

Staff Assignment Template reporting

2013-14 Staff Assignment Template reporting

- Building principals only (one assignment code)
- If a principal is responsible for only some of the grades in a building, report individual grade levels. If principal is responsible for all grade levels in a building, report one record for the location with a grade level code "ALL".

2014-15 Staff Assignment Template reporting

- The Staff Assignment template will have **two separate collections**, with separate assignment code sets.
 1. **PMF**: Non-teaching staff who must be reported for the Personnel Master File (PMF) BEDS collection (including building principals).
 2. **ENYP**: All non-teaching staff that need access to the EngageNY portal.

Business rules for 2014-15:

The Staff Assignment template will be used to report non-teaching staff for PMF, data portal access, and APPR purposes. These requirements are fulfilled through two separate collections of the template. Below is an illustration of data element business rules that differ based on which collection is being reported.

of records reported:

ENYP: Report one record for each location to which the staff person needs access. If the staff person is district-wide, use district as the location. Grade level should be "ALL" for each ENYP Staff Assignment record.

PMF: Report one record for each location, assignment and grade level combination related to the staff person. If the staff person is district-wide, use district as the location.

ASSIGNMENT CODE

ENYP: Choose one assignment code from ENYP assignment code set for each staff person. Although it is possible to have more than one ENYP assignment, it will not be typical. One situation where a staff person may have multiple ENYP assignments might be if a staff person needs full access to restricted data at one location, but has a different role at another location and will need only access to general data there.

PMF: Choose one assignment code from the PMF/APPR assignment code set for each of the staff member's assignment. Please note that the principal assignment code set has been expanded to identify the type of school associated with the principal.

ASSIGNMENT LOCATION CODE

ENYP: For building level access, send one record for each building. For district-wide access, use district code as location code.

PMF: Report one record for each assignment, building, grade level combination.

SCHOOL YEAR DATE

ENYP: Use June 30 of the reporting school year.

PMF: Use June 30 of the reporting school year.

ASSIGNMENT DATE

ENYP: Use first day of school year, or first date of the school year that the staff member was assigned to this "location" in this assignment, whichever comes last.

PMF: Use first day of school year, or first date of the school year that the staff member was assigned to this "location" in this assignment, whichever comes last.

COMPLETION DATE

ENYP: Last date in this assignment or building or grade level, whichever comes first. Do not report unless the assignment has ended.

PMF: Last date in this assignment or building or grade level, whichever comes first. Do not report unless the assignment has ended.

ASSIGNMENT GRADE LEVEL

ENYP: Use "ALL".

PMF: If the staff person works with or is responsible for the entire location, use "ALL"; do not report each grade level separately. If the staff person works with or is responsible for only some grade levels within the building, report one record for each grade level.