Staff Snapshot/Staff Assignment
Important Information



- Your source is the HR System
- Who do you report? CERTIFICATED Staff. There are 3 types:
  1. Teacher
  2. Principal
  3. "Other" (in HR System) – in L0 staff snap Title will be blank
- Everyone gets a Staff Snapshot
- Staff Snapshot is to Staff as Demographics is to Students

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1

Staff Snapshot
Teachers

Your Teacher Staff Snapshot records should have:
- Teacher Title and Teach. Hire Date
- Anything with an asterisk is required
- IMPORTANT – **Teachers** will **not** have a Staff Assignment screen (exception - teacher on special assignment)

Staff Snapshot Manual Entry:

*denotes a required field

TEACH Name: [redacted]

*First Name:	Middle Name:	*Last Name:	*Birth Date:	*Gender:
[redacted]		[redacted]	[redacted]	M :: Male

*Teach ID: (Alt. Staff ID)	*Staff Id:	*Email Address:	*Active/Inactive:	*Itinerant Staff:
[redacted]	[redacted]	[redacted]	A :: Active	N :: No

*Primary Location Code:	*Years Educational Exp. in District:	*Annual Salary:	*Annual Contract Work Months:	Annual Contract Work Days:
[redacted]	6	[redacted]	10	200

*Employment Basis:	Certification Exempt. Code:	Teacher Title:	Teach. Hire Date:	Professional Dev. Indicator:	* Total Years Educational Exp.:	Principal Title:	Prin. Hire Date:
1.000		TEACHER	2016-08-01	Y :: Yes	6		

*Education Level:	Separation Reason Code:	Exit Date:	*Hisp. Indicator:	Race 1 Code:
7 :: Masters degree			N :: No	W :: White

Race 2 Code:	Race 3 Code:	Race 4 Code:	Race 5 Code:

Staff Snap data comes from the HR system

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2

Staff Snapshot
Principals

Your Principal Staff Snapshot records should have:
- ★ Principal Title and Prin. Hire Date
- ★ Anything with an asterisk is required
- ★ IMPORTANT – **Principals** will have a Staff Assignment screen where they have an assignment code

Staff Snapshot Manual Entry:

*denotes a required field

[redacted]

*First Name:	Middle Name:	*Last Name:	*Birth Date:	*Gender:
[redacted]	M	[redacted]	[redacted]	F :: Female

*Teach ID: (Alt. Staff ID)	*Staff Id:	*Email Address:	*Active/Inactive:	*Itinerant Staff:
[redacted]	[redacted]	[redacted]	A :: Active	N :: No

*Primary Location Code:	*Years Educational Exp. in District:	*Annual Salary:	*Annual Contract Work Months:	Annual Contract Work Days:
[redacted]	19	[redacted]	11	

*Employment Basis:	Certification Exempt. Code:	Teacher Title:	Teach. Hire Date:	Professional Dev. Indicator:	* Total Years Educational Exp.:	Principal Title:	Prin. Hire Date:
1.000					19	PRINCIPAL	2005-11-16

*Education Level:	Separation Reason Code:	Exit Date:	*Hisp. Indicator:	Race 1 Code:
7 :: Masters degree			N :: No	W :: White

Race 2 Code:	Race 3 Code:	Race 4 Code:	Race 5 Code:

Staff Snap data comes from the HR system

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3

Staff Snapshot
NTP (Non-Teaching Professionals)

Your NTP Staff Snapshot records should have:
- ★ Anything with an asterisk
- ★ IMPORTANT – **NTPs** will have a Staff Assignment screen where they have an assignment code

Staff Snapshot Manual Entry:

*denotes a required field

Back to School Rpt

TEACH Name: WILLIAM MARR

*First Name:	Middle Name:	*Last Name:	*Birth Date:	*Gender:
[redacted]	T	[redacted]	[redacted]	M :: Male

*Teach ID: (Alt. Staff ID)	*Staff Id:	*Email Address:	*Active/Inactive:	*Itinerant Staff:
[redacted]	[redacted]	[redacted]	A :: Active	N :: No

*Primary Location Code:	*Years Educational Exp. in District:	*Annual Salary:	*Annual Contract Work Months:	Annual Contract Work Days:
0006 :: Garden City MS	17	[redacted]	11	

*Employment Basis:	Certification Exempt. Code:	Teacher Title:	Teach. Hire Date:	Professional Dev. Indicator:	* Total Years Educational Exp.:	Principal Title:	Prin. Hire Date:
1.000					23		

*Education Level:	Separation Reason Code:	Exit Date:	*Hisp. Indicator:	Race 1 Code:
8 :: Masters+30 or more hours			N :: No	W :: White

Race 2 Code:	Race 3 Code:	Race 4 Code:	Race 5 Code:

Staff Snap data comes from the HR system

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4

Staff Assign/Staff Snap
Field breakdowns

Staff Assign data comes from the HR system

These are the only Staff who get reported for APPR.

	Staff Snap	Staff Assign
Teacher	Will have: • Teacher Hire Date • Teacher Title	Staff Assignment record is blank
Principal	Will have • Principal Hire Date • Principal Title	Have an assignment record
Non-Teaching Professional	Will have everything except hire date and title (NTPs will never have a hire date in L0)	Have an assignment record

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Staff Assignment

Staff Assign data comes from the HR system

Staff Assignment Manual Entry:

*denotes a required field

*Staff Name :: Staff ID | Teach ID (Alt. Staff ID): | *Location Code: | *Grade Level:

*Assign. Category: PMF | *Assign. Code: | *Assign.Date: | Completion Date: | Assign. Title: | Programs Code:

Percent Time: | Assign. Field:

Teacher

There is no Staff Assign record for teachers

Staff Assignment Manual Entry:

*denotes a required field

*Staff Name :: Staff ID | Teach ID (Alt. Staff ID): | *Location Code: | *Grade Level: ALL

*Assign. Category: PMF | *Assign. Code: 1102 :: PRINCIPAL ELEMENTARY SCHO | *Assign.Date: 2023-07-01 | Completion Date: | Assign. Title: | Programs Code:

Percent Time: | Assign. Field:

Principal

Staff Assignment Manual Entry:

*denotes a required field

*Staff Name :: Staff ID | Teach ID (Alt. Staff ID): | *Location Code: | *Grade Level: ALL

*Assign. Category: PMF | *Assign. Code: 2017 :: SCHOOL PSYCHOLOGIST | *Assign.Date: 2023-07-01 | Completion Date: | Assign. Title: | Programs Code:

Percent Time: 1.0 | Assign. Field: In district :: In district

Import Validation Messages:

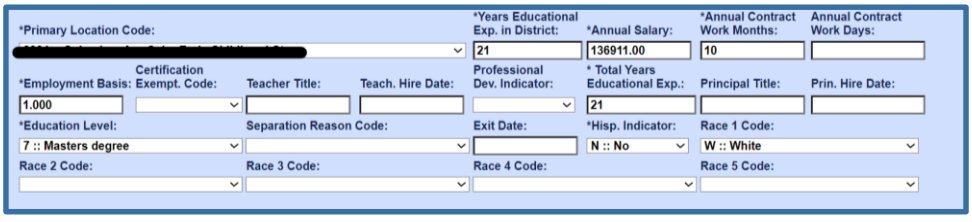
NTP Staff

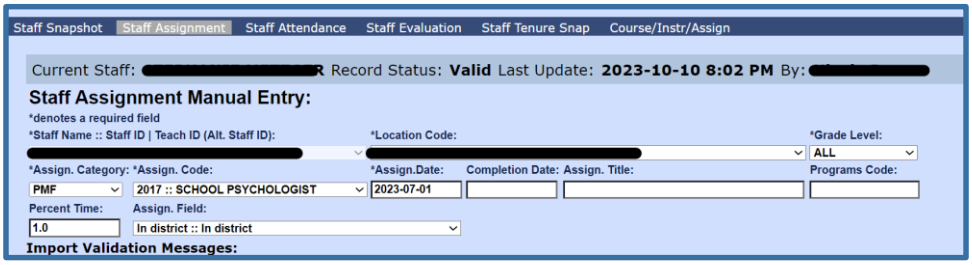
nassau BOCES Regional Information Center | State Reporting

6

Staff Assignment
Non-Teaching Professional Staff

Staff Assign data comes from the HR system





Your Staff Assignment records should be blank for Teacher Title and Hire Date

You code the professional in **Staff Assignment** in Assign. Code (see SIRS Manual for the codes)

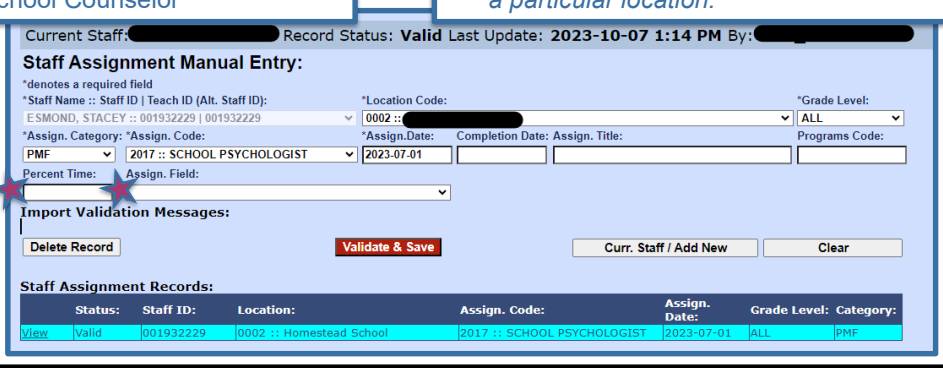
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7

Staff Assignment Guidance
For SOME Non-Teaching Professional Staff

Applies to These Professionals
- School Nurse-Teacher
- School Nurse (RN)
- Licensed practical Nurse (LPN)
- School Social Worker
- School Psychologist
- School Counselor

Two New Fields in Staff Assign for These Teachers:
- ❑ **Field 9 *(Assignment/Assign. Field)*** codes (see table next slide) will identify the type of assignment for these staff members.
- ❑ **Field 18 *(Percent Time Assigned):*** The percentage of time the person is assigned such responsibilities *in a particular location.*



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Staff Assignment Guidance
For SOME Non-Teaching Professional Staff

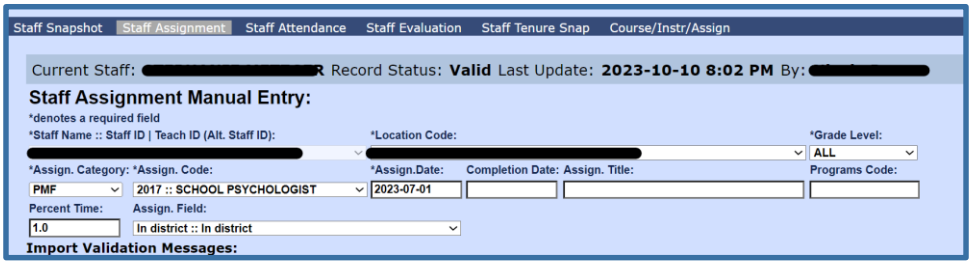
- ✓ All staff reported to the SIRS require a TEACH ID (including contractors). TEACH accounts can be created by an individual through the NYSED Office of Teaching Initiatives (https://www.highered.nysed.gov/tcert/teach/).
- ✓ The percentage of time for a staff person cannot be more than 100 percent *(between all locations reported for a particular staff member)*.
- ✓ These staff may be reported with the grade level of ALL if responsible for more than one grade level in a building

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Staff Assignment
Percent Time

Staff Assign data comes from the HR system



Your Staff Assignment records should be blank for Teacher Title and Hire Date

You code the professional in **Staff Assignment** in Assign. Code (see SIRS Manual for the codes)

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Check Your Data in Level 0 Report

Staff Snapshot Report

Reports | Admin

- Data Quality Reports
- Dashboard
- RIC Level Reports
- Demographics
- Enrollment
- Program Fact
- Assessment
- Assess/Acc/Mod
- Course
- Course/Instr/Assign
- Day Calendar
- Location M.P.
- Partner Project Fact
- SE Event
- SE Snapshot
- Stu/Class/Entry/Exit
- Stu/Class/Gr/Detail
- Stu/Credit/GPA
- Stu/Attend/Codes
- Stu/Daily/Attend
- **Staff Snapshot**
- Staff Attend. Codes
- Staff Attendance
- Staff Evaluation
- Staff Tenure Snapshot

Staff Snapshot Report Choices: Run Verification Rpt

Dist. Import Errors (Error Rpt #1) | Dist(s) Summary | Dist. School Summary | Dist. Upload Log Dates | Import Log

Lock History | Unlock History | Import Message Log

Valid Staff records for school - 0007

Teach ID:	Staff ID:	Last Name:	First Name:	TEACH Name:	Staff Location:	A/I/D	Title:	Second Title:	Itinerant:
					0007-	A			
					0007-	A			
					0007-	A			
					0007-	A			
					0007-	A			
					0007-	A			
					0007-	A			
					0007-	A			
					0007-	A			
					0007-	A			
						A			
						A			
						A			
						A			
						A			
						A		PRINCIPAL	
						A			
								PRINCIPAL	
							TEACHER		

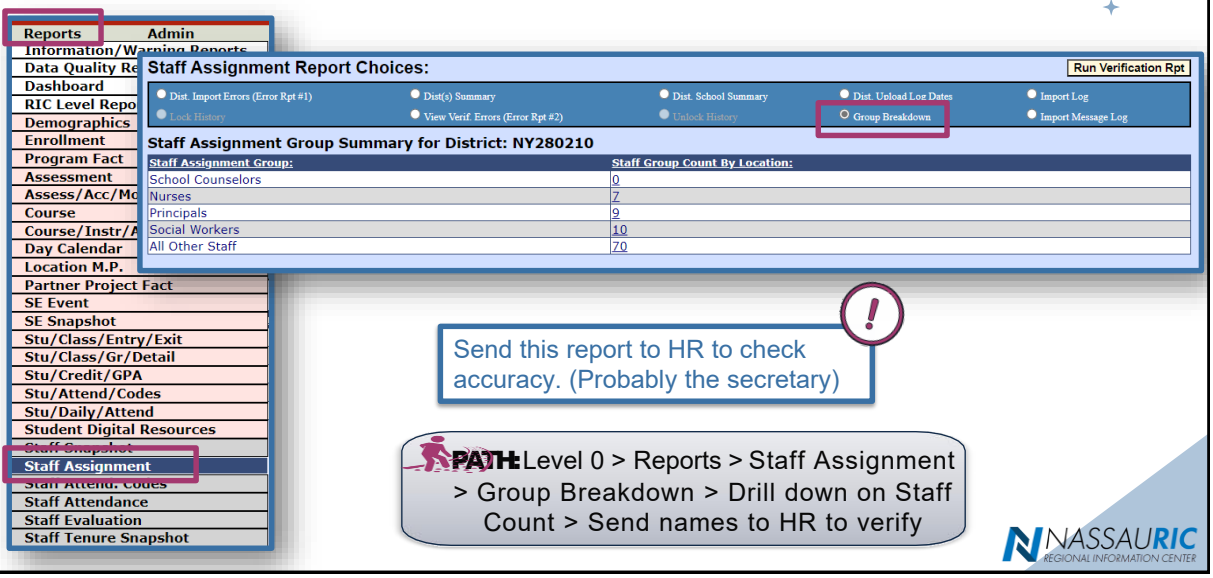
Send this report to HR (probably the secretary) and the Building Principal to check accuracy.

PATH: Level 0 > Reports > Staff Snap > Dist. School Summary > Drill Down on School > Click Title > Send to HR and Building Principals to verify

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State Reporting

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Check Your Data in Level 0
Staff Assignment Report



Send this report to HR to check accuracy. (Probably the secretary)

PATH: Level 0 > Reports > Staff Assignment > Group Breakdown > Drill down on Staff Count > Send names to HR to verify

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