



Technology Resource Advisors HR Core Data Guidelines

Overview

HR Core Data for Districts provides HR data to districts to use to update other systems within their districts which require Human Resource demographic data. This allows the district to use QSS as the system of record and avoid dual data entry. Examples of systems that might be updated with this information include substitute management systems, time and attendance systems, and student information systems. This data is used at the Districts discretion.

Process

Data is provided nightly in a batch process. District data remains separate at all times. TSB provides a secure FTP server for each district as the delivery point. Data is extracted from QSS during the nightly maintenance cycle into a semicolon delimited file unique to each district. These files are moved to the separate sFTP servers for each district, ready for district use. The data is available for Districts to retrieve via scripting or manually. The District is responsible for any use of the data beyond this delivery point.

Security

Access to this data is controlled by the District Authorized Signer. Each district constructs their internal security process around this data which terminates by the authorized signer communicating direction to TSB via the **Core Data Access Enrollment Form – 2017**. Districts receive a single set of credentials for access to the sFTP. The authorized signer indicates the personnel these credentials can be provided to. Please see the associated form for details.

Data Provided

Data elements are included based on district request and availability. TSB will re-evaluate the data elements included on an annual basis and will collaborate with participating districts to update file specifications. Current data dictionary and associated guides can be found at: