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Unique Identifier for Staff (UID Staff)
Overview

The intent of this document is to provide an overview of the Unique Identifier for Staff (UID Staff) system prior to working in the UID Staff System. After reviewing this information, please review the training materials that are available on the UID Staff Training website (http://www.ncpublicschools.org/cedars/uniqueid/staff/training/) for instructions on how to complete the processes of the Staff UID System.

Staff UID Overview

- The Unique Identifier for Staff System (UID Staff) will assign a unique identifier to Staff who participate in the North Carolina public school system.

- Unique IDs follow staff between school districts and remain valid even if they move out of state and then return to a NC public school.

- Assigning unique identifiers is the first step in DPI's multi-stage effort to create the NC Common Education Data Analysis and Reporting System (CEDARS).

- UID Staff is built on the eScholar Uniq-ID® for Staff product.

Overview of UID Staff Process

The UID Staff process includes the following 8 steps:

1. Generate CEDARS Staff file from LEA/Charter School Payroll System
   - Instructions for generating this file can be found at:
     http://www.ncpublicschools.org/docs/cedars/uniqueid/staff/training/creating-extracts.pdf

2. Upload CEDARS Staff file into UID Staff and Initiates Data Validation
   - This file can be loaded into the Training Environment (https://cedarstrain.schools.nc.gov/staffid/) so that you can check for errors before loading into production.

3. Download Fix Errors Report (if data errors are found by the UID Staff System)

4. Fix All Errors in UID Staff and in Payroll Source System
   - If file is first loaded into Training, errors can be fixed in Payroll and a new CEDARS Staff file can be generated for loading into production without the errors (in this case errors only have to be fixed in payroll because errors will not be loaded into production where they would have to be fixed).

5. Initiate Assign ID Process in UID Staff

6. Resolve All Pending Near Matches
   - When reviewing near matches, the following actions can be taken:
     1. Assign ID: If the user determines that one of the staff listed is the same as the staff w record that is being resolved, the user needs to "assign" the Staff ID of that matching staff member to the input staff member.

- The existing Staff ID of the matching staff is updated by the input staff record, and the matching staff record information is stored in the staff history.
- A new Staff ID is not created, since both the records were identified as belonging to the same staff.

2. <u>Create New ID:</u> If the user determines that no staff matches the input batch file record, the user can create a new Staff ID.

7. Download File of Assigned Staff IDs

8. Import File of Assigned Staff IDs into Payroll System

What Staff Data are submitted from each LEA/Charter School to Staff UID?

Field Name	Required
School Code	Yes
District Code	Yes
Last Name Long	Yes
First Name Long	Yes
Middle Name	No
Name Suffix	No
Gender Code	Yes
Birth Date	Yes
Alternate Staff ID	Yes
Social Security Number	Yes
Hispanic Ethnicity Indicator	Yes
Ethnic Code Short	Yes
Race or Ethnicity Subgroup code	No
Address 1	No
Address 2	No
City	No
State	No
Full Zip Code	No
Job Class Code	No
Original Hire Date	No
Highest Degree Earned	No
Annual Salary	No
Full Staff Name	No
Itinerant Teacher	No
Active/Inactive Indicator	Yes
Previous Last Name	No

What Staff Data are evaluated to determine if a match exists?

Field Name	Weight
First Name	High
Middle Name	High
Last Name (Includes suffix if specified)	High
Date of Birth	Medium
Gender	Low
Social Security Number	Medium when provided; Low when not provided
Ethnicity Code	Low
Previous Last Name	High if initial match is not found on last name; Not Evaluated if initial match is found on last name.

How is a Match Determined?

The newly submitted staff record is compared against all existing staff records to determine the probability that two staff records are the same individual. The UID Staff System assigns a numerical value (1 to 100) to represent the matching level of a pair of staff records.

- 0-87 = No Match

- 88-93 = Near Match

- 94-100 = Match

LEA and Charter School Staff UID Users

In order to have access to the UID Staff System, you must complete the following:

1. Register for UID Staff. You must be registered for UID Staff in order to access the system (This includes registration for an NCID Account, submission of the Security Access Form, and registration for the UID Staff System).
   For UID Staff User Account Registration information, please visit:
   http://www.ncpublicschools.org/cedars/uniqueid/staff/registration/

2. Please review training materials and information available on the UID Staff Training website:
   http://www.ncpublicschools.org/cedars/uniqueid/staff/training/

3. If you have questions or concerns about use of the UID Staff System, please contact the DPI Service Desk at 919-807-4357 or help@dpi.state.nc.us.