

Importing Staff IDs into Vendor Payroll Systems for Staff UID

Last Updated 06/24/2013 (updated instructions due to change in terminology)

Overview

This document contains instructions on how to import the file of assigned Staff IDs into the SunPac or ISIS payroll system.

After the LEA/Charter uploads the UID Staff file into the UID Staff system and

- ✓ has fixed all data errors,
- ✓ has resolved all near matches, and
- ✓ has confirmed the ID assignment process is complete

the LEA/Charter must download from UID Staff a file of the IDs that were assigned to the staff records and import them into their payroll system.

Instructions for importing the file of assigned Staff IDs into the payroll system vary depending on which payroll system (SunPac or ISIS) the LEA/Charter is using.

If you have any questions about the process of importing the assigned Staff IDs into the SunPac or ISIS payroll system, please contact:

- NC DPI Service Desk at dpi.incidents@its.nc.gov or 919-807-4357