# HR DataImport Template  (version: 2025.2.1)

The following document describes how to use the DataImport template for TEA's HR Ed-Fi resources.

Data Import templates are JSON files that store a list of sections to set up the structure of all the resources you need to load data from a CSV file to the Ed-Fi ODS.

Before loading data to the ODS, you need to understand what fields are required for each of the resources so you can put together a CSV file that contains the information you need to load. If rows in a file are missing a required field the entire data of that row will not be loaded into the ODS, and you will see an error message on the ingestion logs. Also, please note fields that are labeled "Value will be mapped to Ed-Fi/TX descriptor", these fields use DataImport lookups to map from source values to Ed-Fi descriptors, in the event a source value is not present in the lookup the application will throw an error and data will not be imported in the ODS, and you will need to find the error in the logs and modify the respective lookup by adding the new value from the source file.

Another thing to note: if your data changes and the CSV is reprocessed, DataImport will send the updated information to the ODS/API. However, the API will only update the data if the resource's primary key (PK) value has not changed. Otherwise, a new record will be inserted, and the old record will remain untouched. You need to delete the old record if your intention is to change the primary key or if the record is no longer needed in the ODS because it is no longer present in your CSV data.

TEA's HR DataImport template includes data maps which will correlate columns from the source CSV file to the specific fields of the Ed-Fi ODS resource:

1. Staff
2. StaffEducationOrganizationAssignmentAssociation
3. StaffEducationOrganizationEmploymentAssociation
4. StaffSchoolAssociation

**Staff** CSV file

This file should have the following columns with the respective information

| Field | Expected value type | Required | PK | Description |
|---|---|---|---|---|
| StaffUniqueId | string | true | true | A unique alphanumeric code assigned to staff. |
| BirthDate | date (yyyy-MM-dd) | | | The month, day, and year on which an individual was born. |
| HighestCompleted LevelOfEducation | string | | | The extent of formal instruction an individual has received (e.g., the highest grade in school completed or its equivalent or the highest degree received).<br><br>**(Value will be mapped to Ed-Fi descriptor)** |
| HispanicLatinoEth nicity | boolean | | | An indication that the individual traces his or her origin or descent to Mexico, Puerto Rico, Cuba, Central, and South America, and other Spanish cultures, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino." |
| FirstName | string | true | | A name given to an individual at birth, baptism, or during another naming ceremony, or through legal change. |
| LastSurname | string | true | | The name borne in common by members of a family. |
| MiddleName | string | | | A secondary name given to an individual at birth, baptism, or during another naming ceremony. |
| Races1 | string | | | An unordered collection of staff races. The general racial category that most clearly reflects the individual's recognition of his or her community or with which the individual most identifies. The way this data element is listed, it must allow for multiple entries so that each individual can specify all appropriate races.<br><br>**(Value will be mapped to Ed-Fi descriptor)** |
| Races2 | string | | | |
| Races3 | string | | | |
| Races4 | string | | | |
| Races5 | string | | | |
| Sex | string | | | A person's gender.<br><br>**(Value will be mapped to Ed-Fi descriptor)** |
| **Extension** | | | | |
| _extGenerationCode | string | | | Identifies the generation suffix, if any, which the person attaches to his name.<br><br>**(Value will be mapped to TX descriptor)** |
| _extPkTeacherRequirement | string | | | Each teacher of record for a prekindergarten program class serving eligible four-year-old students must be certified under Subchapter B, Chapter 21; and have one of the additional qualifications found in the C207 code table.<br><br>**(Value will be mapped to TX  descriptor)** |

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|---|---|---|---|---|
| _extCreditableYearOfService | boolean | | | CreditableYearOfService indicates a teacher (ROLE-ID 087) who currently qualifies for the TIA allotment or has been submitted by the LEA for a new or change of designation, and has been employed by the LEA and compensated or will be compensated by the LEA for a creditable year of service. |
| _extStaffDoNotReportTSDS | boolean | | | Indicates the staff should not be reported for TSDS state or federal data collections. |
| _extStaffId | string | true<br><br>(Only if **StaffExtensions** data has values) | | The person's Social Security number. |
| _extTotalYearsPriorTeachingExperience | integer | | | Indicates the total number of years that an individual has previously held a teaching position in one or more education institutions. |
| _extTotalYearsProfExperience | integer | | | Indicates the number of verifiable years of creditable experience as specified in 19 TAC, Chapter 153.1021. |
| _extYearsExperienceInDistrict | integer | | | Indicates the number of completed years that a person has been employed in any professional position in the current district or education service center, whether or not there has been any interruption in service. |
| **TeacherIncentiveAllotmentDesignations** | | | | |
| _extTeacherIncentiveAllotmentDesignations1 | string | true<br><br>(Only if **teacherIncentiveAllotmentDesign ations** data has values) | | TeacherIncentiveAllotmentDesignationCode indicates a teacher (ROLE-ID 087) is an Active National Board Certified Teacher, holds a current designation (Recognized, Exemplary, or Master) and/or has been submitted by an LEA for a new or change of designation in the Teacher Incentive Allotment.<br><br>**(Value will be mapped to TX descriptor)** |
| _extTeacherIncentiveAllotmentDesignations2 | string | | | |
| _extTeacherIncentiveAllotmentDesignations3 | string | | | |
| **TypeSets** | | | | |
| _extTypeSets_beginDate1 | yyyy-MM-dd | true<br><br>(Only if the **typeSets** data has values) | | Begin date of the effective date for the StaffTypeSet1 |
| _extTypeSets_staffType1 | string | true<br><br>(Only if the **typeSets** data has values) | | StaffType indicates whether the staff person is on the district payroll or is a contracted professional staff person (instructional and non-instructional)<br><br>**(Value will be mapped to TX descriptor)** |
| _extTypeSets_endDate1 | yyyy-MM-dd | | | End date of the effective date for the StaffTypeSet1 |
| _extTypeSets_beginDate2 | yyyy-MM-dd | | | Begin date of the effective date for the StaffTypeSet2 |
| _extTypeSets_staffType2 | string | | | StaffType indicates whether the staff person is on the district payroll or is a contracted professional staff person (instructional and non-instructional)<br><br>**(Value will be mapped to TX descriptor)** |
| _extTypeSets_endDate2 | yyyy-MM-dd | | | End date of the effective date for the StaffTypeSet2 |
| _extTypeSets_beginDate3 | yyyy-MM-dd | | | Begin date of the effective date for the StaffTypeSet3 |
| _extTypeSets_staffType3 | string | | | StaffType indicates whether the staff person is on the district payroll or is a contracted professional staff person (instructional and non-instructional)<br><br>**(Value will be mapped to TX descriptor)** |
| _extTypeSets_endDate3 | yyyy-MM-dd | | | End date of the effective date for the StaffTypeSet3 |
| **paraprofessionalCertificatioSets** | | | | |
| _extCertificationSet_beginDate1 | yyyy-MM-dd | true<br><br>(Only if the **paraprofessionalCertific ation Set** data has values) | | Begin date of the effective date for the paraprofessionalCertificationSet |
| _extCertificationSet_endDate1 | yyyy-MM-dd | | | End date of the effective date for theparaprofessionalCertificationSet |
| _extCertificationSet_Certification1 | boolean | | | Indicates whether a paraprofessional staff person is certified. |

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|---|---|---|---|---|
| _extCertificationSet_beginDate2 | yyyy-MM-dd | true<br><br>(Only if the **paraprofessionalCertification Set** data has values) | | Begin date of the effective date for the paraprofessionalCertificationSet |
| _extCertificationSet_endDate2 | yyyy-MM-dd | | | End date of the effective date for theparaprofessionalCertificationSet |
| _extCertificationSet_Certification2 | boolean | | | Indicates whether a paraprofessional staff person is certified. |
| _extCertificationSet_beginDate3 | yyyy-MM-dd | true<br><br>(Only if the **paraprofessionalCertification Set** data has values) | | Begin date of the effective date for the paraprofessionalCertificationSet |
| _extCertificationSet_endDate3 | yyyy-MM-dd | | | End date of the effective date for theparaprofessionalCertificationSet |
| _extCertificationSet_Certification3 | boolean | | | Indicates whether a paraprofessional staff person is certified. |

**StaffEducationOrganizationAssignmentAssociation** CSV file

This file should have the following columns with the respective information.

| Field | Expected value type | Required | PK | Description |
|---|---|---|---|---|
| Staff | string | true | true | A unique alphanumeric code assigned to a staff. |
| EducationOrganization | integer | true | true | The identifier assigned to an education organization. |
| StaffClassification | string | true | true | The titles of employment, official status, or rank of education staff.<br><br>**(Value will be mapped to Ed-Fi descriptor)** |
| BeginDate | yyyy-MM-dd | true | true | Month, day, and year of the start or effective date of a staff member's employment, contract, or relationship with the education organization. |
| EndDate | yyyy-MM-dd | | | Month, day, and year of the end or termination date of a staff member's employment, contract, or relationship with the education organization |
| **Extension** | | | | |
| SharedServiceArrangementStaff | string | | | Indicates whether the education service center staff responsibility being reported is part of a shared services arrangement for which the education service center is the fiscal agent.<br><br>**(Value will be mapped to TX descriptor)** |
| **StaffServiceSets** | | | | |
| StaffService1 | string | true | | Refers to the services supplied by staff.<br><br>**(Value will be mapped to TX  descriptor)** |
| SpedStudentAgeRange1 | string | true | | Identifies the age range of Special Education students that teaching and paraprofessional staff provide services to.**(Value will be mapped to TX  descriptor)** |
| PopulationServed1 | string | | | Identifies the student population for which a student has been designed or is intended. It does not necessarily identify the program eligibility of the students who receive the service.<br><br>**(Value will be mapped to TX  descriptor)** |
| MonthlyMinutes1 | integer | | | The total number of minutes devoted to a particular service in a standard month. A standard month is considered to be the four weeks in October including the PEIMS Fall snapshot date (last Friday in October). |
| NumberOfStudentsInClass1 | integer | | | Indicates the number of students in membership in the class. |
| StaffServiceBeginDate1 | yyyy-MM-dd | true | | Indicates the month, day, and year the staff member began providing the particular services. |
| StaffServiceEndDate1 | yyyy-MM-dd | | | Indicates the month, day, and year for when the services supplied by the staff becomes false. |
| StaffService2 | string | | | Refers to the services supplied by staff.<br><br>**(Value will be mapped to TX  descriptor)** |

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|---|---|---|---|---|
| SpedStudentAgeRange2 | string | | | Identifies the age range of Special Education students that teaching and paraprofessional staff provide services to.**(Value will be mapped to TX  descriptor)** |
| PopulationServed2 | string | | | Identifies the student population for which a student has been designed or is intended. It does not necessarily identify the program eligibility of the students who receive the service.<br><br>**(Value will be mapped to Ed-Fi descriptor)** |
| MonthlyMinutes2 | integer | | | The total number of minutes devoted to a particular service in a standard month. A standard month is considered to be the four weeks in October including the PEIMS Fall snapshot date (last Friday in October). |
| NumberOfStudent sInClass2 | integer | | | Indicates the number of students in membership in the class. |
| StaffServiceBegin Date2 | yyyy-MM-dd | | | Indicates the month, day, and year the staff member began providing the particular services. |
| StaffServiceEndDate2 | yyyy-MM-dd | | | Indicates the month, day, and year for when the services supplied by the staff becomes false. |
| StaffService3 | string | | | Refers to the services supplied by staff.<br><br>**(Value will be mapped to Ed-Fi descriptor)** |
| SpedStudentAgeRange3 | string | | | Identifies the age range of Special Education students that teaching and paraprofessional staff provide services to.SpedStudentAgeRange2.<br>**(Value will be mapped to TX  descriptor)** |
| PopulationServed3 | string | | | Identifies the student population for which a student has been designed or is intended. It does not necessarily identify the program eligibility of the students who receive the service.<br>**(Value will be mapped to Ed-Fi descriptor)** |
| MonthlyMinutes3 | integer | | | The total number of minutes devoted to a particular service in a standard month. A standard month is considered to be the four weeks in October including the PEIMS Fall snapshot date (last Friday in October). |
| NumberOfStudent sInClass3 | integer | | | Indicates the number of students in membership in the class. |
| StaffServiceBegin Date3 | yyyy-MM-dd | | | Indicates the month, day, and year the staff member began providing the particular services. |
| StaffServiceEndD ate3 | yyyy-MM-dd | | | Indicates the month, day, and year for when the services supplied by the staff becomes false. |

**StaffEducationOrganizationEmploymentAssociation** CSV file

This file should have the following columns with the respective information.

| Field | Expected value type | Required | PK | Description |
|---|---|---|---|---|
| Staff | string | true | true | A unique alphanumeric code assigned to a staff. |
| EducationOrganization | integer | true | true | The identifier assigned to an education organization. |
| EmploymentStatus | string | true | true | Reflects the type of employment or contract.<br><br>**(Value will be mapped to Ed-Fi descriptor)** |
| HireDate | yyyy-MM-dd | true | true | The month, day, and year on which an individual was hired for a position. |
| EndDate | yyyy-MM-dd | | | The month, day, and year on which a contract between an individual and a governing authority ends or is terminated under the provisions of the contract (or the date on which the agreement is made invalid). |
| **Extension** | | | | |
| **AuxiliaryRoleIdSets** | | | | |
| AuxiliaryRoleId1 | string | | | Identifies the capacity in which a non-exempt auxiliary employee serves.<br><br>**(Value will be mapped to TX descriptor)** |
| _extBeginDate1 | yyyy-MM-dd | | | Begin date of the effective date for the AuxiliaryRoleId1 |
| _extEndDate1 | yyyy-MM-dd | | | End date of the effective date for the AuxiliaryRoleId1 |
| AuxiliaryRoleId2 | string | | | Identifies the capacity in which a non-exempt auxiliary employee serves.<br><br>**(Value will be mapped to TX descriptor)** |

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|---|---|---|---|---|
| _extBeginDate2 | yyyy-MM-dd | | | Begin date of the effective date for the AuxiliaryRoleId2 |
| _extEndDate2 | yyyy-MM-dd | | | End date of the effective date for the AuxiliaryRoleId2 |
| AuxiliaryRoleId3 | string | | | Identifies the capacity in which a non-exempt auxiliary employee serves. **(Value will be mapped to TX descriptor)** |
| _extBeginDate3 | yyyy-MM-dd | | | Begin date of the effective date for the AuxiliaryRoleId3 |
| _extEndDate3 | yyyy-MM-dd | | | End date of the effective date for the AuxiliaryRoleId3 |
| **DaysEmployedSets** | | | | |
| _extEmployedSetPercentDayEmployed1 | integer | true | | PercentDayEmployed is that percentage of a standard district work day for which the employee is hired to work. For an employee on contract, the percentage may be determined directly from the contract: full-time = '100'; half-time = '50'; and so on. For an employee who is not on contract, the percentage may be determined as follows. Example: The standard work day for the district is 7 hours. An employee is hired to work for 4 hours a day. This data element is coded as '57' for this employee because 4/7 = .571, which is rounded down. |
| _extEmployedSetNumberDaysEmployed1 | integer | true | | NumberDaysEmployed indicates the actual number of at-work days within the school year that a person is scheduled to work in the district. This number does not include holidays, weekends, and any other days the employee is not scheduled to work. |
| _extEmployedSetBeginDate1 | yyyy-MM-dd | true | | Begin date is the first day of the DaysEmployed. |
| _extEmployedSetEndDate1 | yyyy-MM-dd | | | End date is the Last day of DaysEmployed. |
| _extEmployedSetPercentDayEmployed2 | integer | true | | PercentDayEmployed is that percentage of a standard district work day for which the employee is hired to work. For an employee on contract, the percentage may be determined directly from the contract: full-time = '100'; half-time = '50'; and so on. For an employee who is not on contract, the percentage may be determined as follows. Example: The standard work day for the district is 7 hours. An employee is hired to work for 4 hours a day. This data element is coded as '57' for this employee because 4/7 = .571, which is rounded down. |
| _extEmployedSetNumberDaysEmployed2 | integer | true | | NumberDaysEmployed indicates the actual number of at-work days within the school year that a person is scheduled to work in the district. This number does not include holidays, weekends, and any other days the employee is not scheduled to work. |
| _extEmployedSetBeginDate2 | yyyy-MM-dd | true | | Begin date is the first day of the DaysEmployed. |
| _extEmployedSetEndDate2 | yyyy-MM-dd | | | End date is the Last day of DaysEmployed. |
| _extEmployedSetPercentDayEmployed3 | integer | true | | PercentDayEmployed is that percentage of a standard district work day for which the employee is hired to work. For an employee on contract, the percentage may be determined directly from the contract: full-time = '100'; half-time = '50'; and so on. For an employee who is not on contract, the percentage may be determined as follows. Example: The standard work day for the district is 7 hours. An employee is hired to work for 4 hours a day. This data element is coded as '57' for this employee because 4/7 = .571, which is rounded down. |
| _extEmployedSetNumberDaysEmployed3 | integer | true | | NumberDaysEmployed indicates the actual number of at-work days within the school year that a person is scheduled to work in the district. This number does not include holidays, weekends, and any other days the employee is not scheduled to work. |
| _extEmployedSetBeginDate3 | yyyy-MM-dd | true | | Begin date is the first day of the DaysEmployed. |
| _extEmployedSetEndDate3 | yyyy-MM-dd | | | End date is the Last day of DaysEmployed. |

**StaffSchoolAssociation** CSV file

This file should have the following columns with the respective information.

| Field | Expected value type | Required | PK | Description |
|---|---|---|---|---|
| Staff | string | true | true | A unique alphanumeric code assigned to a staff. |
| School | integer | true | true | The identifier assigned to a school. |
| ProgramAssignment | string | true | true | The name of the program for which the individual is assigned. **(Value will be mapped to Ed-Fi descriptor)** |