Staff Roster Extract (Massachusetts)

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Classic View: MA State Reporting > Extracts > Staff Roster Extract

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The Massachusetts EPIMS Staff Roster Extract reports staff member information, including demographic data and work assignment information found on the District Employment tab. This information allows Massachusetts to comply fully with the No Child Left Behind Act by accurately reporting on highly qualified teachers. EPIMS data is also used to analyze the educator workforce over time to identify high need areas, evaluate current educational practices and programs and assist districts with recruiting efforts.
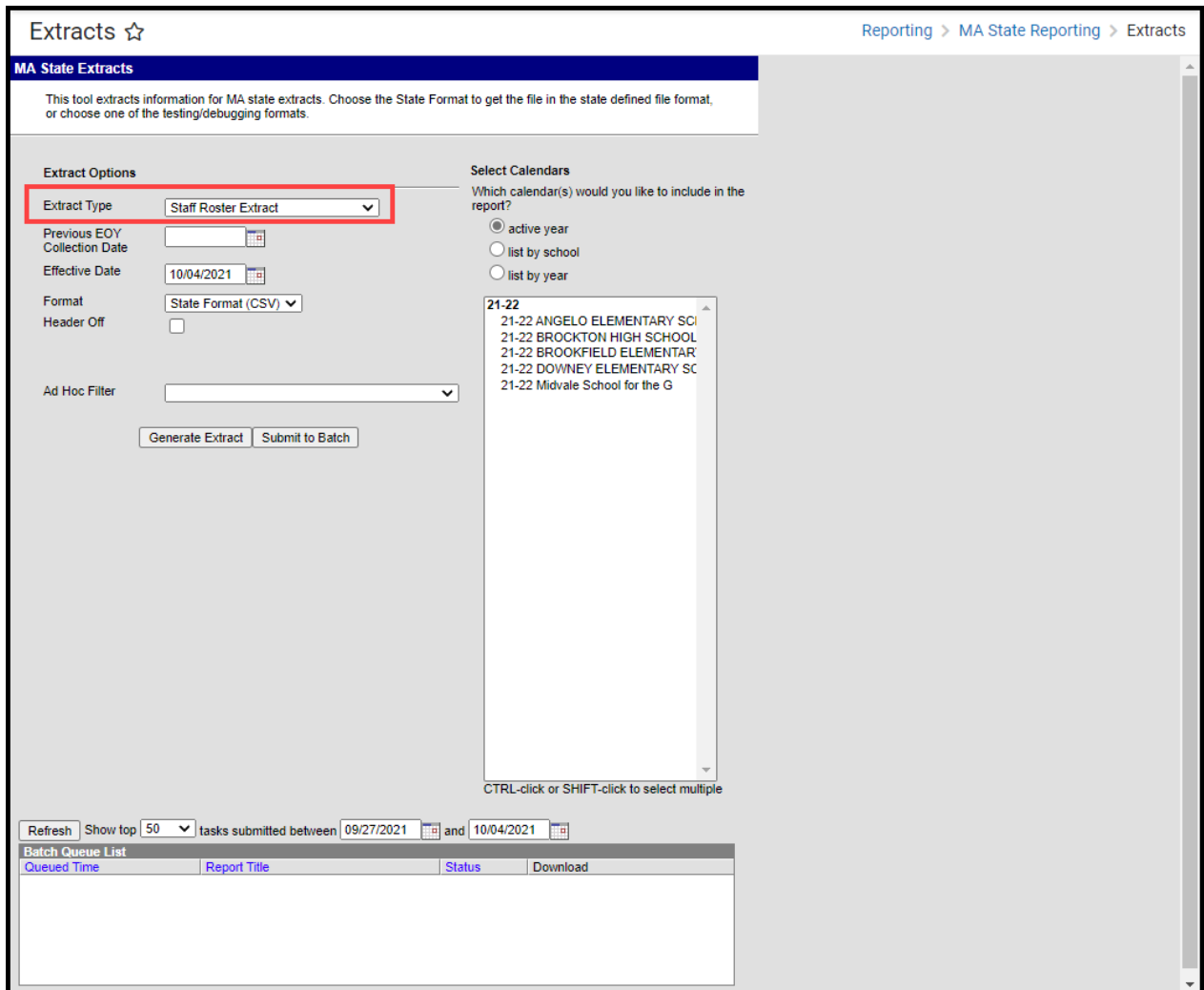

Image 1: Staff Roster Extract Editor

Report Logic

- When a staff's most recent District Employment Start Date is <= the Effective Date, AND there

is a District Assignment that is active on or between the District Employment record:
- When the extract Effective Date < November 1st in the selected academic year:
  - Report a Staff Roster record for the staff when (Census > People > District Employment > End Date) = Null, or AFTER the "Previous EOY Collection Date".
- When the extract Effective Date >= November 1st in the selected academic year:
  - Report a Staff Roster record for the staff when (Census > People > District Employment > End Date) > October 1st in the selected academic year, or is Null.
- Always report Staff from Schools that have Staff Assignment Type of 02:
  - Regardless of whether or not the calendar is selected on the Extract Editor: report all (02 school) staff meeting date/title parameters above where (System Administration > Resources > School > School Editor > School Detail > Staff Assignment >Type) = 02: District Assignment.
- Does not report Staff if all District Assignments have Job Classification codes (District Assignment>Title (StandardCode)) of NULL
  - Does not report Staff if All District Assignments are checked with the Exclude check box.
  - Does not report Staff if the District Employment checkbox is checked.
- If the Staff has one District Assignment with a Job Classification code (District Assignment>Title (StandardCode)) that is NOT NULL then report the Staff.
  - If the Staff has a District Employment without an Exclude checkbox, then report.
  - If the Staff has a District Assignment without an Exclude checkbox, then report.

When HR (Human Resources) is enabled, the following logic is also considered:

- The report does not include staff who have all District Assignments with a Job Classification (Title) of null.
  - Does not report Staff if the Staff has a District Employment with a check in the SIF Exclude check box (Personnel Master > HR General Information > Employment Dates > SIF Exclude).
  - Does not report Staff if all Work Locations are checked with the SIF Exclude check box.
- If a staff member has one Work Assignment with a Job Classification (Work Assignment) > Title that is not null, the staff member is reported.
  - If the Staff has a District Employment without a check in the SIF Exclude check box (Personnel Master > HR General Information > Employment Dates > SIF Exclude), then report.
  - If the Staff has at least one Work Location without a SIF Exclude check box checked, then report.
  - Report any Staff with a Work Assignment where the Work Location does not have a SIF Exclude check box checked.

The District Assignment Title must have a Standard Code filled out on the Attribute Dictionary (System Administration > Custom > Attribute/Dictionary > EmploymentAssignment > Title > Dictionary).

This standard code should be the 4-digit state code.
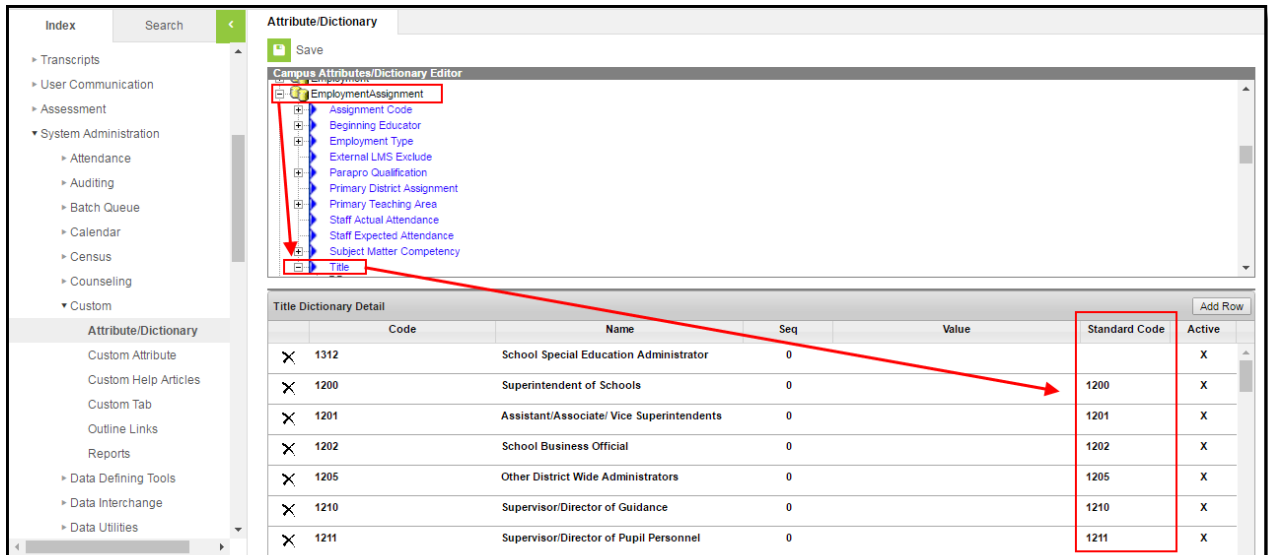
Generating the Extract

1. Select **Staff Roster Extract** as the **Extract Type**.
2. Enter an **Effective Date** in *mmddyyyy* format or by clicking the calendar icon and selecting a date. This date will limit the records reported to District Employment records active on that date. The default entry is the current date.
3. Indicate the **Format** in which the report should generate, HTML for data review and verification or State Format (CSV) for submission to the state.
4. Indicate if the **Header** should be left off the report.
5. Select an **Ad hoc Filter** to limit records reported.
6. Select which **Calendar(s)** should be included in the report.
7. Click **Generate Extract** to view the report in the selected format or **Submit to Batch** to schedule when the report will generate.

Users have the option of submitting a Staff Roster report request to the batch queue by clicking **Submit to Batch** instead of Generate Extract. This process allows larger reports to generate in the background, without disrupting the use of Campus. For more information about submitting a report to the batch queue, see the Batch Queue article.

Image 2: Staff Roster Extract - State Format (CSV)

Image 3: Staff Roster Extract - HTML Format

Staff Roster Extract Layout

If **Header Off** is not selected in the extract editor, a header will appear at the top of the report which lists **Record Type** (EPIMS), **Record Name** (Staff_Roster) and the **District Number** of the district generating the report.

Element Name	Description	Database and Campus UI Location
MEPID	The unique identification number assigned to the individual by the state department of education.	Person.staffStateID Census > People > Demographics > Person Identifiers > Staff State ID
		HR Enabled: hrDemographics.staffStateID Human Resources > Personnel > Personnel Master > HR General Information - Current Record > State Number
Local Employee Number	The unique identification number assigned to the individual by the district.	Person.staffNumber Census > People > Demographics > Person Identifiers > Local Staff Number

Element Name	Description	Database and Campus UI Location
		HR Enabled: Human Resources > Personnel > Personnel Master > HR General Information - Current Record > Personnel Number
License/Certification Number	The number assigned to the individual by the state department of education	Employment. licenseNumber Census > People > District Employment > License Number
	HR Enabled: • Logic reports the most recent start date with a non-null license number. If no dates exist or the same dates are for multiple records, logic reports the most recent credentialID.	HR Enabled: EmploymentCredential. licenseNumber Human Resources > Personnel > Personnel Master > Qualifications > Qualification Details > Licensure/Certification > Number (Type = License)
First Name	The legal first name of the staff member.	Identity.firstName Census > People > Demographics > First Name
		HR Enabled: Human Resources > Personnel > Personnel Master > HR General Information - Current Record > First Name
Middle Name/Initial	The legal middle name or middle initial of the staff member.	Identity.middleName Census > People > Demographics > Middle Name
		HR Enabled: Human Resources > Personnel > Personnel Master > HR General Information - Current Record > Middle Name

Element Name	Description	Database and Campus UI Location
Last Name	The legal last name and suffix of the staff member.	Identity.lastName Census > People > Demographics > Last Name
		HR Enabled: Human Resources > Personnel > Personnel Master > HR General Information - Current Record > Last Name
Date Of Birth	The month, day and year on which the staff member was born.	Identity.birthDate Census > People > Demographics > Date of Birth
		HR Enabled: Human Resources > Personnel > Personnel Master > HR General Information - Current Record > Birth Date
Race-Ethnicity	The general racial category or categories that most clearly reflect the individual's race/ethnicity. See options in the following Race/Ethnicity Options table.	Identity.raceEthnicity Census > People > Demographics > Race/Ethnicity
		HR Enabled: Human Resources > Personnel > Personnel Master > HR General Information - Current Record > Race Ethnicity

Element Name	Description	Database and Campus UI Location

Employment Status	The two-digit code that describes an individual's employment status at the time of the collection:
	• When District Employment End Date = Null or when District Employment End Date = NOT Null, AND is >= effective date,
	  1. If effective date is 10/1 and the 'Oct 1. Status Override' field is populated, report the Oct. 1 override status value
	  2. If effective date is in the month of June and the 'EOY Status Override' field is populated, report the EOY override status value
	  3. If 'Status' field is populated, report status value
	  4. If Status is Null, report 01.
	• When District Employment End Date = NOT Null, AND is < effective date, report 04.
		Employment. employmentStatus
		
		Census > People > District Employment > Employment Info > Status

	When HR is enabled, the following logic is used:
	• When Termination Date = Null or when Termination Date = NOT Null, AND is >= effective date,
	  1. If effective date is 10/1 and the 'Oct 1. Status Override' field is populated, report the Oct. 1 override status value
	  2. If effective date is in the month of June and the 'EOY Status Override' field is populated, report the EOY override status value
	  3. If 'Status' field is populated, report status value
	  4. If Status is Null, report 01.
	• When Termination Date = NOT Null, AND is < effective date, report 04.
		HR Enabled:
		Human Resources > Personnel > Personnel Master > HR General Information - Current Record > Status

Element Name	Description	Database and Campus UI Location
Reason for Exit	The code describing why the staff member is no longer employed by the district. If the District Employment End Date is null or after the Effective Date, reports as 00. Otherwise, reports the Exit Reason. Reporting logic is as follows: 1. When District Employment End Date = Null OR is > Effective Date, reports 00. 2. When District Employment End Date = NOT Null, and is <= Effective Date, reports code selected in Census>People>District Employment>Employment Info>Exit Reason See options in the following Exit Reason Options table.	Employment. exitReason Census > People > District Employment > Exit Reason
	When HR is enabled, the following logic is used: 1. When Termination Date (HR General Info > Employment Dates) = Null or is > Effective Date, report 00. 2. When Termination Date (HR General Info > Employment Dates) is NOT Null, and is <= Effective Date, report code selected in HR General Info > Employment Dates > Exit Reason	HR Enabled: Human Resources > Personnel > Personnel Master > HR General Information > Employment Dates > Exit Reason
Date of Hire	The date of the staff member's most recent hire in the district.	Employment.startDate Census > People > District Employment > Start Date
	When HR is enabled, the Hire Date is reported.	HR Enabled: Human Resources > Personnel > Personnel Master > HR General Information > Employment Dates > Hire Date

Element Name	Description	Database and Campus UI Location
Federal Salary Source 1	One of the federal salary sources for the staff member. See options in the following Federal Income Source Options table.	Employment. federalIncomeSource1 Census > People > District Employment > Federal Income 1
	When HR is enabled, logic reports the Federal Income 1 from the HR General Info > Federal Income Information > Federal Income 1 field.	HR Enabled: HRFederalIncome. federalIncome1 Human Resources > Personnel > Personnel Master > HR General Information > Federal Income Information > Federal Income 1
% Fed Salary Source 1	The percent of the individual's salary paid by Federal Salary Source 1.	Employment. federalIncomePercent1 Census > People > District Employment > Federal Income Percent
	When HR is enabled, logic reports the Federal Income Percent 1 from the HR General Info > Federal Income Information > Federal Income Percent 1 field.	HR Enabled: HRFederalIncome. federalIncomePercent1 Human Resources > Personnel > Personnel Master > HR General Information > Federal Income Information > Federal Income Percent 1
Federal Salary Source 2	One of the federal salary sources for the staff member. See options in the following Federal Income Source Options table.	Employment. federalIncomeSource2 Census > People > District Employment > Federal Income 2

Element Name	Description	Database and Campus UI Location
	When HR is enabled, logic reports the Federal Income 2 from the HR General Info > Federal Income Information > Federal Income 2 field.	HR Enabled: HRFederalIncome. federalIncomeSource2 Human Resources > Personnel > Personnel Master > HR General Information > Federal Income Information > Federal Income 2
% Fed Salary Source 2	The percent of the individual's salary paid by Federal Salary Source 2.	Employment. federalIncomePercent2 Census > People > District Employment > Federal Income Percent 2
	When HR is enabled, logic reports the Federal Income Percent 2 from the HR General Info > Federal Income Information > Federal Income Percent 2 field.	HR Enabled: HRFederalIncome. federalIncomePercent2 Human Resources > Personnel > Personnel Master > HR General Information > Federal Income Information > Federal Income Percent 2
Federal Salary Source 3	One of the federal salary sources for the staff member. See options in the following Federal Income Source Options table.	Employment. federalIncomeSource3 Census > People > District Employment > Federal Income 3
	When HR is enabled, logic reports the Federal Income 2 from the HR General Info > Federal Income Information > Federal Income 3 field.	HR Enabled: HRFederalIncome. federalIncomeSource3 Human Resources > Personnel > Personnel Master > HR General Information > Federal Income Information > Federal Income 3

Element Name	Description	Database and Campus UI Location
% Fed Salary Source 3	The percent of the individual's salary paid by Federal Salary Source 3.	Employment. federalIncomePercent3 Census > People > District Employment > Federal Income Percent
	When HR is enabled, logic reports the Federal Income Percent 2 from the HR General Info > Federal Income Information > Federal Income Percent 3 field.	HR Enabled: HRFederalIncome. federalIncomePercent3 Human Resources > Personnel > Personnel Master > HR General Information > Federal Income Information > Federal Income Percent 3
Degree Type 1	One of the educational degrees earned by paraprofessionals, special education and instructional support staff who are not certified in ELAR. See options in the following Degree Type Options table.	Employment. degreeType1 Census > People > District Employment > Degree Type 1
	When HR is enabled: 1. Report Degree Type from the most recent record in HR > Personnel > Personnel Master > Qualifications > Education > Degree Type 2. If no record exists, report 000.	HR Enabled: EmploymentCredential. degreeType Human Resources > Personnel > Personnel Master > Qualifications > Education > Degree Type
Degree Institution 1	The institution at which the staff member received the corresponding degree. Reports the code used by the College Board to identify domestic colleges.	Employment. degreeInstitution1 Census > People > District Employment > Degree Institution 1

Element Name	Description	Database and Campus UI Location
	When HR is enabled: 1. Report the 4-digit Education Institution from the most recent record in HR > Personnel > Personnel Master > Qualifications > Education > Education Institution. 2. If null, report 0000.	HR Enabled: EmploymentCredential. degreeInstitution Human Resources > Personnel > Personnel Master > Qualifications > Qualification Details >Education > Education Institution
Degree Subject 1	The major subject area in which the corresponding degree was achieved. See options in the following Degree Subject Options table.	Employment. degreeSubject1 Census > People > District Employment > Degree Subject 1
	When HR is enabled: 1. Report the 2-digit Degree Subject from the most recent record in HR > Personnel > Personnel Master > Qualifications > Education > Degree Subject Major 2. If null, report 00.	HR Enabled: EmploymentCredential. degreeSubject Human Resources > Personnel > Personnel Master > Qualifications > Qualification Details > Education > Degree Subject Major
Degree Type 2	One of the educational degrees earned by paraprofessionals, special education and instructional support staff who are not certified in ELAR. See options in the following Degree Type Options table.	Employment. degreeType2 Census > People > District Employment > Degree Type 2
Degree Institution 2	The institution at which the staff member received the corresponding degree. Reports the code used by the College Board to identify domestic colleges.	Employment. degreeInstitution2 Census > People > District Employment > Degree Institution 2

Element Name	Description	Database and Campus UI Location
Degree Subject 2	The major subject area in which the corresponding degree was achieved. See options in the following Degree Subject Options table.	Employment. degreeSubject2 Census > People > District Employment > Degree Subject 2
Degree Type 3	One of the educational degrees earned by paraprofessionals, special education and instructional support staff who are not certified in ELAR. See options in the following Degree Type Options table.	Employment. degreeType3 Census > People > District Employment > Degree Type 3
Degree Institution 3	The institution at which the staff member received the corresponding degree. Reports the code used by the College Board to identify domestic colleges.	Employment. degreeInstitution3 Census > People > District Employment > Degree Institution 3
Degree Subject 3	The major subject area in which the corresponding degree was achieved. See options in the following Degree Subject Options table.	Employment. degreeSubject3 Census > People > District Employment > Degree Subject 3
Exit Date	The month, day and year the individual exited the district. When the Employment End Date is not null and on or before the extract Effective Date, reports the End Date. If End Date is null or is after the extract Effective Date, reports as NA.	Employment.exitDate Census > People > District Employment > Exit Date

Element Name	Description	Database and Campus UI Location
	When HR is enabled: 1. When Termination Date (HR General Info > Employment Dates) is NOT Null, and is less than or equal to the Effective Date, the Termination Date in HR General Info > Employment Dates (mm/dd/yyyy) is reported. 2. When Termination Date (HR General Info > Employment Dates) = Null or is greater than the Effective Date, NA is reported.	HR Enabled: Human Resources > Personnel > Personnel Master > HR General Information > Employment Dates > Termination Date
Professional Teacher Status	Reports the educator's current professional teacher status as determined by district policies. • Reports 01 if Yes is selected. • Reports 02 if No is selected. • Reports 99 if 99 is selected or field is blank.	Employment.seniority Census > People > Staff Eval > District Level Professional Teacher
Overall Evaluation	Reports the educator's current school year overall Summative Evaluation rating or Formative Evaluation rating. • Reports the value entered in the SR29 Overall Eval Score field • If null, a value of 99 is reported.	StaffEval.holisticScore Census > People > Staff Eval > SR29 Overall Eval Score
Standard 1 Evaluation	Reports the educator's current school year evaluation rating on Standard 1. • Reports the value entered in the SR30 Standard 1 Eval field • If null, a value of 99 is reported.	StaffEval. evaluationPart1Score Census > People > Staff Eval > SR30 Standard 1 Eval
Standard 2 Evaluation	Reports the educator's current school year evaluation rating on Standard 2. • Reports the value entered in the SR31 Standard 2 Eval field • If null, a value of 99 is reported.	StaffEval. evaluationPart2Score Census > People > Staff Eval > SR31 Standard 2 Eval

Element Name	Description	Database and Campus UI Location
Standard 3 Evaluation	Reports the educator's current school year evaluation rating on Standard 3. • Reports the value entered in the SR32 Standard 3 Eval field • If null, a value of 99 is reported.	StaffEval. evaluationPart3Score Census > People > Staff Eval > SR32 Standard 3 Eval
Standard 4 Evaluation	Reports the educator's current school year evaluation rating on Standard 4. • Reports the value entered in the SR33 Standard 4 Eval field • If null, a value of 99 is reported.	StaffEval. evaluationPart4Score Census > People > Staff Eval > SR33 Standard 4 Eval
Beginner Educator Mentor	For any staff reported as beginner educator, this element will identify the MEPID of their mentoring teacher. • If populated, report value • Else, report 99 Note: This will only report if Beginning Educator is Yes. HR: • If Mentor MEPID is populated, report value. Otherwise, report 99	Census > People > District Assignment > Beginning Educator Mentor MEPID HR: HR > Personnel > Personnel Master > Work Assignment > Mentor MEPID
Educator Evaluation Plan	Indicates the type of plan in which an educator is being evaluated. • Hard-coded to report a value of 99.	N/A
Staff Days of Attendance	Reports the cumulative number of days a staff member has been present (defined as at least half the school day) in the district. • Report the value entered in "Staff Actual Attendance" • If null, report 0.	Census > People > District Employment > Staff Actual Attendance

Element Name	Description	Database and Campus UI Location
	When HR is enabled: 1. Report the Actual Attendance value in HR 2. If null, report 0.	HR Enabled: EmploymentAssignment. actualAttendance HR > Personnel > Personnel Master > HR General Information > Employment Dates > Actual Attendance
Staff Expected Days of Attendance	Reports the cumulative number of days a staff member was expected to be present (defined as at least half the school day) in the district. • Report the value entered in "Staff Expected Attendance" • If null, report 0	Census > People > District Employment > Staff Expected Attendance
	When HR is enabled: 1. Report the Expected Attendance value in HR 2. If null, report 0. 1. If value is xx.5 or higher, round to the nearest whole number. Anything lower, report the whole number. ie 52.25 should report as 52.	HR Enabled: EmploymentAssignment. daysPerYear HR > Personnel > Personnel Master > HR General Information > Employment Dates > Days Per Year
Beginner Education Identifier	Indicates if the staff member is in their first year of experience in their primary job classification. • Logic reports the value entered in the Beginning Education field on the Employment Assignment record. • If null, report 00.	EmploymentAssignment. beginningEducator Census > People >District Assignment > Employment Assignment Information > Beginning Educator
	When HR is enabled: 1. Report the value selected in the Beginner Educator field. 2. If null, report 00.	HR Enabled: EmploymentAssignment. beginningEducator Human Resources > Personnel > Personnel Master > Work Assignment > Assignment Editor > Beginner Educator

Race Ethnicity Options

▶ Click here to expand...

Exit Reason Options

▶ Click here to expand...

Federal Income Source Options

▶ Click here to expand...

Degree Type Options

▶ Click here to expand...

Degree Subject Options

▶ Click here to expand...

Previous Versions

Staff Roster Extract (Massachusetts) [.2144 - .2235]