

# Staff Development Fact Template (New Mexico)

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The Staff Development Fact Template is used to track staff development activities for certified staff.

## STAFF\_DEV\_FACT ☆

**Staff Development Fact**

This tool extracts data to complete the Staff Development Fact Template. Certified staff must have an active District Employment and at least one active District Assignment in the reporting range to report. This will only extract a shell record for each staff member and will only contain basic staff information. Choose the State Format to get the file in the state defined file format; otherwise, choose one of the testing/debugging formats.

**Extract Options**

Submission Schedule:

Submission Start Date:

Submission End Date:

Staff Ad Hoc Filter:

Format:

Show top  tasks submitted between  and

Batch Queue List			
Queued Time	Report Title	Status	Download

Staff Development Fact Template Editor

## Report Logic

- To report, staff must have at least one active District Employment AND at least one active District Assignment in the selected reporting range.
- To report, at least one of the staff's active District Assignment or District Employment types must be Certified.
- If a staff member has multiple sequential District Employments, the Activity Code reports from the most recent, active employment in the reporting range.

## Report Editor

Field	Description
<b>Submission Schedule</b>	The Submission Schedule for which data is being submitted to the state.
<b>Submission Start Date</b>	The Start Date of the reporting range.
<b>Submission End Date</b>	The End Date of the reporting range.
<b>Staff Ad Hoc Filter</b>	Select a Staff Ad Hoc Filter to limit report results to staff included in the filter.
<b>Format</b>	The format in which the report will generate. Options include HTML and CSV.
<b>Select Calendars</b>	The calendar(s) from which data is pulled for the report.

## Report Example

Staff Development Template Records:24						
DistrictCode	StaffID	ActivityCode	ActivityStartDate	Filler1	Filler2	Filler3
123	123456789	HQMS	2015-10-01			
123	234567891	HQMS	2015-10-01			
123	345678912	HQMS	2015-10-01			
123	456789123	HQMS	2015-10-01			
123	567891234	HQMS	2015-10-01			
123	012355566	HQMS	2015-10-01			

Staff Development Template

## Report Layout

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

Element	Logic	Type, Format, and Length	Campus Database	Campus Location
<b>Staff ID</b>	The staff member's social security number.	Numeric, 12 digits	Identity.ssn	Census > People > Demographics > SSN
<b>Activity Code</b>	Reports blank for all records.	N/A	N/A	N/A
<b>Activity Start Date</b>	The report date. This element reports the end year plus a specific value for each reporting date. <b>Valid Values</b> <ul style="list-style-type: none"> <li>• YYYY-10-01 = 40D</li> <li>• YYYY-03-01 = 120D</li> <li>• YYYY-06-01 = EOY</li> </ul>	Date field, 10 characters YYYY-MM-DD	N/A	N/A
<b>Filler 1 - 12</b>	N/A	N/A	N/A	N/A
<b>Staff Credits Earned</b>	Reports blank.	N/A	N/A	N/A
<b>Activity Hours</b>	Reports blank.	N/A	N/A	N/A