

Staff Management FAQs

Last Updated: October 15, 2025

This document answers frequently asked questions about the NJSLEDS Staff Management submission. Use it with the [Staff Management Handbook](#) and other [NJSLEDS User Resources](#).
If your question isn't answered here, please contact the [NJSLEDS Help Desk](#).

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General

1. Why are we being asked to submit personnel to these collections?

Federal reporting requirements have not changed. However, New Jersey is strengthening its compliance with these expectations. Districts have always been required to submit detailed staff data, including for purchased services.

This information supports federal reporting through EDFacts, particularly in report files FS059 and FS070. For more details, districts are encouraged to review the relevant EDFacts report specifications.

2. What happens if two or more districts employ a staff member? Will the staff person be assigned two different SMIDs?

No. Each staff member is assigned one unique SMID that remains the same across all districts where they are employed. Unlike Student Management, multiple districts can report the same staff member in NJSLEDS without conflict. The system is designed to support shared staffing arrangements while maintaining a single statewide identifier.

Field Guidance

3. Who should be indicated as certificated in the CertificationStatus field?

In NJSLEDS, the CertificationStatus should be marked as “Y” only for staff members whose primary assignment requires certification. This includes roles such as certificated teaches, school nurses, media specialists, guidance counselors, child study team members, administrators, and psychologists.

Non-teaching staff members in positions that do not require certification, such as paraprofessionals, clerical staff, or bus drivers, should be reported with a value of “N”.

4. Is the SocialSecurityNumber element mandatory for all staff members?

The SocialSecurityNumber data element is only required for certificated staff members, indicated by a value of “Y” in the CertificationStatus field. It is optional for all other staff members.

5. Is the AgeGroupTaught element applicable only to teachers?

No. The AgeGroupTaught field is mandatory for all Special Education staff members, not just teachers. This includes any staff whose JobCodeSubcategory is 3 (Hearing), 4 (Visual), or 5 (Special Education). If a staff member works with both age groups, report the age group they work with the most often.

6. How do I identify staff members that work in multiple assignments and/or locations?

If a staff member holds multiple roles within your LEA or works at multiple locations, you must report each assignment separately in your Staff Management file.

To do this, certain fields must be repeated up to six times for each staff member, using numbers 1 through 6 at the end of each field name.

The fields you must repeat are:

- CountyCodeAssigned
- DistrictCodeAssigned
- SchoolCodeAssigned
- FullTimeEquivalency
- JobCode
- JobCodeSubcategory
- AgeGroupTaught
- CredentialType

Each set should reflect one role or one location where the staff member works.

7. What do I enter for the StaffCompensationBaseSalary field for someone who works per diem, like a long-term substitute, since they do not get paid a salary?

For staff who are paid per diem, such as long-term substitutes, you must report an annualized salary in the StaffCompensationBaseSalary field.

To calculate this, multiply the individual's daily rate by the number of days they are expected to work. For example, a staff member earning \$200 per day for 180 days should be reported with a salary of \$36,000 (\$200 x 180).

8. For the Fall Staff Management Snapshot, what do I enter for the StaffCompensationAnnualSupplement field if all additional compensation has not been paid yet?

For the Fall Staff Management Snapshot in NJSLEDS, report the amount of additional compensation the staff member has actually received as of the Snapshot date.

Any additional compensation paid after the Fall Snapshot should be captured in the End-of-Year Snapshot. That submission should reflect the total compensation paid from the start of the year through year-end, including any amounts already reported in the Fall.

9. If a district pays a lump sum for part-time administrators, payroll staff, or other personnel and cannot determine individual salaries, how should those staff members be reported?

Part-time staff who are paid through lump sum contracts should be reported using Purchased Services Job Codes in NJSLEDS. When these codes are used, reporting salary information is optional.

If your district chooses to report a salary for staff using a Purchased Services code, you must also enter a FullTimeEquivalency value that accurately reflects their part-time status (i.e., less than 1.00).

For more details, refer to Scenario #6 in the [Staff Management Reporting Responsibilities](#) document.

10. Should experience in a non-public setting be included in the fields for the data elements YearsOfPriorExperience, YearsInLEA, and YearsInNJ?

Non-public school experience may only be reported by APSSDs. All other submitters should report public school experience only in the YearsOfPriorExperience, YearsInLEA, and YearsInNJ fields.

For more details, refer to Scenario #12 in the [Staff Management Reporting Responsibilities](#) document.

Reporting Scenarios

11. Which staff members do we need to report to the Staff Management submission?

Per the [Staff Management Reporting Responsibilities](#) document, districts are required to submit both payroll staff and contracted personnel (purchased services) to the Staff Management submission in NJSLEDS, in accordance with federal reporting requirements.

Staff to be reported included:

- Teachers (including special education teachers)
- School and district administrators
- Support staff (i.e., paraprofessionals, library aides, instructional coaches)
- Instructional coordinators/supervisors
- Non-instructional staff (i.e., bus drivers, cafeteria workers) when services are provided through contracts or purchase agreements

All staff serving in educational roles, whether hired directly or through contracted services, must be reported. This applies at both the district (LEA) and state (SEA) level.

For more details, visit the [Staff Management User Resources](#) page. You can also review the Job Codes and Job Code Subcategories list on the [Key Documents](#) page to confirm which positions need to be reported.

12. Do we need to submit the same data for contracted personnel that we submit for payroll employees?

Yes, contracted personnel must be submitted to NJSLEDS, but reporting requirements vary depending on the staff type.

- Certified instructional staff (i.e., contracted teachers, related service providers) must be reported with required data elements such as Salary and HighestEducationLevel, just like payroll employees.
- Non-instructional contracted staff (i.e., bus drivers, crossing guards) do not need to include these fields. This applies to staff submitted with a job code of 0100 or lower.
- For all contracted staff, salary information is not required unless the position is certificated.

For a full list of required fields for contracted personnel, refer to the [Staff Management Handbook](#).

13. Who would submit the staff member in the following scenario? District A pays staff to go out-of-district to District B, and District B pays an invoice to District A.

In this scenario, District A should report the staff member to NJSLEDS because they are responsible for paying the individual's salary, even though the staff member is physically working in District B.

District A should submit the staff record and enter District B's CDS code in the AssignedDistrict field to reflect the staff member's work location.

When determining who should report a staff member in similar shared-service arrangements, districts are encouraged to consider the terms of the employee's union contract and which entity holds employment responsibility.

For more details, refer to Scenario #4 in the [Staff Management Reporting Responsibilities](#) document.

14. How can LEAs determine which personnel to report if staffing changes weekly, and how can they obtain the necessary information for those individuals?

For positions that rotate on a regular basis, such as therapists or custodial staff, LEAs should report the individual working during the week of the Snapshot.

For example:

- If different Occupational Therapists serve the district each week, report the therapist assigned during the Snapshot week.
- For non-certificated roles like custodians, report the person working that week.

In these cases, report the salary or rate allocated to the role, even if multiple individuals perform the duties throughout the year.

If the district does not have direct access to staffing details, they should contact the contracted service provider to obtain the required information for reporting.

For more details, refer to the guidance in the [Staff Management Reporting Responsibilities](#) document.

15. For students attending a County Special Services School District (CSSSD), does the sending district need to report the staff?

No. CSSSDs are responsible for reporting their own staff in NJSLEDS.

If your district sends students directly to a CSSSD, you do not submit the staff working at the CSSSD. The CSSSD will report them directly.

For more details, refer to Scenario #11 in the [Staff Management Reporting Responsibilities](#) document.

16. Do districts need to report substitutes?

Only certain substitutes need to be reported to Staff Management.

If a substitute is certified by the state and works in your district in the same position for more than 20 days, you must submit them to NJSLEDS.

For more details, refer to Scenario #5 in the [Staff Management Reporting Responsibilities](#) document.

17. Are districts responsible for reporting staff that work at a contracted preschool provider location?

Staff members who work at a contracted preschool provider location and are not employed by your LEA are not to be submitted to Staff Management. However, if your district is responsible for paying them, then yes.

18. When should I inactivate a staff member who went on maternity leave?

Districts should follow local policy when determining whether to inactivate staff on maternity leave.

If your district chooses to inactivate these staff members, you should also update the DistrictEmploymentBeginDate to reflect the most recent to active status.

If your district policy is to keep staff active during approved leave, you are not required to inactivate them in NJSLEDS.

For more details, refer to Scenario #7 in the [Staff Management Reporting Responsibilities](#) document.

19. When should inactive staff members be removed from my Staff Management submission?

A staff member who has already been reported as “Inactive” in an official Snapshot period (Fall or End-of-Year) may be removed from NJSLEDS if the district does not plan to report them in any additional submissions during the current school year.

Some important considerations:

- If an inactive staff member is still expected to be included in a later submission (such as Course Roster), the record must remain in NJSLEDS through the End-of-Year Snapshot.
- Staff members who are not returning for the new school year but were active in the prior End-of-Year Snapshot should be included as “Inactive” in the first file upload for the new year and retained in NJSLEDS until after the Fall Snapshot.

Error Resolution

20. Why are some of my staff records showing as Unresolved, even after I associate or create a new SMID?

If your unresolved records are still appearing after associations, it may be due to a system issue currently being addressed by the NJSLEDS development team. In the meantime, you can filter your records in the Submission Records tab using the Record Status dropdown to view only “New SMID” or “Associated SMID” records. You do not need to take additional action unless otherwise contacted by the NJSLEDS Help Desk.

21. What should I do if my staff upload file won’t load because of a template mismatch?

If your file is rejected due to a template mismatch:

- Make sure you are using the correct NJSLEDS template for Staff Management submissions.
- If you are exporting from a staff management system or other local source system, verify that all required fields are included.

If you are missing key data like Social Security Numbers, you may need to either:

- Upload a corrected file, or
- Use the ID Management page to manually associate records.

Support

22. What is a Sync error in the Staff Management submission?

A Sync error happens when a staff member who was previously reported as Active (Status = A) is missing from your first Staff Management Submission file of the new school year.

NJSLEDS expects that any staff member who was reported as active at the end of the last school year should appear in your first Staff Management file of the current year. If that staff member is missing, NJSLEDS flags the record as a Sync error.

Sync errors appear in the Staff Sync section of your records. They show which staff members were active last year but are not included in your current submission file.

To resolve a Sync error:

- Check to see if the staff member is still employed in your district.
- If they are, upload a record for them in your Staff Management Submission file with a Status of Active (A)
- If they are no longer employed, upload a record with a Status of Inactive (I), including the DistrictEmploymentExitDate and DistrictEmploymentExitReason.

For more information on how to report staff records, please refer to the [Staff Management Handbook](#).

23. Why does New Jersey use October 15 as the “As of Date” for staff data?

The U.S. Department of Education requires states to report staff data based on a count date near the start of the school year—typically “October 1 or the closest school day.” New Jersey uses October 15 because it:

- Meets federal EDFacts requirements (Staff FTE file FS059)
- Aligns with the student membership “As of Date” for calculating staff-to-student ratios

- Ensures data stability before the official NJSLEDS snapshot

Only staff actively employed and assigned as of October 15 are included in the official annual count reported to the federal government.

24. How does the “As of Date” work in practice?

1. NJDOE sets the As of Date (e.g., October 15) for each data collection
2. Districts report students and staff who were enrolled/employed on that specific date
3. NJSLEDS validates the data and generates statewide counts
4. NJDOE uses this dataset to fulfill federal reporting requirements