# PIMS Staff Assignment Template (Pennsylvania)

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Tool Search: PIMS Extracts

The Staff Assignment Template reports each staff member who is actively employed on the Reporting Date entered on the extract editor. There is no limit to the number of staff assignments that can be reported.

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, when 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 reporting, including those with the District Employment Qualification field populated.

# Generate the Staff Assignment Template

1. Select **Staff Assignment 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. Select the **Format** of the extract.
5. Optional: Mark the **FTE Whole Numbers** checkbox.
6. Optional: Mark the **Terminated Staff** checkbox.
7. Optional: Mark the **Terminated PIL Staff** checkbox.
8. Optional: Select a **Staff Ad hoc Filter**.
9. Select the appropriate **Calendar(s)** from which to include data on the extract.
10. Click the **Generate Extract** button or the **Submit to Batch** button, when available. The extract displays in the selected format.

Staff Assignment Template Records:23

| DistrictCode | StaffID | AssignmentCode | LocationCode | SchoolYearDate | AssignmentDate | CompletionDate | Fiel |
|---|---|---|---|---|---|---|---|
| 105256553 | | | 2052 | 2013-06-30 | 2011-08-30 | 2012-08-24 | |
| 105256553 | | | 2052 | 2013-06-30 | 2012-07-01 | | |
| 105256553 | | | 2052 | 2013-06-30 | 2012-07-01 | 2012-08-24 | |
| 105256553 | | | 2052 | 2013-06-30 | 2012-08-27 | | |
| 105256553 | | | 2052 | 2013-06-30 | 2012-08-29 | | |
| 105256553 | | | 4817 | 2013-06-30 | 2012-07-01 | | |
| 105256553 | | | 4817 | 2013-06-30 | 2012-08-16 | | |
| 105256553 | | | 4817 | 2013-06-30 | 2012-08-27 | | |
| 105256553 | | | 9999 | 2013-06-30 | 2012-07-01 | | |

*Staff Assignment Template, HTML Format*

| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| 1 | DistrictCode | StaffID | Assignme | LocationCode | SchoolYearDate | AssignmentDate | CompletionDate |
| 2 | 105256553 | | | 2052 | 6/30/2013 | 8/30/2011 | 8/24/2012 |
| 3 | 105256553 | | | 2052 | 6/30/2013 | 7/1/2012 | |
| 4 | 105256553 | | | 2052 | 6/30/2013 | 7/1/2012 | 8/24/2012 |
| 5 | 105256553 | | | 2052 | 6/30/2013 | 8/27/2012 | |
| 6 | 105256553 | | | 2052 | 6/30/2013 | 8/29/2012 | |
| 7 | 105256553 | | | 4817 | 6/30/2013 | 7/1/2012 | |
| 8 | 105256553 | | | 4817 | 6/30/2013 | 8/16/2012 | |
| 9 | 105256553 | | | 4817 | 6/30/2013 | 8/27/2012 | |
| 10 | 105256553 | | | 9999 | 6/30/2013 | 7/1/2012 | |

*Staff Assignment Template, CSV Format*

# Report Layout

| Data Element | Description | Campus Interface |
|---|---|---|
| **District Code** | State District Number.<br><br>Reports the district number of the reporting school unless there is a different district located in the Serving District field.<br><br>*Numeric, 9 digits* | System Administration > Resources > District Information > State District Number<br><br>Student Information > General > Enrollments > State Reporting Fields > Serving District<br><br>District.number |

| Data Element | Description | Campus Interface |
|---|---|---|
| **Staff ID** | Reports the staff person's state-assigned identification number.<br><br>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.<br><br>For the June reporting period, all current staff report, including those with the District Employment Qualification field populated.<br>• When District Employment Qualification is populated, the License Number reports from the District Employment record (SS + License Number), when populated. When not populated, it reports from the Staff State ID (SS + Staff State ID).<br>• When District Employment Qualification is not populated, the Staff State ID reports from the Demographics tool.<br><br>*Numeric, 9 digits* | Census > People > Demographics > Person Identifiers > Staff State ID<br><br>Census > People > District Employment > License Number<br><br>Identity.staffID<br>Employment.licenseNumber |
| **Assignment Code** | Reports the assigned Assignment Code of the staff person.<br><br>*Numeric, 4 digits* | Census > People > District Assignments > Assignment Code<br><br>EmploymentAssignment.assignmentCode |

| Data Element | Description | Campus Interface |
|---|---|---|
| **Location Code** | State School Number of the reporting school.<br><br>This code reports from the Alt School Number field on the School editor. When that field is not populated, the State School Number field on the School editor is used.<br><br>*Numeric, 4 digits* | System Administration > Resources > School > Alt School Number, State School Number<br><br>School.altNumber<br>School.number |
| **School Year Start Date** | Reports June 30 of the reporting year.<br><br>*Date Field, 10 characters, YYYY-06-30* | System Administration > Calendar > Calendar > Calendar Info > End Date<br><br>Calendar.endDate |
| **Assignment Date** | Reports the staff person's start date of the district assignment.<br><br>When the assignment is a continuation from the previous school year, the actual date the employee began the assignment reports.<br><br>For staff assignments within the current school year, the actual start date of the staff assignment is used.<br><br>*Date field, 10 characters, YYYY-MM-DD* | Census > People > District Assignment > Start Date<br><br>EmploymentAssignment.startDate |
| **Completion Date** | Reports the date the staff person ended the district assignment.<br><br>*Date field, 10 characters, YYYY-MM-DD* | Census > People > District Assignment > End Date<br><br>EmploymentAssignment.endDate |
| **Filler Field 8-17** | These fields report blank. | N/A |

| Data Element | Description | Campus Interface |
|---|---|---|
| **Percent Time Assigned** | Reports the staff person's FTE as a percentage.<br><br>When the FTE Whole Numbers checkbox is marked, this field reports the FTE as a whole number instead of a percentage.<br><br>*Numeric, 4 digits* | Census > People > District Assignment > FTE of Assignment<br><br>EmploymentAssignment.fte |
| **Filler Field 19-25** | These fields report blank. | N/A |
| **Primary Assignment Indicator** | Indicates whether the assignment is the staff member's main assignments.<br><br>*Alphanumeric, 1 character, Y or N* | Census > People > District Assignments > Employment Assignment Detail > Primary District Assignment<br><br>DistrictAssignment.primary |