

WISEstaff Reporting (Wisconsin) (Human Resources)

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PATH: *Human Resources > Reports > WISEstaff Reporting*

The WISEstaff Reporting tool provides data to complete the Assignment File extract and the Contract File extract for WISEstaff Reporting. The Assignment File reports all staff with active or future dated work assignments marked as WISEstaff Reported for the School Year as of the Effective Date entered on the extract editor. The Contract File provides staff contract details to the state for staff with an assignment type of 0 or 1.

WISEstaff Reporting

This tool provides data to complete the Assignment File and Contract File extracts for WISEstaff Reporting. Use the State Format to generate a CSV file for state reporting. The CSV file will report staff who have an active Work Assignment record marked as WISEstaff Reported as of the Effective Date and Assignment File records saved on the State Reporting tab.

Use the Excel format for troubleshooting or analysis. The Excel format will report all staff with an active Work Assignment record as of the Effective Date.

Extract Options

Extract Type:

*Effective Date:

*School Year:

Local Assignment ID Options:

Personnel Number

Leave Blank

Format:

WiseStaff Reporting Editor Example

Report Logic

PATH: *Human Resources > Reports > WISEstaff Reporting*

Assignment File

- The Assignment File reports staff with active or future dated work assignments marked as WISEstaff Reported for the School Year as of the Effective Date entered on the extract editor and Assignment File records saved on the State Reporting tool.
- Report records are different depending on the Format you you choose on the extract editor.
 - **CSV (State Format)** : Reports all records for staff members with active OR future dated Work Assignments for the School Year marked as WISEstaff Reported on the Position Code when there is at least one Work Location (Working School Number) with at

least one WISEstaff Area Code saved on the State Reporting tab.

- **Excel/HTML:** Use the Excel format for troubleshooting or to audit Assignment File data prior to submission. The Excel format will report all staff with an active Work Assignment record as of the Effective Date.
- Multiple records can report for staff members with multiple active assignments.

Contract File

- All staff with active or future dated work assignments for the School Year as of the Effective Date (selected on the extract editor) are selected for reporting. Work Assignments with end dates prior to the Effective Date are not included.
- Staff with an Assignment Type in 0 or 1 report with the Contract File Record details for the School Year selected in the report parameters.
- Staff with only Assignment Types in 2, 3 or 4 report without Contract File Record details.

Report Editor

PATH: *Human Resources > Reports > WISEstaff Reporting*

Field	Description
Extract Type	<ul style="list-style-type: none"> • Assignment File • Contract File
Effective Date	This date determines which staff to report. All staff with active or future dated work assignments as of this date are reported.
School Year	<p><i>Contract File Only</i></p> <p>This date determines which staff to report and which Contract File records are selected.</p> <p>All staff with active or future dated work assignments for the School Year as of the Effective Date report.</p>
Local Assignment ID Options	<ul style="list-style-type: none"> • Leave Blank • Personnel Number
Format	<ul style="list-style-type: none"> • CSV (State Format) • Excel • HTML
Generate Extract	The report can be created immediately using the Generate Extract button.

Assignment File Report Layout

PATH: *Human Resources > Reports > WISEstaff Reporting > Extract Type > Assignment File*

Data Element	Description	Type, Format, and Length	Campus Application
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The following columns appear at the beginning of the Excel file only.

Data Element	Description	Type, Format, and Length	Campus Application
Warnings	<p><i>Excel Format Only</i></p> <p>This column provides warning messages for staff records that are missing in part or whole from the CSV (State Reported) format. Warnings report for any staff with an active or future dated Work Assignment as of the Effective Date selected in the report parameters who</p> <ul style="list-style-type: none"> • do not report as staff on the CSV (State Format) at all as a result of all their Work Assignments being impacted by one or more of the warnings listed below. • have at least one Work Assignment record where the Position Code is NOT marked as WISEstaff Reported. This includes <ul style="list-style-type: none"> ◦ Work Assignments with previously saved Assignment File records on the State Reporting tab. ◦ Work Assignments without any previously saved Assignment File records on the State Reporting tab. • have a Work Assignment missing a WISEstaff Position Code. • have a Work Assignment where a WISEstaff Position Code was changed after Assignment File records were saved on the State Reporting tab. • have a Work Assignment missing a WISEstaff Area Code on a Work Location (Working School Number). • are missing the required WISEid (Human Resources > Personnel > Personnel Master > HR General Information (Current Record) > State Number) for reporting on the Assignment File. 	N/A	N/A

Data Element	Description	Type, Format, and Length	Campus Application
Errors	<p><i>Excel Format Only</i></p> <p>This column provides error messages for staff records that are present on the CSV (State Reported) format but districts may want to review for missing data in fields or for data in fields that exceeds expected values.</p> <p>Errors include any staff Assignment File records where</p> <ul style="list-style-type: none"> • Grade Levels values are missing and are reportable based on the Assignment View logic. • WISEstaff FTE values are missing and are reportable based on the Assignment View logic. • WISEstaff FTE value(s) entered exceed 1.00. <ul style="list-style-type: none"> ◦ The sum for all Work Assignments > 1.00. ◦ The sum for a single Work Assignment > 1.00. 	N/A	N/A
Last Name	<p><i>Excel Format Only</i></p> <p>The staff member's last name.</p>	Alphanumeric	Human Resources > Personnel > Personnel Master > Person > HR General Information > Last Name
First Name	<p><i>Excel Format Only</i></p> <p>The staff member's first name.</p>	Alphanumeric	Human Resources > Personnel > Personnel Master > Person > HR General Information > First Name

Data Element	Description	Type, Format, and Length	Campus Application
Assignment Type	<p><i>Excel Format Only</i></p> <p>The Assignment Type that corresponds with the WISEstaff Position Code/WISEstaff Area Code.</p> <ul style="list-style-type: none"> • 0: Professional - Special Education • 1: Professional - Regular Education • 2: Short-Term Substitute/Extra Curricular Activities • 3: Support - Regular Education • 4: Support - Special Education 	Numeric	Human Resources > Personnel > Personnel Master > State Reporting
The following columns appear in all format types.			
Local Assignment ID	A local assignment ID for this record. Unique field to be used by your agency for verification purposes to make sure DPI uses the correct local staff record.	Alphanumeric	Human Resources > Personnel > Personnel Master > HR General Information > Personnel Number
WISEid	A unique, permanent identifier for people in the education system in the State of Wisconsin.	Numeric, 10 digits	Human Resources > Personnel > Personnel Master > HR General Information (Current Record) > State Number

Data Element	Description	Type, Format, and Length	Campus Application
Working LEA Number	<p>The valid DPI-assigned LEA number of the education agency.</p> <p>This column may report from one of the following areas.</p> <ul style="list-style-type: none"> • System Administration > Resources > District Information > District Detail > State District Number AND • Human Resources > Personnel > Personnel Master > State Reporting > Assignment File > Working LEA <p>OR</p> <ul style="list-style-type: none"> • Human Resources > Administration > HR Codes > Personnel > Override LEA AND • Human Resources > Personnel > Personnel Master > State Reporting > Assignment File > Override Working LEA 	Numeric, 4 digits	See Description
Position Code	The Position Code that corresponds with the staff member's job assignment.	Numeric, 2 digits	Human Resources > Personnel > Personnel Master > Work Assignment > WISEstaff Position Code OR Human Resources > Administration > Position Code > Position Code Detail > WISEstaff Position Code

Data Element	Description	Type, Format, and Length	Campus Application
Area Code	The staff member's general realm of assignment and related work subject/tasks.	Numeric, 4 digits	Human Resources > Personnel > Personnel Master > State Reporting > Assignment File > WISEstaff Area Code
Hiring LEA Number	The valid DPI-assigned LEA number of the education agency.	Numeric, 4 digits	System Administration > Resources > District Information > District Detail > State District Number OR Human Resources > Administration > District Master > State District Number
FTE	<p>The amount of work a staff member will complete at a particular agency in a school year.</p> <p>The FTE entered for each WISEstaff Area Code field set reports.</p> <p>If a WISEstaff FTE is not entered for an Assignment Type, this column reports blank in the CSV file.</p>	Numeric, 3 digits N.NN	Human Resources > Personnel > Personnel Master > State Reporting > Assignment File > Work Assignment > Work Location (Working School Number) > WISEstaff FTE

Data Element	Description	Type, Format, and Length	Campus Application
Bilingual Program	Identifies whether the staff member teaches in a state or locally-funded bilingual education program.	Alphanumeric Y or N	Human Resources > Personnel > Personnel Master > State Reporting > Assignment File > Work Assignment > Work Location (Working School Number) > Bilingual Program
Working School Number	The DPI-assigned school number where the staff member's assignment is performed.	Numeric, 4 digits	Human Resources > Personnel > Personnel Master > State Reporting > Assignment File > Work Assignment > Work Location (Working School Number)
Long Term Sub	Identifies whether the assignment is performed by a long-term substitute (assignment over 45 days).	Alphanumeric Y or N	Human Resources > Personnel > Personnel Master > State Reporting > Assignment File > Work Assignment > Work Location (Working School Number) > Long Term Substitute

Data Element	Description	Type, Format, and Length	Campus Application
School Board Approved Alternative Educational Program	Identifies whether the assignment is part of an approved alternative education program.	Alphanumeric Y or N	Human Resources > Personnel > Personnel Master > State Reporting > Assignment File > Work Assignment > Work Location (Working School Number) > School Board Approved Education Program
Subcontracted though a Contracted Agency	Identifies whether the staff member is hired as a subcontractor for the assignment.	Alphanumeric Y or N	Human Resources > Personnel > Personnel Master > State Reporting > Assignment File > Work Assignment > Work Location (Working School Number) > Subcontracted From Agency

Data Element	Description	Type, Format, and Length	Campus Application
Grade Levels	<p>Identifies all course levels performed by teaching staff for an assignment and doesn't necessarily coordinate to the students' grade levels.</p> <p>If Grade Level values are not entered for an applicable Assignment Type, this column reports blank in the CSV file.</p>	Numeric	System Administration > Resources > Grade Level Definitions > Grade Level Definitions Editor Human Resources > Personnel > Personnel Master > State Reporting > Assignment File > Work Assignment > Work Location (Working School Number) > Grade Levels
School Year	The current school year.	Numeric YYYY	Human Resources > Reports > WISEstaff Reporting > Effective Date
Local Use	Optional field used for anything districts would like to add about the staff member.	Alphanumeric, 100 Characters	Human Resources > Personnel > Personnel Master > State Reporting > Assignment File > Work Assignment > Work Location (Working School Number) > Local Use

Data Element	Description	Type, Format, and Length	Campus Application
Local Assignment Title	The staff member's assignment title as it's known at that particular location.	Alphanumeric, 255 characters	Human Resources > Personnel > Personnel Master > State Reporting > Assignment File > Work Assignment > Work Location (Working School Number) > Local Assignment Title

Contract File Report Layout

PATH: *Human Resources > Reports > WISEstaff Reporting > Extract Type > Contract File*

Data Element	Description	Type, Format, and Length	Campus Application
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The following columns appear at the beginning of the Excel file only.

Data Element	Description	Type, Format, and Length	Campus Application
Warnings	<p><i>Excel Format Only</i></p> <p>This column provides warning messages for staff records that are missing in part or whole from the CSV (State Reported) format. Warnings report for any staff with an active or future dated Work Assignment as of the Effective Date selected in the report parameters who</p> <ul style="list-style-type: none"> • do not report as staff on the CSV (State Format) at all as a result of all their Work Assignments being impacted by one or more of the warnings listed below. • have at least one Work Assignment record where the Position Code is NOT marked as WISEstaff Reported. This includes <ul style="list-style-type: none"> ◦ Work Assignments with previously saved Assignment File records on the State Reporting tab. ◦ Work Assignments without any previously saved Assignment File records on the State Reporting tab. ◦ have a Work Assignment missing a WISEstaff Position Code. ◦ have a Work Assignment where a WISEstaff Position Code was changed after Assignment File records were saved on the State Reporting tab. ◦ have a Work Assignment missing a WISEstaff Area Code on a Work Location (Working School Number). • will report demographics only on the CSV (State Format) as a result of having a current Assignment File record with an Assignment Type in 0 or 1 but are MISSING a saved Contract File Record for the School Year being reported so no details are on the report. • are missing the required WISEid (Human Resources > Personnel > Personnel Master > HR General Information (Current Record) > State Number) for reporting on the Assignment File. 	N/A	N/A

Data Errors Element	Description <i>Excel Format Only</i> Staff with current Assignment File record with an Assignment Type in 0 or 1 and a Contract	Type, Format, and Length N/A	Campus Application N/A
	File Record for the School Year who are reporting with missing values or incorrect values. <ul style="list-style-type: none"> • Contract Salary reporting as 0.00 • Contract Fringe Benefits reporting as 0.00 • Contract Days reporting as 0. • Missing Highest Degree record in Qualifications • Contract Salary amount exceeds 6 digits. • Contract Fringe Benefits amount exceeds 6 digits. 		
The following columns appear in all format types.			
WISEid	A unique, permanent identifier for people in the education system in the State of Wisconsin.	Numeric, 10 digits	Human Resources > Personnel > Personnel Master > HR General Information (Current Record) > State Number
Hiring LEA Number	The valid DPI-assigned LEA number of the education agency. This column may report from System Administration > Resources > District Information > District Detail > State District Number.	Numeric, 4 digits	See Description
Last Name	The staff member's last name.	Alphanumeric, 50 characters	Human Resources > Personnel > Personnel Master > Person > HR General Information > Last Name

Data Element	Description	Type, Format, and Length	Campus Application																					
First Name	The staff member's first name.	Alphanumeric, 50 characters	Human Resources > Personnel > Personnel Master > Person > HR General Information > First Name																					
Highest Degree	<p>The highest level of education the staff member has attained.</p> <p>This column reports when a staff member has one or more active WISEstaff Position Code/ WISEstaff Area Codes combinations where the Assignment Type = 0 or 1.</p> <p>The highest degree reports. Degrees are ranked in the following order:</p> <table border="1" data-bbox="368 1032 868 1469"> <thead> <tr> <th>Rank</th> <th>Description</th> <th>Code</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Other</td> <td>08</td> </tr> <tr> <td>2</td> <td>Associate</td> <td>03</td> </tr> <tr> <td>3</td> <td>Bachelor's</td> <td>04</td> </tr> <tr> <td>4</td> <td>Master's</td> <td>05</td> </tr> <tr> <td>5</td> <td>6 - Year Specialist's</td> <td>06</td> </tr> <tr> <td>6</td> <td>Doctorate</td> <td>07</td> </tr> </tbody> </table>	Rank	Description	Code	1	Other	08	2	Associate	03	3	Bachelor's	04	4	Master's	05	5	6 - Year Specialist's	06	6	Doctorate	07	Numeric,, 2 digits	Human Resources > Personnel > Personnel Master > Qualifications > Education > Degree Type
Rank	Description	Code																						
1	Other	08																						
2	Associate	03																						
3	Bachelor's	04																						
4	Master's	05																						
5	6 - Year Specialist's	06																						
6	Doctorate	07																						
School Year	The school year selected in the report parameters.	Numeric YYYY	System Administration > Calendar > School Years > School Year Editor > End Year																					

Data Element	Description	Type, Format, and Length	Campus Application
Local Years Experience	The number of years the staff member was employed by an educational agency down to the nearest half-year.	Numeric NN.N	Human Resources > Personnel > Personnel Master > State Reporting > Contract File > School Year > Local Years or Override Local Years
Total Years Experience	The number of years the staff member worked at any educational agency down to the nearest half-year including the current school year.	Numeric NN.N	Human Resources > Personnel > Personnel Master > State Reporting > Contract File > School Year > Total Years or Override Total Years
Contract Salary	The amount of money specifically cited in the regular contract between the staff member and the hiring LEA.	Numeric, 6 digits	Human Resources > Personnel > Personnel Master > State Reporting > Contract File > School Year > Contract Salary

Data Element	Description	Type, Format, and Length	Campus Application
Contract Fringe Benefits	Total of all of the following items under Object Code 200 Employee Benefits in the WUFAR Handbook: 210 Retirement, 220 Social Security, 230 Life Insurance, 240 Health Insurance, 250 Other Employee Insurance, and 290 Other Employment Benefits, including cash payments in lieu of benefits.	Numeric, 6 digits	Human Resources > Personnel > Personnel Master > State Reporting > Contract File > School Year > Contract Fringe Benefits
Final Salary Code	The code that coordinates with the staff member's final salary as reported by the agency. Y or N report when there is a Contract for the person. This code indicates whether contract information is finalized for the year. If the contract is still in negotiation, then N reports. This column reports blank when the field does not apply to a specific assignment area and position code combination.	Alphanumeric Y or N	Human Resources > Personnel > Personnel Master > State Reporting > Contract File > School Year > Final Salary Code
Contract Days	The number of days a staff member is contracted to work for an agency.	Numeric, 3 digits	Human Resources > Personnel > Personnel Master > State Reporting > Contract File > School Year > Contract Days

Data Element	Description	Type, Format, and Length	Campus Application
Local Use	Optional field used for anything districts would like to add about the staff member.	Alphanumeric, 50 Characters	Human Resources > Personnel > Personnel Master > State Reporting > Assignment File > Work Assignment > Work Location (Working School Number) > Local Use
Local ID	Unique field used by an agency for verification purposes to make sure DPI uses the correct local staff contract record.	Numeric, 50 characters	Field reports as blank OR Human Resources > Personnel > Personnel Master > HR General Information (Current Record) > Personnel Number
Gender	The staff member's gender.	Alphanumeric, M or F	Human Resources > Personnel > Personnel Master > HR General Information (Current Record) > Gender

Data Element	Description	Type, Format, and Length	Campus Application
Year of Birth	The year in which the staff member was born.	Numeric YYYY	Human Resources > Personnel > Personnel Master > HR General Information (Current Record) > Birth Date > Year only
Former Last Name	Reports blank.	N/A	N/A
Race Key	The code that represents the racial/ethnic group or groups with which the person identifies.	Numeric, 4 digits	Attribute location: System Administration > Custom > Attribute/Dictionary > Identity > Race Ethnicity Code Mapping