



ECATS

Monday Message

May 15, 2023

Special Education Module

EC Contracted Staff NCEES PD Only Access

Each public school unit (PSU) has identified a lead person to help with questions around the key components of Home Base: PowerSchool, SchoolNet, and NC Educator Evaluation System and that list is located [here](#). If your PSU needs help with NCEES PD only access, please follow the links below for assistance. Additionally, email **Home_Base@dpi.nc.gov** if there is further assistance needed or for any other questions.

Non-payroll staff members who work with a PSU but are not entered into the payroll system can be added to the Staff UID System, via the 'Add Staff' feature. Documentation for adding non-payroll staff to the Staff UID System can be found at <https://files.nc.gov/dpi/documents/UID/acquiring-uid-for-non-payroll-staff.pdf>.

Once the non-payroll staff has a UID number you can go by this document <https://bit.ly/nceesdatav8> for your district to select a NCEES provisioning budget code/role. Whomever manages Staff UID (<https://cedars.ncpublicschools.gov/staffid>) can crosswalk the appropriate budget code into the annual salary field in Staff UID. Note: Districts are authoritative on staff budget codes used.

Updates in Staff UID are picked up by NCDPI around 4pm daily and included in the nightly NCEES Person Import File.

For previous issues of the ECATS Monday Message, please visit <https://www.dpi.nc.gov/districts-schools/classroom-resources/exceptional-children/every-child-accountability-tracking-system-ecats/monday-messages>.