

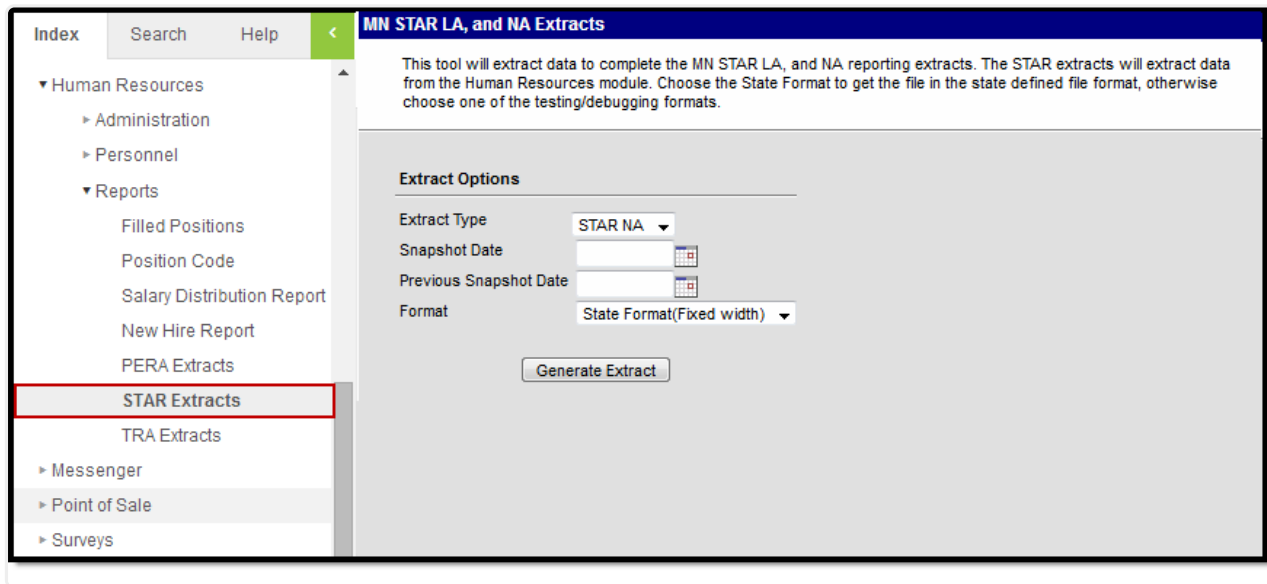
# STAR NA Extract (Human Resources) (Minnesota)

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[Report Logic](#) | [Generating the Extract](#) | [Extract Layout](#)

**Classic View:** Human Resources > Reports > STAR Extracts > STAR NA

The STAR NA Extract collects data for all staff member in positions not requiring licensure by the State Board of Teaching or the Minnesota Board of School Administrators.



The screenshot shows the 'MN STAR LA, and NA Extracts' interface. On the left is a navigation menu with categories like Human Resources, Administration, Personnel, Reports, and Surveys. 'STAR Extracts' is highlighted under Reports. The main area has a title bar and a description: 'This tool will extract data to complete the MN STAR LA, and NA reporting extracts. The STAR extracts will extract data from the Human Resources module. Choose the State Format to get the file in the state defined file format, otherwise choose one of the testing/debugging formats.' Below this is the 'Extract Options' section with fields for 'Extract Type' (set to STAR NA), 'Snapshot Date', 'Previous Snapshot Date', and 'Format' (set to State Format(Fixed width)). A 'Generate Extract' button is at the bottom.

*STAR NA Extract Editor*

## Report Logic

- Reports all staff not requiring licensure employed in the district as of the Snapshot Date.
- A separate record reports for each employee classification and a separate record for each school per classification.
- District-wide staff report with a School Number of 000.
- Non-licensed staff who are contracted are not included in the report.
- Staff serving in multiple districts are only reported by the District of Employment.
- Active reportable employees without an active Work Assignment do report but with zero for Hours Worked Per Week.

In order for a record to report, the following must be true:

- The Work Assignment must be active on the Snapshot Date entered in the Extract Editor. Multiple Work Assignments can be reported.
- The Work Assignment must have a State Position Code/Title entered.
- Work Assignment will report based on the assigned Work Location. Multiple Work Locations will

report multiple records.

- Staff that have at least one or more active Work Assignments where Human Resources > Administration > Position Code > STAR Extract = NA on the Snapshot Date of the extract editor report. Staff who only have Work Assignments marked as LA or Do not report are not included.
- Staff can report on the LA and NA extract if they have one or more Work Assignments marked as LA and one or more Work Assignments marked as NA.
- Fields reporting from the HR General Information section will report based on the most recent record prior to or on the Snapshot Date.

## Generating the Extract

1. Select *STAR NA* as the **Extract Type**.
2. Enter a **Snapshot Date** in *mmddyyyy* format or by clicking the calendar icon and selecting a date. Only data active as of this date will be included in the report.
3. Enter a **Previous Snapshot Date** in *mmddyyyy* format or by clicking the calendar icon and selecting a date. This date indicates the last time the report was run.
4. Select the **Format** in which the report should generate. Use *State Format (Fixed Width)* for submission to the state and *CSV* or *HTML* for data review and verification.
5. Click **Generate Extract** to view the report in the selected format.

## Extract Layout

Element Name	Description	Location
<b>Record Type Indicator</b>	The record type. Reports as "NA."  Alphanumeric, 2 characters	Not dynamically stored
<b>Contracting District Number</b>	The identification number of the reporting school district.  Numeric, 4 digits	System Administration > Resources > District Information > Number  District.number
<b>Contracting District Type</b>	The type of school district submitting the report.  Numeric, 2 digits	System Administration > Resources > District Information > Type  District.type
<b>School Number of Assignment</b>	The identification number of the reporting school.  Numeric, 3 digits	System Administration > Resources > School > Number  School.number

Element Name	Description	Location
<b>Unique Identifier</b>	<p>The staff person's District Number <b>and</b> Personnel Number.</p> <p>Numeric, 9 digits</p>	<p>System Administration &gt; Resources &gt; District Information &gt; State District Number</p> <p>and</p> <p>Human Resources &gt; Personnel &gt; Personnel Master &gt; HR General Information &gt; Personnel Number</p> <p>Person.staffNumber</p>
<b>Staff Name</b>	<p>The name of the staff member.</p> <p>Alphanumeric, 48 characters</p>	<p>Human Resources &gt; Personnel &gt; Personnel Master &gt; HR General Information &gt; Last Name, First Name, Middle Name</p> <p>Identity.lastName Identity.firstName Identity.middleName</p>
<b>Gender</b>	<p>Identification of the individual as (M)ale or (F)emale.</p> <p>Alphanumeric, 1 character</p>	<p>Human Resources &gt; Personnel &gt; Personnel Master &gt; HR General Information &gt; Gender</p> <p>Identity.gender</p>
<b>Birth Date</b>	<p>The date of birth of the individual.</p> <p>Date field, 8 digits YYYYMMDD</p>	<p>Human Resources &gt; Personnel &gt; Personnel Master &gt; HR General Information &gt; Birth Date</p> <p>Identity.birthDate</p>
<b>Race Ethnicity</b>	<p>The State Race/Ethnicity code of the individual. See the following <a href="#">Race/Ethnicity Options</a> table for values.</p> <p>Numeric, 1 digit</p>	<p>Human Resources &gt; Personnel &gt; Personnel Master &gt; HR General Information &gt; Race/Ethnicity</p> <p>Identity.raceEthnicity</p>

Element Name	Description	Location
<b>Non Licensed Staff Employment Status</b>	<p>Indicates the employment status of staff members in positions no requiring licensure, hired since the last report date. Reports Hiring Status if Hire Date is between the Previous Snapshot Date and the Snapshot Date. Otherwise, reports as 00.</p> <p>Numeric, 2 digits</p>	<p>Human Resources &gt; Personnel &gt; Personnel Master &gt; HR General Information &gt; Hiring Status, Hire Date</p> <p>Employment.hireStatus Employment.startDate</p>
<b>Employment Classification</b>	<p>Identifies the general occupation of the employee. Values are set by the district.</p> <p>Numeric, 6 digits</p>	<p>Human Resources &gt; Personnel &gt; Personnel Master &gt; Work Assignments &gt; Assignment Code</p> <p>EmploymentAssignment.assignmentCode</p>
<b>Hours Worked Per Week</b>	<p>The typical number of hours the non-licensed staff member works per week, not including overtime.</p> <p>Campus calculates the value by multiplying Hours Per Day x Days Per Week.</p> <ol style="list-style-type: none"> <li>1. Campus first looks at the most current Wage Detail Record.</li> <li>2. If the Wage Detail Record is blank or NULL, Campus uses values from Employee Payroll Information and Position Override.</li> <li>3. If Employee Payroll Information and Position Override are blank or NULL, then               <ul style="list-style-type: none"> <li>◦ When only one Work Location exists                   <ul style="list-style-type: none"> <li>▪ From the Wage Detail FTE, Campus multiplies the value by 40. (The state defines a 1.0 FTE as 40 hours per week.)</li> <li>▪ If the Wage Detail FTE is blank or NULL, then, Campus uses the Work Assignment &gt; Payroll Information and Position</li> </ul> </li> </ul> </li> </ol>	<p>Human Resources &gt; Personnel &gt; Personnel Master &gt; Work Assignments &gt; current Wage Detail Record &gt; Hours Per Day, Days Per Week</p> <p>Human Resources &gt; Personnel &gt; Personnel Master &gt; Work Assignment &gt; current Wage Detail Record &gt; FTE</p> <p>OR</p> <p>Human Resources &gt; Personnel &gt; Personnel Master &gt; Work Assignment &gt; Payroll Information and Position Override &gt; Position FTE</p> <p>OR</p> <p>Human Resources &gt; Personnel &gt; Personnel Master &gt; Work Assignment &gt; Work Locations &gt; Percent</p>

Element Name	Description	Location
	<p>Override &gt; Position FTE and multiplies the value by 40. This value is reported.</p> <ul style="list-style-type: none"> <li>◦ When multiple Work Locations exist               <ul style="list-style-type: none"> <li>▪ and the Percent &gt; 0, Campus multiplies the decimal equivalent by 40.</li> <li>▪ and the Percent is blank or NULL, the value is disregarded.</li> </ul> </li> <li>4. When multiple Work Assignments exist and multiple Assignment Codes exist but only one work location exists, Campus reports the corresponding values for each Assignment Code.</li> <li>5. When multiple Work Assignments exist with only one Assignment Code and one work location, Campus reports a summed value.</li> <li>6. When multiple Work Assignments, multiple Assignment Codes and multiple Work Locations exist, Campus calculates and reports values for each Assignment Code and Work Location, appropriately prorated.</li> </ul> <p>Numeric, 2 digits</p>	
<b>ZeroFill</b>	<p>Reports as 00.</p>	
<b>Full Time/Part Time</b>	<p>Indicates whether the employee in a position not requiring licensure is employed on a full-time or part-time basis.</p> <p>Indicates the employee's FTE. Full-Time <b>F</b> is <math>\geq .8</math> FTE. Otherwise, <b>P</b> reports.</p> <p>Alphanumeric, 1 character</p>	<p>Human Resources &gt; Personnel &gt; Personnel Master &gt; Work Assignments &gt; Wage Detail &gt; FTE</p> <p>OR</p> <p>Human Resources &gt; Personnel &gt; Personnel Master &gt; Work Assignments &gt; Position FTE</p>
<b>District Use</b>	<p>Reports Personnel Number for district use. Not required by the state.</p> <p>Numeric, 10 digits</p>	<p>Human Resources &gt; Personnel &gt; Personnel Master &gt; HR General Information &gt; Personnel Number</p> <p>Person.staffNumber</p>

Element Name	Description	Location
<b>Hispanic</b>	Indicates if the individual is of Hispanic/Latino origin.  Alphanumeric, 1 character Y or N	Human Resources > Personnel > Personnel Master > HR General Information > Hispanic/Latino?  Identity.hispanicEthnicity
<b>American Indian or Alaska Native</b>	Indicates if the individual is of American Indian or Alaska Native origin.  Alphanumeric, 1 character Y or N	Human Resources > Personnel > Personnel Master > HR General Information > American Indian or Alaska Native  Identity.raceEthnicity
<b>Asian</b>	Indicates if the individual is of Asian origin.  Alphanumeric, 1 character Y or N	Human Resources > Personnel > Personnel Master > HR General Information > Asian  Identity.raceEthnicity
<b>Native Hawaiian or Other Pacific Islander</b>	Indicates if the individual is of Native Hawaiian or Other Pacific Islander origin.  Alphanumeric, 1 character Y or N	Human Resources > Personnel > Personnel Master > HR General Information > Native Hawaiian or Other Pacific Islander  Identity.raceEthnicity
<b>Black or African American</b>	Indicates if the individual is of Black or African American origin.  Alphanumeric, 1 character Y or N	Human Resources > Personnel > Personnel Master > HR General Information > Black or African American  Identity.raceEthnicity
<b>White</b>	Indicates if the individual is of White origin.  Alphanumeric, 1 character Y or N	Human Resources > Personnel > Personnel Master > HR General Information > White  Identity.raceEthnicity
<b>Filler</b>		

## Race/Ethnicity Options

Code	Description
<b>1</b>	American Indian or Alaskan Native
<b>2</b>	Asian or Pacific Islander

<b>Code</b>	<b>Description</b>
<b>3</b>	Hispanic
<b>4</b>	Black, not Hispanic
<b>5</b>	White, not Hispanic

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