

Tabs: Staff ID

Summary	Staff ID	Employees ▾	Positions / Assignments ▾	Para Inservice	Vacancies
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This is where the user can (by manual search or upload):

- Find existing staff IDs
- Update information for existing staff (manual only)
- Create new ID numbers for non-KSDE licensed staff that do not have ID numbers
- Add staff to the Employee list.

Note: Staff cannot be claimed in positions until they are listed as Employees in PCA.

STAFF ID

Lookup Information:		Import Staff ID file:	
Staff ID / Teacher ID:		Download Template:	Staff ID Import File
Legal Last Name:	*	Select file to upload:	Choose File No file chosen
Legal First Name:	*	Has Header Record:	☒ Has Header Record?
Legal Middle Name:			
Name Suffix:			
Gender Code:	▾ *		
Birth Date:	*		
Previous Last Name:			
Hispanic Indicator:	▾ *		
Race:	▾ *		
* Indicates required field for searches if the Staff ID/Teacher ID is left blank.			
Search Clear		Upload Process Near Matches	

Searching can be done by Staff ID or by demographic information (required fields marked with an asterisk).

- The ID number system is managed by eScholar and PCA uses the same pool of numbers as the Educator IDs used for teacher licenses. Please use care when creating ID numbers.
- If someone has special education experience in Kansas in the last 3 years, they probably have an ID number. Contact the program manager if you can't find it before creating a new ID.
- KSDE licensed personnel will have ID numbers issued by KSDE (labeled as created by "TLA"). Use those numbers in CAPS, do not create new ID numbers for KSDE licensed staff.

Finding an existing KSDE Educator ID

Within PCA, the Staff ID tab may be able to find an ID easily, however this is dependent on the name and birthdate matching between what was entered to create the ID in PCA for the staff member and what was submitted to teacher licensure.

Outside PCA, search by name at: <https://apps.ksde.gov/authentication/login.aspx>. The bottom section "Application Status" is where the Educator ID may be found.

Application Status				
Name	Educator ID	Disciplinary Action	Application Status	Status Date

Manually Adding Staff

If a match is found, it will display in a grid beneath the Search fields.

Possible Matches												
Staff ID	Last Name	First Name	Middle Name	Suffix	Gender	Date of Birth	Hispanic	Ethnicity	Match Probability	Created By	Use this ID	Update this record
8785567663	Alden	E	Hermione		F		No	Multiple Races	98	PCA		
2679623797	Alden	E	Gertrude		F		No	Did Not Provide	98	TLA		

Create New ID

To add an ID to the PCA employee list for the district, click  **Use this ID** (the diskette icon).

Note: IDs created by Teacher Licensure cannot be modified by PCA. The name or birthdate can only be updated by the individual submitting a request to Teacher Licensure

IDs created by PCA **can** be updated in Escholar by making sure the search information is correct and then clicking  **Update this record** (the cloud icon). To pull the updated information into PCA, click  **Use this ID** (the diskette icon) after updating.

If the correct person is not found, there is an option to create a new record. Please use this option responsibly, if someone has worked in special education in the last few years, they probably do have an ID. Contact cataid@ksde.gov for help in finding an existing ID.

After creating a new ID, you must still click  **Use this ID** to have the ID available within PCA.

Uploading Staff

Import Staff ID file:	
Download Template:	 Staff ID Import File
Select file to upload:	Choose File No file chosen
Has Header Record:	☒ Has Header Record?
Upload Process Near Matches	

The Import Staff ID File is located directly to the right of the Lookup Information grid and allows the import of an Excel file of staff demographics to be added or searched for/IDs created and added. This process can also create a large number of errors and near matches, so please consider uploading lists in groups. Any errors will display on the page in an error list and must be fixed and either re-uploaded or entered manually.

File specifications: <https://www.ksde.gov/Portals/0/SES/funding/CatAid/PCA-Staff-filespecs.pdf>.

Processing Near Matches

Once a user uploads a file, if the system finds a possible match (not an exact match) for any imported staff, the possible matches will display in the near match list, allowing the user to resolve matches by reviewing the information.

Next to the Upload button on the Import Staff ID file section is “Process Near Matches”. Clicking on that button reloads the page, necessitating scrolling down to the bottom, where a list of names the system has determined to be near matches will appear. THIS LIST DOES NOT RESET AUTOMATICALLY! Please use the “Remove All Near Match Records” when needed.

The Line Number column is from the upload file that originally put the near match on the list. Clicking “Select” on a near match, resets the page again, necessitating scrolling down, where the ID number and other information now appears. If the information looks correct, click “Use this ID”, if it’s a PCA created ID and information needs to be updated, click “Update this record” and then “Use this ID”. If the information does not match, AND THE PERSON IS NOT A KSDE LICENSED PROFESSIONAL, click “Create New ID”.

Possible Matches

Staff ID	Last Name	First Name	Middle Name	Suffix	Gender	Date of Birth	Hispanic	Ethnicity	Match Probability	Created By	Use this ID	Update this record
3813					M	5/18/1986	No	Did Not Provide	93	TLA		

Create New ID

Near Match Process

Line Number	Org No	Last Name	First Name	Middle Name	Suffix Name	Gender	Date of Birth	Pre Last Name	Hispanic Indicator	Ethnic Code	Select	Remove
21						M			No	00		
37						F			No	00		

Remove All Near Match Records

Updating Staff information

People can change their names, or it can be discovered that a birth date was entered incorrectly. All information on PCA created IDs should be able to be updated by district users. Last names are the most common fields to update, please contact KSDE if you have any questions, especially before changing birthdates that you did not create. No matter how unusual a name, there may be two people with that name!

- If an ID was created by TLA, it cannot be modified by PCA, the staff member must send a name change request to teacher licensure.
- If an ID was created by PCA, the name can be modified by any district user (KSDE cannot modify the record in Escholar)
 1. Pull up the ID, verify it says “created by” PCA.
 2. Correct the search information (note, last names are the most common thing to update, please contact KSDE before “correcting” a birth date as there may be two people)
 3. Click  **Update this record** (the cloud icon) (this corrects the data in Escholar)
 4. Click  **Use this ID** (the diskette icon) after updating (this will pull the updated information into this year’s PCA data) if you want to use the corrected information.

Replacing Staff - When the wrong ID was used

- When a staff member first applies for a license from Teacher Licensure, they are issued a new ID number. KSDE licensure cannot “see” the IDs created in PCA.
- When a non-KSDE licensed person (or a para) changes their name, the old name does not usually come up as a near match. Please contact evelyn.alden@ksde.gov or cataid@ksde.gov if you can't find an existing ID for someone who has been working in Kansas special education recently.

To the program different ID numbers are different people, who may share a lot of information. The Staff/Educator IDs **identify** the individual. KSDE cannot “fix” incorrect ID issues or change information in eScholar, the correct identification number must be used to claim reimbursement.

Add the correct ID to the district on the Staff ID page (or through a staff upload), on the position page, delete the assignment (**not the position**) of the incorrect ID, then recreate the assignment with the correct ID. This can be done through an upload or manually.

Once the incorrect ID is not used in the current year, it may be deleted from the staff page in PCA. This is not required but would remove the possibility of accidentally using it in the future.

Please also email evelyn.alden@ksde.gov or cataid@ksde.gov with both IDs, so the outdated ID can be labeled.