

Term of Employment Extract (Montana)

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Tool Search: MT Extracts

The Term of Employment Extract contains information related to student roster data. This extract matches the [Term of Employment Upload](#) import file.

screenshot

Tool Rights

Read - Generate extract.
Write - N/A
Add - N/A
Delete - N/A

Report 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.

File Formats

The extract can be generated in the following formats:

- State Format (TSV)
- HTML
- CSV
- XML

Use the State Format when all data has been reviewed for accuracy and information is ready to be uploaded. Use one of the other formats for data review and testing.

Screenshot

Generate Extract

1. Select the **Term of Employment** option from the **Extract Type** dropdown list.
2. Select the desired **Format** from the dropdown list.

3. Choose the desired calendar(s) from the **Calendar** list.
4. Click the **Generate Report** button. The extract displays in a new window in the selected format.

Layout

#	Data Element	Description	Location
1	Record Type	The abbreviation for the type of file generated. This reports as TE. <i>Alphanumeric, 2 characters (TE)</i>	N/A
2	District Number	The unique identifier assigned to the district by the OPI. <i>String, 4 digits</i>	District Information > State District Number District.number
3	Staff State ID	The staff members unique statewide staff identification number. <i>String, 9 digits</i>	Demographics > Staff State ID Identity.staffStateID
4	Last Name	The legal last name of the staff member. <i>Alphanumeric</i>	Demographics > Last Name Identity.lastName
5	First Name	The legal first name of the staff member. <i>Alphanumeric</i>	Demographics > First Name Identity.firstName
6	Gender	The gender of the staff member. <i>Alphanumeric, 1 character (M or F)</i>	Demographics > Gender Identity.gender
7	District Employment Start Date	The start date of the staff member in the district. <i>Date field, 10 characters (MM/DD/YYYY)</i>	District Employment > Start Date Employment.startDate
8	District Employment End Date	The end date of the staff member in the district. <i>Date field, 10 characters (MM/DD/YYYY)</i>	District Employment > End Date Employment.endDate