

STI PD – Data Upload for Employee Information

About this Feature

The STI PD system allows for data upload of tab-delimited text files for the following sets of employee related data:

- Employee Profiles
- Employee Credential Data
- Employee Classification (Job) Codes

The data upload features may be accessed from the *Data Manager* screens.

IMPORTANT NOTE FOR SCHOOLS IN CHANDLER, AZ: Due to the specific nature of Chandler’s credential features (inclusion of endorsements, subject areas, etc.), the data upload feature for “employee credentials” will not work at this time for Chandler. STI will need to schedule time to review the credential data that Chandler has on hand and then make the necessary enhancements so that the Chandler credential data can be uploaded through the existing interface.

Data Manager Role

In order to access these screens, the user must be assigned to the role of *Data Manager*. To assign a user to this role, checking the appropriate box in the *Edit This Profile* screen shown below:

Edit This Profile

To edit this profile, make changes below. Then, click "UPDATE NC

User Profile	Employ
District	<input type="checkbox"/> *Employee
*First name	
Middle name	<input type="checkbox"/> *School C
*Last name	<input type="checkbox"/> Employed
Login Account Status	<input type="checkbox"/> Certified?
Login Username	<input type="checkbox"/> Certificatio
Password	<input type="checkbox"/> Date
Assigned Login Roles	<input type="checkbox"/> Salary Sch
<input type="checkbox"/> HR	<input type="checkbox"/> Classificat
<input type="checkbox"/> Instructor	<input type="checkbox"/> Grades ta
<input type="checkbox"/> PD State Manager	<input type="checkbox"/> (check all
<input type="checkbox"/> STI Application Manager	
<input checked="" type="checkbox"/> PD Manager	<input type="checkbox"/> Core Subj
<input type="checkbox"/> PD Data-manager	<input type="checkbox"/> Taught
<input type="checkbox"/> Principal	<input type="checkbox"/> Certificat
<input type="checkbox"/> PD Sub-manager	

Uploading Employee Data

The *Data Management* main menu is shown below:

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Data Manager

Use this area to upload and download employee data.

If you are working with tab delimited text files, please select an option below:

- upload employee [profile data](#)
- upload employee [credential data](#)
- upload employee [classification codes](#)
- upload district [location data](#)
- upload district list of [credential codes](#)
- upload [organization data](#)

- download employee [training histories](#)

- Click on the employee **profile data** link to access the data upload screen for employee profiles. The *Upload Data File (EMPLOYEE)* screen will appear next. This screen will show details for the layout of the text file that will be uploaded.

Upload Data File (EMPLOYEE)

Use the form below to select the data file from your local hard drive.
Please be sure that the data file is in **tab-delimited text** format, does not exceed 500K in size, and contains the following fields:

Field name	Data type	Max Size	Overwrite?	comments
Employee Number	varchar	25	N	primary key
First Name	nvarchar	50	Y	
Middle Name	nvarchar	50	Y	
Last Name	nvarchar	50	Y	
Mailing Address	nvarchar	75	Y	
Mailing Address 2	nvarchar	75	Y	
Mailing City	nvarchar	75	Y	
Mailing State	varchar	10	Y	
Mailing Zip	nvarchar	75	Y	
E-Mail	varchar	100	Y	
Contact Phone	varchar	25	Y	
Work Phone	varchar	25	Y	
Other Phone	varchar	25	Y	
Gender	char	1	Y	m or f
Date of Birth	smalldatetime	16	Y	mm/dd/yyyy format
Location Number	varchar	20	Y	
Social Security No.	varchar	9	Y	required for default login
Classification Code	varchar	10	Y	ST,SZ, etc. (code must exist already)

Please select a data file to upload:

- When creating the text file for upload, any fields that do not have data should be left blank (they should NOT be skipped). For example: if the employee with an Employee Number of *1234* has a First Name *Bob* and a Last Name *Johnson* but has no Middle Name, the text file should contain:

1234 (tab) *Bob* (tab) (tab) *Johnson*

- Note the empty field for the *Middle Name* section above.
- To upload the text file, click the **Browse** button. This will cause a dialog box to appear which may be used to navigate to the location of the text file on your hard drive. When you are ready to continue, click the **CONTINUE UPLOAD** button at the bottom of the screen.
- The *Data Upload Confirmation (EMPLOYEE)* screen will appear next. This screen will display a sampling of the data contained in your text file. If the expected format is correct, the screen will have an **UPLOAD NOW** button at the bottom. Otherwise, the screen will tell you that there is a problem with the text format and will not allow you to continue.

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Data Manager

Data Upload Confirmation (EMPLOYEE)

The system has inspected the file you want to upload.
Below is a sampling of the data.

Data sampling

Employee Number	First Name	Middle Name	Last Name	Mailing Address	Mailing Address 2	Mailing City	Mailing State	Mailing Zip	E-Mail	Contact Phone	Work Phone	Other Phone	Gender	Date of Birth	Location Number	Social Security No.	Classif	Class
1234	Bob		Johnson	200 Maple St		Chandler	AZ	85226	bjohnson@test.com	4805556935			Male	020265	0000	122345656	ST	

Actual Data File: 1 records X 18 fields

1234	Bob		Johnson	200 Maple St		Chandler	AZ											
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Select the Organization for this upload:
Software Technologies, Inc. ▼

If this information is correct, click the "UPLOAD NOW" to continue.

- If you are ready to continue, be sure that the correct district is selected in the *Select the District/Organization for this upload* pull-down list. Then click the **UPLOAD NOW** button to upload your data.
- The upload will take several minutes to complete, so you may wish to leave your computer while it processes. If the data you upload is large, the system will break it down into several smaller pieces and you may notice the screen being refreshed while these pieces are processing.
- When the upload is complete, the system will let you know how many employees it has processed. Please note: The system relies on the Employee Number to determine whether the employee is already in the STI PD database. If the Employee Number is not found, it will create a new profile for the employee. If it is determined that the employee is already in the system, the existing profile will be updated with the information from the data that has just uploaded.