

## NCEES (TNL) System Staff Information Data Load

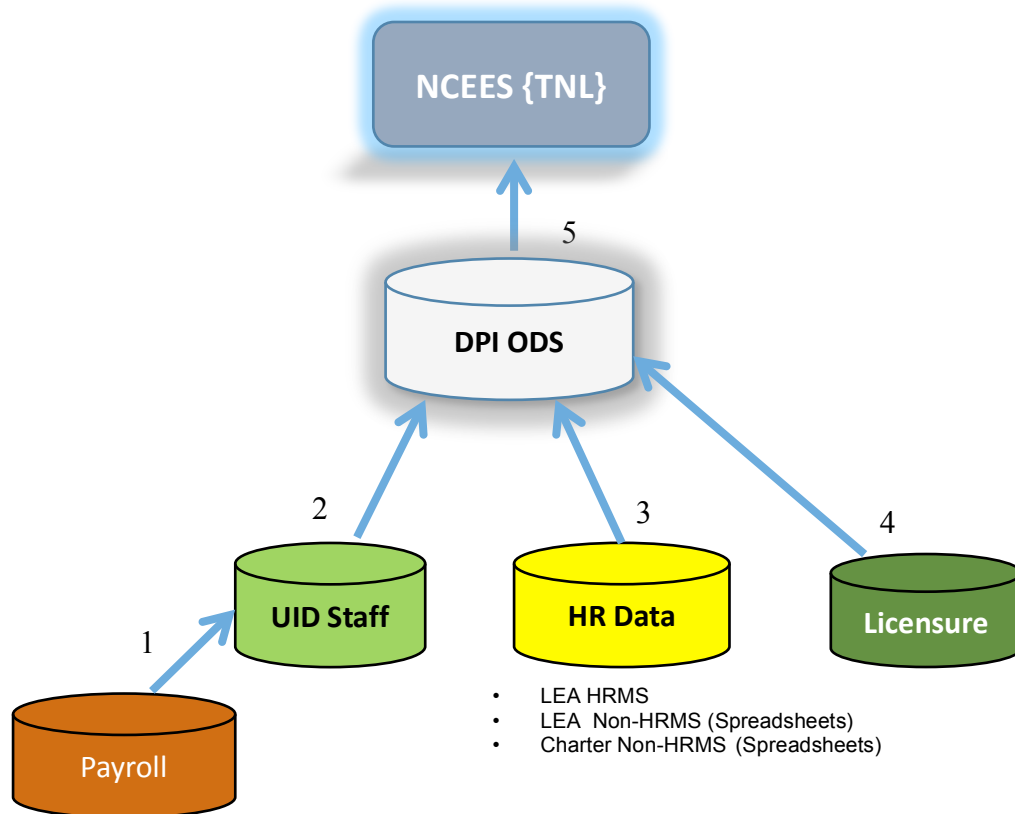
In order to have staff provisioned in the NCEES system, information is collected from several DPI source systems and used to create a file that is uploaded nightly.

### DPI Source Systems

The DPI Source Systems are:

- DPI UID Staff System (updated through the local payroll systems)
- HR Data
  - HR Systems (HRMS for subscribing districts and other similar automated systems)
  - HR Data Spreadsheet (Non-HRMS subscribing districts and Charter Schools)
- DPI Licensure system

**Staff information loads from DPI Source Systems (shown below) to create the nightly Import file to NCEES**



- 1) The main source of data is through the DPI UID Staff system which gets its data from the local district and charter payroll systems. There is a process at the districts and charters where data is exported from their local payroll system and imported into the DPI UID Staff system.
- 2) UID Staff data is pulled each day at 5 p.m.

- 3) The information within the HR Data file supplements the data pulled from the UID system providing mainly email addresses and Classifications (Career, Probationary, Unlicensed, etc.). There are multiple ways we are collecting this data:
  - a. LEA HR automated systems (HRMS)
  - b. LEA HR Spreadsheet submission
  - c. Charter School HR Spreadsheet submission
- 4) The License Expiration date is pulled from the DPI Licensure system. This date is used to calculate the Licensure Cycle Year for demographic information only.
- 5) A file is created from the data collected from the DPI Source systems and sent to the NCEES system nightly.

## Data Items Collected and Source

The chart below shows the data items collected to send to the NCEES system and the DPI Source System used to collect this information from:

Field Name	Description	Authoritative DPI Source System
Employee ID	Unique identifier for each employee which is the 10 digit UID number	DPI UID Staff system (updated from district/charter payroll systems)
User Name	Used in the login process which must be the 10 digit UID number	DPI UID Staff system (updated from district/charter payroll systems)
Employee_Status (Active/Inactive)	A = Active I = Inactive	DPI UID Staff system (uploaded from district/charter payroll systems)
Last_Name	Last Name	DPI UID Staff system (uploaded from district/charter payroll system)
First_Name	First Name	DPI UID Staff system (uploaded from district/charter payroll system)
Middle_Name	Middle Name (or initial)	DPI UID Staff system (uploaded from district/charter payroll system)
Demographic Codes	* Truenorthlogic Role	DPI UID Staff System from Payroll Budget Object / Purpose codes
	* Classification (Career, Probationary, Unlicensed)	HRMS system / HR Spreadsheet upload
Primary_Email	Staff business email address	HRMS system / HR Spreadsheet upload

Location_Code(s)	*References Locations defined in location file.  * Primary Location	DPI UID Staff system (uploaded from district/charter payroll system)  HRMS system / HR spreadsheet upload
License Cycle Year	Number of years into the current licensure cycle	calculated (License Expiration Date minus Current date)
License_Expiration_Date	Expiration date of current license	Licensure system

## Budget Object and Purpose Code

One key piece of information collected is the payroll Budget Object and Purpose Code. This code is uploaded into the DPI UID Staff System from the local payroll systems through the extract/import process. This Object/Purpose Code identifies the role of the staff and whether they are a teacher, principal, assistant principal, supervisor, etc. We only pull certain object/purpose codes that are necessary for the NCEES system, so it is very important these are kept current and correct.

The chart below shows the budget object/purpose codes we are pulling:

NCEES Object/ Purpose Codes Starting With:	Job Title
111	Superintendent
112	Associate and Deputy Superintendents
113	Director and/or Supervisor
114	Principal
115	Finance Officer
116	Assistant Principal
117	Other Assistant Principal Assignment
118	Assistant Superintendent
153	Administrative Specialist
121	Teacher - Classroom
123	Teacher - ROTC
124	Teacher - VIF
131/5810	School Library Media Coordinator
131/5820	School Social Worker

131/5830	School Counselor
132	Audiologists
133	School Psychologist
134	Mentor- Instructional Support
135	Lead Teacher - Instructional Support
135/5860	Instructional Technology Facilitator