How to Report a Staff Member Without a State ID (SMID)

This guide walks you through what to do when a staff member in your file is missing a State Identification Number (SMID), how to complete the SMID assignment or association process in NJSLEDS, and how to make sure your source system reflects the most up-to-date SMID information.

Why This Matters:

Once a SMID is created or matched in NJSLEDS, you must update your local source system with that SMID before your next upload. If the SMID is missing from your re-uploaded file, NJSLEDS may treat the staff member as unassociated and attempt to issue or reassign them again — which may lead to duplicate SMIDs or system errors.

Step-by-Step Instructions

1. **Upload Your Staff Records to NJSLEDS**
   - Submit your staff records into NJSLEDS as a .CSV UTF-8 as usual. Any staff members you do not have a SMID for, you will submit the full record, leaving only the StaffMemberIdentifier field blank.
   - Staff without a valid SMID may fall into three statuses within your submission records view: Associated SMID, New SMID, or Unresolved.
     a. **Associated SMID**: A record will be automatically associated if a perfect match is found within the NJSLEDS data. This means that the staff has previously been employed within New Jersey, and was issued a SMID at that time. Records will also be in Associated SMID status if an association is made within ID Management.
     b. **New SMID:** A record will automatically be issued a new SMID number if there are no potential matches to this staff member in the NJSLEDS data. This means that the staff member has never been issued a SMID.
     c. **Unresolved:** A record will be in unresolved status if there are any potential matches to the staff member within the NJSLEDS data. These staff members will appear in the ID Management tab of NJSLEDS under Staff Management.

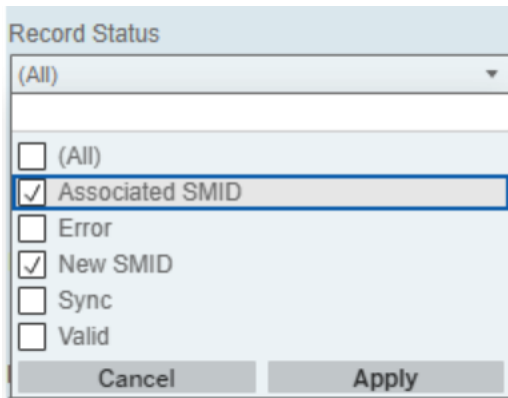2. **Manage Uploaded Records**
   - NJSLEDS will check for potential matches using longitudinal data and show a list of possible matches based on the record's key fields.
   - Choose the Correct Action
     a. If matches are found:
        i. Review the suggested matches carefully.
        ii. If one is correct, click "Associate" to assign the existing SMID to that staff member. This prevents duplicate SMIDs for the same person.
     b. If no match is correct:

      i. Click "Create New SMID" to assign a unique SMID to that staff member.

     ii. Use this only when you're confident the staff member is truly new to New Jersey public education.

Once your unresolved staff members have been associated, or given a new SMID:

3. **Export Your New and/or Associated SMIDs**
   a. Use the filter on the left-hand side of the "Submission Records" tab in NJSLEDS to display only records with a "New SMID" or "Associated" status.

   b. Download the filtered results (CSV or Excel) using the "Export" button found on the top left of the submission records page. This file will include the SMIDs newly assigned or matched for your staff members.

4. **Update Your Source System**
   a. Open your local source system
   b. Using the download, enter each new or associated SMID into the correct staff record
   c. Ensure all key fields in your source system (First Name, Middle Name, Last Name, Gender, Date of Birth, SSN) match the key fields in the NJSLEDS longitudinal data.
   d. If there is an error in the key fields of the longitudinal data, submit an NJSLEDS Web-to-Case ticket using the ID Management Change/Merge/Delete Instructions (Staff) found on the NJSLEDS key documents page.
   e. Save your updates. This ensures your source system and NJSLEDS stay aligned.

5. **Re-upload Your Updated File to NJSLEDS**
   a. After updating your source system:

      i. Export a new staff data file from your source system (CSV, UTF-8)

     ii. Upload the new file to NJSLEDS
   If the SMID field is now populated and all key fields match, the record(s) will no longer go into ID Management or trigger a new SMID.

Tips and Reminders

- Always update your source system after resolving SMID assignments in NJSLEDS.
- **Never leave the SMID field blank on a future upload once it has been assigned.**
- Use caution if you are manually typing in SMIDs, it is best to copy them directly from the download file.
- Use caution when creating new SMIDs. Creating a new SMID when one already exists for the staff member may result in duplicate records.
- If you're unsure whether a match is correct, pause and confirm with your data team or reach out to the Help Desk for assistance.