Staff Attendance Extract (Massachusetts)

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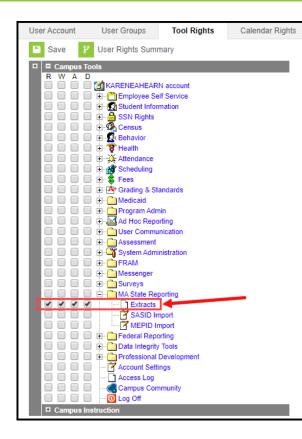**PATH:** *MA State Reporting > Extracts > Staff Attendance Extract*

The Staff Attendance Extract allows users to mass export staff primary district assignment data for editing/manipulation of fields for staff attendance data that will later be imported back into Infinite Campus.

Tool Rights

PATH: *System Administration > User Security > Users > Tool Rights > MA State Reporting > Extracts*

Users must have least **R**(ead) tool rights for Extracts in order to generate this report.

Reporting Population and Business Rules

- All district assignments active as of the Effective Date will report.
  - Only district assignments marked as Primary are included.
  - Only district assignments within the selected calendar/school/district are included

Generate the Report

1. Select an **Extract Type** of 'Staff Attendance Extract'.
2. Enter the **Effective Date**. Only staff members with district assignments active on this date are included in the report.
3. Enter the report **Format**.
4. To generate the report without a header, mark the **Header Off** checkbox.
5. Select which calendar(s) to will report staff member data.
6. Filter reported data by selecting an **Ad Hoc Filter** (optional).
7. Click **Generate Extract** to view the report in the selected format or **Submit to Batch** to schedule when the report will generate.

Staff Attendance Report Records:98

PersonID	StaffStateID	LocalStaffID	LastName	MiddleName	FirstName	AssignmentID	StaffExpectedAttendance	StaffActualAttendance
12345	11111111	123456	TESTER	NICOLE	JANIEZE	1353		0
123456	22222222	12344	TESTER	R	TIMMIE	1241		0
1234	33333333	222222	TESTER	MATTHEW	COREY	1242		0
55555	12345678	33333	TESTER	MARIA	STELLA	8525		0
112233	11122233	444444	TESTER	ELIZABETH	KAITLYN	11789		0

Understand the Report

The table below describes each reported field

Field	Description	Format	Campus UI Location	Database Field
PersonID	Report Internal DB identifier	Numeric	Internal identifier	Person.personID
StaffStateID	The staff member's Staff State ID.	Alphanumeric	Census > People > Demographics >Staff State ID	Person.staffStateID
LocalStaffID	The staff member's Local Staff ID.	Alphanumeric	Census > People > Demographics >Local Staff Number	Person.staffNumber
LastName	The staff member's last name.	Alphanumeric	Census > People > Demographics >Last Name	Identity.lastName
MiddleName	The staff member's middle name.	Alphanumeric	Census > People > Demographics >Middle Name	Identity.middleName
FirstName	The staff member's first name.	Alphanumeric	Census > People > Demographics >First Name	Identity.firstName
AssignmentID	The AssignmentID of the staff member's Primary Assignment.	Numeric	Internal identifier	EmploymentAssignment. assignmentID
StaffExpectedAttendance	The staff member's expected attendance.	Numeric	Census > District Assignment > Staff Expected Attendance Census > District Assignment > Primary District Assignment HR:	EmploymentAssignment.startD EmploymentAssignment.endDa EmploymentAssignment.prima

Field	Description	Format	Campus UI Location	Database Field
StaffActualAttendance	The staff member's actual attendance.	Numeric	Census > District Assignment > Staff Actual Attendance Census > District Assignment > Primary District Assignment HR: Human Resources > Personnel > Personnel Master > Work Assignments > Work Assignment Editor > Work Assignment Detail >Payroll Information > Actual Attendance	EmploymentAssignment.startD EmploymentAssignment.endDa EmploymentAssignment.prima