

HR Data Elements for True North Logic implementation

FILE NAME		DESCRIPTION OF FILE	
Person Data			
Field Name	Description	Source Length	Example
UID	Unique identifier for each employee. The 10 digit unique identifier for a staff member.	10	9876543210
District Code		3	010
Last Name	Last Name	60 Max	Alston
First Name	First Name	60 Max	Nina
Middle Name	Middle Name (or initial)	60 Max	J
Classification	Valid Codes: Career Status (SP2 License) = CLC Probationary (SP1 License) = CLP Unlicensed = UNL	3	CLP
Business Email Address	E Mail	100	n.alston1@ab c.k12.nc.us

Spreadsheet Layout:

UID	LEA Code	Last Name	First Name	Middle Initial	Classification	School Email Address

File Name:

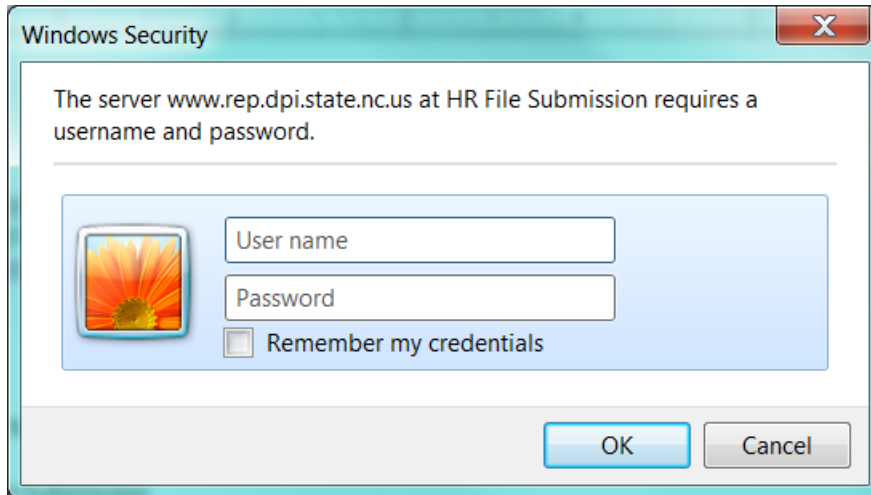
The file name should be the name of your Charter School. Use the same name for each submission to avoid duplicate files and errors.

Example: If you initially submit a file named 'AAA Charter', use that same name for all other submissions.

File Submission Instructions

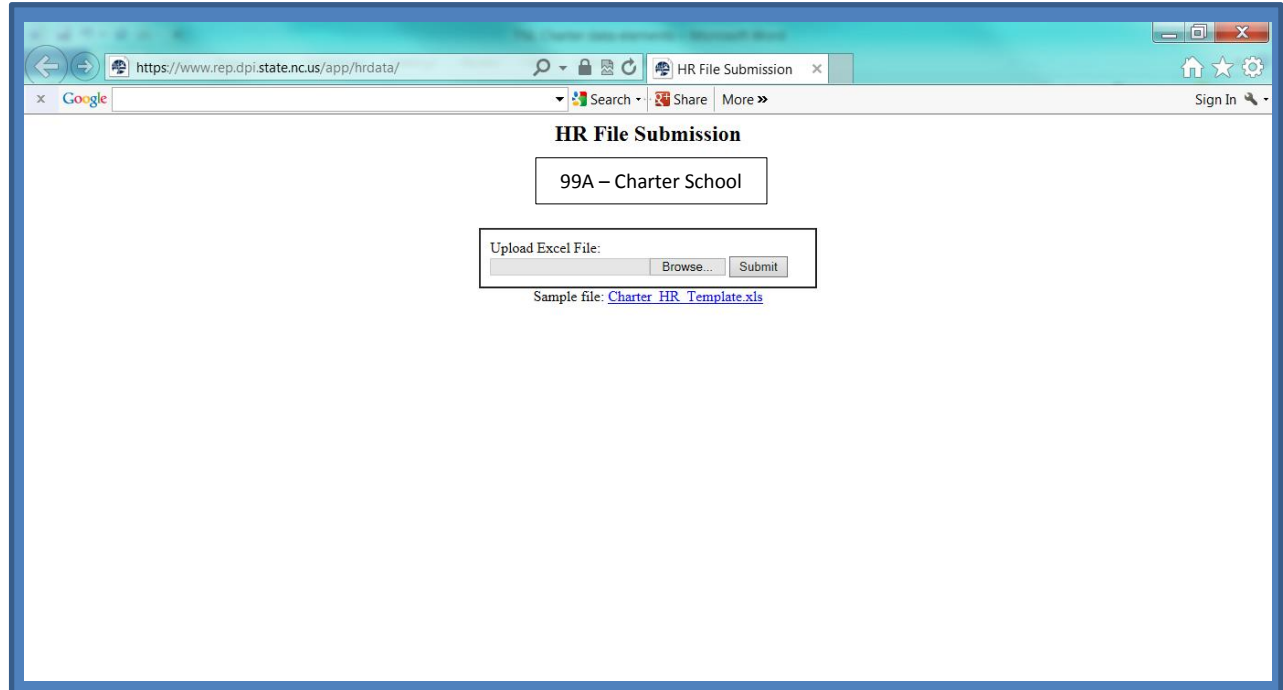
1. Log into:

<https://www.rep.dpi.state.nc.us/app/hrdata>



Enter User Name and Password provided.

2. File Submission



Click on the 'Browse' button to select the HR file to upload and click Submit.

3. Exception List

HR File Submission

99A- Charter School

Error: Problems were found with the file submitted. Please go back, make the necessary corrections, select the file for upload and resubmit.

Row 3: Invalid Classification 'CL'. Expecting 'CLC', 'CLP', or 'UNL'
Row 11: UID column is blank.
Row 14: Invalid UID '22222222'. Expecting a 10 digit number.
Row 30: Duplicate entry for UID '3333333333'.
Row 68: Duplicate entry for UID '4444444444'.

[[Return to Form](#)] [[Close Window](#)]

If the file has any records in error, an exception list will be provided and the file will not be uploaded. Make corrections as necessary in the spreadsheet and click 'Return to Form' to re-submit. If you would like to re-submit later, click on 'Close Window'

Validation Checks:

- 1) The file must be .xls, .xlsx, or .csv format.
- 2) The first record must be header row with the required column names described in the file specification above.
- 3) The file must contain at least one data record.
- 4) Blank rows are okay and ignored, as long as all the identity columns are blank (UID, First Name, Last Name, Middle Initial).
- 5) There must not be any duplicate UID values.
- 6) UID values must be exactly 10 digits.
- 7) LEA/Charter Code must be populated and appropriate to the user/submitter.
- 8) Classification must be one of the valid code choices

4. File Submitted

HR File Submission

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85 records processed.

Upload Successful

06/12/13 15:31

Thank You

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Click on 'Close Window'