

**Basic Educational Data System (BEDS) Personnel Master File (PMF)
Frequently Asked Questions on Completion of Non-Teaching Personnel Data Forms
2014-2015**

A. Critical BEDS PMF Questionnaire Issues		
	Question	Answer
1.	Can I complete both an electronic (ePMF) teaching and a non-teaching mark-sensitive personnel form?	Yes, if you have both teaching and non-teaching assignments.
2.	Can I complete more than one non-teaching personnel form within the same district or BOCES?	No
3.	Can I complete an electronic (ePMF) teaching form in one school and a non-teaching mark-sensitive form in a different school in the district or the district office code?	Yes

4.	When do I need to report and bubble in my whole social security number on my BEDS non-teaching personnel form?	<p>When the non-teaching professional is new to the district/school.</p> <p>When the last 4 digits of the social security number is incorrect.</p> <p>When the entire 12 digits of the social security number was not preprinted, since their record was not matched to TEACH the previous year.</p>
5.	Do I report salary information using last year's data if my salary is in negotiations or at an impasse?	No, please leave the salary field blank. SED will request salary data at a later date from the district or BOCES.
6.	What should I include when I report salary on my non-teaching personnel form?	Report the combined amount for base salary, longevity and compensation for any chairperson or supervisory activities that pertain to you pedagogical duties. Do not include extra amounts for extracurricular activities such as coaching and clubs. Report the same combined salary on both electronic (ePMF) teaching and non-teaching forms for the same person.
7.	How do I determine what assignment code to report?	Refer to the Pink Non-Teaching Assignment booklet for options and select the assignment that most closely reflects your assignment(s). Be sure to use assignment code listings from the appropriate school year; the codes are revised and updated annually to some extent.
8.	Should short-term or per diem substitutes complete a non-teaching personnel form?	No
9.	Should long-term substitutes complete a	Yes, but only if they are expected to be on-the-job

	non-teaching personnel form?	for at least 90 days.
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B. Who should complete a personnel form?		
	Question	Answer
10.	Should interim superintendents fill out BEDS forms?	No, if hired for less than a full year. No, if hired per diem. Yes, If hired for a full contract year.
11.	Should occupational therapists and physical therapists complete a non-teaching personnel form?	Yes, but only if they are serving IDEA students.
12.	Should contractors working for my school complete a non-teaching personnel form?	No
13.	Should an Athletic Director or Assistant Athletic Director complete a non-teaching personnel form?	Only if they have some other reportable non-teaching assignment(s). Athletic Directors are not reportable because they are considered outside of the core academic mission.
14.	Do all administrative professionals complete a non-teaching personnel form?	Yes, The exceptions are Teaching Assistants, Teacher Aides, and Athletic Directors.

C. Forms		
	Question	Answer
15.	What should I do if I do not have enough non-teaching personnel forms?	Additional forms can be obtained by completing the “Additional Non-Teaching Forms Request” found on our website http://www.p12.nysed.gov/irs/beds/2014/PMF/home.html and either faxing it to (518) 474-4351 or e-mailing it to dataquest@mail.nysed.gov .
16.	What should I do if I did not receive a preprinted form for a returning non-teacher who needs to complete a personnel form?	Recheck the preprinted non-teaching personnel data forms in all school packets to see if the form can be located. If the missing forms cannot be located then complete a blank form.
17.	Can I reuse a preprinted non-teaching personnel form for another employee?	No, please securely dispose of any preprinted personnel forms for those individuals who are no longer employed by your school. Please use one of the blank forms provided in the BEDS packet for new non-teaching staff.

D. Personnel form data reporting questions:		
	Question	Answer
18.	Can I use a pen or marker to complete my non-teaching personnel form?	No, please make all entries using a sharpened number 2 pencil.
19.	What do I do if a non-teaching staff person has been assigned this year to a different school in our district?	The transferred staff person may use his or her preprinted form at the new school or location; they will just have to re-grid the school-code on their non-teaching personnel form to reflect this year’s different location or school. In such cases, a respondent must

		write and bubble the entire BEDS School Code in Question number one, not just the last 4 digits.
20.	Do non-teachers returning from a long-term leave of absence complete a personnel form upon return to school?	Yes, if they return during the school year, they are required by regulation to complete a non-teaching personnel form within 30 days of their return.
21.	If I make an error when completing a non-teaching personnel form, do I have to erase my answer completely?	Yes, stray marks and incomplete responses cause response reader errors.
22.	If the preprinted data is correct on my non-teaching personnel form should I re-grid each response?	No, only re-grid responses when they are blank, incomplete or incorrect.
23.	Should I zero fill numeric responses to the left (left justify)?	Yes
24.	Should I grid my name to the far left (left justify)?	Yes
25.	Can I report more years of Educational Experience in my School District or BOCES than Years of Total Educational Experience?	No, the years of educational experience in this district or BOCES cannot be greater than the Total Educational Experience.
26.	If I am new to the district how do I complete question 6 educational experience?	For new non-teachers enter 01 for both segments of question 6. For non-teachers new to this district, but previously employed in another district, enter 01 for years in this district field, and combine the total number of years employed in all districts for the total number of years teaching field.

E. Assignments:		
	Question	Answer
27.	If I have both teaching and non-teaching assignments, should the data on the electronic teaching form (ePMF) match the data on side one of the non-teaching mark-sensitive sheet?	Yes, when they refer to the same bit of data (i.e., salary, experience, date of birth, etc.)
28.	On the pink Non-Teaching BEDS Personnel Data Forms how do I report the number of years of experience in this assignment area for question 10-D?	The number of years of experience in this assignment area should include the total number of years of experience gained from all schools.

F. Assignments:		
	Question	Answer
29.	Which questions do I have to answer and which questions can I skip if reported correctly on my preprinted non-teaching PMF personnel form?	
	Form Type	Required
		No, Unless preprinted incorrectly

Red Non Teaching	9*, 10A,10B,10C,10D,10E	1,2,3,4,5,6,7,8
Blue BOCES Non-Teaching	9*, 10B, 10C, 10D, 10E, 10F	1,2,3,4,5,6,7,8
Blank Form (All Types)	All Questions*	All Questions*

*Leave Current Annual Salary blank only when the contract is in negotiation or at an impasse.

G. Tips on how to reduce bubbling and coding errors on non-teaching PMF forms.
Answer only those preprinted questions that are blank, incomplete or inaccurate.
Use only a number 2 pencil, to complete the form.
If preprinted data are correct, please do not re-grid responses.
When bubbling in a new BEDS Code, please enter all 12 digits of the new BEDS Code.
Personnel completing a non-teaching PMF form for the first time must completely answer all questions.
A respondent must completely erase any mark(s) they wish to remove.
A respondent cannot reuse scanner forms from previous years and submit them for the current year.
A respondent cannot submit copies of non-teaching PMF forms as originals.
Percent Time should be reported as a three digit field. (100 % should be reported as 100 and not 1).
If a respondent works 40 percent in a non-teaching role, and 60 percent in a teaching role in the same LEA, he or she should report 100 percent in the Percent of Time Employed in this District question on the ePMF, 100 percent in question 7 on the pink non-teaching survey, and a total of 40 percent in question 10E on the pink non-teaching survey.
Respondents answering a form question should bubble the appropriate oval and hand write the response in the appropriate location above the response.
If a respondent has both teaching and non-teaching roles in the same district/school, he or she must indicate the same Number of Years of Educational Experience in this District on the ePMF and question 6 of the pink non-teaching survey.
When completing question 10D of the pink non-teaching survey, the total number of years experience in this assignment cannot be greater than question number 6, total educational experience including nonpublic.
When answering question 10B on the pink non-teaching form, grid only one response.
Using the pink assignment code booklet, respondents should select the code that most accurately represents their assignment(s).