Maine Staff Assignment Import

Last Modified on 10/22/2022 9:46 am CDT

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> This information is specific to Maine users. This tool is available in versions of Infinite Campus in Maine (i.e., Maine Edition, District Edition and State Edition).

PATH: *Census > Census Tools > Import Wizard > Staff Assignment Import Type*

The Staff Assignment Import includes people who have a District Assignment records within the effective year and effective data who have a State Title selected on their District Assignment record.
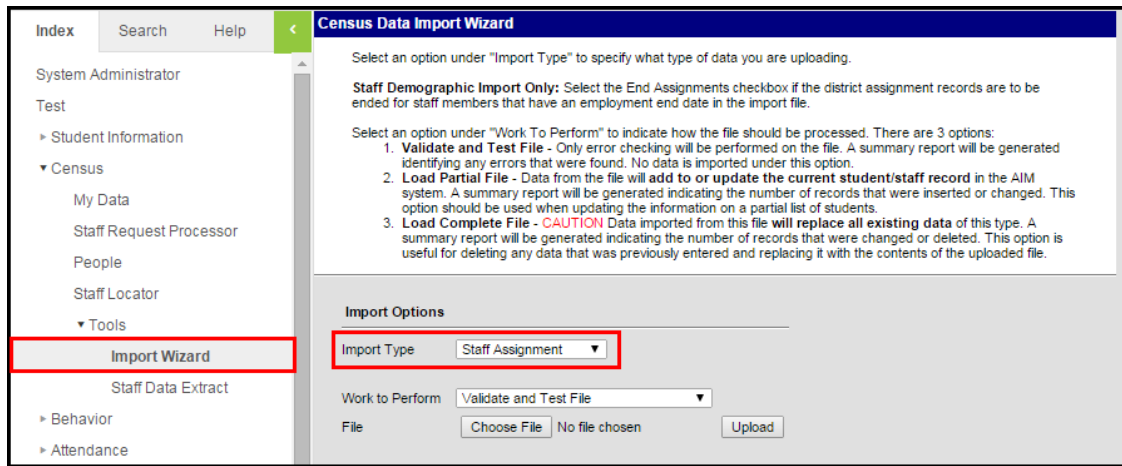

Image 1: Staff Demographic Import

Logic and Validations

The following describes the logic and validations used in the Staff Assignment Import:

- Each line represents one assignment for a staff person. There may be more than one line per staff member.
- Information is matched using the Staff State ID field.
- If the user does not have appropriate tool rights to the District and School identified, the record will be rejected and an error of ''Insufficient User rights to SAUID and/or School SchoolNumber' will be returned.
- When the 'Require District Employment' preference is set to Yes and no District Employment record exists, the record will be rejected and an error of 'There is no active District Employment record for Staff Name. Please create a District Employment before a District Assignment is created' will be returned.
- When the 'Require District Employment' preference is set to Yes and a District Employment record exists, the District Assignment must fit within the District Employment.
  - District Assignment Start Date is on or AFTER District Employment Start Date.
  - District Assignment End Date is on or BEFORE District Employment End Date (District Assignment Start Date is on or AFTER the same District Employment End Date(District Assignment Start Date is on or AFTER District Employment Start Date)
  - If District Assignment End Date is NULL then the corresponding District Employment End Date must be NULL.
  - If the District Assignment does not fit within one District Employment, the record will be rejected and an error of 'The District Assignment being uploaded does not fit within one Employment Record' will be returned.

Import Layout

The following table lists the data elements included in the layout.

For more information on these fields, see the Maine District Assignments page.

Data Element	Description	Format, Type and Length	Campus Database	Campus Interface
Staff State ID	Staff person's state-issued identification number.	Numeric, 6 digits	person.stateStaffID	Census > People > Demogra > Person Identifier State Sta
Start Date	Staff person's start date for the current employment assignment.	Date field, 10 characters YYYY-MM-DD	employmentAssignment.startDate	Census > People > District Assignme Start Dat
End Date	Staff person's end date for the current assignment	Date field, 10 characters YYYY-MM-DD	employmentAssignment.endDate	Census > People > District Assignme End Date
Type	The environment of the job function, also referred to as the Educational Category. Options are: • 01: REG • 02: VOC	Alphanumeric, 3 characters	employmentAssignment.type	Census > People > District Assignme Type
State Job Code	The staff person's job function at the state level.	Numeric, 4 digits	employmentAssignment.assignmentCode	Census > People > District Assignme State Titl
SAUID	The district's state-assigned identification number.	Numeric, 4 digits	district.districtID	System Administr > Resour > District Informati State Dis Number
School Number	The number of the school for which this import collects data. If the assignment is district-wide, use the value 0000.	Numeric, 6 digits	school.Number	System Administr > Resour > School School Number

Data Element	Description	Format, Type and Length	Campus Database	Campus Interface
Assignment Level	The staff person's job function level. Options are: • Adult Education • Elementary • Elementary-Secondary • Secondary	Alphanumeric, 2 characters	employmentAssignment.grade	Census > People > District Assignme Assignme Level
Hours Per Day	Indicates the total number of hours per day for the assignment.	Alphanumeric, 3 digits (XX.X)	employmentAssignment.hoursPerDay	Census > People > District Assignme Hours pe
Days Per Year	Indicates the total number of days the employee is to work based on the job function.	Numeric, 3 digits	employmentAssignment.daysPerYear	Census > People > District Assignme >Days pe Year
Program Category	Indicates the program category assigned to the position. Options are: • SPED • TITLE1 If StateJobCode = 0105, program category must be SPED.	Alphanumeric, 5 characters	employmentAssignment	Census > People > District Assignme Program Category
Subject Matter	Indicates the subject matter of the job function.	Alphanumeric, 2 characters	employmentAssignment.subjectMatterCompetency	Census > People > District Assignme Subject Matter
Salary	Indicates the annual salary for the selected job function.	Numeric, 6 digits	employmentAssignment.salary	Census > People > District Assignme Annual Sa
Federal Funding Percent	Percentage of the salary that is paid by the federal grants.	Numeric, 2 digits	employmentAssignment.federalFunding	Census > People > District Assignme Federal Funding Percent

Data Element	Description	Format, Type and Length	Campus Database	Campus Interface
General Funding Percent	Percentage of the salary that is paid by the state and local funds.	Numeric, 2 digits	employmentAssignment.generalFunding	Census > People > District Assignme General Funding Percent
Other Funding Percent	Percentage of the salary that is paid by funds other than federal or those that fall under general, such as private grant or contribution	Numeric, 2 digits	employmentAssignment.otherFunding	Census > People > District Assignme Other Fur Percent
Reading First	Indicates the staff person meets the requirements for the Reading First Initiative.	Alphanumeric, 1 character Y or N	EmploymentAssignment.readingFirst	Census > People > District Assignme Reading I