

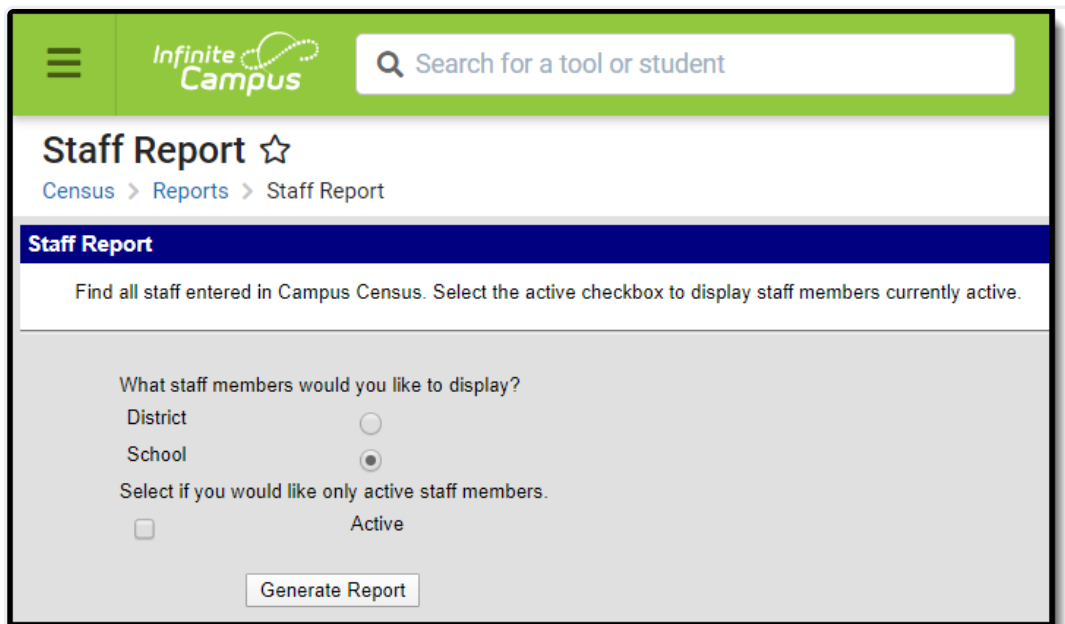
# Staff Report

Last Modified on 10/22/2022 9:43 am CDT

**Classic Path:** System Administration > Resources > Reports > Staff Report

**Search Terms:** Staff Report

This Staff Report provides a list of all staff members (based on employment records) entered in Campus. This report looks at district employment and district assignment records in the [Census](#) module.



District  
 School  
 Select if you would like only active staff members.  
 Active

Generate Report

Image 1: Staff Report Editor

## Generate the Staff Report

1. Select **District** or **School** employees to display on the report.
2. Mark the **Active** checkbox to only include active staff on the report. To include all staff members, regardless of an end in employment, leave the checkbox empty.
3. Click the **Generate Report** button. The PDF report displays the staff member's name, start and end date, how long the person has been teaching, etc.

High School 4321 109th Ave NE AnyTown, MN 55409		Staff Member List						Page 1 of 13 Generated: 07/11/2016 01:04:50 PM			
Name	Staff Number	SSN	License Num	Dist. Start Date	Sch. Start Date	Sch. End Date	Years Teaching	Title	Assign	Seniority	Edu. Level
Staff, Asher	123456			07/01/2015	07/01/2015		1.0	Teacher	Yes		
Staff, Barbara	234567			04/01/2015	04/01/2015		1.3	Teacher	Yes		
Staff, Charles	345678			08/13/2012	08/13/2012			Staff	No		
Staff, Diana	456789			11/09/2015	11/09/2015			Staff	No		
Staff, Everett	567890			03/10/2014	03/10/2014			Staff	No		
Staff, Francine	678901			08/30/1994	08/15/2014			Staff	No		
Staff, George	789012			08/27/2012	08/19/2013			Staff	No		
Staff, Heather	890123			08/19/2013	08/19/2013			Staff	No		

Image 2: Staff Report Print - PDF

## Report Layout

Data Element	Description	Campus Interface Location
<b>Name</b>	Reports the Last Name, First Name, Middle Initial of the staff person in alphabetical order.	Census > People > Identities > Identity Information
<b>Staff Number</b>	Reports the locally assigned number of the staff person.	Census > People > Demographics > Person Identifiers > Local Staff Number
<b>Social Security Number</b>	Reports the Social Security number of the staff person.	Census > People > Identities > Identity Information > Soc Sec Num
<b>License Number</b>	Reports the license number of the staff person.	Census > People > District Employment > License Number
<b>District Start Date</b>	Reports the date the staff person first began employment at the district.	Census > People > District Employment > Start Date
<b>School Start Date</b>	Reports the date the staff person first began the assignment at a particular school.	Census > People > District Assignment > Start Date
<b>School End Date</b>	Reports the date the staff person ended the assignment at a particular school.	Census > People > District Assignment > End Date

Data Element	Description	Campus Interface Location
<b>Years Teaching</b>	Reports the number of years the staff person has been teaching. This is a calculated value based on the staff person's school start date and the date on which the report was generated.	N/A
<b>Title</b>	Reports the assigned title of the staff person.	Census > People > District Assignment > Title
<b>Assign</b>	Reports a value of Yes or No, based on whether the staff person is marked as Teacher (Yes) or not (No). A value of Yes reports when the Teacher checkbox is marked on the District Assignment. A value of No reports when the Teacher checkbox is not marked.	Census > People > District Assignment > Teacher
<b>Seniority</b>	Reports the staff person's seniority level.	Census > District Employment > Seniority
<b>Education Level</b>	Reports the staff person's level of education.	Census > District Employment > Education