

PCA Employees Upload File Specifications

The Kansas State Department of Education (KSDE) has developed this document 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 a way 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 as a mass import versus one record at a time.

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.
- C. Only Staff ID information indicated as created by PCA will be available for modifications through this application. Any record identified as created by TLA will only be available for editing by Teacher Licensure and the district must file any appropriate forms/documentation directly to Teacher Licensure for modifications to those staff members, please reference the following page for instructions/contact information: <https://www.ksde.org/Agency/Division-of-Learning-Services/Teacher-Licensure-TL>.

PCA Staff ID/Employees Export File Specification:

This file can be exported from the School District/LEA Employees page as a comma delimited Excel file and re-uploaded through the Personnel Categorical Aid System by using the link available for exporting/downloading: “[Download Employee Listing](#)” found on the Employees page OR a blank file can be obtained by selecting the “[Staff ID Import File](#)” found on the Staff ID page.

Each School District/LEA PCA Staff ID/Employees Import 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, Hispanic Indicator, Race.
- 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 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.

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Detail Record Layout (PCA Staff ID/Employees Import File)

Field Ref #	Field	Max Length	Format Details	Required	Comments/Values
D1	Row Number	5	Numeric 99999	Valid data required.	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. Please note: The first detail record will be on Row 2 and should be numbered as Row 2.
D2	Staff ID/Teacher ID	10	Numeric 9999999999	Optional	This field will be null/empty during the initial submission for assignment of a new Staff ID. Once a Staff ID is assigned subsequent import files must have this value supplied to avoid near matches. The unique number assigned to the staff member by eScholar.
D3	District Code	5	Alphanumeric	Valid data required.	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 the Staff ID is being uploaded. 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.
D4	Year	4	Numeric	Valid data required.	The four-digit year representing the State School Year for which the Staff ID is being uploaded. 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. The ESY Term begins the school year.

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Field Ref #	Field	Max Length	Format Details	Required	Comments/Values
D5	Legal Last Name	50	Alphanumeric	Valid data required.	The name borne in common by members of the staff member's family.
D6	Legal First Name	50	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	50	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).
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	50	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	1	Alphanumeric	Valid data required.	This field indicates if 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. Valid values are as follows: 1 = Yes 2 = No

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Field Ref #	Field	Max Length	Format Details	Required	Comments/Values
D13	Race/Ethnicity	1	Alphanumeric	Valid data required.	State – defined Race Code for the PCA application. Valid 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