### **Acquiring Staff IDs for Non-Payroll Staff**

Updated August 2, 2013

This applies to institutions that have personnel who are not on the institutions payroll, but require a Staff UID. The Staff UID process cannot be ran for non-payroll employees. A manual process must be followed in order to acquire a Staff UID for non-payroll personnel.

- Do not enter the non-payroll staff into the payroll system
- Refer to the procedures below for acquiring a Staff UID for non-payroll Staff

The steps outlined below are the process by which you will add and edit non-payroll staff to the UID Staff system to retrieve a Staff ID. This is only to be used for staff who are not included in the LEA's payroll system and who need to be issued a Staff ID. Staff loaded through the payroll file to UID should not be edited and updated using this process.

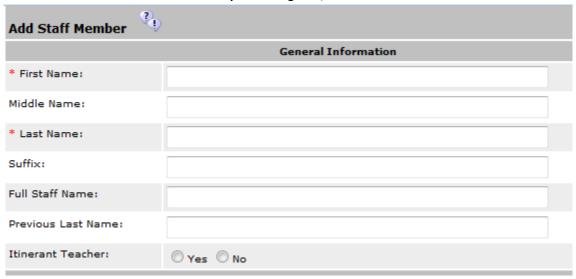
It is recommended that you maintain a listing of staff that has been added into the UID Staff system for tracking purposes. If any of these staff have changes to the data entered, it is recommended that the data be updated in the UID Staff system.

#### **Adding Staff**

- 1) Log into the UID Staff application (https://cedars.ncpublicschools.gov/staffid/)
  - If you are not a registered user of the system, go to (http://www.ncpublicschools.org/cedars/uniqueid/staff/registration/) and follow the instructions to request access.
- 2) At the top of the left side Menu, click the Add Staff link.
- 3) A form will appear to collect the staff data. The form is broken into three sections of data, all appearing on one screen, General Information, Personal Information and Vocational Information.
  - General Information fields:
    - First Name Required
    - Middle Name Recommended
    - Last Name Required
    - Suffix Recommended, use values of Jr, Sr, I, II, III etc.
    - Full Staff Name Optional
    - Previous Last Name Recommended, provide when a staff member's last name changes
    - Itinerant Teacher Leave Blank



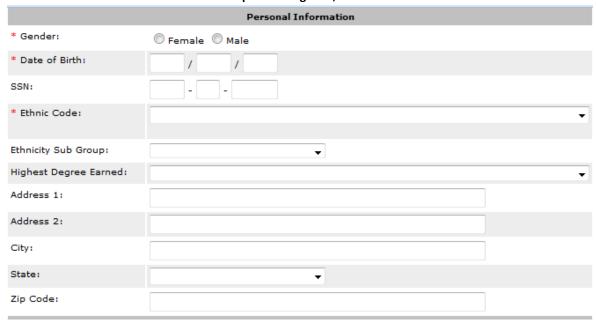
### **Acquiring Staff IDs for Non-Payroll Staff**



- Personal Information fields:
  - **Gender** Required
  - Date of Birth Required, format is MM/DD/YYYY
  - SSN Recommended, format is 9 characters without dashes (-)
  - Ethnic Code Required, select from the dropdown listing. Use only the values that begin with 'Hisp' and 'Non-Hisp'.
  - Ethnicity Subgroup Leave Blank
  - Highest Degree Earned Leave Blank
  - Address 1 Optional
  - Address 2 Optional
  - City Optional
  - State Optional
  - Zip Code Optional



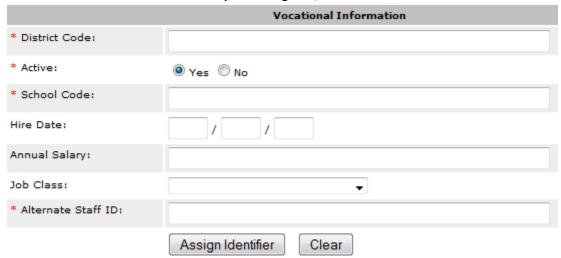
### **Acquiring Staff IDs for Non-Payroll Staff**



- Vocational Information
  - District Code Required, use the three digit LEA or Charter School code
  - Active Required, select Yes or No
  - School Code Required, if there is no specific school use 000
  - Hire Date Leave Blank
  - Annual Salary (Object Code) If the staff member is to be involved in the evaluation process then provide a value of 1 for Administrator roles and a 2 for Instructional roles, otherwise leave blank.
  - Job Class Leave Blank
  - Alternate Staff ID Required, this is a locally identified number used for tracking purposes.



#### **Acquiring Staff IDs for Non-Payroll Staff**



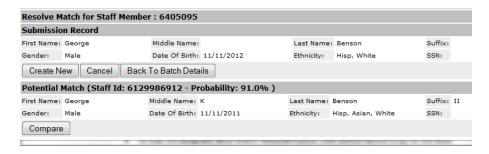
- 4) After entering the data as described above, click **Assign Identifier**.
  - If any errors appear, correct them and click **Assign Identifier** again.
- 5) Once the data is accepted you will receive one of the following responses: New identifier assigned, ID was not assigned Near Match Records Found, or Staff Member has been found.
  - New identifier assigned: #########. Click the download icon to download records. This means that a new staff ID has been assigned because the staff member does not already exist in the UID Staff system. The assigned Staff ID appears on the screen (shown as ######## above) or you can download the file.
    - You can now click to download the file and retrieve the Staff ID. A screen appears that
      provides various fields to choose the format. Change Include Field Header to Yes and
      then click Download.
    - **ii.** The next screen will show the progress of creating the extract file. Once the file is completed you can 'Save' the file on your computer.
    - iii. Open the file using Notepad or some other text file reader. The first field in the file is the Staff ID. You can now take that ID and record it in your tracking documents and provide to the staff member as appropriate.

#### **Acquiring Staff IDs for Non-Payroll Staff**

Updated August 2, 2013

NOTE: This file has Personally Identifiable Information (PII) so be sure to only save it in a secure place.

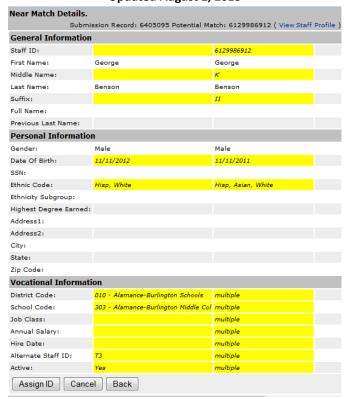
- ID was not assigned. Near Match Records Found. Click button below to go to the Near Match
  Resolution screen. This means that this staff could possibly exist in the system and you will need
  to review any potentially matching staff to determine if a new ID should be assigned or an existing
  ID assigned to your record.
  - i. Click the 'View Near Matches' button and the screen below will appear. Click Compare to go to the next screen for a fuller view of the data.



ii. On this screen any fields which are different between the record submitted (left side) and the potential match record (right side) will appear in yellow highlighting. If you believe the two records are the same person click Assign ID and the existing staff ID will be provided to you and the record will be updated, otherwise click 'Back'. You will see the previous screen, appearing above. If these are two different staff members, then click Create New and a new ID will be assigned.



### **Acquiring Staff IDs for Non-Payroll Staff**



- iii. You can now click to download the file and retrieve the Staff ID. A screen appears that provides various fields to choose the format. Change **Include Field Header** to Yes and then click Download.
- iv. The next screen will show the progress of creating the extract file. Once the file is completed you can 'Save' the file on your computer.
- v. Open the file using Notepad or some other text file reader. The first field in the file is the Staff ID. You can now take that ID and record it in your tracking documents and provide to the staff member as appropriate.

#### **Acquiring Staff IDs for Non-Payroll Staff**

Updated August 2, 2013

NOTE: This file has Personally Identifiable Information (PII) so be sure to only save it in a secure place.

- Staff Member ######## has been found. Staff information has been updated if any changes were made. Click the download icon to download records. This means that the staff member was matched to an existing staff in the system and the record was updated. The assigned Staff ID appears on the screen (shown as ######## above) or you can download the file.
  - i. You can now click to download the file and retrieve the Staff ID. A screen appears that provides various fields to choose the format. Change **Include Field Header** to Yes and then click Download.
  - ii. The next screen will show the progress of creating the extract file. Once the file is completed you can Save the file on your computer.
  - iii. Open the file using Notepad or some other text file reader. The first field in the file is the Staff ID. You can now take that ID and record it in your tracking documents and provide to the staff member as appropriate.

NOTE: This file has Personally Identifiable Information (PII) so be sure to only save it in a secure place.

#### **Editing Staff**

If you need to update any of the data for these staff, you will have to manually update it through the system. It is best to keep the staff ID recorded in your tracking list, since it is easiest to search by staff ID in order to edit the information.

- 1) Log into the UID Staff application (https://cedars.ncpublicschools.gov/staffid/)
- 2) At the top of the left side Menu, click the **Search** link. Above the table to the right is an entry box where you can type in the Staff ID, then click Search. The staff record will appear on the screen. Click the spyglass icon to open the record.
- 3) The staff record has 5 tabs General Information, Personal Information, Vocational Information which match the data sections in the Add Staff form. History Information and Alias Information tabs are non-editable.
  - The General and Personal Information tabs have an Edit button at the bottom of the screen. Click
    Edit and update any fields on the page as needed. Once complete, click Save and confirm the
    changes. An acknowledgement screen will appear after updated.
  - The Vocational Information tab has pencils next to each school assignment for the staff. Click the pencil and update any fields on the page as needed. Once complete, click Save and confirm the changes. An acknowledgement screen will appear after updated.