

PIMS Staff Template (Pennsylvania)

Last Modified on 10/21/2024 8:21 am CD7

Report Logic | Generate the Staff Template | Report Layout

Tool Search: PIMS Extracts

The Staff Template reports each staff member who is actively employed on the Reporting Date entered on the extract editor.

See the PIMS Reporting article for additional PIMS Reporting information.

Report Logic

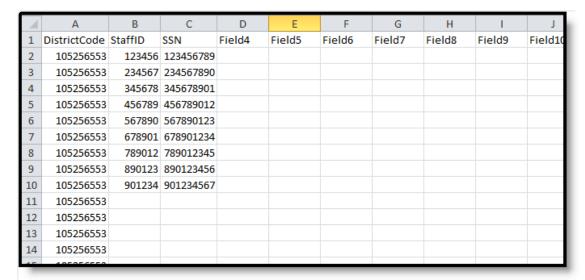
One record is submitted per staff member in October, December, March and August. This extract reports the same information as the Staff Snapshot Template.

- When the Exclude checkbox is marked on the District Assignment tool, 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.

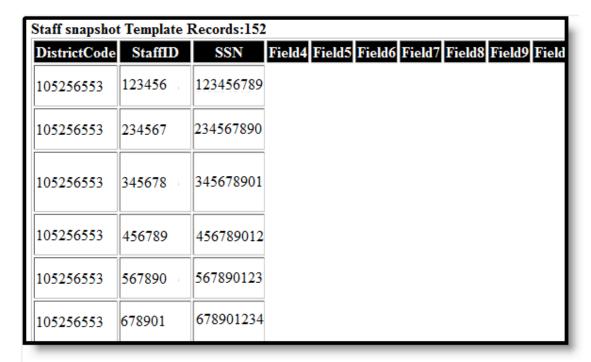
Generate the Staff Template

- 1. Select **Staff 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 **Terminated Staff** checkbox.
- 6. Select a **Staff Ad hoc Filter**, if desired.
- 7. Select the appropriate **Calendar(s)** from which to include data on the extract.
- Click the Generate Extract button or the Submit to Batch button, when available. The extract displays in the selected format.





Staff Template, CSV Format



Staff Template, HTML Format

Report Layout

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



Data Element	Description	Campus Interface
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), when populated. When 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 tool. **Numeric, 9 digits**	Census > People > Demographics > Person Identifiers > Staff State ID Census > People > District Employment > License Number Person.staffStateID
Fields 3-7	These fields do not report.	N/A



Data Element	Description	Campus Interface
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: Scjhool and Student Access • SNS: School and No student Access • NPA: No PVAAS Access Alphanumeric, 3 characters	Census > People > District Employment > Employment Information > Job Description CustomEmploymentEmployment.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. When 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



Data Element	Description	Campus Interface
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
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



Data Element	Description	Campus Interface
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
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



Data Element	Description	Campus Interface
Exit Date	Month, day and year on which the staff person was no longer employed by the district.	Census > People > District Employment > End Date Employment.endDate
	Reports as blank when the staff member's active District Employment End Date is blank.	
	Date field, 10 characters, YYYY-MM-DD	
Fields 37-38	These fields do not report.	N/A



Data Element	Description	Campus Interface
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. The logic for this field is as follows: • when less than one year reports 1. • when 1 day - 1 year and 364 days reports 1. • when 2 years - 2 years and 364 days reports 2. • when 3 years - 3 years and 364 days reports 3, etc. Numeric, 2 digits	Census > People > District Employment > Teacher Start Year Employment.teachingStartYear
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	Campus Interface
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 logic for this field is as follows: • when less than one year reports 1. • when 1 day - 1 year and 364 days reports 1. • when 2 years - 2 years and 364 days reports 2. • when 3 years - 3 years and 364 days reports 3, etc. Numeric, 2 digits	Census > People > District Employment > Start Date
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



Data Element	Description	Campus Interface
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
Fields 49-51	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



Data Element	Description	Campus Interface
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
First Name Long	Reports the staff person's first name. When the person's name	Census > People > Demographics > Person Information > First Name Identity.firstName
	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	
Last Name Long	Reports the staff person's last name. When the person's name	Census > People > Demographics > Person Information > Last Name Identity.lastName
	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	



Data Element	Description	Campus Interface
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	Census > People > Household > Addresses Address.apt
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



Data Element	Description	Campus Interface
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 Template (Pennsylvania) [.2331 - .2343]

PIMS Staff Template (Pennsylvania) [.2247 - .2327]

PIMS Staff Template (Pennsylvania) [.2239 - .2243]

PIMS Staff Template (Pennsylvania) [.2235 and previous]