WISEStaff Staff Contract Upload File Specs 2022-23

Columns must be separated by a comma (,) strings are optionally enclosed in double quotes("), and files must have a header row. Columns can appear in any order, as long as the header row defines the column order. If a column is optional, the column header must remain in the file but data can be left blank. Extra columns not in template will be ignored. Cells/Rows highlighted in yellow are new or changing for the year.   Rows highlighted in red mean they are newly removed this year.

Field Name	Requirement Status	Data Type	Length	Comments
WISEid	Required	Numeric	10	Required. 10 digit unique number to match the Staff Information with the record
Hiring LEA Number	Required	Numeric	4	Required. 4 digits with padded leading zeros accepted but not required. For ex: 0001. Must be a valid DPI-assigned LEA number of the agency responsible for reporting this data
Last Name	Required	Varchar/Text	50	A-Z, Hyphen, Apostrophe, Period, and Space. Diacritical marks are NOT accepted at this time and will be rejected (as of 12/16/2014). May expand to include other letters
First Name	Required	Varchar/Text	50	A-Z, Hyphen, Apostrophe, Period, and Space. Diacritical marks are NOT accepted at this time and will be rejected (as of 12/16/2014). May expand to include other letters
Highest Degree	Conditional	Varchar/Text	2	2 digits with padded leading zero accepted but not required. For ex: 03 - Must be one of the following valid codes: 03: Associate, 04 = Bachelor's, 05= Master's, 06 = 6 - Year Specialists, 07 = Doctorate, 08 = Other. - Leave blank when field does not apply to specific assignment area and position code combination.
School Year	Required	Numeric	4	4 digit year. CCYY format. - The current school year. For example, use 2017 for 2016-2017.
LEA Experience	Conditional	Decimal	4	Three digit decimal number with one place after the decimal. Should end in only whole or half decimals (.0 or .5). For example, 10.5 or 10.0 years. - Must be >=.5 and <=99.5 - Leave blank when field does not apply to specific assignment area and position code combination.

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Field Name	Requirement Status	Data Type	Length	Comments
Total Years Experience	Conditional	Decimal	4	Three digit decimal number with one place after the decimal. Should end in only whole or half decimals (.0 or .5). For example, 10.5 or 10.0 years. - Must be >=.5 and <=99.5 - Leave blank when field does not apply to specific assignment area and position code combination. -Must be => Local Years of Experience
Contract Salary	Conditional	Numeric	6	No decimal places, rounded to nearest dollar. - Must be >=0 - Leave blank when field does not apply to specific assignment area and position code combination.
Contract Fringe Benefits	Conditional	Numeric	6	No decimal places, rounded to nearest dollar. - Must be >=0 - Leave blank when field does not apply to specific assignment area and position code combination.
Final Salary Code	Conditional	Varchar/Text	1	Y or N are the allowed values when there is a Contract for the person. This value is to indicate if they contract info is finalized for the year. If still in negotiation then indicate N whihc means it could change later. Leave blank when field does not apply to specific assignment area and position code combination.
Contract Days	Conditional	Varchar/Text	3	3 digits with padded leading zeros accepted, but not required. No decimal places. - Leave blank when field does not apply to specific assignment area and position code combination.
LEA Use	Optional	Varchar/Text	50	A-Z, apostrophe, and hyphen only. It is a 50 character, optional, varchar field. It will be used by districts to include local codes etc. that will assist them in submitting and reviewing information.
LEA Contract ID	Optional	Varchar/Text	50	An LEA local-use contract ID for this record. Unique field to be used by your agency for verficiation purposes to make sure DPI uses the correct local staff contract record.
~~Gender~~	~~Required~~	~~Varchar/Text~~	~~1~~	~~M(ale) or F(emale)~~
Year of Birth	Required	Numeric	4	Range: 1900-9999, but should not be greater than current year

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Field Name	Requirement Status	Data Type	Length	Comments
Race Key	Required	Numeric	2	Range 0-64 (or with padded Zeros, 0000-0064) Padded leading zeros accepted but not required. For codes, see https://dpi.wi.gov/sites/default/files/imce/wisedata/dpi_race_ethnicity_crosswalk.doc