

## PCA Positions and Employees Upload File Specifications

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The Kansas State Department of Education (KSDE) has developed this document in order to provide School Districts and LEAs with a detailed description of the file requirements for uploading position and employee information to Personnel Categorical Aid. The upload process provides an alternative method for School Districts and LEAs to add positions to Personnel Categorical Aid and assign employees to those positions.

### ***General PCA Positions and Employees Upload File Requirements***

- A. The **PCA Positions and Employees Upload File** specifications will be used for submitting data to KSDE for adding positions to Personnel Categorical Aid and assigning employees to those positions.
- B. All fields should contain actual data. That is, no trailing spaces should be appended to fill to the maximum length specified. Fields should not have any leading spaces; however, some fields may require leading zeros.
- C. The Local Position Number assigned to the Professional (supervisor's) position is required for creating any subordinate Non-Professional (paraprofessional) positions.
- D. Records may be uploaded to PCA for the purpose of creating positions only without assigning staff members to those positions. To create positions only, data fields D15 through D22 should be left blank.
- E. Users should update their upload files to include any corrections made via data entry screens in order to avoid any further errors if they should need to upload their position file again at any point during the school year.
- F. Multiple records containing the same position information and different employee information may be uploaded for positions that are occupied by more than one employee in the same term.

### ***PCA Positions and Employees Export File Specification***

This file is to be exported from the School District/LEA as a comma delimited Excel file and processed through Personnel Categorical Aid.

Each School District/LEA PCA Positions and Employees Export File will contain:

- The first row of each upload file will contain the names of data fields as follows: Row Number, District Code, Year, Local Position ID, Additional Assignment, Term, Position Type, Supervisor Local Position ID, Building, Area, Low Level, High Level, Position FTE, Position Hours, Staff ID, Legal Last Name, Legal First Name, Substitute, Employee Start Date, Employee End Date, Employee FTE, and Employee Hours (or row\_num, org\_no, fiscal\_year, local\_id, additional\_assignment, calendar\_type\_id,

position\_type\_id, supervisor\_local\_position\_id, bldg\_no, area\_id, low\_level\_id, high\_level\_id, position\_fte, position\_hrs, staff\_id, last\_name, first\_name, substitute, employee\_start\_date, employee\_end\_date, employee\_fte, and employee\_hrs.)

- Each detail record may contain information for no more than one position per record and one employee per position.
- The fields in each record will be delimited by a *delimiter character* (the fields are not fixed length – the “maximum length” indicated in the record layout is meant as the highest number of characters allowed in that field). For detail (position and employee) records the *delimiter character* used must be a comma.
- All fields are required to at least have a placeholder. That is, if the field has no data or is listed as “optional”, the *delimiter characters* that “surround” that field are there with no data between the *delimiter characters*.
- Each record is terminated by a carriage return/line feed character string. The last field in the record is not terminated by a *delimiter character* but only by the carriage return/line feed.

Please note that the **Field Ref #** below is included only for your convenience in referring to the fields, and is NOT part of the record layout.

### Detail Record Layout (PCA Positions and Employees Upload File)

Field Ref #	Field	Maximum Length	Format Details	Required	Comments/Values
D1	Row Number	4	Numeric 9999		<p>The sequential number indicating which row of the spreadsheet the record is on. This number can be used as a reference number when reading messages displayed by PCA after the upload process is complete.</p> <p>Please note: The first detail record will be on Row 2 and should be numbered as Row 2.</p>
D2	District Code	5	Alphanumeric	Valid data required.	<p>The unique number which has been assigned to the School District or LEA by the state. In this case, it is the unique number of the School District/LEA for which a position is being created.</p> <p>Use the state School District alphanumeric code number (e.g., D0101). The identifier is composed of a leading alpha character, followed by four numbers, the first of which is zero. This identifier can be found in the Kansas Educational Directory.</p>
D3	Year	4	Numeric	Valid data required.	<p>The four-digit year representing the State School Year for which the position is reported for reimbursement.</p> <p>i.e. For the Regular Term for the 2020-2021 school year (typically ending in May) the value used would be 2021. For an ESY Term that begins after the 2020-2021 school year ends the value used would be 2022.</p>
D4	Local Position ID	25	Alphanumeric	Valid data required.	<p>The unique identification number for the position that is created and assigned by the School District/LEA. This is a required field.</p>
D5	Additional Assignment	1	Alphanumeric	Valid data required.	<p>Indicator that the position meets the limited, specific requirements to be considered an Additional Assignment. Additional Assignments can be claimed and reimbursed in addition to other positions.</p> <p>Allowable values are: Y = Yes N = No</p>
D6	Term	1	Alphanumeric	Valid data required.	<p>Indicator for Regular School Year or Extended School Year to indicate the school session in which the position will be used.</p> <p>Allowable values are: R = Regular School Year E = Extended School Year</p>
D7	Position Type	1	Alphanumeric	Valid data required.	<p>Indicator that the position will be filled by a "Professional" (qualified according to state criteria) or "Non-Professional" (qualified to assist according to state criteria) staff member.</p> <p>Allowable values are: P = Professional N = Non-Professional</p>

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<b>Field Ref #</b>	<b>Field</b>	<b>Maximum Length</b>	<b>Format Details</b>	<b>Required</b>	<b>Comments/Values</b>
D8	<b>Supervisor Local Position ID</b>	10	Alphanumeric	Valid data required.	<p>The unique identification number for the position that will supervise this position.</p> <p>If the Position Type indicator for this position is P (Professional) this field must be blank. If the Position Type indicator is N (Non-Professional) this field must contain the Local Position Number for the position that will supervise this position.</p>
D9	<b>Building</b>	4	Numeric	Valid data required.	<p>The four-digit building number for the building in which the position will be located.</p> <p>Use the state Building Number which can be found in the Kansas Educational Directory. The building number must be an active building in the district, coop or interlocal identified in the District Code field.</p>

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Field Ref #	Field	Maximum Length	Format Details	Required	Comments/Values
D10	Area	2	Alphanumeric	Valid data required.	<p>A two-character area acronym determined by the services the position is contracted to provide.</p> <p>If the Position Type indicator is "N" the Area must be compatible with the Area of the supervisor for the position.</p> <p>Allowable values are:  AD – Special Ed. Admin  AP – Adaptive PE  AS – Assistive Technology  AT – Art Therapy  AU – Audiology  BD – Behavior Disorder  BR – Braille Transcriber  BS – Behavior Specialist  CS – Counselor  EC – Early Childhood  GI – Gifted  HI – Hearing Impaired  ID – Intellectual Disability  IN – Educational Interpreter  IR – Interrelated Program  IS – Integration Specialist  IT – Infant/Toddler  LD – Learning Disability  MT – Music Therapy/Ed  NU – Nurse  OM – Orient./Mobil. Specialist  OT – Occupational Therapy  PD – Personnel Development  PS – Psychology  PT – Physical Therapy  RD – Registered Dietician  RE – Recreation Therapy  RS – Reading Specialist  SL – Speech/Language  SM – Severe Multiple Disability  SU – Supervisor/Asst. Dir  SW – Social Work  TR – Transition Services  VI – Visually Impaired  VO – Vocational Special Needs  WS – Work Study/Transitional  XX – Special Use</p>

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Field Ref #	Field	Maximum Length	Format Details	Required	Comments/Values
D11	Low Level	2	Alphanumeric	Valid data required.	<p>The two-character acronym indicating the lowest grade level or age group the position will work with. The Low Level must be appropriate for the building indicated in the Building Number field.</p> <p>**If "IT" is indicated for the Area the Low Level must be "IT".                      **If "EC" is indicated for the Area the Low Level must be "EC".</p> <p>If the Position Type indicator is "N" the Low Level cannot be lower than the Low Level of the supervisor for the position.</p> <p>Allowable values are:                      IT – Infant Toddler (0-2)                      EC – Early Childhood                      KG – Kindergarten                      01 – First Grade                      02 – Second Grade                      03 – Third Grade                      04 – Fourth Grade                      05 – Fifth Grade                      06 – Sixth Grade                      07 – Seventh Grade                      08 – Eighth Grade                      09 – Ninth Grade                      10 – Tenth Grade                      11 – Eleventh Grade                      12 –Twelfth Grade</p>

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Field Ref #	Field	Maximum Length	Format Details	Required	Comments/Values
D12	<b>High Level</b>	2	Alphanumeric	Valid data required.	<p>The two-character acronym indicating the highest grade level or age group the position will work with. The High Level must be appropriate for the building indicated in the Building Number field.</p> <p>**If "IT" is indicated for the Area the High Level must be "IT".                      **If "EC" is indicated for the Area the High Level must be "EC".                      **If the area indicated is not "IT" and "IT" is indicated for the Low Level the High Level must be "IT".                      **If the area indicated is not "EC" and "EC" is indicated for the Low Level the High Level must be "EC".</p> <p>If the Position Type indicator is "N" the High Level cannot be higher than the High Level of the supervisor for the position.</p> <p>Allowable values are:                      IT – Infant Toddler (0-2)                      EC – Early Childhood                      KG – Kindergarten                      01 – First Grade                      02 – Second Grade                      03 – Third Grade                      04 – Fourth Grade                      05 – Fifth Grade                      06 – Sixth Grade                      07 – Seventh Grade                      08 – Eighth Grade                      09 – Ninth Grade                      10 – Tenth Grade                      11 – Eleventh Grade                      12 – Twelfth Grade</p>
D13	<b>Position FTE</b>	4	Numeric (n.nn format)	Valid data required.	<p>The amount of FTE the position is contracted for. Valid data is required for either Position FTE or Position Hours.</p> <p>The acceptable value range is 0.00 to 1.00 if the Term is Regular School Year and 0.00 to 0.30 if the Term is Extended School Year. Any value outside these ranges will produce an error. If a value is not included in the Position FTE field and a value is included in the Position Hours field, a calculation will be done to determine the value used in the Position FTE field.</p>

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<b>Field Ref #</b>	<b>Field</b>	<b>Maximum Length</b>	<b>Format Details</b>	<b>Required</b>	<b>Comments/Values</b>
D14	<b>Position Hours</b>	4	Numeric	Valid data required.	<p>The number of hours approved for the position. Valid data is required for either Position Hours or Position FTE.</p> <p>The acceptable value range is 0 to 1116* (no commas) if the Term is Regular School Year and 0 to 335* if the Term is Extended School Year. If a value is not included in the Position Hours field and a value is included in the Position FTE field, a calculation will be done to determine the value used in this field.</p> <p>* – If the Term is Regular School Year values greater than 1116 hours may be entered, however, any value equal to or greater than 1116 will only equal 1.00 Position FTE. If the Term is Extended School Year values greater than 335 hours may be entered, however, any value equal to or greater than 335 will only equal 0.30 Position FTE.</p>
D15	<b>Staff ID</b>	10	Numeric 9999999999	Valid data required.	<p>The unique number assigned by eScholar to the staff member who will fill this position.</p> <p>The Staff ID number is required if an employee is being assigned to the position. If the Staff ID Number is left blank it will indicate the record is being uploaded for the purpose of creating a position only and the remainder of the data fields will be ignored.</p>
D16	<b>Legal Last Name</b>	60	Alphanumeric	Valid data required.	<p>The name borne in common by members of the staff member's family.</p> <p>The Legal Last Name will be used to verify the accuracy of the Staff ID number and must be submitted exactly as it is saved in the PCA system.</p>
D17	<b>Legal First Name</b>	60	Alphanumeric	Valid data required.	<p>The name given to the staff member at birth, baptism, or during another naming ceremony, or through legal change.</p> <p>The Legal First Name will be used to verify the accuracy of the Staff ID number and must be submitted exactly as it is saved in the PCA system.</p>
D18	<b>Substitute</b>	1	Alphanumeric	Valid data required.	<p>This field is an indicator that the position is being filled by a substitute. Substitute assignments are limited by substitute licensure requirements and subject to FTE limitations.</p> <p>The Substitute indicator will always be "N" if the staff member is filling a Non-Professional position.</p> <p>Allowable values are: Y = Yes N = No</p>



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<b>Field Ref #</b>	<b>Field</b>	<b>Maximum Length</b>	<b>Format Details</b>	<b>Required</b>	<b>Comments/Values</b>
D19	<b>Employee Start Date</b>	10	mm/dd/yyyy	Valid data required. Month and day must include any leading zeroes.	<p>The month, day, and year on which the staff member will start working in the position to which they are being assigned.</p> <p>The Employee Start Date cannot be prior to the first day of school for the Building the position is assigned to. The Employee Start Date cannot be prior to the Employee End Date of any previous employees in the position.</p>
D20	<b>Employee End Date</b>	10	mm/dd/yyyy	Valid data required. Month and day must include any leading zeroes.	<p>The month, day, and year on which the staff member will stop working in the position to which they are being assigned.</p> <p>The Employee End Date cannot be after the last day of school for the Building the position is assigned to.</p>
D21	<b>Employee FTE</b>	4	Numeric (n.nn format)	Valid data required.	<p>The amount of FTE the employee will work in the position to which they are being assigned. The Employee FTE cannot exceed the Position FTE for the position. Valid data is required for either Employee FTE OR Employee Hours.</p> <p>If multiple employees work in the same position during a term the cumulative Employee FTE of all the employees who worked in the position cannot exceed the Position FTE for the position.</p> <p>The acceptable value range is 0.00 to 1.00 if the Term is Regular School Year and 0.00 to 0.30 if the Term is Extended School Year. Any value outside these ranges will produce an error. If a value is not included in the Employee FTE field and a value is included in the Employee Hours field, a calculation will be done to determine the value used in the Employee FTE field.</p>
D22	<b>Employee Hours</b>	4	Numeric	Valid data required.	<p>The number of hours the employee will work in the position to which they are being assigned. The Employee Hours cannot exceed the Position Hours for the position. Valid data is required for either Employee Hours OR Employee FTE.</p> <p>The number of Employee Hours will be compared to the number of school days worked by the employee (as determined by the building calendar, Employee Start Date and Employee End Date) to verify the number of hours worked by the employee is appropriate.</p> <p>If multiple employees work in the same position during a term the cumulative Employee Hours of all the employees who worked in the position cannot exceed the Position Hours for the position.</p> <p>The acceptable value range is 0 to 1116* (no commas) if the Term is Regular School Year and 0 to 335* if the Term is Extended School Year. If a value is not included in the Employee Hours field and a value is included in the Employee FTE field, a calculation will be done to determine the value used in this field.</p>