



## UID Staff System Overview

The intent of this document is to provide an overview of the UID Staff System. After reviewing this information, please review the training materials that are available on the UID Staff Training website (<https://www.dpi.nc.gov/data-reports/common-education-data-analysis-and-reporting-system-cedars/staff-uid-system#training-materials>) for additional information regarding use of the Staff UID System.

### Staff UID Overview

- The Staff UID System assigns a unique identifier to staff members who participate in the North Carolina educational system.
- Unique IDs follow staff between school districts and remain valid even if they move out of state and then return to a NC school.
- Unique IDs are used as a part of providing staff with appropriate access to other approved applications, such as the Student Information System (SIS).
- Unique IDs are used for various forms of state and federal reporting.
- UID Staff is built on the eScholar Uniq-ID® for Staff product.

### What staff data are submitted from the payroll system to Staff UID?

Field Name	Required
School Code	Yes
District Code	Yes
Last Name	Yes
First Name	Yes
Middle Name	No
Name Suffix	No
Gender Code	Yes
Birth Date	Yes
Alternate Staff ID (from payroll system)	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	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

## Overview of Staff UID Identifier Assignment Process

The standard Staff UID process includes the following steps:

1. Generate UID file from LEA/charter school payroll system
2. Upload UID file into Staff UID to Initiate Data Validation
3. Download the Fix Errors Report (if data errors are found by the Staff UID System)
4. Fix all errors, if present, in payroll source system
5. Upload correct UID file into Staff UID and initiate the Assign ID process



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 record that is being submitted/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. Create New ID: If the user determines that no staff matches the input batch file record, the user can create a new Staff ID.
7. Download resulting batch file of Assigned Staff IDs
8. Import file of Assigned Staff IDs into payroll system

## LEA and charter school Staff UID user access

In order to have access to the Staff UID System, must register, and be approved, for access to the system. For further information regarding the steps necessary to gain access to the Staff UID System, please visit the Staff UID webpage at <https://www.dpi.nc.gov/data-reports/common-education-data-analysis-and-reporting-system-cedars/staff-uid-system>.

## Support for Staff UID

If you have questions or issues related to accessing or use of the Staff UID System, please contact the DPI Support Center by submitting a ticket, via Service Now, at [https://ncgov.servicenowservices.com/sp\\_dpi](https://ncgov.servicenowservices.com/sp_dpi).