

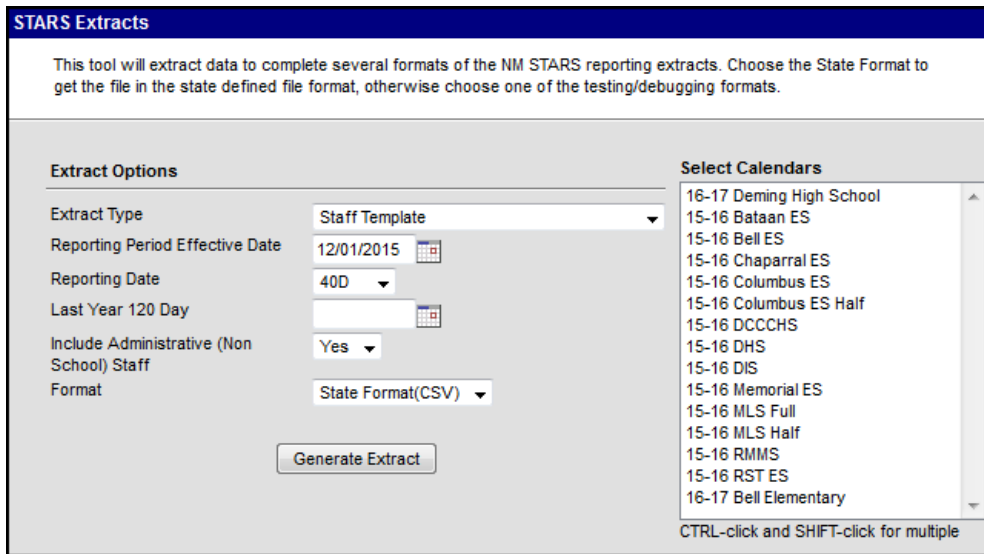
Staff Template (New Mexico)

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PATH: *NM State Reporting > STARS Extracts > Staff Template*

The Staff Template is used to report a current view of the staff population.



Staff Template Editor

Report Logic

- To report, staff must meet the following requirements:
 - Be active.
 - The District Employment record must have a Qualification Code of C, N or S.
 - The staff member must have a district assignment record tied to a school that is tied to the selected calendar AND the assignment must be the staff's primary assignment record.
- The primary assignment record is determined by the greatest FTE of all assignment records in the given school and calendar year. To determine the greatest FTE, Campus uses the following logic:
 - Campus compares all Employment assignment records where the
 - Employment Assignment Start Date is null or is \leq effective date AND
 - Employment Assignment End Date is null or is \geq Last Year 120 Day Date AND
 - the assignment is selected from the max FTE or 0 (if there is no employment assignment FTE value)
 - If there are two Max FTE values that are the same, Campus reports the FTE with the

minimum school ID.

Report Editor

Field	Description
Extract Type	A dropdown list of all available extracts.
Reporting Period Effective Date	The date for which the report is effective. The default date is today's date.
Reporting Date	The collection period for the extract.
Last Year 120 Day	The date of last year's 120th day. The report includes all staff with a district employment record within the 120 Day date and the Reporting Date.
Include Administrative (Non School) Staff	Select Yes or No to include or exclude non school staff in the report. If you select Yes , employment records with the Qualification Code T or R report.
Format	The format in which the report will generate. Options include HTML, Comma Separated and XML.
Select Calendars	The calendar(s) from which data is pulled for the report.

Report Example

Staff Template Records:260									
DistrictCode	StaffID	Filler3	Filler4	Filler5	MiddleInitial	Filler7	Filler8	Filler9	Filler1
123	000012345								
123	000023451								
123	000034512								
123	000045123				J				
123	000051234								
123	000061234								

Staff Template Record

Report Layout

Element	Logic	Type, Format, and Length	Campus Database	Campus Location
District Code	A three character district code.	Numeric, 3 digits	District.number	System Administration > Resources > District Information

Element	Logic	Type, Format, and Length	Campus Database	Campus Location
Staff ID	The staff member's social security number.	Numeric, 12 digits	Identity.ssn	Census > People > Demographics > SSN
Filler 3 -5	N/A	N/A	N/A	N/A
Middle Initial	The staff member's middle initial. If one does not exist, this element reports blank.	Alphanumeric, 1 character	Identity.middleName	Census > People > Identities > Person Information > Legal Middle Name
Filler 7 - 13	N/A	N/A	N/A	N/A
Location Code	The state school number. Location Code 000 reports for Staff with Qualification Status of T or R.	Numeric, 5 digits	School.number	System Administration > Resources > School > State School Number
Filler 15 - 19	N/A	N/A	N/A	N/A
Gender Code	The gender code for the staff member: M or F . If the Staff Qualification Code is C, N, S or T, the gender code reports. Otherwise, this element reports blank.	Alphanumeric, 1 character	Identity.gender	Census > People > Identities > Person Information > Gender

Element	Logic	Type, Format, and Length	Campus Database	Campus Location
Ethnic Code Short	<p>The ethnicity code assigned to the staff member.</p> <p>Valid Values</p> <ul style="list-style-type: none"> • C: Caucasian • B: Black or African American • A: Asian • I: American Indian/Alaskan Native • P: Native Hawaiian or Other Pacific Islander 	Alphanumeric, 1 character	RaceEthnicity.code	Census > People > Identities > Person Information > Race Ethnicity
Filler 22 - 32	N/A	N/A	N/A	N/A
Original Hire Date	<p>The date the staff member was first hired. The Teacher Start Year reports from the staff's oldest district employment record.</p> <p>If the Teacher Start Year is blank, the Start Date from the same Employment record reports.</p>	Date field, 10 characters YYYY-MM-DD	Employment.teachingStartYear	Census > People > District Employment > Teaching Start Year
Filler 34	N/A	N/A	N/A	N/A
Staff Start Date Current School Year	The date the staff member's contract started for the current school year.	Date field, 10 characters YYYY-MM-DD	Employment.startDate	Census > People > District Employment > Start Date

Element	Logic	Type, Format, and Length	Campus Database	Campus Location
Exit Date	The date the staff member's contract ended. This element reports a date when a Termination Code is selected on the employment record.	Date field, 10 characters YYYY-MM-DD	Employment. endDate	Census > People > District Employment > End Date
Filler 37 - 38	N/A	N/A	N/A	N/A
Years Experience	The number of years that the staff member has been employed by any school district in any state as a teacher or principal (includes the current district). To calculate this value, Campus takes the difference between the Original Hire Date and the Effective date then adds the Teaching Years Modifier to this value. This element only reports for Principal codes 14-19 OR the following Teacher codes: 00, 20-23, 25, 28, 30, 73-75, 94, 96, 97, 101, 103-104, 106, 110, 110S, and 139-140.	Numeric, 2 digits	Employment. teachingStartYear Employment. inDistrictModifier	Census > People > District Employment > Teaching Start Year Census > People > District Employment > Employment Information > Yrs Experience In District

Element	Logic	Type, Format, and Length	Campus Database	Campus Location
Birth Date	The month, day, and year on which the staff member was born.	Date field, 10 characters YYYY-MM-DD	Identity.birthDate	Census > People > Identities > Person Information > Birth Date
Filler 41 - 42	N/A	N/A	N/A	N/A
Years Experience In District	The number of years that the staff member has been employed by the current school district as a teacher or principal. If the Yrs Experience in District field is blank, Campus reports the difference between the Original Hire Date and the Effective date. This element only reports for Principal codes 14-19 OR the following Teacher codes: 00, 20-23, 25, 28, 30, 73-75, 94, 96, 97, 101, 103-104, 106, 110, 110S, and 139-140.	Numeric, 2 digits	Employment.inDistrictModifier	Census > People > District Employment > Employment Information > Yrs Experience In District
Filler 44	N/A	N/A	N/A	N/A

Element	Logic	Type, Format, and Length	Campus Database	Campus Location
Highest Degree Earned	<p>If the staff member's Qualification Status Code is C, the highest degree earned by the staff member reports. Otherwise, this element reports blank.</p> <p>Valid Values</p> <ul style="list-style-type: none"> • D: Doctorate • E: Educ Specialist • M: Masters • B: Bachelors • A: Associate • N: Non-Degree 	Alphanumeric, 1 character	Employment.educationLevel	Census > People > District Employment > Highest Degree Earned
Filler 46 - 47	N/A	N/A	N/A	N/A
Staff Qualification Status	<p>General descriptor of the position in which a staff member is qualified to work.</p> <p>Valid Values</p> <ul style="list-style-type: none"> • C: Certified Personnel • N: Non-certified Personnel • S: Substitute Teacher (Long Term) • T: Substitute Teacher (Short Term) • R: Contracted Related Service Provider 		Employment.qualification	Census > People > District Employment > Employment Info > Qualification Status
Filler 49 - 51	N/A	N/A	N/A	N/A

Element	Logic	Type, Format, and Length	Campus Database	Campus Location
Annual Salary	Gross pay for one FTE before deductions in whole dollars. To report, the staff member's Staff Qualification Status must be C or N. Otherwise, this element reports blank.	Numeric, 10 digits	Employment.salary	Census > People > District Employment > Salary
Filler 53	N/A	N/A	N/A	N/A
Termination Code	Identifies the reason why the staff member left the district. Valid Values <ul style="list-style-type: none"> • 01: Left NM and teaching in other state • 02: Left for reasons other than retirement • 03: Left to teach in private school in NM • 04: Went to other pub/charter NM district • 05: Took non-teaching position in district • 06: Died • 07: Retired • 08: Personal Reasons 	Numeric, 6 digits	Employment.exitReason	Census > People > District Employment > Exit Reason
Filler 55 - 64	N/A	N/A	N/A	N/A

Element	Logic	Type, Format, and Length	Campus Database	Campus Location
First Name Long	The staff member's first name.	Alphanumeric, 60 characters	Identity.firstName	Census > People > Identities > Person Information > First Name
Last Name Long	The staff member's last name.	Alphanumeric, 60 characters	Identity.lastName	Census > People > Identities > Person Information > Last Name
Filler 67 - 68	N/A	N/A	N/A	N/A
Hispanic Indicator	Indicates whether the staff member identifies with an ethnicity of Hispanic/Latino. The element reports Yes or No .	Alphanumeric, 1 character	Identity.raceEthnicity	Census > People > Identities > Person Information > Race/Ethnicity > Is the individual Hispanic/Latino?

Element	Logic	Type, Format, and Length	Campus Database	Campus Location
Race Ethnicity Subgroup	<p>The primary New Mexico Tribe or Pueblo with which the staff member is affiliated or enrolled.</p> <p>Valid Values</p> <ul style="list-style-type: none"> • 0: Not Applicable • 1: Acoma • 2: Cochiti • 3: Isleta • 4: Jemez • 5: Jicarilla Apache • 6: Laguna • 7: Mescalero Apache • 8: Nambe • 9: Navajo • 10: Picuris • 11: Pojoaque • 12: San Felipe • 13: San Ildefonso • 14: Ohkay Owingeh • 15: Sandia 	Numeric, 2 digits	Identity.tribe	Census > People > Demographics > Person Information > Tribe
Highest Degree Institution	<p>Institution or state in which the staff member earned their Highest Degree. To report, the staff member's Staff Qualification Status must be C. Otherwise, this element reports blank.</p>	Alphanumeric, 30 characters	Employment.institution OfHighestDegree	Census > People > District Employment > Highest Degree Institution

Element	Logic	Type, Format, and Length	Campus Database	Campus Location
Baccalaureate Degree	Institution or state in which the staff member earned Baccalaureate Degree. See the following Baccalaureate Degree Codes for more information.	Alphanumeric, 30 characters	Employment.institutionOfBachelorDegree	Census > People > District Employment > Baccalaureate Degree Institution
Filler 73 - 75	N/A	N/A	N/A	N/A
Work Email	The staff member's email address.	Alphanumeric, 80 characters	Contact.email	Census > People > Demographics > Personal Contact Information > Email
Filler 77	N/A	N/A	N/A	N/A
Race 2 Code Race 3 Code Race 4 Code Race 5 Code	If the staff member has additional race/ethnicity selections, the value(s) report in these elements. Otherwise, these elements report blank. Valid Values <ul style="list-style-type: none"> • C: Caucasian • B: Black or African American • A: Asian • I: American Indian/Alaskan Native • P: Native Hawaiian or Other Pacific Islander 	Alphanumeric, 4 characters	Identity.raceEthnicity	Census > People > Demographics > Person Information > Race/Ethnicity

Baccalaureate Degree Codes

Code	Description
0	Non-Degree
1	Alabama
2	Alaska
3	Arizona
4	Arkansas
5	California
6	Colorado
7	Connecticut
8	Delaware
9	District of Columbia
10	Florida
11	Georgia
12	Hawaii
13	Idaho
14	Illinois
15	Indiana
16	Iowa
17	Kansas
18	Kentucky
19	Louisiana
20	Maine
21	Maryland
22	Massachusetts
23	Michigan
24	Minnesota
25	Mississippi
26	Missouri
27	Montana
28	Nebraska
29	Nevada

Code	Description
30	New Hampshire
31	New Jersey
32	New York
33	North Carolina
34	North Dakota
35	Ohio
36	Oklahoma
37	Oregon
38	Pennsylvania
39	Rhode Island
40	South Carolina
41	South Dakota
42	Tennessee
43	Texas
44	Utah
45	Vermont
46	Virginia
47	Washington
48	West Virginia
49	Wisconsin
50	Wyoming
51	Outside USA
55	University of New Mexico
56	New Mexico State University
57	New Mexico Highlands University
58	Western New Mexico University
59	Eastern New Mexico University
60	New Mexico Institute of Mining and Technology
61	University of Albuquerque
62	College of Santa Fe

Code	Description
63	College of the Southwest
64	St. John's College
65	New Mexico Military Institute
66	College of Artesia
67	Albuquerque Technical-Vocational Institute
68	Institute of American Indian Art
69	Luna Vocational-Technical Institute
70	Navajo Community College
71	New Mexico Junior College
72	Northern New Mexico Community College
73	San Juan College
74	Santa Fe Community College
75	Mesa Technical College
76	Clovis Community College
77	Southwestern College (Santa Fe)
78	Wayland Baptist University
79	University of Phoenix
80	Western Governor's University