

ePMF Collection

The electronic Personnel Master File (ePMF) application used to collect teacher data is accessed via the Teacher Access and Authorization (TAA) system <https://eservices.nysed.gov/taa/> .

Requirements for ePMF Form Visibility:

1. Staff Snapshot Identifying Teachers – Only those individuals that have **Field 8** on the Staff Snapshot (the job description field) populated with **“TEACHER”** will have an ePMF form. If teachers who were previously listed in TAA are no longer visible, make sure **“TEACHER”** was not inadvertently removed from this field. This can be corrected on a subsequent Staff Snapshot upload. Leave **Field 8** blank for staff that will not be submitting an ePMF teacher form. A Staff Snapshot record must be reported before any other staff record type for that person can be reported. The Staff Snapshot verification report will assist in identifying teachers that should have completed ePMF forms.

2. Tokens - Tokens are generated for teachers who do not have active TAA accounts or require an account reset. Following a valid record in Staff Snapshot, and a teacher completing Step 1 in the account creation process, a token will be generated and sent to the teacher’s Staff Snapshot email address. The teacher clicks on the link with the token and is directed to the TAA system and begins the account creation process.

For teachers that require an account reset, they will have to provide the last 4 digits of their social security number, date of birth, and 7-digit (Your district may store your TEACH ID with two leading zeros) TEACH ID. A single use token will then be emailed to the teacher’s Staff Snapshot email address. The teacher clicks on the link with the token and is directed to the TAA system and begins the account creation process.

3. Administrator Form Creation Option – If a teacher was responsible for a class and left the district before he or she logged into TAA and generated a form, an administrator may create a form with the teacher data during the administrator review process (please refer to ePMF timeline). TAA/TSRV/ePMF administrators will see the option, **“CREATE FORM”** in TAA for those teachers loaded in Staff Snapshot for whom a token was generated, but never logged in for form creation. Administrators may complete these forms and “Submit” them.

4. ePMF Data Elements- The illustration below provides information as to where the data elements found on the ePMF form are derived.

ePMF Form for 2016-17

Personnel Master File - [REDACTED]
[REDACTED] SD (2016)

This form was last SUBMITTED on 12/07/2015 09:18:09 AM by user [REDACTED]

Personal Information

Last Name: [REDACTED] TEACH ID: [REDACTED]
 First Name: [REDACTED] Middle Initial: [REDACTED] Gender: FEMALE
 Date of Birth: [REDACTED]

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/teachg.html>.

Educational Experience

Degree Status: Masters degree
 Professional Development: No

Employment Information

Number of Years Employed in This District: 9
 Total Years Employed (including nonpub.): 11
 Percent of Time Employed in This District: 100%
 Number of Months Employed Per Year: 10
 Current Annual Salary: \$67,026

I work at multiple locations in this district. (Uses District BEDSCODE)
 one location in this district: [REDACTED]

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. Website - <http://www.highered.nysed.gov/>

The following items: Gender, Educational experience (Degree status and Professional Development), and Employment Information (Years employed in district, Total years employed, Percent time employed, Number of months employed, Current annual Salary) are derived from your district's Staff Snapshot. Please contact your administrator if there is an error in what is reported.

Assignments

Code	Assignment Name	Grade	Registration
7412	SCHOOL LIBRARIAN (LIB MEDIA SPEC)	Mixed Secondar	2500

Showing 1 to 1 of 1 entries

The following items: I work at (location) and Assignments must be completed by the teacher.

Teacher provides assignment data as was done in prior years.

Removing a Teacher from Staff Snapshot:

This should only occur if an employee does not belong to the district during the current school year. If a staff member is erroneously reported to Level 2, a soft delete can be done by sending a "D" for **Field 41** (Active/Inactive). Your Regional Information Center (RIC) can assist with this.

At this time, even though a Delete flag is set in Staff Snapshot, those individuals will still be listed in TAA. Teachers listed with a "DELETE" should not be visible on the TAA administration screen and will not receive a token. If they had previously created a TAA account, they will still be able to log into the system, but they will not see an ePMF form.

Legal Requirement for Teacher Submitted Data:

According to Section 80-1.9 of the NYS Education Regulations, each individual holding a teaching certificate is required to annually file with the Department, a fully completed Basic Educational Data System (BEDS) personnel data form on a date prescribed by the Commissioner of Education. The ePMF BEDS form meets this requirement.

According to Section 119.3 of the NYS Education Regulations Charter schools are required to report to the commissioner BEDS data at a time and in a format prescribed by the commissioner.

ePMF/TAA Documentation:

Direct links from TAA: <https://eservices.nysed.gov/taa/>

ePMF Guidance for Teachers and Administrators (Updated Timelines, TAA User Guides, ePMF Manuals and ePMF FAQs):

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