

WISEid System Staff Contract Upload File Format - Published 9/8/2016 no annual changes for 2016-17

Columns must be separated by a comma (,) Strings are optionally enclosed in double quotes("), Files must have a header row. Columns can appear in any order, as long as the header row defines the column order. If column optional column header must remain in file but data can be left blank. Extra columns not in template will be ignored.

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 Specialist's, 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.
Local 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.

WISEid System Staff Contract Upload File Format - Published 9/8/2016 no annual changes for 2016-17

Columns must be separated by a comma (,) Strings are optionally enclosed in double quotes(""), Files must have a header row. Columns can appear in any order, as long as the header row defines the column order. If column optional column header must remain in file but data can be left blank. Extra columns not in template will be ignored.

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 and <=300000. - 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 and <=110000. - Leave blank when field does not apply to specific assignment area and position code combination.
Final Salary Code	Conditional	Varchar/Text	1	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.
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.
Entity ID	Optional	Numeric	10	If this field is populated it will be used to generate an informational message if the Educator's Entity ID is not correctly associated with the given WISEid record.
Local 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.
Local ID	Optional	Varchar/Text	50	A local contract ID for this record. Unique field to be used by your agency for verification purposes to make sure the correct local staff contract record is being used by DPI.
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.

WISEid System Staff Contract Upload File Format - Published 9/8/2016 no annual changes for 2016-17

Columns must be separated by a comma (,) Strings are optionally enclosed in double quotes(""), Files must have a header row. Columns can appear in any order, as long as the header row defines the column order. If column optional column header must remain in file but data can be left blank. Extra columns not in template will be ignored.

Field Name	Requirement Status	Data Type	Length	Comments
Former Last Name	Optional	Varchar/Text	50	Legacy field.
Race Key	Required	Numeric	4	Range 0-64 (or with padded Zeroes, 0000-0064) Padded leading zeroes accepted, but not required. For codes see http://dpi.wi.gov/sites/default/files/imce/lbstat/doc/dpi_race_ethnicity_crosswalk.doc