
2014-15 Electronic Personnel Master File (ePMF)

District Preparation Overview

Managing the Electronic Staff Collection Process



Background & Preparation

- ❖ 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

- 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

❖ 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?](#)

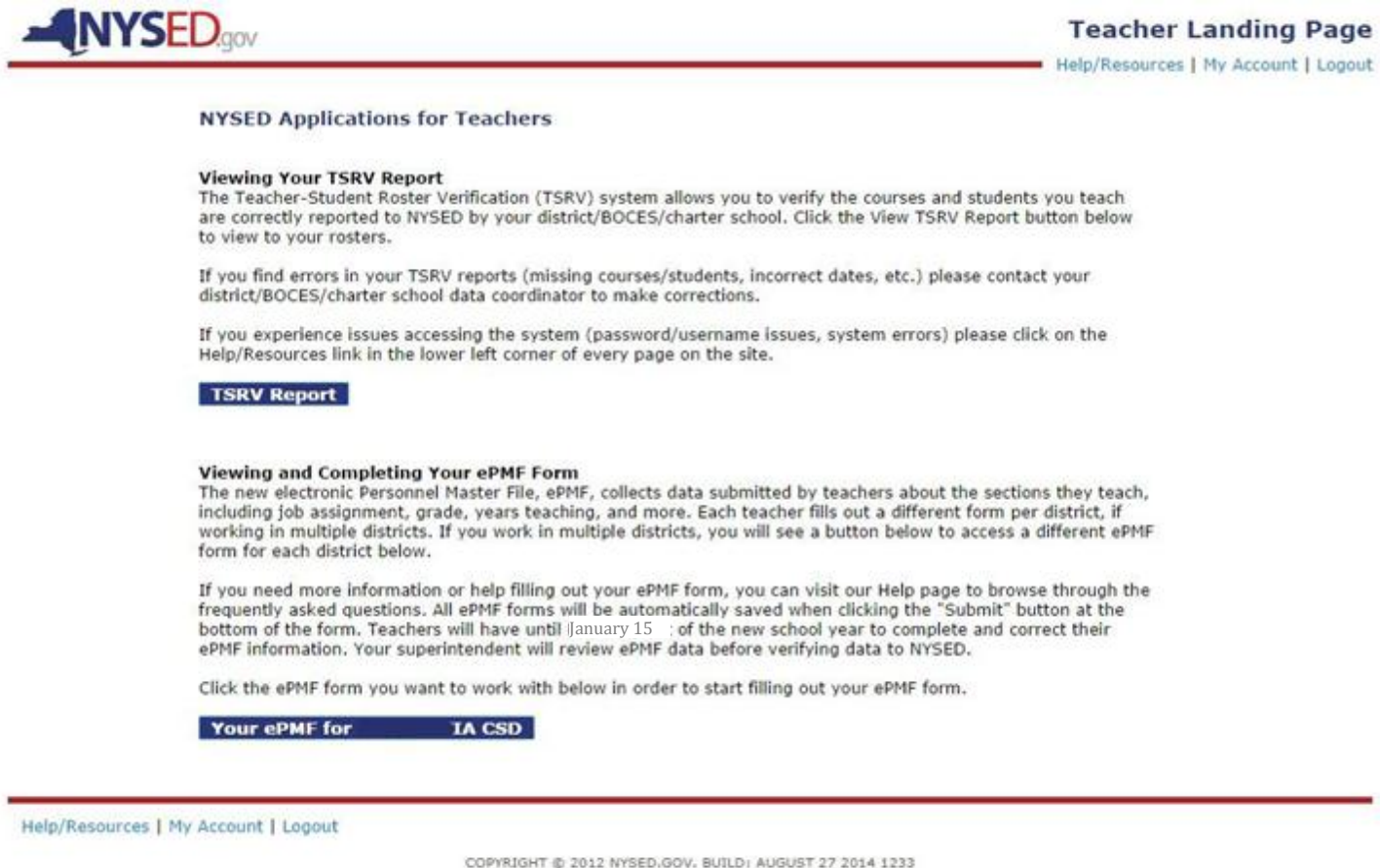
[Login](#) | [Help/Resources](#)

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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 'Teacher Landing Page' of the New York State Education Department (NYSED). 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 heading is 'NYSED Applications for Teachers'. Below this, there's 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 in case of errors. A blue button labeled 'TSRV Report' is visible. Another section, 'Viewing and Completing Your ePMF Form', describes the electronic Personnel Master File and provides instructions on how to fill out and submit the form. A blue button labeled 'Your ePMF for IA CSD' is shown. At the bottom, there are links for 'Help/Resources | My Account | Logout' and a copyright notice: 'COPYRIGHT © 2012 NYSED.GOV. BUILD: AUGUST 27 2014 1233'.

NYSED Applications for Teachers

Viewing Your TSRV Report
The Teacher-Student Roster Verification (TSRV) system allows you to verify the courses and students you teach are correctly reported to NYSED by your district/BOCES/charter school. Click the View TSRV Report button below to view to your rosters.

If you find errors in your TSRV reports (missing courses/students, incorrect dates, etc.) please contact your district/BOCES/charter school data coordinator to make corrections.

If you experience issues accessing the system (password/username issues, system errors) please click on the Help/Resources link in the lower left corner of every page on the site.

TSRV Report

Viewing and Completing Your ePMF Form
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. Each teacher fills out a different form per district, if working in multiple districts. If you work in multiple districts, you will see a button below to access a different ePMF form for each district below.

If you need more information or help filling out your ePMF form, you can visit our Help page to browse through the frequently asked questions. All ePMF forms will be automatically saved when clicking the "Submit" button at the bottom of the form. Teachers will have until January 15 of the new school year to complete and correct their ePMF information. Your superintendent will review ePMF data before verifying data to NYSED.

Click the ePMF form you want to work with below in order to start filling out your ePMF form.

Your ePMF for IA CSD

Help/Resources | My Account | Logout

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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:



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](#)



Choosing Assignments

[Download PDF of Assignment Codes](#)

Select an assignment to add from the list below

Add Selected Assignment

Show 10 entries

Search: English

Assignment Code	Assignment Name	Grade Level	Registration	Core Class?
3112	FOURTH GRADE ENGLISH	Select Grade... ▼		Core ▼
3114	FIFTH GRADE ENGLISH	Select Grade... ▼		Core ▼
3116	SIXTH GRADE ENGLISH	Select Grade... ▼		Core ▼
3118	ENGLISH 7	Select Grade... ▼		Core ▼
3120	ENGLISH 8	Select Grade... ▼		Core ▼
3122	ENGLISH 9	Select Grade... ▼		Core ▼
3124	ENGLISH 10	10 ▼	22	Core ▼
3126	ENGLISH 11	Select Grade... ▼		Core ▼
3128	ENGLISH 12	Select Grade... ▼		Core ▼
3170	ENGLISH HUMANITIES	10 ▼	16	Core ▼

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

Previous 1 2 3 Next

Add Selected Assignment



Saving and Submitting the ePMF Form

- ❖ 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 31st, 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
, BRIAN	47211		ACTIVATED	SUBMITTED
, THERESA	04201		ACTIVATED	SUBMITTED
MEGGAN	09808		ACTIVATED	INCOMPLETE
, CAMDEN	2254671		NO ACCOUNT	
, No name in TEACH	523595		NO ACCOUNT	
, No name in TEACH	15525		NO ACCOUNT	
, KRISTI	76420		NO ACCOUNT	
DEBRA	97033		NO ACCOUNT	
, CARRIE	362311		NO ACCOUNT	
, KRISTIE	22634		NO ACCOUNT	

Name	Teach ID	Username	No Filter	No Filter
Showing 1 to 10 of 121 entries			Previous	1 2 3 4 5 ... 13 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 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, HALPYROSE	1720756		NO ACCOUNT		
AUQUILLA, ADEMI	1299204		NO ACCOUNT		

Showing 1 to 10 of 190 entries

Previous 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	ACTIVATED	SUBMITTED	09/25/2014 12:44:19 PM
FRAZD, XZAVIAR	1651929	testaccount3@mail.com	QUEUED FOR DEACTIVATION		
FRAZD, HERMIONE	1495861	testaccount2@mail.com	CONFIRMATION SENT		
LUMANO, KENDI	1156881	testaccount1@mail.com	ACTIVATED	INCOMPLETE	
SONLEY, SUSMITHA	1377435	testaccount@mail.nysed.gov	QUEUED FOR DEACTIVATION	SAVED	09/26/2014 12:48:55 PM
OLEWNECZAK, QUAYSHA	1225010		NO ACCOUNT		
LORENZANO, MODESTY	1689101		NO ACCOUNT		
CABREDO-JAPATEL, TREZON	1117867		NO ACCOUNT		
JORDANOL, CAITLYN ASHLEY	1964282		NO ACCOUNT		
KUZNEVSK, 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

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

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>