PIMS Staff Assignment Template (Pennsylvania) [.2327 and previous]

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> You are viewing a previous version of this article. See PIMS Staff Assignment Template (Pennsylvania) for the most current information.

Report Logic | Generate the Staff Assignment Template | Report Layout

Classic View: *PA State Reporting > PIMS Extracts > Staff Assignment Template*

Search Terms: 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

- 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 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. 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.

Staff Assignment Template, HTML Format

Staff Assignment Template, CSV Format

Staff Assignment Template, CSV Format

Report Layout

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
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	District.number	System Administration > Resources > District Information > State 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	Numeric, 9 digits	Identity.staffID Employment. licenseNumber	Census > People > Demographics > Person Identifiers > Staff State ID Census > People > District Employment > License Number

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
	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.			
Assignment Code	Reports the assigned Assignment Code of the staff person.	Numeric, 4 digits	EmploymentAssignment. assignmentCode	Census > People > District Assignments > Assignment Code

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
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	School.altNumber School.number	System Administration > Resources > School > Alt School Number, State School Number
School Year Start Date	Reports June 30 of the reporting year.	Date Field, 10 characters YYYY-06-30	Calendar.endDate	System Administration > Calendar > Calendar > Calendar Info > End Date
Assignment Date	Reports the staff person's start date of the district assignment. If the assignment is a continuation from the previous school year, the actual date the employee began the assignment reports. For staff assignments within the current school year, the actual start date of the staff assignment is used.	Date field, 10 characters YYYY-MM-DD	EmploymentAssignment. startDate	Census > People > District Assignment > Start Date

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Completion Date	Reports the date the staff person ended the district assignment.	Date field, 10 characters YYYY-MM-DD	EmploymentAssignment. endDate	Census > People > District Assignment > End Date
Filler Field 8-17	These fields report blank.	N/A	N/A	N/A
Percent Time Assigned	Reports the staff person's FTE as a whole number.	Numeric, 4 digits	EmploymentAssignment. fte	Census > People > District Assignment > FTE of Assignment
Filler Field 19-25	These fields report blank.	N/A	N/A	N/A
Primary Assignment Indicator	Indicates whether the assignment is the staff member's main assignments.	Alphanumeric, 1 character Y or N	DistrictAssignment. Primary	Census > People > District Assignments > Employment Assignment Detail > Primary District Assignment