Nebraska Student and Staff Record System
http://www.education.ne.gov/nssrs

NDE Staff Reporting

User Guide

Version 2.1 – July 25, 2012

Staff Demographics
Staff Position Assignments

2012-2013

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Staff Reporting User Guide

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General Information

This document is to help with online entry or file upload for the report of staff data by Public Districts, Nonpublic Systems, Educational Service Units, Special Purpose Systems and Rule 18 Interim-Program Schools. Refer to the Staff Instruction Manual for detailed information.

The Staff Reporting System contains at least two records per staff. One record contains the Staff Demographics and the other is the Staff Position Assignments record(s). Staff could have multiple Staff Position Assignments.

There are several options to submit this data. The Online Data Entry, the Download/Upload Option and the Option to create the two files and upload the data by using the file specifications located in the Staff Instruction Manual.

In the Online Entry Option and the Download Option, the fields listed below will be pre-populated with data from the previous year's submission.

Staff Demographics

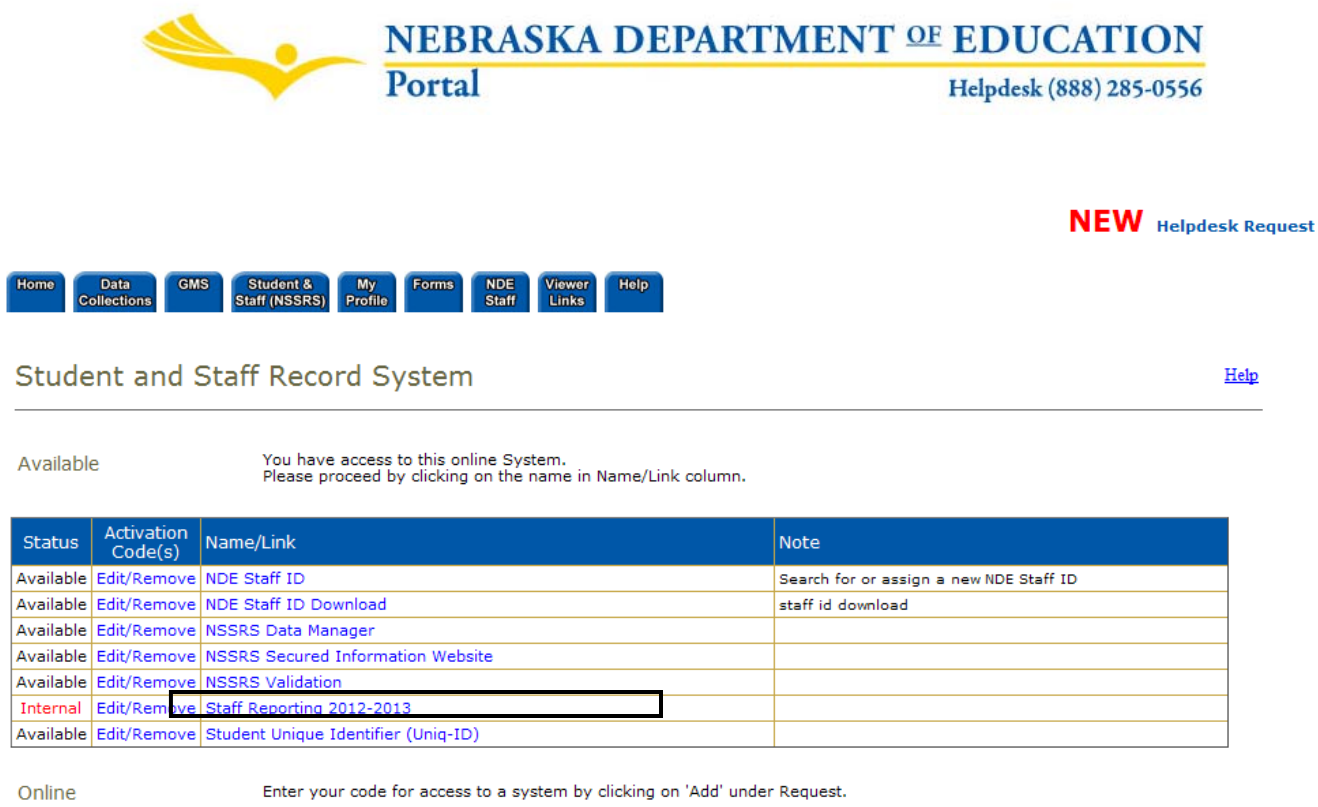
County District Number
NDE Staff ID (not SSN)
Last Name
First name
Middle Initial
Gender
Experience this District (value has been upped by 1 from the previous year)
Experience this System (value has been upped by 1 from the previous year)
Hispanic Indicator Code
Race Codes
Education Attained
Para Assessment Passed Flag
Local Staff ID
School Year (this will show the current school year)

Staff Position Assignments

All fields will be pre-populated with the assignments reported in the previous school year except the Assignment Date and Completion Date. It is important that this data be checked for accuracy. If an assignment has changed be sure to delete/change or add the correct assignments for the current school year.

Log into Staff Reporting Using the NDE Portal

Staff Reporting is found under the **Student & Staff (NSSRS)** tab in the NDE Portal. An activation code is needed to be able to access the Staff Reporting system. Activation codes are available from your District Administrator. They are found on his/her portal account under the **District Admin** tab.



Online Data Entry Instructions

The Staff Reporting System online data entry option gives districts/systems the ability to add, delete or change the data in both the Staff Demographics and Staff Position Assignments records.

A hover feature is available on several of the data fields when the curser is held over a field name. It will give a description of the field or an accepted value for that field.

Some validation errors will show upon entry and should be corrected at that time. Other validation errors and/or warnings will continue to show in NSSRS Validation. The validations and/or warnings in NSSRS Validation will be an overnight run so check NSSRS Validations the next day after the completion of updating or entering data in both Staff Demographics and Position Assignments.

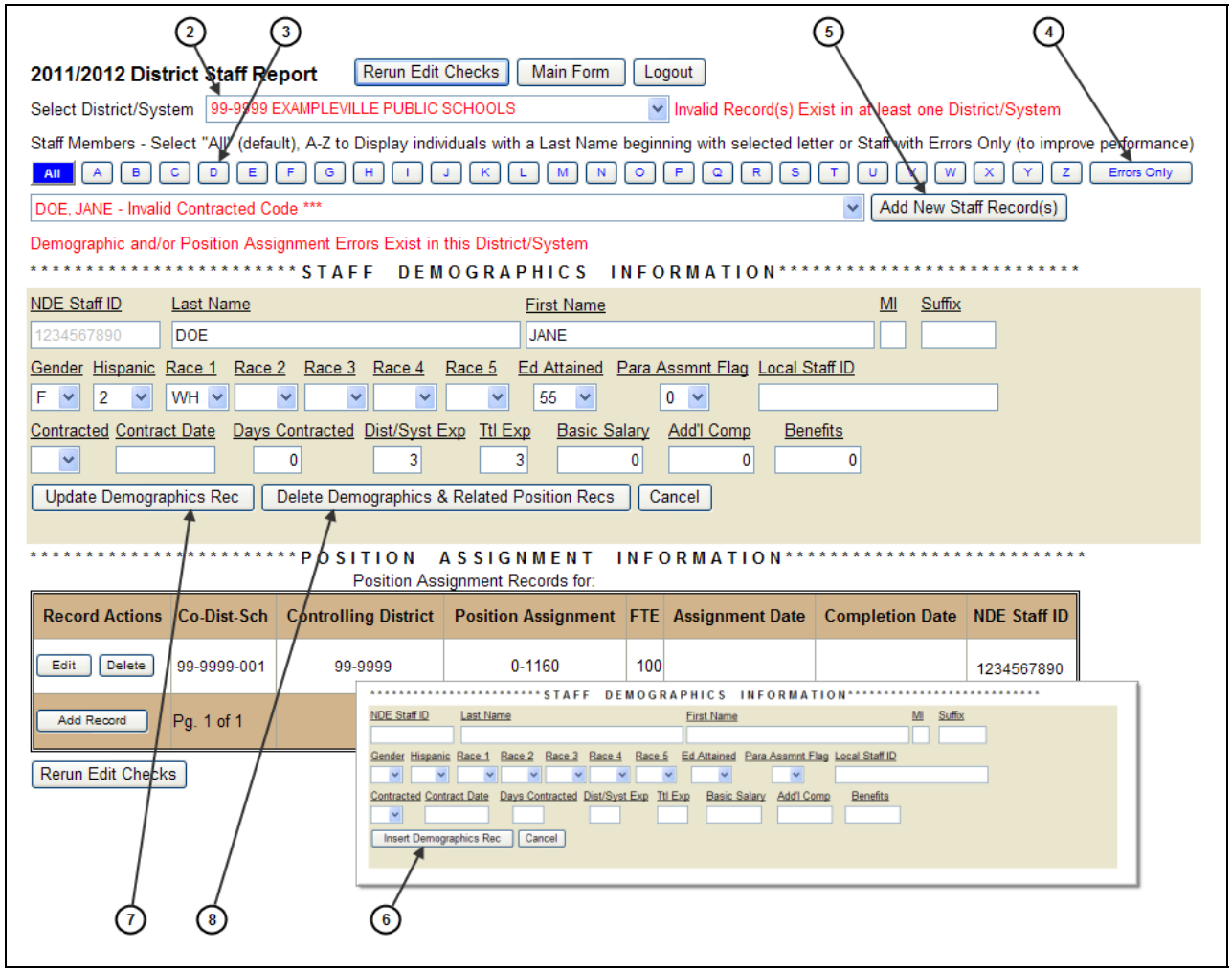
The “Current Personnel Report” will continue to show under the Verification Reports in NSSRS Validation. A copy of this report should be printed or saved to a folder on your computer.

The staff that are employed by the ESU or another district that are serving your students will be reported by the district or ESU that holds the contract. These staff will not show in the district/system that is receiving services, but will show in the Verification Reports – “Current Personnel Report”.

Refer to the Staff Instruction Manual on how to report staff and the appropriate codes

Staff Demographic Information

Follow the steps below to update the demographic information for a staff member:



1. Select the **Enter Data** button.
2. The District/System name and number will show at the top. Some online validations will show on the entry screen and should be corrected before you proceed with entering data.
3. Selecting the alphabetical letter will show all staff with the last name starting with that letter.
4. **Errors Only** will show a list of staff that have problems in the data that has been submitted or entered. These are staff that will show in the dropdown box as red.
5. To add a New Staff Record – click on **Add New Staff Record(s)** and a blank record will appear.
6. Once the data has been entered, click on **Insert Demographics Rec**. The following message will be displayed: *Record added to Staff Demographics file - continue inserting or press cancel*.

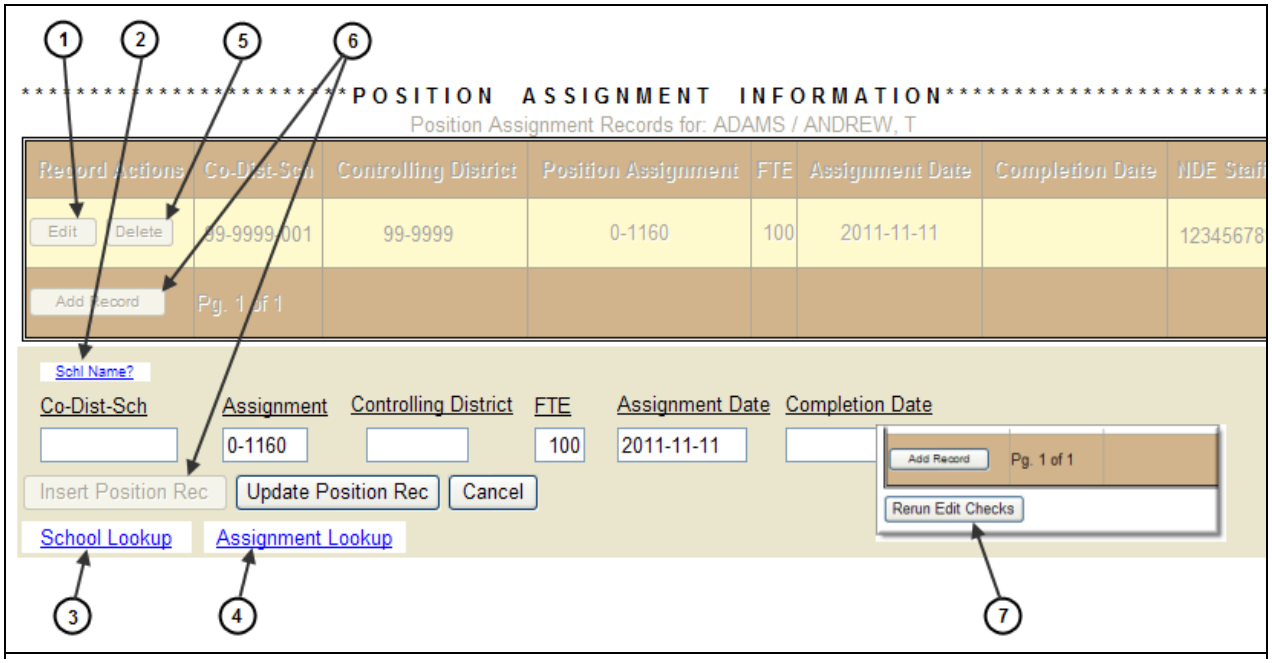
7. Then click on **Update Demographic Record**. The following message will be displayed: *Staff Demographics record updated*.
8. The **Delete Demographic & Related Position Recs** button under the Staff Demographics section will delete both the Staff Demographics and Position Assignments Information. This should only be used if the staff was entered in error or did not return for the current school year.

Staff Position Assignment Information

Note: There will be a message *Invalid Record(s) Exist in this District/System*. This indicates that records have not been updated or Demographics and/or Position Assignment Errors Exist in this District/System.

Staff Demographics information data must be completed before proceeding to Position Assignments information.

Follow the steps below to update the Position Assignment Information for a staff member:



1. Click on **Edit** to update each Position Assignment. The Assignment Date must be entered. Click on Update Position Rec. after edits are done.
2. In the Position Assignment information, click on the **Schl Name?** which is listed above the County-District-School#, to see the name of the school that Is associated with the Co-Dist-Sch field. A message box will come up with the County-District-School number and the name of the location associated with that number. Click OK to close the box. This is informational only.

3. **School Lookup** will list current districts/systems with their County-District and School number. This is a dropdown box and can be used to populate the County-District-School field.
4. **Assignment Lookup** will list all current position assignments and the position assignment codes. (Refer to Appendix C in the Staff Instruction Manual for Position Assignment Code descriptions).
5. Click on **Delete** to delete a specific assignment.
6. For new staff click on **Add Record** in the Position Assignment Information and click on **Insert Position Rec**. The following message will be displayed: *Position Assignment record added to staging file. Continue inserting or press cancel.*
7. Once the staff has been entered and updated, click on **Rerun Edit Checks** and if there are no errors showing at the bottom of the screen, the staff person's name will turn green which indicates the record has been successfully updated.
8. When all validation errors located in NSSRS Validation have been corrected and the warnings have been reviewed, view the ***Current Personnel Report*** that is listed under the Verification Reports in NSSRS Validation. This can be saved in a folder on your computer or a copy can be printed.

Downloading Instructions

Download Staging File Records will provide a file of last year's staff records in a .csv format to use as a starting point in creating a new file for your current year's collection to make changes/additions and deletions. There will be two files to download: Staff Demographics and Staff Position Assignments.

This file can be downloaded **UNTIL** an upload is done. An upload completely replaces the previous download staging file. It is suggested if you download last year's file you should save it under a different name and then have a separate copy to update.

Download Staging File Records

1. Click on **Download Staging File Records**
2. Two files will be created and appear. Staff Demographics and Staff Position Assignments. These will be randomly named files with a .csv extension.
3. Click on the link and a box will appear to Open, Save or Cancel. Click on Save. This will bring up a box asking where you would like to save this file. This is where you can (and will likely want) to change the name of the file and save the file as a .csv file. Once you have saved the file click on Close.
4. To edit these files, follow the instructions for opening a .txt or .csv file with Microsoft Excel which can be found under the NSSRS Secure Information Website or http://www.education.ne.gov/nssrs. These instructions are found under Resources – Instructions – Quick Reference Guides: "Steps to Open .txt or .csv File in Microsoft Excel". Follow these instructions to import the file. Updates can then be done to the information.
5. To see the field names and types, use the file layouts in Appendix E of the Staff Instruction Manual 2012-2013. To find the acceptable values and instructions for reporting the data use the Staff Instruction Manual.
6. Once all data has been updated, save the file as .csv or .tab delimited file and follow the steps in the Staff Upload Instructions. **A header record is included in the download file, but must be deleted before uploading.**

MAIN FORM: This button returns you to the main page of the Staff Reporting System.

LOGOUT: This button logs you completely out of the Staff Reporting System.

Uploading Instructions

File Contents

A data file must include staff for ALL schools/locations within the district/system.
Both Staff Demographics and Staff Position Assignments must be uploaded.

File Naming Convention

Staff Demographics: XX-XXX_Staff_Demographics.zzz
(Where XX-XXXX is the County/District or System Number)

Staff Position Assignments: XX-XXXX_Staff_Position_Assignments.zzz
(Where XX-XXXX is the County/District or System Number)

File Format

File Format should be prepared as a comma separated value (.csv) or a tab separated value (.tab). See the Staff Record Layout in Appendix E of the Staff Instruction Manual. Your file must contain a field called Record Number beginning with 1 and followed in sequence for each record. **Do not include the header row in your file when uploading.** Please note the fields that include leading zeros.

Upload Data Files

1. Click on **Upload Staging File Records**.
2. Click on the **Browse** button to locate the file on your computer you are going to upload. When you have located the file you want to upload, select the file and click **Open**.
3. Click on **Upload DEMOGRAPHICS Staging File** or **Upload POSITIONS Staging File**. A box will appear on your screen to say *Loading Please Wait* until the file has been uploaded. Depending on the size of the file this could take several minutes. Please do not click anywhere else until the loading please wait indicator is no longer visible.

   If you get the error *The CoDist/System field in the Upload file does NOT match the CoDist/System value in the file name in Record #1*. If there is a header record in the file make sure the box is checked to indicate this.

   ☐ ***Check if Header Row is included in upload file***

   Update the file appropriately and start at Step 2.
   .

4. Processing messages in red will indicate:
   Total Number of Records Processed
   Total Number of Errors Found
   Number of Records with NO Errors
   Number of Records WITH Errors
5. Below the messages in Step 4, is the Upload Errors box. The Upload Errors box will display the record number and the field(s) that are in error for that record along with a description of the errors. All errors must be corrected in your source data file and a new upload done until all errors are resolved. Each time a file is uploaded it must be a complete file for the district/system. When an upload is done all data from the previous upload is deleted.
6. Once the file has been successfully uploaded with no errors, review the data via the online entry.
7. When both Staff Demographics and Staff Position Assignments have been uploaded, click on **Rerun Edit Checks** (under Online entry) and if there are no errors showing at the bottom of the screen, the staff person's name will turn green which indicates the record has been successfully updated.
8. When all validation errors located in NSSRS Validation have been corrected and warnings have been reviewed, view the ***Current Personnel Report*** that is listed under the Verification Reports in NSSRS Validation. This can be saved in a folder on your computer or a copy can be printed.

MAIN FORM: This button returns you to the main page of the Staff Reporting System.

LOGOUT: This button logs you completely out of the Staff Reporting System.

Change Summary

Version 2.1 – July 25, 2012

1. Correct School Year date on Cover
2. Updated screen shot on page 2

Version 2.0 – February 23, 2012

1. Uploading Instructions –
    a. Added check box if Header Row is included in upload file.

Version 1.0 – August 22, 2011