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2014-15 Electronic Personnel Master File (ePMF)

# **District Preparation Overview**

## **Managing the Electronic Staff Collection Process**



# Background & Preparation

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- ❖ The Personnel Master File (PMF) is the instructional (teaching and non-teaching) portion of the BEDS collection.
- ❖ 2014-15 is the first year teaching staff will submit PMF data electronically. Teacher bubble forms (green or brown) were not sent to school districts, charter schools or BOCES this year.
- ❖ In 2014-15, Non-teaching staff (administrators, counselors...) will continue to complete the paper-based (pink or blue) bubble forms.

# Background & Preparation

- ❖ The electronic Personnel Master File (ePMF) system collects data submitted by teachers such as their teaching assignments and years of experience. Each teacher will complete an application for each school district in which he/she is employed.
- ❖ Teachers will access the ePMF application by logging into the Teacher Access and Authorization System (TAA). This is the system through which teachers currently view their rosters.
- ❖ For assistance with username, password information and other TAA issues, visit the following page:  
<http://eservices.nysed.gov/taa/>



# Important Dependencies

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- 1. It is critical that districts begin uploading Staff Snapshot data to the data warehouse as soon as possible. Access to the ePMF application is tied directly to a valid Staff Snapshot record residing in the data warehouse, for 2014-15.**
2. TAA provides access to the ePMF and TSRV applications. A unique PIN is required for teachers to create new TAA accounts.
3. For teachers with existing TAA accounts, access to the ePMF application will not be granted until a valid Staff Snapshot record for 2014-15 is uploaded.
4. PINS will be generated for teachers who do not have active TAA accounts once a school district, charter school or BOCES submits Staff Snapshot data to the State data warehouse (L2). Distribution of NYSED generated PINs will continue to occur centrally through the district's IRSP as in previous years.
5. Schools/school districts must provide SED issued PINs to individual teachers.



# Timeline

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## ❖ September 2014

- Districts should begin loading Staff Snapshot data using either the 13-14 or 14-15 template formats. ***Though districts should be preparing for the eventual submission of the 2014-15 template requirements, none of the “new” 2014-15 Staff Snapshot data elements are required at this time.***

## ❖ October 2014

- The online application, ePMF, will be available at: <https://eservices.nysed.gov/taa/>
- This will be available to teachers with Staff Snapshot records loaded to L2 and who have active TAA accounts on October 1, 2014.

## ❖ January 2015

- NYSED will leave the ePMF application open to teachers until January 15, 2015. School district and Charter school leaders may impose a local submission deadline, requiring teachers to submit data sooner.
- **District/school administration (and delegates) may continue the correction process after their locally imposed or state imposed (January 15) teacher submission deadline.**
- District/school leaders must submit and certify all teacher data by January 31, 2015.

# Teacher Process



# The Login Page

<https://eservices.nysed.gov/taa/>



## Teacher Access and Authorization

### Teacher Access and Authorization (TAA)

TAA users have access to the **Teacher Student Roster Verification (TSRV)** system and the **ePMF** application.

### First Time Users

Before accessing TAA users need to create an account. Please watch our [Account Creation Video Walkthrough](#) for guidance on creating a new account. [More information...](#)

### Teacher Student Roster Verification System

This system is used to verify district/BOCES/charter school reported roster data for teachers and principals outside of NYC. [More information...](#)

**New York City Department of Education (NYCDOE)** teachers and principals will use alternate data verification processes and reports. [More information...](#)

### ePMF

The new electronic Personnel Master File, ePMF, collects data submitted by teachers about the sections they teach, including job assignment, grade, years teaching, and more. [More information...](#)

### Online Growth Reporting System

This system is used by non-NYCDOE teachers and principals to view reports for state-provided growth measures. You can access the secure Online Growth Reporting System at <https://ny.growth.airast.org>. [More information...](#)

Login

Username (Email Address): \* This field is required

Password: \* This field is required

[Login](#) [I forgot my password](#)  
[I forgot my username](#)

[I need to create an account](#)

[Help with your account?](#)

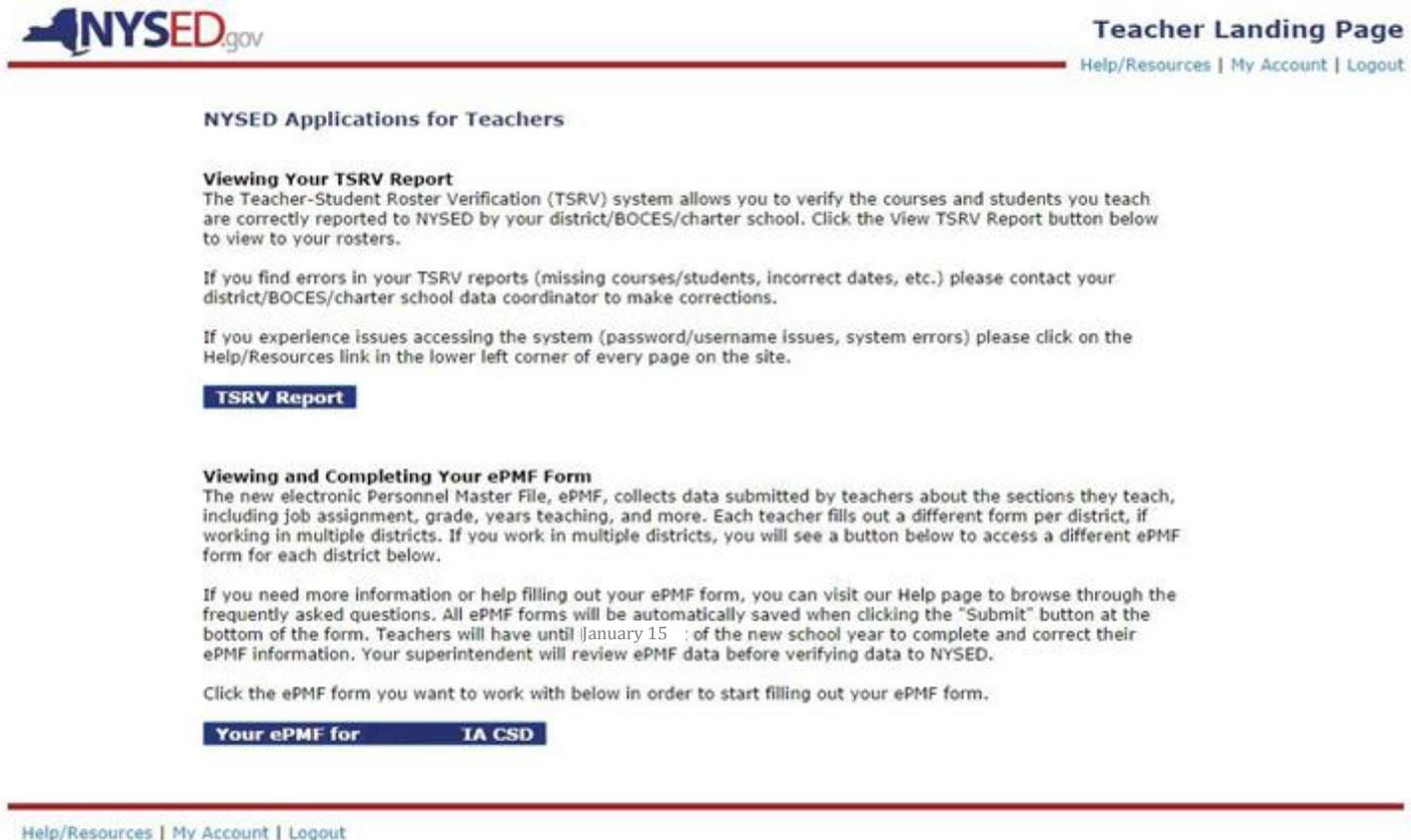
[Login](#) | [Help/Resources](#)

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# The TAA Landing Page

- ❖ Once logged in to TAA, the landing page affords teachers the ability to view their TSRV reports and complete and review their PMF data.



The screenshot shows the NYSED Teacher Landing Page. At the top left is the NYSED.gov logo. At the top right, it says "Teacher Landing Page" with links for "Help/Resources | My Account | Logout". The main content area is titled "NYSED Applications for Teachers". Under this, there is a section for "Viewing Your TSRV Report" which explains the Teacher-Student Roster Verification (TSRV) system and provides instructions on how to view reports and what to do if there are errors. Below this is a blue button labeled "TSRV Report". Another section, "Viewing and Completing Your ePMF Form", explains the electronic Personnel Master File (ePMF) and provides instructions on how to fill out forms and when they are due. At the bottom of this section is a blue button labeled "Your ePMF for IA CSD". At the bottom of the page, there is a footer with the text "Help/Resources | My Account | Logout" and a copyright notice: "COPYRIGHT © 2012 NYSED.GOV. BUILD: AUGUST 27 2014 1233".



# Teacher View of ePMF Screen



PMF Form

PMFs ▼ TSRV Report Home

DEREK APPLE ▼

## Personnel Master File - DEREK APPLE IA CSD (2014)

This form was last modified on 09/02/2014 04:28:19 PM by user jsh

### Personal Information

Last Name: APPLE TEACH ID: 11 \*\*\*\*\*  
First Name: DEREK Middle Initial: Gender: MALE ▼  
Date of Birth: 01/01/1975

Please note that all changes to a teacher's name and date of birth must be done through the TEACH office;  
additional information is available at: <http://www.highered.nysed.gov/tcert/ctname.html>.

### Educational Experience

Degree Status: Sophomore year completed ▼

NCLB Professional Development: Yes ▼

### Employment Information

Number of Years Employed in This District: 12

Total Years Employed (including nonpub.): 13

Percent of Time Employed in This District: 100%

Number of Months Employed Per Year: 10

Current Annual Salary: \$40,000

Salary Under Negotiation:

I work at  multiple locations in this district.

one location in this district: Select Location... ▼



# Adding Assignments

Clicking in the Add Assignment box will open the assignment window (see next slide) where you can search for assignments or open a PDF of the assignment codes.

**Employment Information**

Number of Years Employed in This District: 12  
 Total Years Employed (including nonpub.): 13  
 Percent of Time Employed in This District: 100%  
 Number of Months Employed Per Year: 10  
 Current Annual Salary: \$40,000  
 Salary Under Negotiation:   
 I work at  multiple locations in this district.  
 one location in this district:



[+ Add Assignment](#)

## Assignments



[Remove Selected Assignment](#)

Code	Assignment Name	Grade	Registration	Core Class?
<input type="text" value="2412"/>	<input type="text" value="PREKINDERGARTEN"/>	<input type="text" value="PK"/>	<input type="text" value="22"/>	<input type="text" value="Not Core"/>
<input type="text" value="2612"/>	<input type="text" value="COMMON BRANCH-GRADES 1-6"/>	<input type="text" value="2"/>	<input type="text" value="21"/>	<input type="text" value="Core"/>

Showing 1 to 2 of 2 entries

[Save](#) You can return to edit your data later.

[Save+ Submit](#) You must choose Save + Submit when complete. You will no longer be able to edit your form.



# Choosing Assignments

[Download PDF of Assignment Codes](#)

Select an assignment to add from the list below



Add Selected Assignment

Show  entries

Search:

Assignment Code ▲	Assignment Name ◆	Grade Level ◆	Registration ◆	Core Class? ◆
3112	FOURTH GRADE ENGLISH	Select Grade... ▼	<input type="text"/>	Core ▼
3114	FIFTH GRADE ENGLISH	Select Grade... ▼	<input type="text"/>	Core ▼
3116	SIXTH GRADE ENGLISH	Select Grade... ▼	<input type="text"/>	Core ▼
3118	ENGLISH 7	Select Grade... ▼	<input type="text"/>	Core ▼
3120	ENGLISH 8	Select Grade... ▼	<input type="text"/>	Core ▼
3122	ENGLISH 9	Select Grade... ▼	<input type="text"/>	Core ▼
3124	ENGLISH 10	10 ▼	22	Core ▼
3126	ENGLISH 11	Select Grade... ▼	<input type="text"/>	Core ▼
3128	ENGLISH 12	Select Grade... ▼	<input type="text"/>	Core ▼
3170	ENGLISH HUMANITIES	10 ▼	16	Core ▼

Showing 1 to 10 of 25 entries (filtered from 789 total entries)

Previous  2 3 Next

Add Selected Assignment



# Saving and Submitting the ePMF Form

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- ❖ All ePMF forms can be saved when clicking the "**Save**" button at the bottom of the form. If you are uncertain about some of the information you have entered and need to return to the form, click "**Save.**" You will have to return to it later and choose "**Save + Submit**" to finalize your selections.
- ❖ If the information is complete and accurate you should click, "**Save + Submit.**" You will not be able to edit the form after you submit it. Your superintendent/principal will then be able to review and edit the data as needed before submitting it to the New York State Education Department.



# Saving and Submitting the ePMF Form

**Employment Information**

Number of Years Employed in This District: 12

Total Years Employed (including nonpub.): 13

Percent of Time Employed in This District: 100%

Number of Months Employed Per Year: 10

Current Annual Salary: \$40,000  
Salary Under Negotiation:

I work at  multiple locations in this district.  
 one location in this district: Select Location...

## Assignments

+ Add Assignment

Remove Selected Assignment -

Code	Assignment Name	Grade	Registration	Core Class?
2412	PREKINDERGARTEN	PK	22	Not Core
2612	COMMON BRANCH-GRADES 1-6	2	21	Core

Showing 1 to 2 of 2 entries

Save

You can return to edit your data later.

Save + Submit

You must choose Save + Submit when complete. You will no longer be able to edit your form.

[Help/Resources](#) | [My Account](#) | [Logout](#)



# Administrator Review

# Administrator Review

- ❖ Throughout the ePMF collection period (beginning on BEDS Day, October 1, 2014 and ending on January 31<sup>st</sup>, 2015), Superintendents, and those individuals entitled by Superintendents, will be able to review and revise teacher submitted ePMF data.
- ❖ To allow district administrators the ability to assist teachers in TAA account creation and ePMF review, the TAA administrator application will provide two SEDDAS (SED Delegated Account System) entitlements:
  1. TAA/TSRV - This role allows administrators to view the submission status of ePMF, view TAA account creation progress, view basic roster data, and deactivate TAA accounts for certain users.
  2. TAA/TSRV/ePMF - This role entitles users to everything in the role described above as well as the ability to **review and revise ePMF data** for staff they oversee. Users may also download a spreadsheet containing all current ePMF data.



# Administrator Review –Control Panel



Administrator View

## Teacher Lookup for [CSD']

Show 10 entries

Search:

Name	Teach ID	Username	Account/TSRV Status	PMF Status
[REDACTED], BRIAN	47211	[REDACTED]	ACTIVATED	SUBMITTED
[REDACTED], THERESA	04201	[REDACTED]	ACTIVATED	SUBMITTED
[REDACTED] MEGGAN	09808	[REDACTED]	ACTIVATED	INCOMPLETE
[REDACTED], CAMDEN	2254671	[REDACTED]	NO ACCOUNT	
[REDACTED], No name in TEACH	523595	[REDACTED]	NO ACCOUNT	
[REDACTED], No name in TEACH	15525	[REDACTED]	NO ACCOUNT	
[REDACTED], KRISTI	76420	[REDACTED]	NO ACCOUNT	
[REDACTED] DEBRA	97033	[REDACTED]	NO ACCOUNT	
[REDACTED], CARRIE	362311	[REDACTED]	NO ACCOUNT	
[REDACTED], KRISTIE	22634	[REDACTED]	NO ACCOUNT	

Name Teach ID Username

Showing 1 to 10 of 121 entries

Previous      ...  Next



Download an Excel file of all Teacher PMF Information



# Administrator Review

## ePMF Download Feature (TAA/TSRV/ePMF entitled users only)

For users with TAA/TSRV/ePMF level entitlement two Excel icons appear in the lower left corner of the main page view. Clicking on the *Download an Excel file of all Teacher PMF Information* icon creates an Excel spreadsheet with all the ePMF data currently saved teachers in the Superintendent's (or Charter School Leader's) district/school. Clicking on the *Download an Excel file of all Teacher Assignment Information* icon creates a spreadsheet of the NYSED teaching assignment codes teachers should be using when they fill in their ePMF forms. This feature was created to assist administrators with the verification of teacher-entered data.

**NYSED.gov** Administrator View

### Teacher Lookup for 'LIBERTY CSD'

Back to District Select

Show 10 entries Search:

Name	Teach ID	Username	Account/TSRV Status	PMF Status	PMF Last Saved
NAJERA VAQUEDANO, SANGGADIA	2241247	testaccount4@mail.com	ACTIVATED	SUBMITTED	09/25/2014 12:44:19 PM
TONELLI, DEMYTREI	1651929	testaccount3@mail.com	QUEUED FOR DEACTIVATION		
OAKS, EBUBEKIR	1495861	testaccount2@mail.com	CONFIRMATION SENT		
FARHANE, OHM	1156881	testaccount1@mail.com	ACTIVATED	INCOMPLETE	
RAETZER, LABEEBA	1377435	████████@mail.nysed.gov	QUEUED FOR DEACTIVATION	SAVED	09/26/2014 12:48:55 PM
AFFRON, LISJANE	1238000		NO ACCOUNT		
ASSEAUGUSTE, ANNA INES	2235934		NO ACCOUNT		
ASSEAUGUSTE, CINDERELLA	2147919		NO ACCOUNT		
ASSEAUGUSTE, HALBYROSE	1720756		NO ACCOUNT		
AUQUILLA, ADEMI	1299204		NO ACCOUNT		

Showing 1 to 10 of 190 entries

Previous 1 2 3 4 5 ... 19 Next

Download an Excel file of all Teacher PMF Information

Download an Excel file of all Teacher Assignment Information

Help/Resources | Logout

# Administrator Review

## ePMF Verification Feature (Superintendents/ Charter Leaders only)

Users with Superintendent and Charter School Leader level SEDDAS accounts will also have a *Verify PMF Data* button available in the lower left corner of the main page view. When the teacher submission period closes (January 15, 2015) Superintendents and Charter School Leaders will have until January 31, 2015 to review and edit their ePMF data. Clicking on this button saves and submits all PMF data to NYSED IRS.

**NYSED** Administrator View

Teacher Lookup for 'LIBERTY CSD'

Show 10 entries Search:

Name	Teach ID	Username	Account/TSRV Status	PMF Status	PMF Last Saved
ORTEGA JR, KEYANA	2241247	testaccount4@mail.com	ACTVATED	SUBMITTED	09/25/2014 12:44:59 PM
FRAZD, XZAVIAR	1651929	testaccount3@mail.com	QUEUED FOR DEACTIVATION		
FRAZD, HERMIONE	1495861	testaccount2@mail.com	CONFIRMATION SENT		
LUMANO, KENDI	1156881	testaccount1@mail.com	ACTVATED	INCOMPLETE	
SONLEY, SUSNETHA	1377435	████████@mail.nysed.gov	QUEUED FOR DEACTIVATION	SAVED	09/25/2014 12:48:55 PM
OLEWNCZAK, QUAYSHA	1225010		NO ACCOUNT		
LORENZANO, MODESTY	1689101		NO ACCOUNT		
CABREDO-TAPATEL, TRE'ZON	1117867		NO ACCOUNT		
JORDANOL, CAITLYN ASHLEY	1964282		NO ACCOUNT		
KUZNSANSK, FROILAN	1318316		NO ACCOUNT		

Showing 1 to 10 of 190 entries

Download an Excel file of all Teacher PMF Information

Download an Excel file of all Teacher Assignment Information

**Verify PMF Data**

# Tips and Reminders

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1. Teachers, whether new or existing TAA account holders, will not be able to access the ePMF application until their 2014-15 Staff Snapshot record has been uploaded to the data warehouse. Districts will want to coordinate communication to teaching staff with the submission of Staff Snapshot data.
2. A teacher may **“Save”** their ePMF form at any time **and continue working** in a future session. **They may only “Submit” their data once.** Subsequent to formally submitting their data, a teacher will be unable to re-enter the application to edit data regardless of the date. Only delegated district staff may edit data for a teacher who has submitted the ePMF form.
3. Only the District Superintendent/Charter School Leader is authorized by default to edit ePMF data. The Superintendent/School Leader must choose to entitle additional district/school staff to also be able to edit teacher data. These roles are managed within the SEDDAS application in the same manner as other entitlements.



# Tips and Reminders

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4. A district may submit Staff Snapshot data based on requirements for 2013-14 template for purposes of generating PINS for TAA account creation and for providing access to the ePMF form. It is highly recommended that districts become familiar with and begin planning for meeting the 2014-15 data requirements as soon as possible. More information about and support for the 2014-15 transition will become available well in advance of the requirement.
5. NYSED will make the ePMF application available from October 1, 2014 – January 31, 2015. This window presents districts with the opportunity to impose and manage local time lines within. While the collection represents a moment in time (October 1, 2014), the submission process may span months. This span requires knowledge of data as it existed on October 1, 2014 in cases where submission occurs subsequent to this date. Access to attendance registers and other records, as of BEDS Day, may facilitate accuracy.
6. Documentation and guidance designed specifically to support teachers is available. A list of resources is on the following page.



# Resources

## ❖ Collection of Personnel Master File (PMF) Data

<http://www.p12.nysed.gov/irs/beds/2014/PMF/home.html>

- Administration Manual, Educational Personnel Data Form & ePMF User Guide for Teachers
- Administration Manual, Educational Personnel Data Form for Non-Teaching Staff;
- Personal Identification Numbers (PINS) & Creating a TAA Account

## ❖ TAA Account Information and Teacher-Student Roster Verification Report

<http://www.p12.nysed.gov/irs/teacher/>

## ❖ SEDDAS - SED Delegated Account System

<http://www.p12.nysed.gov/seddas/seddashome.html>

