > First Name Identity.firstName
6	Gender	The gender of the staff member. *Alphanumeric, 1 character (M or F)*	Demographics > Gender Identity.gender

#	Data Element	Description	Location
7	**District Employment Start Date**	The start date of the staff member in the district. *Date field, 10 characters (MM/DD/YYYY)*	District Employment > Start Date Employment.startDate
8	**District Employment End Date**	The end date of the staff member in the district. *Date field, 10 characters (MM/DD/YYYY)*	District Employment > End Date Employment.endDate