Instructions for Charter Schools* Regarding Employee Email Uploads

Note: In addition to Charter Schools, these 3 LEAs upload a spreadsheet instead of using HRMS: Transylvania, Madison, Clay

*As mentioned on the IAM Service website, it is very important to ensure that records are uploaded to the state HRMS for ALL Charter School employees (including certified and noncertified) **and that each employee record includes their email address**. For that reason, we wanted to share DPI's instructions on how to upload your data to DPI.*

Thank you,

The NCEdCloud IAM team

Instructions from the Home Base Support Center regarding uploading data to DPI

** (also please see **NCEES Data.pdf** and **TNL Charter Data Elements.pdf** available from https://ncedcloud.mcnc.org/charter-schools)*

For some, the information contained here may have already been communicated, especially those that worked with us on providing data to upload to the NCEES system last school year. My apologies if so, but it may be helpful to review and I can't stress enough how important it is to have this data current and correct. For newer Charter Schools and those new to the NCEES system, please read carefully and if you have any questions, please let DPI know (contact information below).

As you are probably aware, the Home Base system includes several components, one of which is the NC Educator Effectiveness System (NCEES). In order to have staff loaded into the NCEES system, we use information that is collected from several DPI Source systems, uploaded nightly. Please see the document **'NCEES Data'** (linked on IAM Website) that will explain this process and identify the sources.

One of the main sources of information is the DPI **"UID Staff System"**, which gets its data from the local district and charter payroll systems. There is a process that should be familiar to your payroll folks where they extract data from your payroll system and import into the DPI Staff system. The data is then pulled each day from the UID system

at 5 p.m. and uploaded nightly into the NCEES system. Another source for data comes from HR systems. **Since Charter schools do not subscribe to the DPI Human Resource Management System (HRMS), they are required to submit a spreadsheet that supplements the data we pull from the UID system, providing the email address and Classification (Career, Probationary, and Unlicensed).**

Please see the document **'TNL Charter data elements'** (linked on IAM Website) for information and instructions to create and upload this spreadsheet. Your username to log into the secure site to upload this spreadsheet is your charter school number, for example 99Z. *For security, please contact the Home Base Support Center requesting your password (see below for their contact information).* This spreadsheet can be uploaded as often as necessary as information changes.

In addition to Home Base, the NCEdCloud IAM Service requires complete and accurate data be collected from source systems maintained by LEAs and Charter Schools. **It is imperative to the success of the IAM Service that the email address be included as an element in this source system data.** It will have to be collected for all employees that have a work email address, *including both certified and non-certified employees*.

Since IAM will use the same HR spreadsheet data that is being submitted to DPI for the NCEES load, we are stressing the importance of including the email address on the spreadsheet. The continued maintenance of these email addresses is critical to the success of IAM, Home Base and all other integrated applications.

Please note, that all the information in these systems must be current and correct in order for the data in the NCEES system to be accurate. If you have any questions about the spreadsheet and data collection, please reach out to the Home Base Support Center at:

> Home Base Support Center
> homebase.incidents@its.nc.gov
> (919) 807-HELP