

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

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You are viewing a previous version of this article. See [PIMS Staff Template \(Pennsylvania\)](#) for the most current information.

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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.

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

	A	B	C	D	E	F	G	H	I	J
1	DistrictCode	StaffID	SSN	Field4	Field5	Field6	Field7	Field8	Field9	Field10
2	105256553	123456	123456789							
3	105256553	234567	234567890							
4	105256553	345678	345678901							
5	105256553	456789	456789012							
6	105256553	567890	567890123							
7	105256553	678901	678901234							
8	105256553	789012	789012345							
9	105256553	890123	890123456							
10	105256553	901234	901234567							
11	105256553									
12	105256553									
13	105256553									
14	105256553									
15	105256553									

Staff Template, CSV Format

Staff snapshot Template Records:152										
DistrictCode	StaffID	SSN	Field4	Field5	Field6	Field7	Field8	Field9	Field10	
105256553	123456	123456789								
105256553	234567	234567890								
105256553	345678	345678901								
105256553	456789	456789012								
105256553	567890	567890123								
105256553	678901	678901234								

Staff Template, HTML Format

## Report Layout

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
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Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
<b>District Code</b>	<p>State District Number</p> <p>Reports the district number of the reporting school unless there is a different district located in the Serving District field.</p>	Numeric, 9 digits	District.number	<p>System Administration &gt; Resources &gt; District Information &gt; State District Number</p> <p>Student Information &gt; General &gt; Enrollments &gt; State Reporting Fields &gt; Serving District</p>
<b>Staff ID</b>	<p>Reports the staff person's state-assigned identification number.</p> <p>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.</p> <p>For the June reporting period, all current staff report, including those with the District Employment Qualification field populated.</p> <ul style="list-style-type: none"> <li>When District Employment Qualification</li> </ul>	Numeric, 9 digits	Person.staffStateID	<p>Census &gt; People &gt; Demographics &gt; Person Identifiers &gt; Staff State ID</p> <p>Census &gt; People &gt; District Employment &gt; License Number</p>

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
	<p>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).</p> <ul style="list-style-type: none"> <li>When District Employment Qualification is not populated, the Staff State ID reports from the Demographics tab.</li> </ul>			
<b>Fields 3-7</b>	These fields do not report.	N/A	N/A	N/A

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
<b>Job Description</b>	<p>Reports the level of access that should be granted in the PCAAS Roster Verification System for the selected school year.</p> <p>Options are:</p> <ul style="list-style-type: none"> <li>• LWS: LEA-Wide and Student Access</li> <li>• LNS: LEA-Wide and No Student Access</li> <li>• SWS: Scjhool and Student Access</li> <li>• SNS: School and No student Access</li> <li>• NPA: No PVAAS Access</li> </ul>	Alphanumeric, 3 characters	CustomEmployment Employment. jobDescription	Census > People > District Employment > Employment Information > Job Description
<b>Fields 9-13</b>	These fields do not report.	N/A	N/A	N/A
<b>Location Code</b>	<p>State School Number of the reporting school.</p> <p>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.</p>	Numeric, 4 digits	School.altNumber School.number	System Administration > Resources > School > Alt School Number, State School Number
<b>Fields 15-16</b>	These fields do not report.	N/A	N/A	N/A

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
<b>Staff Type</b>	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	Employment.Status	Census > People > District Employment > Status
<b>Fields 18-19</b>	These fields do not report.	N/A	N/A	N/A
<b>Gender Code</b>	Reports the staff person as being either Male (M) or Female (F).	Alphanumeric, 1 character	Identity.gender	Census > People > Demographics > Person Information > Gender
<b>Ethnic Code Short</b>	Reports the staff person's race/ethnicity.	Numeric, 1 digit	Identity.raceEthnicity	Census > People > Demographics > Person Information > Race/Ethnicity
<b>Field 22</b>	This field does not report.	N/A	N/A	N/A
<b>Home Phone</b>	Reports the household phone number (area code, number, extension).	Numeric, 14 digits	Household.phone	Census > People > Households > Phone
<b>Field 24</b>	This field does not report.	N/A	N/A	N/A

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
<b>Address 1</b>	Reports the street name and number or PO Box of the staff person's mailing address.	Alphanumeric, 30 characters	Address.number Address.prefix Address.street Address.tag Address.dir Address.POBBox	Census > Address > Address Info > Number, Prefix, Street, Tag, Direction, PO Box
<b>Address 2</b>	Reports the apartment number of the staff person's mailing address.	Alphanumeric, 30 characters	Address.aprt	Census > Address > Address Info > Apt
<b>City</b>	Reports the city of the staff person's mailing address.	Alphanumeric, 25 characters	Address.city	Census > Address > Address Info > City
<b>State</b>	Reports the state of the staff person's mailing address.	Alphabetic, 2 characters	Address.state	Census > Address > Address Info > State
<b>Full Zip Code</b>	Reports the complete zip code (5 digit code plus 4) of the staff person's mailing address.	Numeric, 10 digits	Address.zip	Census > Address > Address Info > Zip
<b>Fields 30-34</b>	These fields do not report.	N/A	N/A	N/A
<b>Current Service Date</b>	Month, day and year on which the staff person was hired.	Date field, 10 characters YYYY-MM-DD	Employment.startDate	Census > People > District Employment > Start Date
<b>Exit Date</b>	Month, day and year on which the staff person was no longer employed by the district.	Date field, 10 characters YYYY-MM-DD	Employment.endDate	Census > People > District Employment > End Date

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
<b>Fields 37-38</b>	These fields do not report.	N/A	N/A	N/A
<b>Years Experience</b>	<p>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).</p> <p>This field is calculated from the Teaching Start Year and the Effective Date of the report generation. The Teaching Years Modifier will be added to this calculation if not null or 0.</p> <p>The logic for this field is as follows:</p> <ul style="list-style-type: none"> <li>• If less than one year reports 1.</li> <li>• If 1 day - 1 year and 364 days reports 1.</li> <li>• If 2 years - 2 years and 364 days reports 2.</li> <li>• If 3 years - 3 years and 364 days reports 3, etc.</li> </ul>	Numeric, 2 digits	Employment.teaching StartYear	Census > People > District Employment > Teacher Start Year



Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
<b>Birth Date</b>	Reports the birth date of the staff person.	Date field, 10 characters YYYY-MM-DD	Identity.birthDate	Census > People > Demographics > Person Information > Birth Date
<b>Active/Inactive Indicator</b>	Indicates whether the staff person is currently active, terminated or on leave.	Alphabetic, 1 character	Employment.employmentStatus	Census > People > District Employment > Employment Status
<b>Field 42</b>	This field does not report.	N/A	N/A	N/A

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
<b>Years Experience in District</b>	<p>Total number of years the staff person has worked in the current district.</p> <p>This is a calculated value based on the start date of employment. This field always reports a value that is not zero (0).</p> <p>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:</p> <ul style="list-style-type: none"> <li>• If less than one year reports 1.</li> <li>• If 1 day - 1 year and 364 days reports 1.</li> <li>• If 2 years - 2 years and 364 days reports 2.</li> <li>• If 3 years - 3 years and 364 days reports 3, etc.</li> </ul>	Numeric, 2 digits	Calculated, data not stored	Census > People > District Employment > Start Date

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
<b>Job Class Code Long</b>	For all submission dates, this field identifies the nature and degree of staff participation.	Numeric, 4 digits	Employment.employmentStatus	Census > People > District Employment > Employment Status
<b>Fields 45-47</b>	These fields do not report.	N/A	N/A	N/A
<b>Qualification Status</b>	Reports the staff person's security status. <ul style="list-style-type: none"> <li>• SPO - School Police Officer</li> <li>• SRO - School Resource Officer</li> <li>• SSO - School Security Officer</li> </ul>	Alphabetic, 3 characters	Employment.qualificationStatus	Census > People > District Employment > Qualification Status
<b>Fields 49-51</b>	These fields do not report.	N/A	N/A	N/A
<b>Annual Salary</b>	Reports the staff person's salary/wage in whole dollars.	Numeric, 10 digits	Employment.salary	Census > People > District Assignment > Salary
<b>Field 53</b>	This field does not report.	N/A	N/A	N/A
<b>Termination Code</b>	Reports the reason the staff person is no longer employed at the district.	Numeric, 2 digits	Employment.terminationCode	Census > People > District Assignment > Termination Code
<b>Fields 55-56</b>	These fields do not report.	N/A	N/A	N/A

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
<b>Alternate Staff ID</b>	Reports the staff person's local staff number.	Alphanumeric, 2 characters	Person.local StaffNumber	Census > People > Demographics > Person Identifiers > Local Staff Number
<b>Fields 58-62</b>	These fields do not report.	N/A	N/A	N/A
<b>Local Contract</b>	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	Employment.contract Employee	Census > People > District Employment > Contract Employee
<b>Field 64</b>	This field does not report.	N/A	N/A	N/A
<b>First Name Long</b>	Reports the staff person's first name.	Alphanumeric, 60 characters	Identity.firstName	Census > People > Demographics > Person Information > First Name
<b>Last Name Long</b>	Reports the staff person's last name.	Alphanumeric, 60 characters	Identity.lastName	Census > People > Demographics > Person Information > Last Name
<b>Name Suffix</b>	Reports any entered indication of the staff person having a generational name (III, Jr., etc.)	Alphanumeric, 5 characters	Identity.suffix	Census > People > Demographics > Person Information > Suffix
<b>Fields 68-70</b>	These fields do not report.	N/A	N/A	N/A

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
<b>Highest Degree Institution Code</b>	Reports the staff person's highest institutional degree.	Numeric, 4 digits	Employment.educationLevel	Census > People > District Employment > Education Level
<b>Field 72</b>	This field does not report.	N/A	N/A	N/A
<b>Address 3</b>	Reports the apartment, room or suite of the staff person's address.	Alphanumeric, 30 characters	Address.appt	Census > People > Household > Addresses
<b>Fields 74-75</b>	These fields do not report.	N/A	N/A	N/A
<b>Email Address</b>	Reports the staff person's email address.	Alphanumeric, 25 characters	Contact.email	Census > People > Demographics > Personal Contact Information > Email
<b>Middle Name</b>	Reports the staff person's middle name.	Alphanumeric, 25 characters	Identity.middleName	Census > People > Demographics > Person Information > Middle Name
<b>Fields 78-82</b>	These fields do not report.	N/A	N/A	N/A
<b>Employment Eligibility Verification</b>	Reports the item used to verify the staff person's ability to be employed.	Numeric, 4 digits	Employment.verification	Census > People > District Employment > Employment Eligibility Verification
<b>Fields 84-94</b>	These fields do not report.	N/A	N/A	N/A

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
<b>Authorized to Carry Weapon</b>	Indicates whether the staff person is authorized to carry a weapon.	Alphabetic, 1 character Y or N	Employment. weapon	Census > People > District Employment > Authorized to Carry a Weapon