

Custom Report: MUNIS EPSB Upload – The purpose of this report is to build a file containing teacher EPSB license numbers for upload to MUNIS. All certified staff should have Educator Professional Standards Board (EPSB) identification number populated in Infinite Campus in accordance with the [Census-Teacher Information data standard](#). Use of EPSB ID # is necessary to match teacher level data between systems; failure to have EPSB data will create inaccuracies in federal and state reporting. The last four digits of the social security number and birthdate are used to find the matching staff record in MUNIS. Only active employment assignments with an EPSB license number will be included in this file. It is important to review the validation report and update missing records before uploading this file to MUNIS.

The MUNIS EPSB Upload validation report is available for review of staff member information. This report shows all actively employed staff, including those with no EPSB license number. The *Included in File* column of the report indicates if the staff member will be included in the upload file. Additional information available in this report are school name, staff member names, employee type, birthdate, last four digits of the social security number, EPSB license numbers, title and report date. When a staff member is missing a birthdate, social security number or EPSB license number, the field is highlighted for easy identification. Corrections to staff records must be made in Infinite Campus before the upload file is created. See Section F of the [Census – Teacher Information](#) data standard for data entry guidelines for the EPSB license numbers.

For information on how to load your MUNIS file, see [MUNIS Support and Guides](#).

Selection Criteria: (1) Use the Infinite Campus toolbar to select all schools. (2) Select the report type.

KDE Contact: [Tessa Harris](#), Office of Educator Licensure and Effectiveness

Pathway: KY State Reporting | KDE Reports | MUNIS EPSB Upload

NOTE: Users must be granted access by local KSIS administrator before they will see this report.

Report Sample: Both reports will generate in Excel format.

MUNIS Upload Report

individual.ssn	individual.birthdate	employment.licenseNumber	individual.staffNumber
1234	2/5/1900	45454	1
5678	3/5/1900	121212	2
4321	4/5/1900	343434	3

Report uses and benefits:

- Load this file to MUNIS to create efficiencies and reduce data entry errors that could occur if entering EPSB license numbers manually in two separate systems.
- Use the individual.staffNumber to find a matching staff member record in the validation report.

Validation Report:

School_Name	LastName	FirstName	MiddleName	EmployeeType	SSN	Birthdate	Employment License Number	Staff_Number	Included in File	Title	Report Date
ABC Elementary School	Doe	John	Dale	01: Teacher	2222	6/27/1905	12345678	1	Y	Teacher	04/21/2022
ABC Elementary School; ABC High School	Smith	Jane	L	01: Teacher, 03: Counselor		4/11/1904		2	N	Teacher	04/21/2022
ABC District Office	Wilson	Willis	M	04: Support	1111	1/5/1901	987654321	3	N	Bus Driver	04/21/2022

Report uses and benefits:

- The fields: individual.ssn, individual.birthdate, and employment.licenseNumber are highlighted yellow when data is not available in Infinite Campus for a staff member please update data in Infinite Campus and rerun validation report to eliminate errors
- Filter on exportFile to see staff who will be included in the MUNIS Upload file. ‘Y’ indicates the record will be included and ‘N’ indicates the record will not be included.
 - Classified staff should be N, certified staff should all be Y
- To identify missing EPSBIDs:
 - Filter on **Employment license number** to blank or highlighted
 - Filter to 01: Teacher type to find staff with no license number entered in Infinite Campus.
 - Staff without an EPSB license number will not be included in the MUNIS upload file, enter EPSB ID number in Infinite Campus to ensure all appropriate file are included.
- Filter on individual.ssn or individual.birthdate to find staff with no social security number or birthdate in Infinite Campus. Without a social security number and/or birthdate, MUNIS cannot find a matching staff record and will not load their EPSB license number. Update records as needed.

NOTE: Corrections to staff records must be made in Infinite Campus prior to running the MUNIS upload file.