PIMS Staff Snapshot Template (Pennsylvania)

Last Modified on 12/14/2025 8:45 pm CST

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The Staff Template reports each staff member who is actively employed on the Reporting Date entered on the extract editor. This extract reports the same information as the Staff Snapshot Template, except for the Snapshot Date field. One record is submitted per staff member in October, December, March and August.

See the [PIMS Reporting](#) article for additional PIMS Reporting information.

Report Logic

- When the Exclude checkbox is marked on the District Assignment tab, the staff person does not report.
- For the October reporting period, if the District Employment Qualification field on the District Employment editor is populated, the staff person does not report.
- For the June reporting period, all current staff report, including those with the District Employment Qualification field populated.
- When the **Prior Reporting Date** is populated, staff who are no longer employed (District Employment record has an End date) are included in the report, in addition to current staff (District Employment record does not have an End Date). The End Date must be within the date range between the Effective Date and the Prior Reporting Date.
- When the **Prior Reporting Date** is NOT populated, only current staff (District Employment record does not have an End Date) are included in the report.

Generate the Staff Snapshot Template

1. Select **Staff Snapshot Template** from the **Extract Type** from the dropdown list.
2. Select the desired **Reporting Period**.
3. Enter the **Effective Date** of the extract in *mmddyy* format or use the calendar icon to select a date.
4. Enter the **Prior Reporting Date** of the extract in *mmddyy* format or use the calendar icon to select a date.
5. Select the **Format** of the extract.
6. Select a **Staff Ad hoc Filter**, if desired.
7. Select the appropriate **Calendar(s)** from which to include data on the extract.
8. Click the **Generate Extract** button or the **Submit to Batch** button, if available. The extract displays in the selected format.

Staff Snapshot Template, CSV Format

Staff Snapshot Template, HTML Format

Report Layout

Data Element	Description	Location

Data Element	Description	Location
District Code	State District Number. Reports the district number of the reporting school unless there is a different district located in the Serving District field. *Numeric, 9 digits*	System Administration > Resources > District Information > State District Number District.number --- Student Information > General > Enrollments > State Reporting Fields > Serving District
Staff ID	Reports the staff person's state-assigned identification number. For the October reporting period, staff who have the District Employment Qualification field populated do not report. This field reports from the Staff State ID field. For the June reporting period, all current staff report, including those with the District Employment Qualification field populated. • When District Employment Qualification is populated, the License Number reports from the District Employment record (SS + License Number), if populated. If not populated, it reports from the Staff State ID (SS + Staff State ID). • When District Employment Qualification is not populated, the Staff State ID reports from the Demographics tab. *Numeric, 9 digits*	Census > People > Demographics > Person Identifiers > Staff State ID Person.staffID --- Census > People > District Employment > License Number
Fields 3-7	These fields do not report.	N/A

Data Element	Description	Location
Job Description	Reports the level of access that should be granted in the PCAAS Roster Verification System for the selected school year. Options are: • LWS: LEA-Wide and Student Access • LNS: LEA-Wide and No Student Access • SWS: School and Student Access • SNS: School and No student Access • NPA: No PVAAS Access *Alphanumeric, 3 characters*	Census > People > District Employment > Employment Information > Job Description Employment.jobDescription
Fields 9-13	These fields do not report.	N/A
Location Code	State School Number of the reporting school. This code reports from the Alt School Number field on the School editor. If that field is not populated, the State School Number field on the School editor is used. *Numeric, 4 digits*	System Administration > Resources > School > Alt School Number, State School Number School.altNumber School.number
Fields 15-16	These fields do not report.	N/A
Staff Type	Indicates whether the staff person is employed for a standard number of hours in a week, month or other period of time. When the staff person is full-time, reports as F. When the staff person is part-time, reports as P. *Alphanumeric, 1 character*	Census > People > District Employment > Status Employment.status
Fields 18-19	These fields do not report.	N/A

Data Element	Description	Location
Gender Code	Reports the staff person as being either Male (M) or Female (F). Reports from protected identities Legal Gender when the Demographic Gender is X. Blank reports when the staff person's Gender is X and legal gender is blank. *Alphanumeric, 1 character*	Census > People > Demographics > Person Information > Gender Census > People > Identities > Protected Identity Information > Legal Gender Identity.gender
Ethnic Code Short	Reports the staff person's race/ethnicity. *Numeric, 1 digit*	Census > People > Demographics > Person Information > Race/Ethnicity Identity.raceEthnicity
Field 22	This field does not report.	N/A
Home Phone	Reports the household phone number (area code, number, extension). *Numeric, 14 digits*	Census > People > Households > Phone Household.phone
Field 24	This field does not report.	N/A
Address 1	Reports the street name and number or PO Box of the staff person's mailing address. *Alphanumeric, 30 characters*	Census > Address > Address Info > Number, Prefix, Street, Tag, Direction, PO Box Address.number Address.prefix Address.street Address.tag Address.dir Address.POBox
Address 2	Reports the apartment number of the staff person's mailing address. *Alphanumeric, 30 characters*	Census > Address > Address Info > Apt Address.apt
City	Reports the city of the staff person's mailing address. *Alphanumeric, 25 characters*	Census > Address > Address Info > City Address.city

Data Element	Description	Location
State	Reports the state of the staff person's mailing address. *Alphabetic, 2 characters*	Census > Address > Address Info > State Address.state
Full Zip Code	Reports the complete zip code (5 digit code plus 4) of the staff person's mailing address. *Numeric, 10 digits*	Census > Address > Address Info > Zip Address.zip
Fields 30-34	These fields do not report.	N/A
Current Service Date	Month, day and year on which the staff person was hired. *Date field, 10 characters (YYYY-MM-DD)*	Census > People > District Employment > Start Date Employment.startDate
Exit Date	Month, day and year on which the staff person was no longer employed by the district. *Date field, 10 characters (YYYY-MM-DD)*	Census > People > District Employment > End Date Employment.endDate
Fields 37-38	These fields do not report.	N/A

Data Element	Description	Location
Years Experience	Total number of years the staff person has worked in one or more education institutions. This field always reports a value that is not zero (0). This field is calculated from the Teaching Start Year and the Effective Date of the report generation. The Teaching Years Modifier is added to this calculation when not null or 0. When the Teaching Years Modifier field is populated, the following calculations apply: • Teaching Years Modifier plus the Teaching Start Year to Current Year is the Years Experience. • When the Staff member is hired during school year (between 7/1 - 6/30) then 1 reports. • This field cannot report as 0. • When a staff member is active on 7/1, then their anniversary date increments by one year. *Numeric, 2 digits*	District Employment > Teacher Start Year Employment.teachingStartYear School Year > School Year Detail > Start Year AND End Year
Birth Date	Reports the birth date of the staff person. *Date field, 10 characters (YYYY-MM-DD)*	Census > People > Demographics > Person Information > Birth Date Identity.birthDate
Active/Inactive Indicator	Indicates whether the staff person is currently active, terminated or on leave. *Alphabetic, 1 character*	Census > People > District Employment > Employment Status Employment.employmentStatus
Field 42	This field does not report.	N/A

Data Element	Description	Location
Years Experience in District	Total number of years the staff person has worked in the current district. This is a calculated value based on the start date of employment. This field always reports a value that is not zero (0). This field is calculated from the District Employment Start Date and the Effective Date of the report generation. The following logic applies: • When a staff member is hired during school year (between 7/1 - 6/30), then 1 reports. • This field cannot report as 0. • When the staff member is active on 7/1, then their anniversary date increments by one year. *Numeric, 2 digits*	Census > People > District Employment > Start Date Calculated, data not stored
Job Class Code Long	For all submission dates, this field identifies the nature and degree of staff participation. *Numeric, 4 digits*	Census > People > District Employment > Employment Status Employment.employmentStatus
Fields 45-47	These fields do not report.	N/A
Qualification Status	Reports the staff person's security status. • SPO - School Police Officer • SRO - School Resource Officer • SSO - School Security Officer *Alphabetic, 3 characters*	Census > People > District Employment > Qualification Status Employment.qualificationStatus
Field 49	These fields do not report.	N/A

Data Element	Description	Location
Snapshot Date	Reports the Effective Date from the extract editor. *Date field, 10 characters YYYY-MM-DD*	Selected on the extract editor
Field 51	These fields do not report.	N/A
Annual Salary	Reports the staff person's salary/wage in whole dollars. *Numeric, 10 digits*	Census > People > District Assignment > Salary Employment.salary
Field 53	This field does not report.	N/A
Termination Code	Reports the reason the staff person is no longer employed at the district. *Numeric, 2 digits*	Census > People > District Assignment > Termination Code Employment.terminationCode
Fields 55-56	These fields do not report.	N/A
Alternate Staff ID	Reports the staff person's local staff number. *Alphanumeric, 2 characters*	Census > People > Demographics > Person Identifiers > Local Staff Number Person.localStaffNumber
Fields 58-62	These fields do not report.	N/A
Local Contract	Indicates whether the staff member has a current contract (Y) or is working without a contract because the contract is in negotiations (N). *Alphabetic, 1 character*	Census > People > District Employment > Contract Employee Employment.contractEmployee
Field 64	This field does not report.	N/A

Data Element	Description	Location
First Name Long	Reports the staff person's first name. When the person's name contains an accented e and/or n (é and/or ñ), the name reports with an unaccented, lowercase e and/or n. When the person's name contains a period (i.e. Jr.), the name reports with the period. *Alphanumeric, 60 characters*	Census > People > Demographics > Person Information > First Name Identity.firstName
Last Name Long	Reports the staff person's last name. When the person's name contains an accented e and/or n (é and/or ñ), the name reports with an unaccented, lowercase e and/or n. When the person's name contains a period (i.e. Jr.), the name reports with the period. *Alphanumeric, 60 characters*	Census > People > Demographics > Person Information > Last Name Identity.lastName
Name Suffix	Reports any entered indication of the staff person having a generational name (III, Jr,, etc.). When the person's name contains a period (i.e. Jr.), the name reports with the period. *Alphanumeric, 5 characters*	Census > People > Demographics > Person Information > Suffix Identity.suffix
Fields 68-70	These fields do not report.	N/A
Highest Degree Institution Code	Reports the staff person's highest institutional degree. *Numeric, 4 digits*	Census > People > District Employment > Education Level Employment.educationLevel
Field 72	This field does not report.	N/A
Address 3	Reports the apartment, room or suite of the staff person's address. *Alphanumeric, 30 characters*	N/A

Data Element	Description	Location
Fields 74-75	These fields do not report.	N/A
Email Address	Reports the staff person's email address. *Alphanumeric, 25 characters*	Census > People > Demographics > Personal Contact Information > Email Contact.email
Middle Name	Reports the staff person's middle name. *Alphanumeric, 25 characters*	Census > People > Demographics > Person Information > Middle Name Identity.middleName
Fields 78-82	These fields do not report.	N/A
Employment Eligibility Verification	Reports the item used to verify the staff person's ability to be employed. *Numeric, 4 digits*	Census > People > District Employment > Employment Eligibility Verification Employment.verification
Fields 84-94	These fields do not report.	N/A
Authorized to Carry Weapon	Indicates whether the staff person is authorized to carry a weapon. *Alphabetic, 1 character (Y or N)*	Census > People > District Employment > Authorized to Carry a Weapon Employment.weapon
Fields 96-115	These fields do not report.	N/A
Gender Identity	Reports X is the staff person's Gender is X. Otherwise this reports blank. *Alphanumeric, 1 character*	Census > People > Demographics > Person Information > Gender Identity.gender

Previous Versions

PIMS Staff Snapshot Template (Pennsylvania) [.2239 -.2243]
PIMS Staff Snapshot Template (Pennsylvania) [.2235 and previous]