

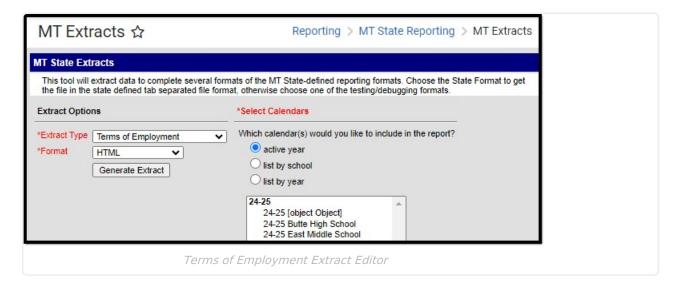
Terms of Employment Extract (Montana)

Last Modified on 10/21/2024 8:22 am CDT

Tool Rights | Report Logic | File Formats | Generate Extract | Example | Layout

Tool Search: MT Extracts

The Terms of Employment Extract contains information related to student roster data. This extract matches the Term of Employment Upload import file.



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



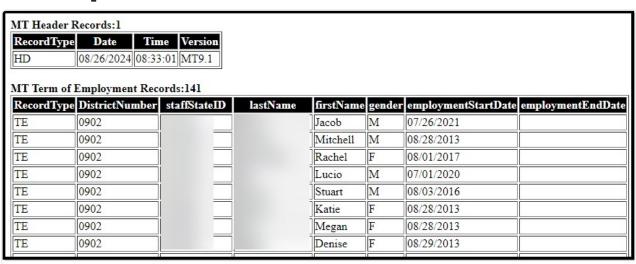
- CSV
- XML

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.

Generate Extract

- 1. Select the **Terms 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. When HTML is selected, the extract opens in a new window; for other formats, it downloads instead.

Example



Terms of Employment HTML Example

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 |



| # | Data Element | Description | Location |
|---|--------------------------------|---|-----------------------------------|
| 3 | Staff State ID | The staff members unique statewide staff identification number. | Demographics > Staff State ID |
| | | String, 9 digits | Identity.staffStateID |
| 4 | Last Name | The legal last name of the staff member. | Demographics > Last Name |
| | | Alphanumeric | Identity.lastName |
| 5 | First Name | The legal first name of the staff member. | Demographics > First Name |
| | | Alphanumeric | Identity.firstName |
| 6 | Gender | The gender of the staff member. | Demographics > Gender |
| | | Alphanumeric, 1 character (M or F) | Identity.gender |
| 7 | District Employment Start Date | The start date of the staff member in the district. | District Employment > Start Date |
| | | Date field, 10 characters (MM/DD/YYYY) | Employment.startDate |
| 8 | District Employment End Date | The end date of the staff member in the district. | District Employment > End Date |
| | | Date field, 10 characters (MM/DD/YYYY) | Employment.endDate |