

PCA 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 staff member information to the Personnel Categorical Aid System. The upload process provides an alternative method for School Districts and LEAs to obtain unique state Staff IDs for new staff members or update information for staff members who already have a state Staff ID.

General PCA Staff ID/Employee Export File Requirements:

- A. The **PCA Staff ID/Employee Export File** specifications will be used for submitting data to KSDE for initial assignment of state Staff IDs and updating information related to existing Staff IDs. The Staff ID/Teacher ID field must be blank when submitting the file for initial assignment of state Staff IDs.
- 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

PCA Staff ID/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 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, Staff ID/Teacher ID, District Code, Year, Legal Last Name, Legal First Name, Legal Middle Name, Legal Name Suffix, Gender, Date of Birth, Previous Last Name, Ethnicity Indicator, Race/Ethnicity.
- All other rows are detail records which are individual staff member records (one record per staff member).
- 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 (staff member) 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 not 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 Employees Export 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	Staff ID/Teacher ID	10	Numeric 9999999999		<p>This field will be null/empty during the initial submission for assignment of a state Staff ID. Once a state Staff ID is assigned subsequent export files must have this value supplied to avoid near matches.</p> <p>The unique number assigned to the staff member by eScholar.</p>
D3	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>
D4	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>
D5	Legal Last Name	60	Alphanumeric	Valid data required.	The name borne in common by members of the staff member's family.
D6	Legal First Name	60	Alphanumeric	Valid data required.	The name given to the staff member at birth, baptism, or during another naming ceremony, or through legal change.
D7	Legal Middle Name	60	Alphanumeric	May be blank.	The secondary name given to the staff member at birth, baptism, or during another naming ceremony, or through legal change. If only middle initial is available, that should be supplied.
D8	Legal Name Suffix	10	Alphanumeric	May be blank.	An appendage (suffix), if any, used to denote the staff member's generation in his/her family (e.g., Jr., Sr., III).

Detail Record Layout (PCA Staff ID Assignment Export File)					
Field Ref #	Field	Maximum Length	Format Details	Required	Comments/Values
D9	Gender	1	Alphanumeric	Valid data required.	The staff member's gender. Allowable values are: F= Female M= Male
D10	Date of Birth	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 was born.
D11	Previous Last Name	60	Alphanumeric	Optional	The most recently used of the staff member's previous last names, this could be a maiden name, a name from a previous marriage or a name used prior to an official name change.
D12	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.
D13	Race/Ethnicity	10	Alphanumeric	Valid data required.	State – defined Race Code for the PCA 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