

# **BASIC EDUCATIONAL DATA SYSTEM (BEDS)**

**ADMINISTRATION MANUAL  
EDUCATIONAL PERSONNEL DATA FORM**

**&  
ePMF USER GUIDE**

**2014-15**

**Updated 12/11/14**

**TEACHERS**

**Office of Information and Reporting Services**

The University of the State of New York  
THE STATE EDUCATION DEPARTMENT  
Information and Reporting Services  
Albany, NY 12234

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## INTRODUCTION

**Please read this manual in its entirety before BEDS Day (October 1, 2014) and in advance of completing your ePMF form.**

The data collected in the ePMF system is legally required to be provided to the Education Department and used for state and federal reporting purposes. Therefore, reporting complete and accurate information is the best way to ensure that your district's data is accurately represented.

This manual is designed to provide instructions for completing the Basic Educational Data System (BEDS) personnel forms by all teachers employed in school districts, BOCES and charter schools.

Teachers who traditionally completed mark-sensitive personnel forms (green or brown bubble forms) should have a prefilled ePMF form that can be accessed via the TAA (Teacher Authorization and Authentication) system after your district Staff Snapshot data has been loaded into the Student Information Repository System (SIRS).

Your Superintendent, Data Coordinator or BEDS Coordinator should be able to inform teachers when the district has loaded their Staff Snapshot data and that teachers should begin entering their ePMF data.

**Your superintendent should provide you with a timeline for completing your ePMF form.** After your district has reviewed the data it will be submitted to NYSED.

As in the past, the data submitted to the Department will be used to generate Highly Qualified reports. The Department will not be accepting assignment code changes after the data is certified and submitted and after the Highly Qualified reports are generated. Therefore we suggest you review teacher assignments carefully and if you have questions about certification, contact the Office of Teaching Initiatives within the Department <http://www.highered.nysed.gov/tcert/>.

If you have any questions concerning these instructions, please e-mail us at <https://datasupport@nysed.gov>

## GENERAL INSTRUCTIONS

**Remember: This is a collection based on teachers assigned to classes on “BEDS Day” (October 1, 2014).**

Persons having both teaching and non-teaching duties should complete an ePMF form for their teaching assignments and one mark-sensitive form (bubble sheet) for their non-teaching assignments-pink for employees of school districts and blue for BOCES employees.

The following individuals should not complete a PMF form:

- Per diem substitutes;
- Individuals not employed on a regular basis;
- Teachers working exclusively with non-public school students;
- Teacher aides;
- ROTC teachers;
- Certified and non-certified teaching assistants *should not* complete a form; and
- Teachers on a leave of absence.\*

Personnel working in a district, but employed by a BOCES (Board of Cooperative Educational Services) should have a form under the BOCES code.

If a long-term substitute has been hired to fill the position, that individual should complete a new personnel form reporting the appropriate assignment information if they are planning to be the instructor for that assignment for at least 90 calendar days from the first day of school.

Teachers of half- and quarter-year courses should **only** report the number of students they are currently teaching (on BEDS Day) and *should not* report second semester or second/third/fourth quarter classes.

### **What you should know in advance of logging in to ePMF:**

- ✓ Your login information (username and password) for the TAA system (Teacher Access and Authorization) is where teachers can check their Teacher Student Roster data (available in early spring);
- ✓ The registration (count of students) in each of your separate assignments/classes;
- ✓ Your current annual salary;
- ✓ The predominant grade level of the students in each class; and
- ✓ If the class is a core class.

\*If they return within 90 calendar days from the first day of school they should complete an ePMF form. If the substitute completed a form for the same assignments, the regular teacher should not complete an ePMF form.

# THE NEW ePMF APPLICATION IN TAA

The new electronic Personnel Master File (ePMF) system collects data submitted by teachers concerning the assignments they teach, grade level, years of experience, and more. Each teacher completes an ePMF form per district. If you work in multiple districts, you will see a button on the form to access a different ePMF form for each district that has loaded Staff Snapshot data identifying you as a teacher.

If you need more information or help filling out your PMF form, you can visit the NYSED Information and Reporting Services PMF page <http://www.p12.nysed.gov/irs/beds/2014/PMF/home.html>.

## Accessing Your ePMF Form

Accessing the ePMF (electronic Personnel Master File) Form is done through the TAA (Teacher Authorization and Authentication) system.

For assistance with username and password information related to TAA, visit the following page <http://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

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



#### NYSED Applications for Teachers

##### Viewing Your TSVR 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 TSVR Report button below to view to your rosters.

If you find errors in your TSVR 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 February 1st 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

NOTE : The ePMF form is generated only after a valid staff snapshot record for a teacher is loaded to Level 2, populating field 8, with "TEACHER." This is followed by a successful log-in to for existing accounts or creation of a new TAA account. After these steps are taken, TAA administrators with TAA/TSRV/PMF entitlements will be able to view and edit ePMF forms as needed.

## COMPLETING THE ePMF FORM

### Verifying Personal Information

#### TEACH Data

Those of you who are returning teachers in this district should have a form with personal information that is pre-populated. The following items: last name, first name, TEACH ID, and Date of Birth are derived from the TEACH system. If some of this information is incorrect, you should contact the Office of Teaching Initiatives in the Department <http://www.highered.nysed.gov/tcert/contact2.html> or (518) 474-3901.

#### BEDS Code (Building Location)

Those of you who are new to a district may see the district code in your ePMF account as your location. This would also be the case if your district did not provide your building location prior to loading Staff Snapshot data. You may choose your school building location from the drop-down menu on the ePMF form. If you work in more than one school building or in the district's central office, the district code will be your location code.

## **Educational Experience**

### Degree Status

This item calls for the reporting of the highest degree you hold at this time. The degree status for those whose highest degree is a one-year normal school certificate would be "Freshman year completed," while those with a two-year normal school certificate would be "Sophomore year completed."

### NCLB Professional Development

This item requires you to answer the following question. Did you receive "high quality professional development" during school year 2013-14? Each teacher must answer "Yes," "No," or "Not Applicable" to this question. It is important to note for this question that "Not Applicable" pertains to first-year teachers, teachers on leave in 2013-14, and teachers who had only non-teaching assignments in 2013-14.

Use the definition of "High Quality Professional Development" at the end of the June 2008 Field Memo <http://www.p12.nysed.gov/nclb/guidance/memos/03-2008.html#J>

## **Employment Information**

### Number of Years Employed in this District in a Professional Educational Position

This year counts as one full year of experience in this District. This segment on the ePMF form should already be prepopulated and include the current year. **The total years employed in this District must be less than or equal to the total years employed below.** Please verify that the current year is included on your form.

### Total Years Employed in a Professional Educational Position (Including Nonpublic)

This number will consist of all years of professional educational experience, including other public school districts, nonpublic schools, BOCES, and college or university experience.

### Percent of Time Employed in this School District

For most of you, the entry will be 100 percent. However, there may be some teachers whose services are shared by more than one district or BOCES who have been teaching only part-time, such as a teacher who teaches mornings only. If you are in one of these categories, please estimate the percent of the school year that you actually spend in this District. For example, a person working approximately half-time would choose 50%." You cannot report more than 100 percent.

### Number Months Employed by this District

This refers to the number of months you are employed in the district. The period should range from 3 to 12 months. Even if you receive your salary over a 12-month period, the entry should be the number of months you are expected to be on the job for 2014-2015.

### Current Annual Salary

You must complete this item unless your salary contract is currently under negotiation. In that instance, select "Salary Under Negotiation." We will contact your district at a later date to see if a contract has been negotiated and salary data is available.

Please record your annual salary, as of BED's day, to the nearest whole dollar. Report the total amount you are paid for your primary assignment(s). Do not include any extra pay received for extra services. For example, do not include additional pay received for supervising extra-curricular activities beyond your normal assignment, for coaching sports beyond your normal assignment, or for similar activities. Also, do not include summer school pay or overtime pay.

**Note:** Those of you who also have non-teaching assignments should report your combined salary (the same amount) on both your ePMF teaching form and non-teaching (pink or blue bubble form).

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PMF Form

PMFs ▼ TSRV Report HomeDEREK 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: <input type="text"/>
	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:

# TEACHING ASSIGNMENT INFORMATION

## Selecting Teaching Assignment Codes

Assignments are added by clicking on the “Add Assignment” link at the bottom of the page. A box will open (see below) displaying the first page of assignment codes (See the screenshot below).

A user can use the search box to enter the assignment code or assignment description. The search box will autofill once you start typing.

The link, [Download PDF of Assignment Codes](#) will open a PDF of the entire assignment booklet for reference.

Grade level and core class designations are made at this point. Guidance about these data elements can be found later in this document.

[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... ▼	<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 1 2 3 Next

Add Selected Assignment

After you have selected your assignments, you can click outside the assignment box or the x in the assignment code table to return to the main ePMF form. Your assignments should now be in view at the bottom of the form. To add or remove an assignment, click to highlight the assignment code (making it blue) and click “add” or “remove.”

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:

Total Years Employed (including nonpub.):

Percent of Time Employed in This District:

Number of Months Employed Per Year:

Current Annual Salary:   
 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?
<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.

## Grade Level

For the assignment you are recording, enter the **predominant** grade level of the students.

The following are general rules for determining grade level:

- If 75% or more of the students in your class are in any one grade, please enter that grade.
- If less than 75% of the students are from any one grade, choose "Mixed Elementary," "Mixed Middle" or "Mixed Secondary."
- "PK" stands for pre-kindergarten, while "K" stands for kindergarten. Do not combine half-day classes. Use two assignment blocks.

## Registration (Number of Students)

Under "Registration," record the **number of students** (enrollment) in the particular class or assignment reported on BEDS Day.

Teachers of half- and quarter-year courses should only report the number of students they are currently teaching (on BEDS Day) and *should not* report second semester or second/third/fourth quarter classes.

Please report the number of students in each class separately. Do not combine classes.

**NOTE:** This item asks for registration data (student counts) in the traditional sense of one teacher per group of students.

**For team-teaching situations**, report only the number of students to whom you would be teaching your subject matter under ordinary circumstances. For instance, if a team of 3 teachers is working with 90 students, each teacher should report the number of students he/she would ordinarily be meeting outside of a team-teaching situation (for example, 3 classes or 30).

## NCLB Highly Qualified Status - Core Assignments

Your Highly Qualified status will be determined based on the assignment you selected and a match with the certifications you have on file with the Office of Teacher Certification. **You should have certification in place when reporting these assignments as of “BEDS Day.”**

For questions about your certification and other credentials, contact that office <http://www.highered.nysed.gov/tcert/contact.html>.

Determination of Highly Qualified status requires identifying each assignment as core, not core, or may be core.

Decide whether your teaching assignments are “core” or “non-core” using the list of teaching assignment codes in the PDF you can access from the form. These codes can also be found at <http://www.p12.nysed.gov/irs/beds/2014/PMF/home.html>

See the definitions of “core academic subjects” and “highly qualified teacher” at the following page <http://www.p12.nysed.gov/nclb/guidance/memos/03-2008.html>

- **CORE (ONE ASTERISK \* )**. Codes marked with one asterisk ( \* ) on the assignment code list are “core assignments” by definition. Courses designated by SED as Core will present locked fields in the ePMF form.
  
- **MAY BE CORE (TWO ASTERISKS\*\* )**. Codes marked with two asterisks ( \*\* ) on the assignment code list may or may not be in “core.” You must decide based on your knowledge about the class itself. For example, if your assignment is a Career and Technical Education class, it is a “core” class only if your students can use it for credit in a “core academic subject.” See the definition for “core academic subjects” in NCLB Fall 2013 Supplement.
  
- **NOT CORE (NO ASTERISK)**. Codes marked with no asterisks on the assignment code list indicate teaching assignments have been identified as “not core” by definition. If you report these codes, you must select “not core.”

## SAVING OR SUBMITTING YOUR 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.**" After you have saved a form, you will only see an option for "Submit" later on. Your form will need to be submitted at a later date by a teacher or administrator with ePMF entitlements to finalize your selections.

If the information is complete and accurate you should click, "**Submit.**" You will not be able to edit to the ePMF form after submission. An administrator with ePMF entitlements can correct forms by unsubmitting them, making edits and again submitting the form to finalize the changes.

## ADDITIONAL TEACHING ASSIGNMENT GUIDANCE

If none of the listed assignment titles correspond precisely with the title(s) of your assignment(s), please select the code number(s) that most accurately describes your assignment(s).

**NOTE:** Use caution in reporting assignments in the areas of Health Education (4512-4516); Health Occupations Education (5912-5998); and Health Services, which is a non-teaching assignment code under School Health Services (2208-2298). These are three distinct assignment areas and are not interchangeable.

Notice that each major subject area has a category "Other." Select the code number for "Other" only if you cannot find another title that describes your course assignment. Use "Other" sparingly. For example, if an English teacher finds that none of the listed course titles in any way describes a literature course he/she teaches, that teacher should select the code number for "Other English."

Note that there are blocks for eight assignments. Those of you who teach on an individual basis or teach more than eight classes should group the individuals or classes first by assignment code (ACODE), second by grade level.

**Be sure to report each unique assignment code (class).**

**Elementary Team Teachers** should report only one Common Branch assignment (ACODE = 2612) which represents their primary homeroom assignment, and as many sections of their elementary subject specialty as warranted (e.g., 4112 for Elementary Mathematics or 4315 for Social Studies, Grade 4).

Teachers who meet with classes including students with disabilities for the purpose of teaching specific subjects such as physical education, art, music, reading or math

should report the class under an assignment code in their specific certified subject area. **Inclusion teachers should use the consultant teacher assignment codes.**

Except for the variations just noted, teachers should complete one assignment block for each class taught. Reporting should be based on the following guidelines:

- Pre-k and Kindergarten, common branch and other teachers who spend the entire day with the same class will complete only the first assignment block;
- Pre-K and Kindergarten teachers who teach two half-day sessions should complete a second assignment block;
- Elementary and secondary school teachers who have ***different*** groups throughout the day should complete one assignment block for each class they teach to a ***different*** group of students, and for each different course they teach to the ***same*** group.

The following are examples using these guidelines:

- An English teacher who teaches the ***same*** literature course to ***five different groups*** must complete ***five*** assignment blocks.
- An English teacher who teaches ***five different courses*** must complete five assignment blocks even if he/she teaches two or more of those courses to the ***same*** group of students.

Laboratory classes offered in conjunction with science courses should not be reported if the lecture and lab are taught to the same group of students by the same teacher. In the event that labs and lectures are taught by different teachers, each teacher should report the class separately using the same assignment code, with one teacher reflecting the lectures and one teacher reflecting the labs.

Remember that the general rule is to complete **one assignment** for each class taught. The exception is that teachers with more than eight classes, or those who have assignments with individuals or a number of small groups of children should group and report each assignment first by assignment and then by grade level.

Teachers serving students with disabilities are to report an assignment using a special education program code.

## ADMINISTRATOR REVIEW AND CERTIFICATION OF ePMF DATA

On January 15<sup>th</sup>, 2015, the ePMF access for teachers will be locked down, preventing additional data entries. During the ePMF collection period (beginning on BEDS Day and ending on January 31<sup>th</sup>, 2015), superintendents and those individuals entitled by the superintendents to have access to the “Personnel Master File” through SEDDAS (SED Delegated Account System) will be able to review and correct PMF data. However, the Superintendent may impose a shorter timeline, requiring teachers to enter all their data sooner. For additional information concerning TAA entitlements, visit <http://www.p12.nysed.gov/irs/TSDL/> and <http://www.p12.nysed.gov/irs/>

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	

Showing 1 to 10 of 121 entries

Download an Excel file of all Teacher PMF Information

Between January 15<sup>th</sup> and January 31<sup>st</sup>, 2015, LEA CEOs will need to certify and submit as accurate the ePMF data to SED. On January 15<sup>th</sup>, a certification icon will appear in TAA <https://eservices.nysed.gov/taa/> when the CEO logs in. After January 31<sup>st</sup>, 2015, the system will be locked to the field for ePMF purposes.

As in the past, the data submitted to the Department will be used to generate Highly Qualified reports. The Department will not be accepting assignment code changes after the data is certified and submitted and after the Highly Qualified reports are generated. Therefore we suggest you review teacher assignments carefully and if you have questions about their certification, contact the Office of Teaching Initiatives within the Department <http://www.highered.nysed.gov/tcert/>