Staff Attendance Import (Massachusetts)
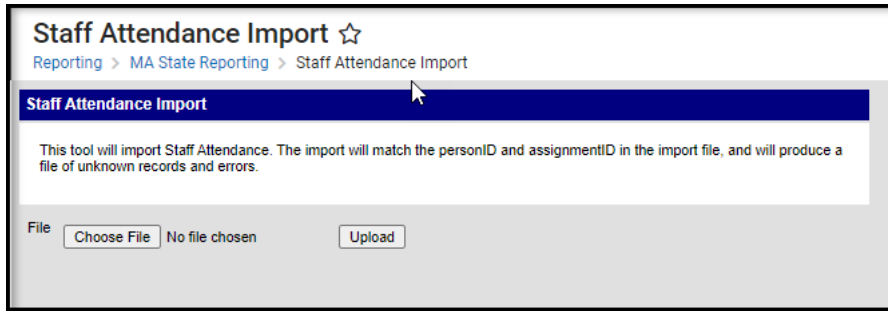
Last Modified on 10/22/2022 10:24 am CDT

Importing a File | Validations/Errors | Upload Layout

PATH: *MA State Reporting > Staff Attendance Import*

Search Term: *Staff Attendance Import*

The Staff Attendance Import allows you to mass import staff actual and expected attendance data generated from the Staff Attendance Extract or a compiled CSV file matching all import file format requirements.

Staff Attendance Import

Importing a File

1. Click **Browse** to select a file to be imported. **The file MUST match the column order defined in the Upload Layout table below and cannot include any additional columns.**
2. Once a file is chosen, click **Upload** to import the file. A report will generate indicating how many records were successfully imported and any errors which occurred based on incorrect or null data.

Validations/Errors

If data cannot be uploaded properly, the import file generates an error report describing why each record could not be uploaded. Expand the table below to view each possible validation/error.

▶ Click here to expand...

Upload Layout

Element	Description	Type, Format, and Length	Campus Database	Campus Interface

Element	Description	Type, Format, and Length	Campus Database	Campus Interface
PersonID	Internal database identifier Value must match for import to occur, otherwise an error is generated.	Numeric	Person.personID	Census > People > Demographi > Person ID
StaffStateID	Indicates MEPID given by state	Alphanumeric	Person.staffStateID	Census > People > Demographi >Staff State ID
LocalStaffID	Indicates local ID given by district	Alphanumeric	Person.staffNumber	Census > People > Demographi >Local Staff Number
LastName	The staff member's last name.	Alphanumeric, 50 characters	Identity.lastName	Census > People > Demographi > Person Information Last Name
MiddleName	The staff member's middle name.	Alphanumeric, 50 characters	Identity.middleName	Census > People > Demographi > Person Information Middle Name
FirstName	The staff member's first name.	Alphanumeric, 50 characters	Identity.firstName	Census > People > Demographi > Person Information First Name

Element	Description	Type, Format, and Length	Campus Database	Campus Interface
AssignmentID	Internal database Identifier. Value must match for import to occur.	Numeric	EmploymentAssignment. assignmentID	Census > District Assignment Primary District Assignment HR: Human Resources > Personnel > Personnel Master > Work Assignments
StaffExpectedAttendance	Indicates staff person's expected attendance for the school year. If null, receive error If value is a decimal, receive error	Numeric	CustomEmploymentAssignment. expectedAttendance	Census > District Assignment Staff Expected Attendance HR: Human Resources > Personnel > Personnel Master > Work Assignments > Work Assignment Editor > Work Assignment Detail >Payroll Information Expected Attendance

Element	Description	Type, Format, and Length	Campus Database	Campus Interface
StaffActualAttendance	Indicates staff person's actual attendance for the school year. If null, receive error If value is a decimal, receive error	Numeric	CustomEmploymentAssignment. actualAttendance HR: EmploymentAssignment. actualAttendance	Census > District Assignment Staff Actual Attendance HR: Human Resources > Personnel > Personnel Master > Work Assignments > Work Assignment Editor > Wo Assignment Detail >Payroll Information Actual Attendance