

# SIRS Staff Assignment (New York) (Human Resources)

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**PATH:** *Human Resources > Reports > SIRS Staff Assignment*

The SIRS Staff Assignment extracts data about non-teaching professionals for the SIRS data collection. This extract also includes information to link principals to students enrolled in programs they supervise, including assignment start and end dates.

*NY SIRS Staff Assignment Editor*

## Report Logic

- Staff members report one record for each location, assignment, and grade-level combination.
- Staff members only report when they have an Assignment Code with four digits.
- If a staff member is responsible for assignments within some buildings in the LEA, each building reports.
- If the staff member has district-wide responsibility, the district code reports.
- Principals that are responsible for all grade levels within a location report **ALL** in the Assignment Grade Level field. If the principal is NOT responsible for all grade levels within a location, one record reports for each grade level for which the principal is responsible.

## Report Editor

Field	Description
<b>Year</b>	The school year for which the report will generate.
<b>Effective Date</b>	The date for which information reports. This report use the <b>Effective Date</b> to determine which assignments should pull on the report. Assignments report when they have a work assignment Start Date on or before the <b>Effective Date</b> and have not ended prior to 7/1 of the start year selected in the Year dropdown list.

Field	Description
<b>Format</b>	<ul style="list-style-type: none"> <li>• <b>State Format (CSV)</b></li> <li>• <b>PDF</b></li> <li>• <b>HTML</b></li> <li>• <b>Excel</b></li> </ul>
<b>Column Headers</b>	<ul style="list-style-type: none"> <li>• <b>Include</b> - The report generates with a title for each column.</li> <li>• <b>Exclude</b> - The report does NOT generate a title for each column.</li> </ul>

## Report Layout

Element	Description	Format and Length	Campus Database	Campus Location
<b>District Code</b>	The code that identifies the district that employs the teacher. The prefix "NY" is added to the first six digits in the State District Number field. For example, if the district number is 662001123456, the District Code is NY662001.	Alphanumeric, 8 characters	District.number	Human Resources > Administration > District Master

Element	Description	Format and Length	Campus Database	Campus Location
<b>Staff ID</b>	A Staff ID is a unique number assigned to individuals employed by a school or district. Local staff ID must be unique within the district. For NYC, the local staff ID must be unique within NYC. If the Staff ID is less than 9 digits, the field is left padded with zeros.	Numeric, 9 digits	Person.staffStateID	Human Resources > Personnel > Personnel Master > HR General Information > Staff State ID
<b>Assignment Code</b>	The general occupation of the employee. Values are set by the district.	Alphanumeric, 4 characters	EmploymentAssignment.assignmentCode	Human Resources > Personnel > Personnel Master > Work Assignment > Assignment Code
<b>Assignment Location Code</b>	The unique building or school number that identifies the employee's primary location.	Numeric, 15 digits	HREmploymentAssignment.primaryLocation HRSchool.stateIDNumber	Human Resources > Personnel > Personnel Master > Work Assignment > Primary Location Human Resources > Administration > School Master > State Identification Number

Element	Description	Format and Length	Campus Database	Campus Location
<b>School Year Date</b>	June 30 of the reported school year.	Date field, 10 characters  YYYY-06-30	N/A	N/A
<b>Assignment Date</b>	The first day of the school year selected on the extract editor, or the first date of the school year that the staff member was assigned to this location in this assignment, whichever comes last.	Date field, 10 characters  YYYY-MM-DD	HREmploymentAssignment. primaryLocation TermSchedule.name	Human Resources > Personnel > Personnel Master > Work Assignment > Primary Location System Administration > Calendar > Calendar > Terms
<b>Completion Date</b>	The staff person's last day in the Work Assignment.	Date field, 10 characters  YYYY-MM-DD	EmploymentAssignment. endDate	Human Resources > Personnel > Personnel Master > Work Assignment > End Date
<b>Assignment Grade Level</b>	The grade level served by the Work Assignment.	Alphanumeric, 3 digits	CustomHREmploymentAssignment. value	Human Resources > Personnel > Personnel Master > Work Assignment > Grade Level

Element	Description	Format and Length	Campus Database	Campus Location
<b>Errors</b>	<p>If the Grade Level field on the Work Assignment is null, this column will include the following warning: "Error: No Grade Level exists on employee Work Assignment." You must assign a Grade Level to the Work Assignment before the report can be submitted.</p>	Alphanumeric	N/A	N/A