

Acquiring Staff IDs for Non-Payroll Staff

The steps outlined below are the process by which an LEA or charter school can add and edit non-payroll staff to the UID Staffsystem to retrieve a Staff ID. This is only to be used for staff who are not included in the LEA's payroll system and who need to be issued a Staff ID. Staff loaded through the payroll file to UID should not be edited and updated using this process.

It is recommended that you maintain a listing of staff that has been added into the UID Staff system for tracking purposes. If any of these staff have changes to the data entered, it is recommended that the data be updated in the UID Staff system.

Adding Staff

- 1) Log into the UID Staff application (<https://cedars.ncpublicschools.gov/staffid/>)
- 2) At the top of the left side Menu, click the **Add Staff** link.
- 3) A form will appear to collect the staff data. The form is broken into three sections of data, all appearing on one screen, General Information, Personal Information and Vocational Information.
 - General Information fields:
 - **First Name** – Required
 - **Middle Name** – Recommended
 - **Last Name** – Required
 - **Suffix** – Recommended, use values of Jr, Sr, I, II, III etc.
 - **Full Staff Name** – Optional
 - **Previous Last Name** – Recommended, provide when a staff member's last name changes
 - **Itinerant Teacher** – Leave Blank

| Add Staff Member  | |
|--|--|
| General Information | |
| * First Name: | <input type="text"/> |
| Middle Name: | <input type="text"/> |
| * Last Name: | <input type="text"/> |
| Suffix: | <input type="text"/> |
| Full Staff Name: | <input type="text"/> |
| Previous Last Name: | <input type="text"/> |
| Itinerant Teacher: | <input type="radio"/> Yes <input type="radio"/> No |

- Personal Information fields:
 - **Gender** – Required
 - **Date of Birth** – Required, format is MM/DD/YYYY
 - **SSN** – Recommended, format is 9 characters without dashes (-)
 - **Ethnic Code** – Required, select from the dropdown listing. Use only the values that begin with ‘Hispanic’ and ‘Non-Hispanic’.
 - **Ethnicity Subgroup** – Leave Blank
 - **Highest Degree Earned** – Leave Blank
 - **Address 1** – Optional
 - **Address 2** – Optional
 - **City** – Optional
 - **State** – Optional
 - **Zip Code** – Optional

| Personal Information | |
|------------------------|--|
| * Gender: | <input type="radio"/> Female <input type="radio"/> Male |
| * Date of Birth: | <input type="text"/> / <input type="text"/> / <input type="text"/> |
| SSN: | <input type="text"/> - <input type="text"/> - <input type="text"/> |
| * Ethnic Code: | <input type="text"/> |
| Ethnicity Sub Group: | <input type="text"/> |
| Highest Degree Earned: | <input type="text"/> |
| Address 1: | <input type="text"/> |
| Address 2: | <input type="text"/> |
| City: | <input type="text"/> |
| State: | <input type="text"/> |
| Zip Code: | <input type="text"/> |

- Vocational Information
 - **District Code** – Required, use the three-digit LEA or Charter School code
 - **Active** – Required, select Yes or No
 - **School Code** – Required, if there is no specific school use 000. There are certain reporting exceptions for staff members who are part of an LEA or charter school central office.
 - **Hire Date** – Leave Blank
 - **Annual Salary (Object Purpose Code)** – If the staff member is to be involved in the evaluation process then this seven-digit value will need to be provided. This value is a combination of the staff member’s three-digit object code and four-digit purpose code. If the staff member in question does not need to be a part of the evaluation process, this field can be left blank.

- **Job Class** – Leave Blank
- **Alternate Staff ID** – Required, this is a locally identified number used for tracking purposes.

| Vocational Information | |
|---|--|
| * District Code: | <input type="text"/> |
| * Active: | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| * School Code: | <input type="text"/> |
| Hire Date: | <input type="text"/> / <input type="text"/> / <input type="text"/> |
| Annual Salary: | <input type="text"/> |
| Job Class: | <input type="text"/> |
| * Alternate Staff ID: | <input type="text"/> |
| <input type="button" value="Assign Identifier"/> <input type="button" value="Clear"/> | |

- 4) After entering the data as described above, click **Assign Identifier**.
 - If any errors appear, correct them and click **Assign Identifier** again.
- 5) Once the data is accepted you will receive one of the following responses: New identifier assigned, ID was not assigned Near Match Records Found, or Staff Member has been found.
 - New identifier assigned: #####. Click the download icon  to download records. This means that a new staff ID has been assigned because the staff member does not already exist in the UID Staff system. The assigned Staff ID appears on the screen (shown as ##### above) or you can download the file.
 - i. You can now click to download the file and retrieve the Staff ID. A screen appears that provides various fields to choose the format. Change **Include Field Header** to Yes and then click Download.
 - ii. The next screen will show the progress of creating the extract file. Once the file is completed you can Save the file on your computer.
 - iii. Open the file using Notepad or some other text file reader. The first field in the file is the Staff ID. You can now take that ID and record it in your tracking documents and provide to the staff member as appropriate.

NOTE: This file has Personally Identifiable Information (PII) so be sure to only save it in a secure place.

- ID was not assigned. Near Match Records Found. Click button below to go to the Near Match Resolution screen. This means that this staff could possibly exist in the system and you will need to review any potentially matching staff to determine if a new ID should be assigned or an existing ID assigned to your record.

- i. Click the View Near Matches button and the screen below will appear. Click Compare to go to the next screen for a fuller view of the data.

| Resolve Match for Staff Member : 6405095 | | | |
|--|---------------------------|-------------------------------|------------|
| Submission Record | | | |
| First Name: George | Middle Name: | Last Name: Benson | Suffix: |
| Gender: Male | Date Of Birth: 11/11/2012 | Ethnicity: Hisp, White | SSN: |
| <input type="button" value="Create New"/> <input type="button" value="Cancel"/> <input type="button" value="Back To Batch Details"/> | | | |
| Potential Match (Staff Id: 6129986912 - Probability: 91.0%) | | | |
| First Name: George | Middle Name: K | Last Name: Benson | Suffix: II |
| Gender: Male | Date Of Birth: 11/11/2011 | Ethnicity: Hisp, Asian, White | SSN: |
| <input type="button" value="Compare"/> | | | |

- ii. On this screen any fields which are different between the record submitted (left side) and the potential match record (right side) will appear in yellow highlighting. If you believe the two records are the same person click Assign ID and the existing staff ID will be provided to you and the record will be updated, otherwise click Back. You will see the previous screen, appearing above. If these are two different staff members, then click Create New and a new ID will be assigned.

| Near Match Details. | | | |
|--|--------------------------------------|--------------------|--|
| Submission Record: 6405095 Potential Match: 6129986912 (View Staff Profile) | | | |
| General Information | | | |
| Staff ID: | | 6129986912 | |
| First Name: | George | George | |
| Middle Name: | | K | |
| Last Name: | Benson | Benson | |
| Suffix: | | II | |
| Full Name: | | | |
| Previous Last Name: | | | |
| Personal Information | | | |
| Gender: | Male | Male | |
| Date Of Birth: | 11/11/2012 | 11/11/2011 | |
| SSN: | | | |
| Ethnic Code: | Hisp, White | Hisp, Asian, White | |
| Ethnicity Subgroup: | | | |
| Highest Degree Earned: | | | |
| Address1: | | | |
| Address2: | | | |
| City: | | | |
| State: | | | |
| Zip Code: | | | |
| Vocational Information | | | |
| District Code: | 010 - Alamance-Burlington Schools | multiple | |
| School Code: | 303 - Alamance-Burlington Middle Col | multiple | |
| Job Class: | | multiple | |
| Annual Salary: | | multiple | |
| Hire Date: | | multiple | |
| Alternate Staff ID: | T3 | multiple | |
| Active: | Yes | multiple | |
| <input type="button" value="Assign ID"/> <input type="button" value="Cancel"/> <input type="button" value="Back"/> | | | |

- iii. You can now click to download the file and retrieve the Staff ID. A screen appears that provides various fields to choose the format. Change **Include Field Header** to Yes and then click Download.
- iv. The next screen will show the progress of creating the extract file. Once the file is completed you can Save the file on your computer.

- v. Open the file using Notepad or some other text file reader. The first field in the file is the Staff ID. You can now take that ID and record it in your tracking documents and provide to the staff member as appropriate.

NOTE: This file has Personally Identifiable Information (PII) so be sure to only save it in a secure place.

- Staff Member ##### has been found. Staff information has been updated if any changes were made. Click the download icon  to download records. This means that the staff member was matched to an existing staff in the system and the record was updated. The assigned Staff ID appears on the screen (shown as ##### above) or you can download the file.
 - i. You can now click to download the file and retrieve the Staff ID. A screen appears that provides various fields to choose the format. Change **Include Field Header** to Yes and then click Download.
 - ii. The next screen will show the progress of creating the extract file. Once the file is completed you can Save the file on your computer.
 - iii. Open the file using Notepad or some other text file reader. The first field in the file is the Staff ID. You can now take that ID and record it in your tracking documents and provide to the staff member as appropriate.

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Editing Staff

If you need to update any of the data for these staff, you will have to manually update it through the system. It is best to keep the staff ID recorded in your tracking list, since it is easiest to search by staff ID in order to edit the information.

- 1) Log into the UID Staff application (<https://cedars.ncpublicschools.gov/staffid/>)
- 2) At the top of the left side Menu, click the **Search** link. Above the table to the right is an entry box where you can type in the Staff ID, then click Search. The staff record will appear on the screen. Click the spyglass icon to open the record.
- 3) The staff record has 5 tabs – General Information, Personal Information, Vocational Information –which match the data sections in the Add Staff form. History Information and Alias Information tabs are non-editable.
 - The General and Personal Information tabs have an Edit button at the bottom of the screen. Click Edit and update any fields on the page as needed. Once complete, click Save and confirm the changes. An acknowledgement screen will appear after updated.
 - The Vocational Information tab has pencils next to each school assignment for the staff. Click the pencil and update any fields on the page as needed. Once complete, click Save and confirm the changes. An acknowledgement screen will appear after updated.