Filename
Staff

Format
.CSV | .TXT

Sample Column Headers

Ⓐ Employee ID	Ⓑ First Name	Ⓒ Last Name	Ⓓ Email	Ⓔ Building ID	Ⓕ Phone #	Ⓖ Extension	Ⓗ Cell Phone	Ⓘ Home Phone	Ⓙ Birth Date	Ⓚ Gender	Ⓛ Username
1578-A	Elizabeth	Smith	esm@psd.edu	89	111-887-9878	234	111-887-8799	111-897-1154	5/19/1972	F	esmith2
1579-A	Michael	Jones	mj1@psd.edu	23	111-918-1109	411	111-918-1111	111-918-1111	4/15/1977	M	mjones

Explanation of Fields

	Field	Value	Required	Options	Size	Notes
Ⓐ	Employee ID	String	Yes		50	Employee ID can be any unique identifer with the exception of Social Security Number
Ⓑ	First Name	String	Yes		100	Employee's first name
Ⓒ	Last Name	String	Yes		50	Employee's last name
Ⓓ	Email Address	String	Yes		100	Employee's email address
Ⓔ	Building ID	String	Yes	Building ID must match a building ID already in Perform	10	Building ID of employee's work location
Ⓕ	Phone Number	String			35	Employee's work phone number
Ⓖ	Extension	String			10	Employee's work phone number extension
Ⓗ	Cell Phone	String			35	Employee's cell phone
Ⓘ	Home Phone	String			35	Employee's home phone
Ⓙ	Birth Date	Date		Format: MM/DD/YYYY or YYYYMMDD or MMDDYYYY		Employee's birth date
Ⓚ	Gender	String			1	Employee's gender
Ⓛ	Username	String			50	Username defaults to the employee's email address if not included

ⓘ Please list all staff, including administrators.

Filename
Jobtypes

Format
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Sample Column Headers

Ⓐ Employee ID	Ⓑ Job Type	Ⓒ Job Title	Ⓓ Hire Date	Ⓔ Start Date	Ⓕ Building ID	Ⓖ Tenure Date	Ⓗ Tenure Level	Ⓘ Years Experience
1578-A	Teacher	Science Teacher	40547	40667	89	4/5/2016	A	1
1579-A	Media Specialist	Librarian	37262	37422	23	6/15/2008	B	10

Explanation of Fields

	Field	Value	Required	Options	Size	Notes
Ⓐ	Employee ID	String	Yes	Must match employee ID from the Staff file	50	EmployeeID can be any unique identifer with the exception of Social Security Number
Ⓑ	Job Type	String	Yes			See note below
Ⓒ	Job Title	String				
Ⓓ	Hire Date	Date		Format: MM/DD/YYYY or YYYYMMDD or MMDDYYYY		Date the employee was hired at the district
Ⓔ	Start Date	Date		Format: MM/DD/YYYY or YYYYMMDD or MMDDYYYY		Date the employee started his/her role at the district
Ⓕ	Building ID	String	Yes	Must match Building ID from the locations file		
Ⓖ	Tenure Date	Date		Format: MM/DD/YYYY or YYYYMMDD or MMDDYYYY		Date the employee received tenure
Ⓗ	Tenure Level	String				
Ⓘ	Years Experience	String				Number of years the employee has been in this role

ⓘ Job Type is used as a filter to assign evaluations or contract forms.

Fields Ⓓ, Ⓗ & Ⓘ will help sort tenured staff in Perform and help with reporting, sorting contract information, and salary schedules in Records

Filename
Supervisors

Format
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Sample Column Headers

Ⓐ Direct Report Employee ID	Ⓑ Supervisor Employee ID
1578-A	2189-B
1579-A	2190-C

Explanation of Fields

	Field	Value	Required	Size	Notes
Ⓐ	Direct Report Employee ID	String	Yes	50	Employee ID of the direct report of the supervisor
Ⓑ	Supervisor Employee ID	String	Yes	50	Employee ID of the supervisor for this employee

ⓘ Staff can have multiple supervisors, but we strongly recommend using one from the primary location.

Supervisors are important for workflows and signatures on forms in Records and Perform.

Supervisors will have the ability to delegate tasks and processes in Perform.

Filename

Locations

Format

.CSV | .TXT

Sample Column Headers

Ⓐ	Ⓑ
Building ID	**Building Name**
89	Hills Primary
23	Wilbur High

Explanation of Fields

	Field	Value	Required	Size	Notes
Ⓐ	Building ID	String	Yes	10	A unique local building number
Ⓑ	Building Name	String	Yes	100	Name of the Building