

CAPS 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 the Categorical Aid Personnel System. The upload process provides an alternative method for School Districts and LEAs to add positions to the Categorical Aid Personnel System and assign employees to those positions.

General CAPS Positions and Employees Upload File Requirements

- A. The **CAPS Positions and Employees Upload File** specifications will be used for submitting data to KSDE for adding positions to the Categorical Aid Personnel System 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. School Districts and LEAs must upload any new Professional positions in a separate file prior to uploading any Non Professional positions that they will be supervising. The CAPS Position Number assigned to the Professional (supervisor's) position at the time it is created is required for creating any subordinate Non Professional (paraprofessional) positions.
- D. Records may be uploaded to the CAPS system for the purpose of creating positions only without assigning staff members to those positions. To create positions only, data fields D16 through D25 should be left blank.
- E. After a record has been uploaded to the CAPS system any corrections that are required for the position itself (i.e. Building, Area, Low Level or High Level) should be made through the data entry screens in the CAPS application. 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.

CAPS 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 the Categorical Aid Personnel System.

Each School District/LEA CAPS 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 Number, CAPS Position Number, Additional Assignment, Term, Position Type, Supervisor CAPS Position Number, Building Number, Area, Low Level, High Level, Contracted FTE, Approved Hours, Staff ID/Teacher ID, Legal Last Name, Legal First Name, Gender, Date of Birth, Ethnicity Indicator, Race/Ethnicity, Substitute, Employee Start Date, Employee End Date, Employee FTE, and Employee Hours (or row_num, org_no, fiscal_year, local_id, ksde_tracking_no, additional_assignment, calendar_type_id, position_type_id, supervisor_position_id, bldg_no, area_id, low_level_id, high_level_id, contract_fte, approved_hrs, staff_id,

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last_name, first_name, gender_code, birth_date, hispanicIndicator, ethnic_code, substitute, start_date, 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.

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Detail Record Layout

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Field Ref #	Detail Record Layout (CAPS Staff ID Assignment Export File)				
	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 CAPS 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 2015-2016 school year (typically ending in May) the value used would be 2016. For an ESY Term that begins after the 2015-2016 school year ends the value used would be 2017.</p>
D4	Local Position Number	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	CAPS Position Number	10	Alphanumeric	Valid data required.	<p>This field will be null/empty during the initial submission of a position.</p> <p>The unique identification number for the position that is created and assigned by KSDE. This is a required field when submitting a record to update information that was previously submitted.</p> <p>The CAPS Position Number can be reused in subsequent years provided the Local Position Number, Additional Assignment, Term, Position Type, Supervisor CAPS Position Number, Building Number, Area, Low Level and High Level do not change. If any of these elements change, the CAPS Position Number field must be left blank so a new number can be assigned. It is permissible for the Contracted FTE, Approved Hours and employee(s) assigned to the position to change from year to year.</p>
D6	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>

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Field Ref #	Detail Record Layout (CAPS Staff ID Assignment Export File)				
	Field	Maximum Length	Format Details	Required	Comments/Values
D7	Term	1	Alphanumeric	Valid data required.	Indicator for Regular School Year or Extended School Year to indicate the school session in which the position will be used. Allowable values are: R = Regular School Year E = Extended School Year
D8	Position Type	1	Alphanumeric	Valid data required.	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. Allowable values are: P = Professional N = Non Professional
D9	Supervisor CAPS Position Number	10	Alphanumeric	Valid data required.	The unique identification number assigned by KSDE for the position that will supervise this position. 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 CAPS Position Number for the position that will supervise this position.
D10	Building Number	4	Numeric	Valid data required.	The four digit building number for the building in which the position will be located. 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.

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D11	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</p>
D12	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>

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Field Ref #	Detail Record Layout (CAPS Staff ID Assignment Export File)				
	Field	Maximum Length	Format Details	Required	Comments/Values
					<p>If "IT" is indicated for the Area the Low Level must be "IT".</p> <p>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 #	Detail Record Layout (CAPS Staff ID Assignment Export File)				
	Field	Maximum Length	Format Details	Required	Comments/Values
D13	High Level	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".</p> <p>If the area indicated is not "IT" and "IT" is indicated for the Low Level the High Level must be "IT".</p> <p>If "EC" is indicated for the Area the High Level must be "EC".</p> <p>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>
D14	Contracted FTE	4	Numeric (n.nn format)	Valid data required.	<p>The amount of FTE the position is contracted for. Valid data is required for either Contracted FTE or Approved 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 Contracted FTE field and a value is included in the Approved Hours field, a calculation will be done to determine the value used in the Contracted FTE field.</p>

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Field Ref #	Detail Record Layout (CAPS Staff ID Assignment Export File)				
	Field	Maximum Length	Format Details	Required	Comments/Values
D15	Approved Hours	4	Numeric	Valid data required.	<p>The number of hours approved for the position. Valid data is required for either Approved Hours or Contracted 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 Approved Hours field and a value is included in the Contracted 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 Contracted 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 Contracted FTE.</p>
D16	Staff ID/Teacher ID	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/Teacher 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>
D17	Legal Last Name	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/Teacher ID number and must be submitted exactly as it is saved in the CAPS system.</p>
D18	Legal First Name	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/Teacher ID number and must be submitted exactly as it is saved in the CAPS system.</p>
D19	Gender	1	Alphanumeric	Valid data required.	<p>The staff member's gender.</p> <p>The Gender will be used to verify the accuracy of the Staff ID/Teacher ID number and must be submitted exactly as it is saved in the CAPS system.</p> <p>Allowable values are: F = Female M = Male</p>
D20	Date of Birth	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 was born.</p> <p>The Date of Birth will be used to verify the accuracy of the Staff ID/Teacher ID number and must be submitted exactly as it is saved in the CAPS system.</p>

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D21	Ethnicity Indicator	4	Alphanumeric	Valid data required.	This field indicates whether or not the staff member traces his or her origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, and other Spanish cultures, regardless of race. Allowable values are: Y = Yes (Hispanic) N = No (Non-Hispanic)
D22	Race / Ethnicity	10	Alphanumeric	Valid data required.	State-defined Race Code for the CAPS application. Allowable values are: 0 – Did Not Provide 1 – White 2 – Native Hawaiian/Other Pacific Islander 3 – American Indian/Alaska Native 4 – Asian 5 – Black or African American 6 – Multiple Races
D23	Substitute	1	Alphanumeric	Valid data required.	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. The Substitute indicator will always be “N” if the staff member is filling a Non Professional position. Allowable values are: Y = Yes N = No
D24	Employee Start Date	10	mm/dd/yyyy	Valid data required. Month and day must include any leading zeroes.	The month, day, and year on which the staff member will start working in the position to which they are being assigned. 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.
D25	Employee End Date	10	mm/dd/yyyy	Valid data required. Month and day must include any leading zeroes.	The month, day, and year on which the staff member will stop working in the position to which they are being assigned. The Employee End Date cannot be after the last day of school for the Building the position is assigned to.

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D26	Employee FTE	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 Contracted 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 Contracted 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>
D27	Employee Hours	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 Approved 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 Approved 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> <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 Employee 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 Employee FTE.</p>

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Revision History

- 1.04 – Moved “E” to “F” and added a new “E” to the “General CAPS Positions and Employees Upload File Requirements” section.
- 1.05 – Added Ethnicity Indicator and Race/Ethnicity fields
- 1.06 – Updated Comments/Values for CAPS Position Number field
- 2.00 – Modified version 1.06 to add restrictions for using EC as High Level