



CENTRAL SUSQUEHANNA INTERMEDIATE UNIT

Application: Personnel

PIMS Staff Reporting Learning Guide



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INTRODUCTION

This Learning Guide will review what is needed in the Personnel application to ensure accurate Staff reporting to the Pennsylvania Information Management System (PIMS).

Information for **PIMS STAFF REPORTING** must be added in various directories, the **EMPLOYEE MASTER** record, and the **EMPLOYEE PROFESSIONAL PERSONNEL INFORMATION** record. See the following sections for details regarding field entries as they apply to **PIMS STAFF REPORTING**. The following PIMS reports and files are generated from the Personnel application.

Staff

Staff Snapshot

Staff Assignment

Staff Development Fact

District Fact

District Fact for Support Personnel Data



DIRECTORIES USED FOR PIMS REPORTING

Personnel Employer Parameters

DIRECTORIES > PERSONNEL EMPLOYER PARAMETERS

Personnel Employer Parameters

Current fiscal year: 2013-2014 fiscal yr

Name: Sunny Valley School District Contact: Cora Livingston

Address: 12 Sunny Lane Phone: 570 555-1200 Ext 2180

City: Fairview Fax: 570 555-1307

State: PA Zip: 16415 E-Mail: livingston@sv.org

----- SSN / ID Selection -----

AUN: 001724203 Absence Module: I Insurance Module: I

Auto Assign Employee ID: Salary Module: S Certification Module: S

Next ID#: 941 Employee Module: S

Last PIMS Snapshot Date: 10/22/2012

The **AUN** number defaults from the **PAYROLL EMPLOYER PARAMETERS**. This field is referenced as the District code in the PIMS Staff templates.

The **Last PIMS Snapshot Date** is used as a flag to include terminated staff when generating the PIMS Staff reports. If the employee's **Termination Date** on the **EMPLOYEE PROFESSIONAL PERSONNEL INFO/PROFESSIONAL INFORMATION TAB** is after the **Last PIMS Snapshot Date** and before the current **Snapshot Date** when generating the PIMS Staff reports, those employees will be listed in the reports/files. Only employees with a **termination date** between these dates should be on the reports.



Certificate/Assignments

DIRECTORIES > CERTIFICATE/ASSIGNMENTS

Use the **CERTIFICATE/ASSIGNMENT DIRECTORY** to maintain a directory of PDE-defined certificate and non-certificate assignment codes and descriptions.

The certificate assignment codes will be used when generating the **PIMS Staff Assignment report/file**. The **Assignment** codes are located on **EMPLOYEE PROFESSIONAL PERSONNEL INFORMATION/Assignment Info tab** to identify areas of specialization in which educators are certified by PDE.

To enter a new **Assignment** code, click the **Add** button.

1. Enter an **Assignment** code - the four digit PDE-defined code. See Appendix B in Volume 2 of the PIMS User Manual located on PIMS website for a list of valid assignment codes.
2. Enter a **Description** - of the certificated assignment.
3. **Grade Level Required** - Select this check box option if a grade level is required when this certificated assignment is selected in the **Assignment** field on the **EMPLOYEE PROFESSIONAL PERSONNEL INFORMATION/ASSIGNMENT INFO** tab. Grade levels are not included in PIMS Staff reporting but are required on the **ASSIGNMENT INFO** tab unless this checkmark is removed. All existing **Assignment** codes were defaulted with this option selected.
4. **Valid for PIMS** - Select this checkbox option if the Assignment code is valid for reporting to PIMS. **NOTE:** ONLY those Certificate/Assignments marked as **Valid for PIMS** reporting are available for selection on the **EMPLOYEE PROFESSIONAL PERSONNEL INFORMATION/ASSIGNMENT INFO** tab.
5. Click the **Save** button.

You can click the printer icon in the upper right corner of the screen to print a listing of the **Assignment** codes.



Education Levels

DIRECTORIES > EDUCATION LEVEL

Associate a PIMS-defined **Higher Ed Institution** code with **Education Levels** for PIMS Staff and Staff Snapshot reporting.

The **Education Level** codes will be used on the **EMPLOYEE MASTER/PERSONNEL** tab to record the highest completed education level for state reporting purposes. This field is defaulted on the **EMPLOYEE PROFESSIONAL PERSONNEL INFO/PROFESSIONAL INFORMATION** screen.

To prepare for PIMS reporting, the existing **Education Level** codes automatically transition to the PIMS **Higher Ed Institution** codes.

Additional **EDUCATION LEVEL DIRECTORY** records may need to be entered if you have employees who will be reported for PIMS that fall under **Higher Ed Institution** codes that do not already exist in the directory. Associate the **Education Level** with a PIMS-defined **Higher Ed Institution** code. Review the documents available at the PIMS site for a full list of available codes.

The following **Education Level** codes will automatically be updated with the corresponding **Higher Ed Institution** codes:

Education Level Code	PIMS Higher Ed Institution Code
01 (Less than High School Diploma)	9998 Less Than HS Graduate
02 (High School Graduate)	1044 High School Diploma
03 (Less than Bachelor's Degree)	1050 Associate's Degree
04 (Bachelor's Degree)	1051 Bachelor's Degree
05 (Master's Degree)	1054 Masters' Degree
06 (Doctorate)	1057 Doctoral Degree
07 (Master's Equivalent)	1051 Bachelor's Degree



Leaves of Absence

DIRECTORIES > LEAVE OF ABSENCE

The **LEAVE OF ABSENCE DIRECTORY** screen allows you to identify the types of employee leaves of absence with user-defined codes. The codes you establish will be used on the **EMPLOYEE MASTER/LEAVES** tab to identify the type of leaves employees may take. If an employee is checked to report to PDE on the **EMPLOYEE MASTER/LEAVES** tab, this **PIMS Leave** code is shown on the Staff and Staff Snapshot reports/files as the Staff Status.

The **PIMS Leave** codes are defined by PIMS and are pre-loaded for your convenience. Select the most appropriate **PIMS Leave** code that best matches the specified **Leave of Absence** code. A **PIMS Leave** code must be selected for ALL **Leave of Absence** codes created.

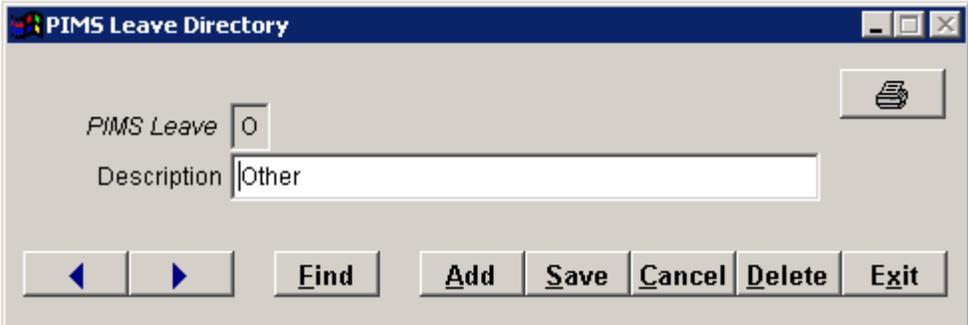
Valid **PIMS Leave** codes include the following:

Code	Description
M	Military Leave
S	Sabbatical Leave
U	Suspension
O	Other
W	Workers' Compensation



PIMS Leave

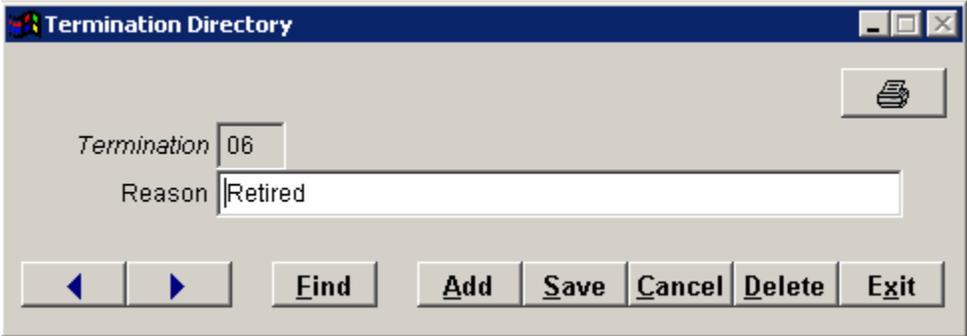
DIRECTORIES > PIMS LEAVE



The **PIMS LEAVE DIRECTORY** is preloaded with PIMS-defined leave codes and descriptions for staff reporting. As new codes are added by PDE, it is your responsibility to enter them in the **PIMS LEAVE DIRECTORY**.

Termination

DIRECTORIES > TERMINATION



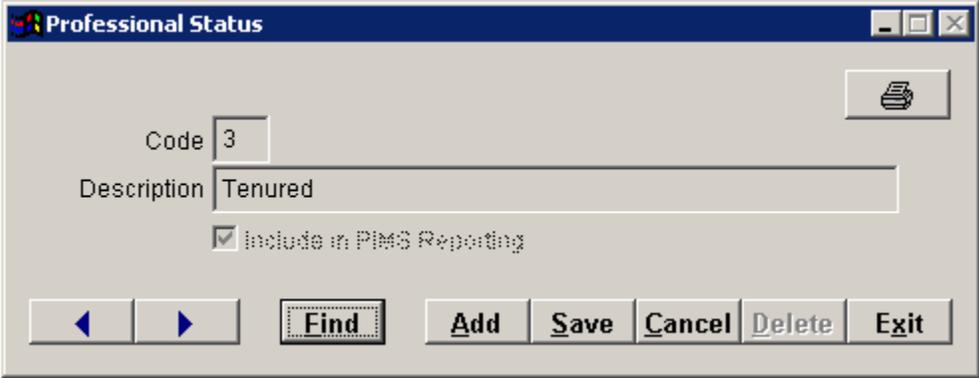
Use the Termination Directory to maintain a directory of PDE-defined **Termination** codes and **Reasons**. **Termination** codes are used on the **EMPLOYEE PROFESSIONAL PERSONNEL INFORMATION/PROFESSIONAL INFORMATION** tab to identify the primary reason an employee left professional employment.

Initially, CSIU loads all **Termination** codes as established by PDE. As new codes are added by PDE, it is your responsibility to enter them in the Termination Directory.



Professional Status

DIRECTORIES > PROFESSIONAL STATUS



The **PROFESSIONAL STATUS DIRECTORY** screen allows you to identify each professional status with a user-defined code. The **Status** field on the **EMPLOYEE PROFESSIONAL PERSONNEL INFO/PROFESSIONAL** tab will be used to determine who is to be included during the PIMS Staff Reporting process.

Some valid **PROFESSIONAL STATUS** records have been pre-loaded for your convenience; these records cannot be changed. The current status types that have the **Include in PIMS Reporting** check box selected are:

Code	Description
2	Temporary
3	Tenured
S	School Security Staff
L	Long Term Sub - Staff Only

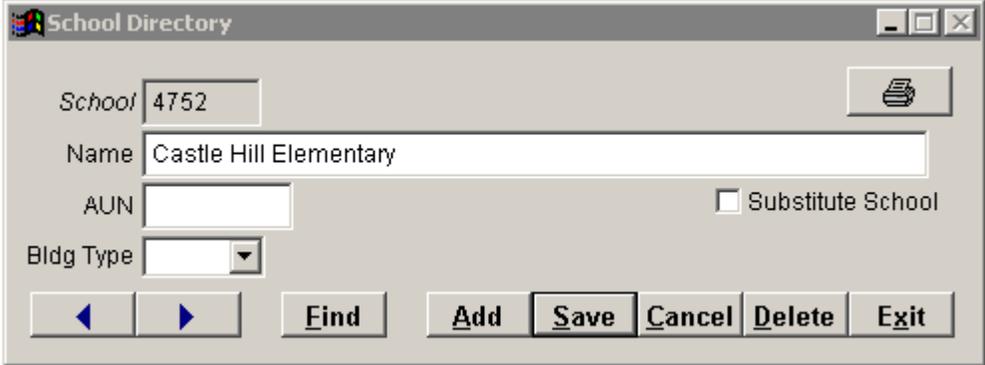
To enter a **PROFESSIONAL STATUS** code, click the **Add** button.

1. Enter a user-defined **Code** (up to two characters) to identify a professional status in your district.
2. Enter a **Description** of the professional status.
3. **Include in PIMS Reporting** - By default, when you add a record, this option is not selected, indicating that the professional status will NOT be included in PIMS Staff Reporting. Select this option to indicate that the professional status should be included in PIMS Staff Reporting. An example of a code to be added could be **Code 'A', Description - 'Administrator'**, with the **Include in PIMS Reporting** option selected.
4. Click the **Save** button.



Schools

DIRECTORIES > SCHOOLS



The **SCHOOL DIRECTORY** is used to maintain a directory of PDE-defined school codes and descriptions. Be sure each school in your district is identified with the school number assigned by PDE.

The PIMS manual lists some additional codes:

Code	Description
9999	LEA off-site locations
0000	District office, School Security Staff and IUs

To enter a **School** code, click the **Add** button.

1. Enter a **School** code- a four digit PDE-defined code.
2. Enter a **Name** of the school or location.
3. **AUN** - Only if reporting for multiple AUNs, enter a valid nine-digit Administrative Unit Number assigned by PDE for each **School** code. Otherwise, leave blank. The **AUN** number from the Personnel Employer Parameters is used as the default for PIMS staff reporting.
4. Click the **Save** button

On the **EMPLOYEE MASTER/PERSONNEL** tab, the **PIMS School** code is used to indicate the primary school to which an employee is assigned. This field is used when generating the **PIMS Staff and Staff Snapshot reports/files**.

On the **EMPLOYEE PROFESSIONAL PERSONNEL INFORMATION/ASSIGNMENT INFO** tab, the **PIMS School** code is used to indicate the school where an employee is assigned in relation to his/her assignment(s). This field is used when generating the **PIMS Staff Assignment reports/files**.

PIMS Staff templates refer to this **PIMS School** field as the Location code.



EMPLOYEE MASTER

General Tab

EMPL > EMPLOYEE MASTER/GENERAL TAB

Employee Master (Personnel)

SS No 333333333 MRS Kara A. Abel ID 3

Last Abel First Kara Mid A Pre MRS Suf

General Personnel PDE Education Evaluations Leaves Payroll Department Notes Contacts

Address 1 2482 Hepplewhite Dr

Address 2

City Sayre State MD Zip 18840

Phone 570 234-2345 Unlisted? Bldg Code MULB Mulberry Hill Elementary

Birth Date 09/24/1965 Class Code TEAC TEACHER

Gender F Group ID

Status Full-time

E-mail Address kabel@csiu.org

The fields located on the Employee Master/General tab are used in PIMS Staff reporting, as follows:

SS No = Social Security Number: Nine-digit number of identification for non-certificated staff if no PPID (Professional Personnel ID) is available.

ID = Alternate Staff ID: a unique number used to identify an employee.

Last = Last Name Long, **First** = First Name Long, **Mid** = Middle Name, **Suf** = Name Suffix.

Address 1, Address 2, City, State, Zip

Phone = Home Phone: telephone number including area code.

Birth Date - Birth Date: Month, day and year an individual was born.

Gender - Gender Code: M=Male or F=Female

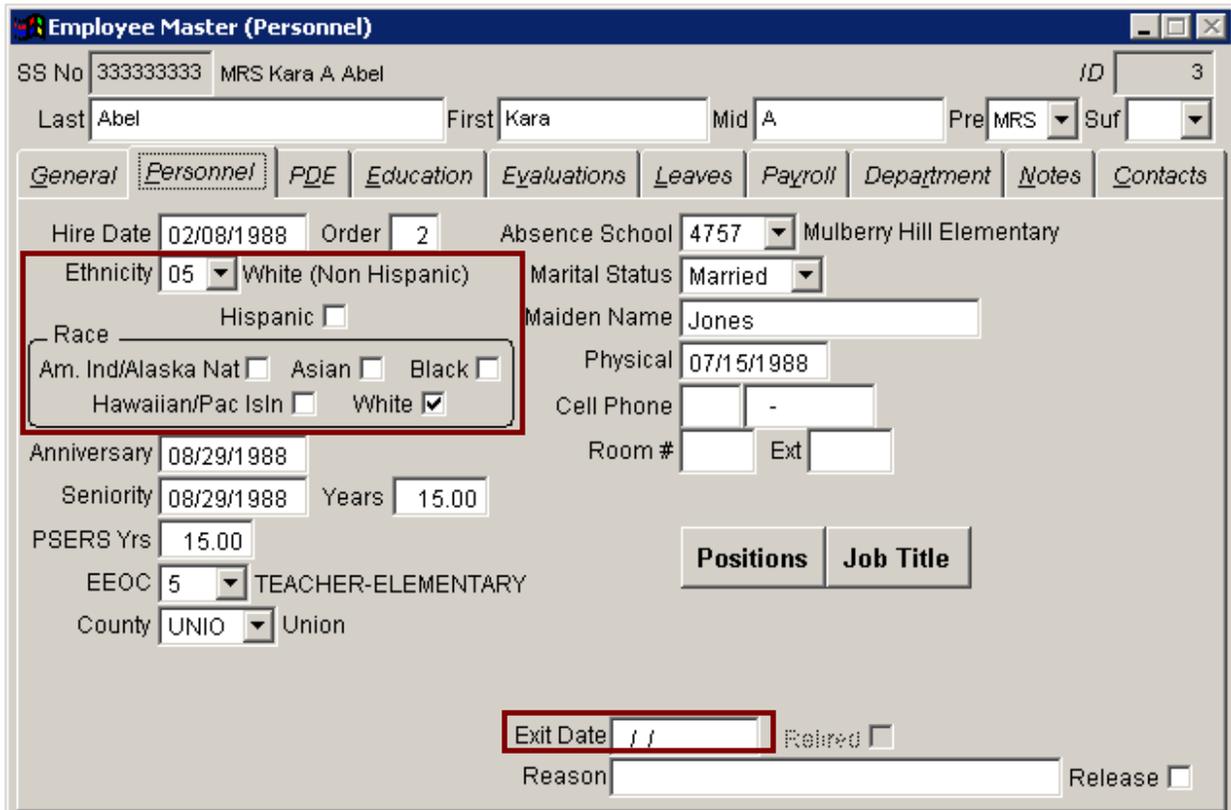
Status - Staff Type: F= Full-time, P= Part-time

Email Address: Required. Used to identify the email address for an employee. This field is used, in conjunction with the **Job Description**, to create PVAAS user accounts.

NOTE: To include directly employed or contracted Security Staff in the PIMS Staff reports you must create an **EMPLOYEE MASTER /GENERAL** tab. All required fields on the General tab must be populated. If they are contracted employees select a **Status** of 'Self-pay' to restrict them from Payroll.

Personnel Tab

EMPL > EMPLOYEE MASTER/PERSONNEL TAB



Hire Date - Enter the date the employee was hired. To be active in the Personnel application the **Hire Date** is required.

Ethnicity - REQUIRED. Select the employee's ethnicity code as defined by PDE: 01- American Indian/Alaskan Native, 02- Asian/Pacific Islander, 03 - Black (Non-Hispanic), 04 - Hispanic, 05 - White (Non-Hispanic), 06 - Multi-Racial.

If the current **Ethnicity** is 02 - Asian/Pacific Islander and the Race of Asian is selected the Ethnicity code 09 - Asian is reported and if the Race of Hawaiian/Pacific Islander is selected code 10 - Native Hawaiian\Pacific Islander is reported.

Hispanic - Select this checkbox option **ONLY** if the employee is Hispanic or Latino. This field is used as the basis for many state and federal reports.

Race - REQUIRED. Select one or more race code checkbox options, as applicable. By default, these options are selected based on existing Ethnicity codes; change as necessary.

Exit Date- Enter the date an employee ended employment. This field is listed on the Staff and Staff Snapshot reports.

NOTE: For PIMS reporting of directly employed or contracted security staff, the **Hire Date** and **Ethnicity** are also required.



PDE Tab

EMPL > EMPLOYEE MASTER/PDE TAB

Employee Master (Personnel)

SS No 333333333 MRS Kara A Abel ID 3

Last Abel First Kara Mid A Pre MRS Suf

General Personnel **PDE** Education Evaluations Leaves Payroll Department Notes Contacts

Educ Level 04 BACHELOR'S DEGREE

Current Service Date 02/08/1988

PIMS School 4757 Mulberry Hill Elementary

PIMS Job Class PE Professional Employee

PIMS Job Description SWS School, Student Access

SupPer

Employment Eligible 1030 Original or Certified Copy of

Act 48 Start Date 07/01/2010

End Date 07/01/2017

SS ID

Qualification

Authorized to Carry a Weapon

Termination Code

Termination Date //

Clearances

	Issued	Received
FBI <input type="checkbox"/>	///	///
Immigration <input type="checkbox"/>	///	///
Act 151 <input type="checkbox"/>	///	///
Act 34 <input checked="" type="checkbox"/>	07/15/1988	///
Act 24 <input type="checkbox"/>	///	///
Act 82 <input type="checkbox"/>	///	///
Act 126 <input type="checkbox"/>	///	///

Staff Dev Professional

Educ Level – REQUIRED. Select a code as established in the **EDUCATION LEVEL DIRECTORY** to indicate the highest level of education reached by this employee. During PIMS staff reporting, the education level is replaced with **Higher Ed Institution** code as established in the **EDUCATION LEVEL DIRECTORY**.

Current Service Date – REQUIRED Enter the start date for the employee's current professional position. This field is required for PIMS Staff reporting.

PIMS School – REQUIRED. Select a school code as established in the **SCHOOLS DIRECTORY** to indicate the school for PIMS Staff and Staff Snapshot reporting. The school name displays.

PIMS Job Class – Optional. Defines the nature of an employee’s participation in the work force. Valid PIMS codes are now limited to the following:

Current Codes	Previous Codes
PE - Professional Employee	1379 - Contractual
SC - Subcontracted Employee	1383 - Employed with an outside organization.
OE - Other Employee	1386 - Other employment status.
TPE - Temporary Professional Employee	
SP - Substitute (Other than Professional or Temporary Professional)	



If another code is selected, a warning message displays. Employees with codes not currently used by PDE will be listed on the exception report. A valid PIMS code must be selected to include the employee in PIMS reporting.

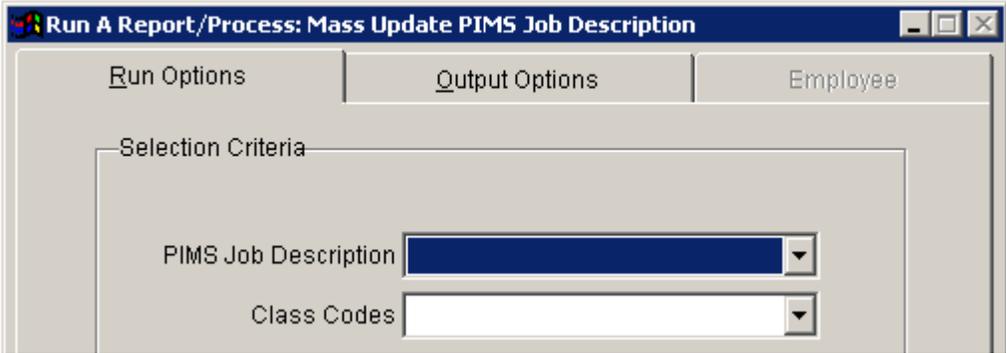
Select **CERTIF > PIMS DATA LOADS > MASS UPDATE PIMS JOB CLASS** process to mass update the **PIMS Job Class** field for all employees whose records contain the specified **Class Code(s)**.

Job Description - REQUIRED. Select the level of access that should be granted in the PVAAS Roster Verification system for this school year.

SWS - School and Student Access	Access to PVAAS school level and PVAAS student level data.
SNS - School and No Student Access	Access to PVAAS school level reporting, NO access to PVAAS student level data.
NPA - No PVASS Access	NO access provided to PVAAS.

NOTE: **LWS** and **LNS** have been removed as valid **Job Description** codes.

Select **CERTIF > PIMS DATA LOADS > MASS UPDATE PIMS JOB DESCRIPTION** process to mass update the **PIMS Job Description** field for all employees whose records contain the specified **Class Code(s)**.



Employment Eligible – Optional. Select a valid employment eligibility verification code as defined by PIMS. This is a form of documentation given by an individual to verify his/her eligibility to be legally employed in the United States.



School Security Staff

SS ID	12346
Qualification	SSO School Security Officer
<input checked="" type="checkbox"/>	Authorized to Carry a Weapon
<input type="button" value="Staff Dev"/> <input type="button" value="Professional"/>	

SS ID – Enter the staff ID required only for reporting school security staff. Use the five-digit Municipal Police Officer Training ID or the LEA must assign the individual a unique ID. This field is automatically preceded by 'SS' when generating PIMS reports/files. After an **SS ID** is entered, the **Qualification** field, the **Authorized to Carry a Weapon** checkbox, and **Staff Development** button are enabled.

Qualification – This field is available only if an **SS ID** is entered. Applicable ONLY for school security staff, select a valid staff **Qualification** code as defined by PIMS.

- **SSO** – School Security Officer - an officer employed by a school district who is granted power under subsection (c)(2), (3), (4), or any combination.
- **SRO** – School Resource Office – a law enforcement officer commissioned by a law enforcement agency whose duty station is in a school.
- **SPO** – School Police Officer – a noncommissioned officer employed by a school district or a vendor who is assigned to a school for routine safety and security duties.

Authorized to Carry Weapon checkbox – This field is applicable ONLY for school security staff. Select the checkbox option to report 'Y' - Yes they have authorization, or leave blank to report 'N' - No they do not have authorization to carry a weapon.

Staff Development button- click this button to record qualifications and training data for school security staff who are directly employed or contracted by the LEA. All security staff for the entire school year should be reported. Select valid **Activity Types** as defined by PIMS. Add a Staff Development History record for **each** applicable **Activity Type**. Note: **ONLY** one record per valid PIMS Activity can be entered for the same fiscal year.

1. Click the **Add** button to create a record. The **Employee ID** automatically displays.
2. **Start Date** – Enter the date of the most recent qualification or training.
3. **Activity Type** – Select the type of qualification or training.
 - CPR** – CPR qualification
 - First Aid** – First aid qualification
 - INITIAL** – Initial training
 - LOCAL** – Local training
 - MPOETC** – Municipal Police Officer's Education and Training Commission (MPOETC) training
 - NASRO** – National Association of School Resource Officers (NASRO) training
 - WEAP** – Firearms qualifications
4. **Hours** – As required for **MPOETC**, **NASRO**, or **Local** activity types, enter the number of hours within the current school year that the employee attended the training.
5. **Location** – Optionally, select a **Location** code established in the **LOCATION DIRECTORY**.
6. **Title** – Optionally, enter the title of the course or training.
7. Click the **Save** button when entry is complete.



Professional button: Click this button to view or maintain existing **EMPLOYEE PROFESSIONAL PERSONNEL INFORMATION** records.

After an **SS ID** is entered, for school security staff the **EMPLOYEE PROFESSIONAL PERSONNEL INFORMATION/PROFESSIONAL** and **/ASSIGNMENT** records are automatically added; a message displays to inform you.



PROFESSIONAL tab – By default, the **Status** 'S' - School Security Staff, and **Percent** '1.00' are entered for you.

ASSIGNMENT tab – By default, the **Assignment** code '9998', **School** code '0000', **Percent** '1.00', and **Start Date** '07/01' of the current school year are entered for you.



Leaves Tab

EMPL > EMPLOYEE MASTER/LEAVES TAB

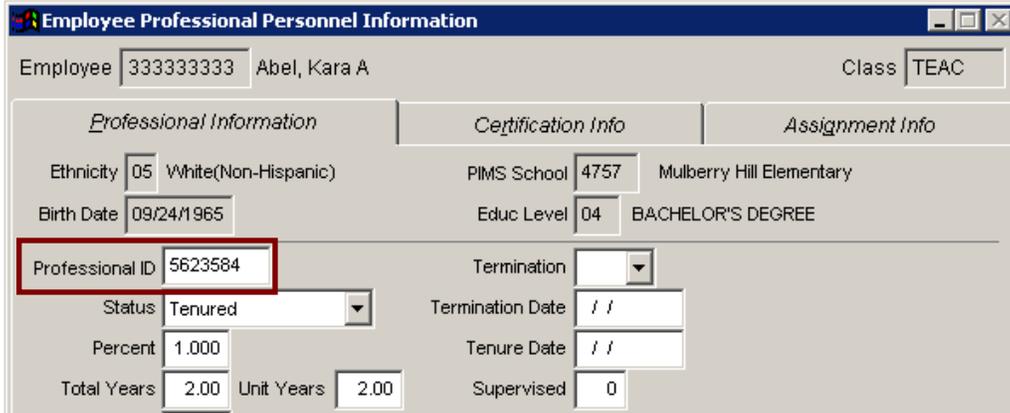
Leave	Start Date	End Date	Notes	PDE
EDUC Education	07/01/2009	06/30/2010		<input checked="" type="checkbox"/>

To report an employee on leave:

1. Press CTRL+A on your keyboard to add a new row to the grid and select the appropriate **Leave** code from the drop down list box, as established in the **LEAVES OF ABSENCE** directory. The description automatically displays.
2. TAB to and enter the **Start Date** of the leave.
3. TAB to and enter the **End Date** of the leave, or if the date is unknown leave the field blank. However, if you fail to specify an **End Date**, the employee's benefits and seniority could be affected based on the setup of the leave code in the **LEAVES OF ABSENCE** directory.
4. Select the **PDE** checkbox to indicate the employee is on a leave reportable to PIMS, and if the leave is for a semester or longer.

EMPLOYEE PROFESSIONAL PERSONNEL INFORMATION

CERTIF > EMPLOYEE PROFESSIONAL PERSONNEL INFO/PROFESSIONAL INFORMATION



The screenshot shows a web-based form titled "Employee Professional Personnel Information" for employee Kara A. Abel (ID: 333333333, Class: TEAC). The form is divided into three tabs: Professional Information, Certification Info, and Assignment Info. The Professional Information tab is active and contains the following fields:

Professional Information		Certification Info		Assignment Info	
Ethnicity	05 White(Non-Hispanic)	PIMS School	4757 Mulberry Hill Elementary		
Birth Date	09/24/1965	Educ Level	04 BACHELOR'S DEGREE		
Professional ID	5623584	Termination			
Status	Tenured	Termination Date	/ /		
Percent	1.000	Tenure Date	/ /		
Total Years	2.00	Unit Years	2.00	Supervised	0

The **Ethnicity**, **Birth Date**, **PIMS School** and **Educ Level** are display only fields. Any changes to these fields will need to be made on the **EMPLOYEE MASTER/GENERAL** and **/PERSONNEL** tabs.

Professional ID - REQUIRED- Enter the employee's seven-digit professional ID as assigned by TIMS.
NOTE: All staff (even non-certified) MUST have a PPID. Staff can obtain a PPID from the TIMS system. The LEA cannot obtain PPID for their staff.

Status - REQUIRED Select a code as established in the **PROFESSIONAL STATUS DIRECTORY**, to indicate the employee's professional status. The PIMS Staff Reports include only those employees with a **Status** that has the **Include in PIMS Reporting** option selected in the **PROFESSIONAL STATUS DIRECTORY**. By default, **'Tenured'**, **'Temporary'**, **'Long Term Substitute'**, and **'School Security Staff' Status** types are marked to be included in PIMS reporting.

Percent - REQUIRED. Enter the percent of time the employee is employed in a professional position. Note that '1.00' indicates Full Time Equivalency.

Total Years - Enter the total number of years experience this employee has spent in education. Be sure to include both private and public service in and out of the state of PA and all service before and after a break in service.

Unit Years - Enter the total number of years this employee has spent **in this school district or agency**. If an employee terminates service and then returns, restart the **Unit Years** for the employer at '1'.

CERTIF > UPDATE YEARS OF SERVICE - Use this process to update the **Total Years** and **Unit Years** fields automatically on **Employee Professional Personnel Information** records.

Termination code / Termination Date - Enter a code, established in the **TERMINATION** Directory, to identify the primary reason this employee left professional employment and then enter the employee's **Termination Date**.



Certification Info Tab

While the information on this tab is not used for PIMS reporting, it can be used to track an employee's certificates. Some reports include the information on this tab.

Assignment Info Tab

CERTIF > EMPLOYEE PROFESSIONAL PERSONNEL INFO/ASSIGNMENT INFO TAB

Assignment - Select an assignment code from the list established in the **CERTIFICATED ASSIGNMENT DIRECTORY** to identify the area in which the employee is assigned.

School - Select a school code as established in the **SCHOOLS DIRECTORY** to indicate the school where this employee is assigned in relation to his/her assignment(s). The school name displays.

Percent - Enter a percent of time in relation to the **Assignment/School** selected above. A warning message displays if the percent entered in this field does not equal the **Percent** on the **PROFESSIONAL INFORMATION** tab. For full-time staff, be sure the percent totals equal 100 percent across ALL **ASSIGNMENT INFO** records.

Enter a separate **ASSIGNMENT INFO** record for each **Assignment/School/Percent** combination. The total percent of time for all assignments for the entire school year should equal 100 for full-time staff or less than 100 for part-time.

Primary Assignment - An indication of whether the assignment is the staff member's main assignment. Additional assignments can be submitted for a staff member, but **only** one assignment can be primary.

The **Primary Assignment** will be used to group staff into categories when averaging salaries.

To assist clients with populating this field, we defaulted the **Primary Assignment** to be the **Assignment** with the highest **Percent** per employee. If an employee has assignments with the same percent (example .50/.50) one is defaulted as the Primary and the client must update as needed.



Start Date (Assignment Date) - If the assignment is a continuation from the previous school year, enter the actual date the employee began this assignment as the **Start Date**. For staff assignments within the current school year, enter the actual **Start Date** of the staff assignment.

End Date (Completion Date) - Enter the date an employee left a specific assignment to move to another assignment or the date an employee was terminated. Be sure to use an **End Date** on or before 6/30 if an assignment ended at the end of the fiscal year.

Grade Levels- When the **Grade Level Required** option is selected on the **CERTIFICATED ASSIGNMENT DIRECTORY** for the selected **Assignment**, you **MUST** select the checkbox for each grade level this employee teaches at this **School/Assignment** combination. However, **Grade Levels** are not required for PIMS reporting.



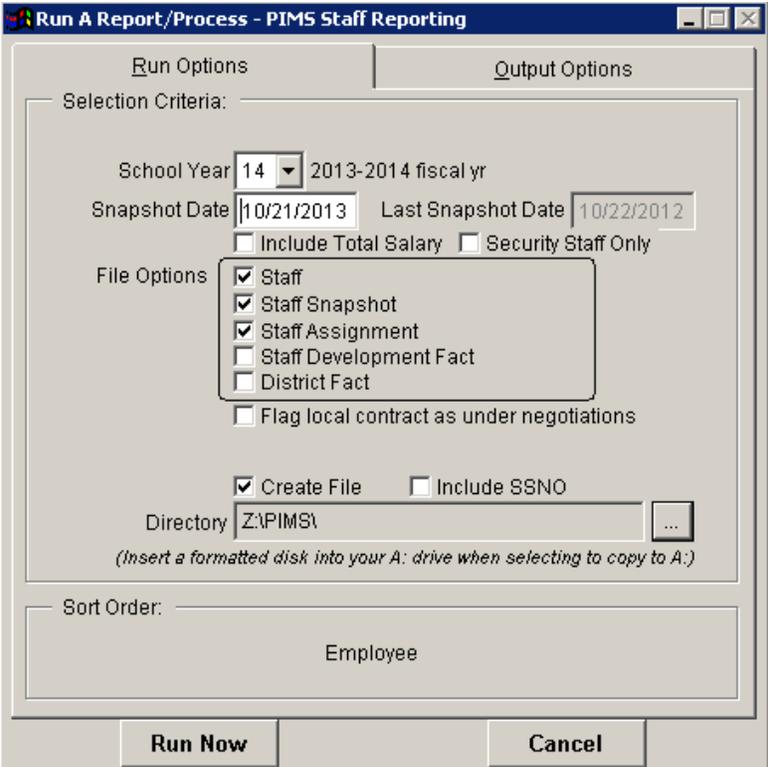
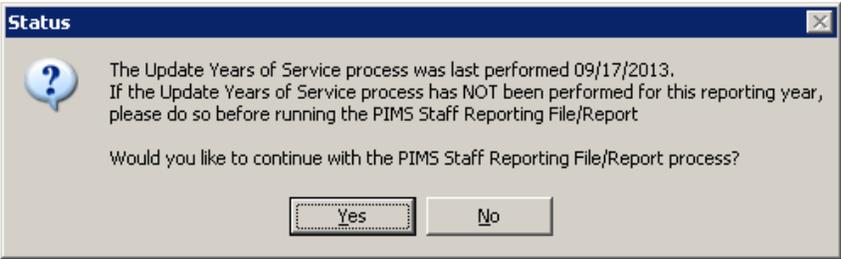
GENERATING PIMS STAFF REPORTING FILES

PIMS Staff Reporting

CERTIF > CERTIFICATION REPORTS > PIMS STAFF REPORTING

Use the **PIMS STAFF REPORTING** option to export data for staff to a tab-delimited file from which data records can be uploaded into the PIMS system for the required Staff, Staff Snapshot, Staff Assignment, Staff Development, and District Fact templates. Review the PIMS Staff manuals for information about file layouts and information is to be included in the files.

A message displays when you select the **PIMS STAFF REPORTING** menu item. The message informs you of the date on which the **UPDATE YEARS OF SERVICE** process was last performed. If the displayed date occurs in the current year, you may continue to perform the **PIMS STAFF REPORTING** process. Otherwise, you should perform the **UPDATE YEARS OF SERVICE** process *before* continuing with the **PIMS STAFF REPORTING** process.



School Year - By default, the current **School Year** (fiscal year) displays; change as necessary.



Snapshot Date - Enter the **Snapshot Date** from the PIMS Data Collection Schedule based on the Data collection period. The **Staff Snapshot** file includes the **Snapshot Date** as part of the file, but the **Staff** file does not include this date.

Last PIMS Snapshot Date - This field is displayed from the **PERSONNEL EMPLOYER PARAMETERS** screen. This date is used for reporting terminated staff from the **Last PIMS Snapshot Date** through the **Snapshot Date** specified.

Include Total Salary - Select this option to report compensations in addition to the base salary entered in **SALARY > EMPLOYEE SALARY HISTORY**. The Annual Salary field in PIMS reports/files defaults from the **EMPLOYEE SALARY HISTORY** record where the contract date is 07/01 of the specified **School Year** (fiscal year). If **EMPLOYEE SALARY HISTORY** information is not found for 07/01 of the specified **School Year**, the salary information is selected from the **Annual Salary** field on the **PAYROLL > EMPLOYEE MASTER/WAGE INFO** tab.

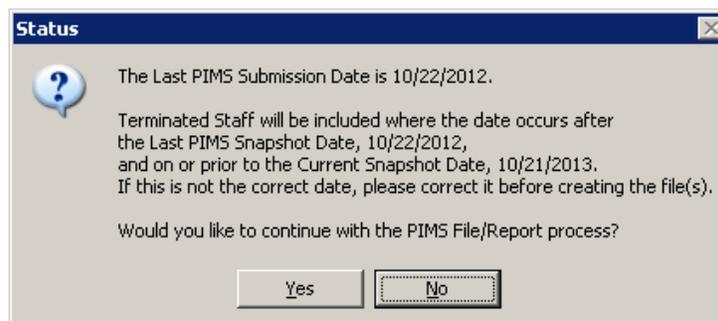
File Options - Select each file option (**Staff**, **Staff Snapshot**, **Staff Assignment**, **Staff Development Fact**, and/or **District Fact**) for which to generate the associated report/file.

Flag Local Contract as under negotiations - This field is only visible when **Staff** or **Staff Snapshot** options are selected. This option affects the Local Contract field in the **Staff** and **Staff Snapshot** PIMS submission files/reports, and indicates whether the staff member has a current contract or is working with a contract that is under negotiations. If this checkbox option is selected, the Local Contract field in the reports/files will contain an 'N' (under negotiations) for employees with the selected **Class Code(s)**. If this option is not selected, the Local Contract field defaults to a 'Y' (has a current contract).

Class Code - This field is only visible when the **Flag Local Contract as under negotiations** option is selected. Select the applicable **Class Code(s)** to indicate employees with a contract that is still being negotiated.

Create File - Select this checkbox option to create the PIMS file for each selected **File Option**. CSIU Support Staff recommend that you generate reports and ensure that any exceptions have been resolved before creating the PIMS file(s). The file naming conventions follow those mandated by PDE.

When creating any of the Staff files, a message displays:



If this is not the correct date, you can correct it in the **DIRECTORIES > PERSONNEL EMPLOYER PARAMETERS BEFORE** running the PIMS Staff File/Report. If you click **Yes**, to continue, a report displays for each **File Option** you selected.

Include SSNO - This field is only visible if the **Staff** and/or **Staff Snapshot File Options** are selected AND the **Create File** option is selected. Optionally, select this check box to include the employee Social Security numbers in the generated file(s).

Directory - This option is only visible if the **Create File** option is selected. Use the ellipsis button [...] to identify the directory where you would like the data file to be stored. Leave blank to save the file to your CSIU User directory. If you are an eService client, use your T drive to save files to your home drive.



After all Run Options have been selected click the **Run Now** button.

Reports are automatically generated, for each specified **File Option** selected.

NOTE: At the end of each report exceptions are listed and the field to be corrected is marked with a double- asterisk '**'. No one listed on the exception report is included in the file. If errors exist, make the necessary corrections and repeat this process until no exceptions are reported.

The **District Fact** file is generated when any of the PIMS files are created. This is to be uploaded by the LEA to indicate they have NO school security staff to report. Upload this file during the Safe Schools data collection period. If you do have school security staff, this file does not need to be uploaded to PIMS.

PIMS Staff Reporting Exceptions

AUN: 001724203 11/24/2008 pspims

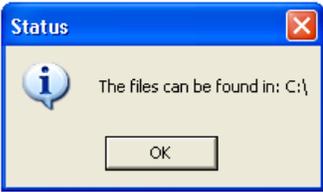
Name: SMITH, JUNE Address: RR 2 BOX 240A MONTROSE OH 18801 Phone: 570-928-9680 Email: jsmith@sunval.org	PPID\SSN: 9632587 Alt ID: 100009 Birth Date: 06/19/1948 Gender: F Ethnic Code: 5 Current Service Date: 09/22/1986	** PIMS School: Staff Type: F Job Class: 1386 Staff Status: A Local Contract: Y Exit Date:	Unit Yrs of Svc: 2 Total Yrs of Svc: 2 ** Higher Ed Inst: Termination Code: Termination Date: Salary: 38,604
Name: ZAPPA, BOB Address: 123 Lawton Lane LEWISBURG PA 17837 Phone: Email:	PPID\SSN: 0023516 Alt ID: 100150 Birth Date: 01/01/1965 Gender: F Ethnic Code: 5 ** Current Service Date: / /	PIMS School: 6000 Staff Type: F Job Class: 1386 Staff Status: A Local Contract: Y Exit Date:	Unit Yrs of Svc: 11 Total Yrs of Svc: 16 Higher Ed Inst: 1054 Termination Code: Termination Date: Salary: 0

PIMS Staff Reporting

AUN: 001724203 10/21/2013 pspims

Name: Weaver, Nancy L Address: 2207 Loop Road CLARK SUMMIT PA 17411 Phone: Email: nweaver@svsd.org Job Description: SWS	PPID: 3156115 Alt ID: 792 Birth Date: 09/18/1957 Gender: F Ethnic Code: 5 Current Service Date: 03/04/1996 Qualification Status:	PIMS School: HS Staff Type: F Job Class: PE Staff Status: A Local Contract: Y Exit Date: Emp Elig Status:	Unit Yrs of Svc: 29 Total Yrs of Svc: 29 Higher Ed Inst: 1054 Termination Code: Termination Date: Salary: 68,796 Auth for Weapon: N
Name: Yalch, Denise K Address: 1708 Condor Lane HOUSTON PA 15342 Phone: Email: dyalch@svsd.org Job Description: SWS	PPID: 2356874 Alt ID: 808 Birth Date: 05/30/1977 Gender: F Ethnic Code: 1 Current Service Date: 12/19/2000 Qualification Status:	PIMS School: HS Staff Type: F Job Class: PE Staff Status: A Local Contract: Y Exit Date: Emp Elig Status:	Unit Yrs of Svc: 3 Total Yrs of Svc: 3 Higher Ed Inst: 1054 Termination Code: Termination Date: Salary: 52,830 Auth for Weapon: N
Employee Count: 46 Active: 44 Terminated: 1 Leave: 1			

If the **Create File** option was selected, a final message displays the path were the files were saved.



Be sure to retrieve the appropriate file(s) when you are ready to submit the information to PDE.

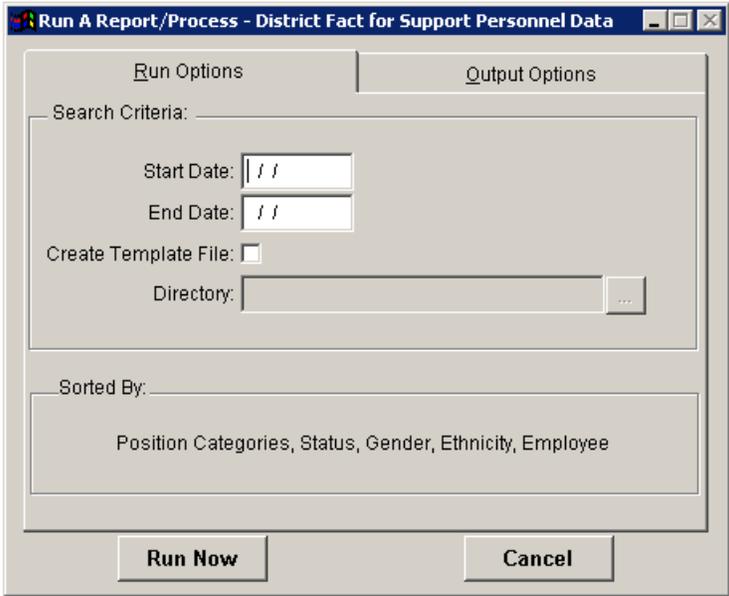
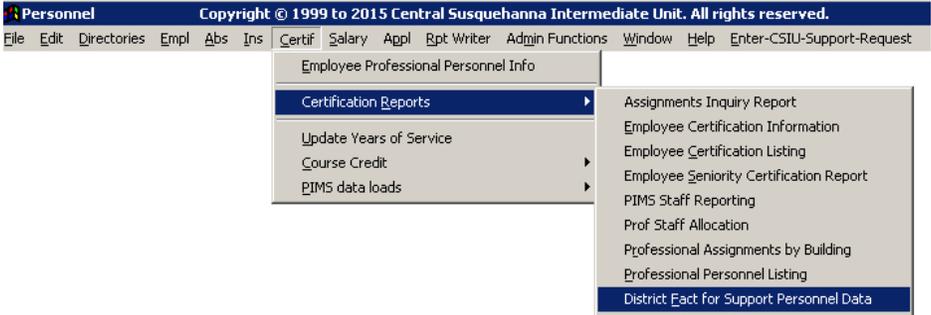


DISTRICT FACT FOR SUPPORT PERSONNEL DATA

CERT > CERTIFICATION REPORTS> DISTRICT FACT FOR SUPPORT PERSONNEL DATA

Previously, the Public School Support Personnel (SupPer).

For each Position Category, the report includes totals for full-time and part-time employees by ethnicity, and gender. Use the information in Part One of the report to confirm employee totals in Part Two of the report.



START / END DATE - Required. Enter the beginning and ending dates of the pay period to be included in the report.

NOTE: Only employees PAID within the Start/End Date entered are included in the report.

Create File - Select this checkbox option to create the PIMS file. CSIU Support Staff recommend that you generate reports and ensure that any exceptions have been resolved before creating the file. The file naming conventions follow those mandated by PDE.



Employee Master

EMPL > EMPLOYEE MASTER/PDE TAB

Employee Master (Personnel)

SS No 191544619 Larissa A. Acornley ID 11

Last Acornley First Larissa Mid A Pre Sur

General Personnel **PDE** Education Evaluations Leaves Payroll Department Notes Contacts

Educ Level
Current Service Date
PIMS School
PIMS Job Class
PIMS Job Description

SupPer 40 Library/Media Support Staff

Clearances

	Issued	Received
FBI	///	///
Immigration	///	///
Act 151	///	///
Act 34	///	///

INSTRUCTION AIDES - Paid staff members assigned to assist a teacher in activities requiring minor decisions regarding students, and in activities such as monitoring, conducting rote exercises, operating equipment and clerking. This does NOT include volunteer aides

SCHOOL ADMIN SUPPORT STAFF - Staff members in the school building whose activities are concerned with support of the teaching and administrative duties of the office of the principal or department chairpersons, including clerical staff and secretaries.

LEA ADMIN SUPPORT STAFF - Staff members who provide direct support to district office LEA administrators, including secretarial and other clerical staff.

LIBRARY/MEDIA SUPPORT STAFF - Staff members who render other library or media services, such as preparing, caring for, and making available to members of the instructional staff the equipment, films, filmstrips, transparencies, tapes, TV programs and similar materials (whether maintained separately or as part of an instructional materials center)

ALL OTHER SUPPORT STAFF - Support staff not reported in other categories, such as data processing, health, plant and equipment maintenance, bus drivers, security and food service workers.



District Fact for Support Personnel Data

For Payroll Period: 06/01/2015 Thru 09/01/2015

psdistfactd

Employee Name	Full/Part	Code	Personnel Category	Ethnicity	Gender
Black, June R	F	10	Instructional Aides	American Indian/Alaskan Native (not Hispanic)	F
Barr, Kate M	F	10	Instructional Aides	Black or African American (not Hispanic)	F
Count:	2				
Carr, Clarence A	P	10	Instructional Aides	Native Hawaiian or other Pacific Islander	M
Alberto, Starr S	P	10	Instructional Aides	Native Hawaiian or other Pacific Islander	F
Albright, Haylee A	P	10	Instructional Aides	White (not Hispanic)	F
Count:	3				
Hemrick, Iam	F	20	School Admin Support	American Indian/Alaskan Native (not Hispanic)	M
Abate, Kenneth W II	F	20	School Admin Support	Hispanic (any race)	M
Benfer, Lynace M	F	20	School Admin Support	Native Hawaiian or other Pacific Islander	F
Count:	3				
Albright, Raymond L	P	20	School Admin Support	White (not Hispanic)	M
Count:	1				
Allen, Aaron J	F	40	Library/Media Support	Hispanic (any race)	M
Count:	1				
Acornley, Larissa A	P	40	Library/Media Support	White (not Hispanic)	F
Count:	1				

District Fact for Support Personnel Data

For Payroll Period: 06/01/2015 Thru 09/01/2015

pedistfacts

Position Category	Emp Status	Gender	American Indian/Alaskan Native Non-Hispanic	Black or African American Non-Hispanic	Hispanic Of Any Race	White Non-Hispanic	Multi-Racial Non-Hispanic	Asian Non-Hispanic	Native Hawaiian Other Pacific Islander Non-Hispanic	Total
Instructional Aides	FT	M	0	0	0	0	0	0	0	0
	FT	F	1	1	0	0	0	0	0	2
	PT	M	0	0	0	0	0	0	1	1
	PT	F	0	0	0	1	0	0	1	2
School Admin Support	FT	M	1	0	1	0	0	0	0	2
	FT	F	0	0	0	0	0	0	1	1
	PT	M	0	0	0	1	0	0	0	1
	PT	F	0	0	0	0	0	0	0	0
Library/Media Support	FT	M	0	0	1	0	0	0	0	1
	FT	F	0	0	0	0	0	0	0	0
	PT	M	0	0	0	0	0	0	0	0
	PT	F	0	0	0	1	0	0	0	1
IEA Admin Support	FT	M	0	0	0	1	0	0	0	1
	FT	F	0	0	0	0	0	1	0	1
	PT	M	0	0	0	0	0	0	0	0
	PT	F	0	0	0	0	0	0	0	0
All Other Support	FT	M	0	0	0	0	0	0	0	0
	FT	F	0	0	0	1	1	0	0	2
	PT	M	0	0	0	0	0	0	0	0
	PT	F	0	0	0	0	0	0	0	0
Total	FT	M	1	0	2	1	0	0	0	4
	FT	F	1	1	0	1	1	1	1	6
	PT	M	0	0	0	1	0	0	1	2
	PT	F	0	0	0	2	0	0	1	3



An exceptions report generates for any employees not included on this report. In general, employees listed here should be included on the PIMS Staff reports. They should be included on the Support Personnel or PIMS Staff reporting, NOT both.

District Fact for Support Personnel Data Exceptions

For Payroll Period: 06/01/2015 Thru 09/01/2015

psdistfacte

Employee Name	Full/ Part Code	Personnel Category	Ethnicity	Gender
Burkland, Kent E	F	Missing Code	American Indian/Alaskan Native (not Hispanic)	M
Dyer, John Michael JR	F	Missing Code	American Indian/Alaskan Native (not Hispanic)	M
Campbell, Kevin R II	F	Missing Code	Black or African American (not Hispanic)	M
Giger, Timothy A	F	Missing Code	Black or African American (not Hispanic)	M
Ammerman, Richard R	F	Missing Code	Hispanic (any race)	M
Ash, Jeffrey J	F	Missing Code	Hispanic (any race)	M
Aikey, William E	F	Missing Code	White (not Hispanic)	M
Andrezze, Russell R	F	Missing Code	White (not Hispanic)	M
Arbogast, Samuel C	F	Missing Code	White (not Hispanic)	M
Ashworth, Willard W Jr	F	Missing Code	White (not Hispanic)	M