

# PIMS Staff Submission

October 2020



# PIMS Collection – October Submission Staff

- Employee Management Module – General Tab
- Employee Management Module – Position Tab
- Employee Management Module – PIMS Tab
- Employee Management Module – PIMS Assignment Tab
- Business Rules for Terminated Employees
- PIMS Export Management
- State Reporting Data Validations for Staff
- ClassMate PIMS Reports for Staff Submission



# PIMS Collection – October Submission

## Overview of PIMS October Submission

**The collection window, snapshot date, edit/review window, and correction windows may be viewed on the PDE website.**

<https://www.education.pa.gov/DataAndReporting/PIMS/Pages/default.aspx>

The following templates are required for the PIMS Staff Collection Submission:

For client sites using ClassMate to submit PIMS Staff templates

- Staff
- Staff Snapshot (10/01/xxxx)
- Staff Assignment
- District Fact

## PIMS Collections, Templates, & Reporting Dates

To obtain the remaining PIMS reporting dates, templates & ACS Due Dates visit the PDE website > select Manuals and Calendar to access / download the PIMS Elementary/Secondary Collection Calendar.

ClassMate recommends you check the PIMS website often as PIMS often updates this calendar through out the year.



## PIMS Collection – October Submission - STAFF

### Module Requirement for PIMS Staff Submission

The modules that will be needed to complete the data entry, export, and validation for the three staff templates (Staff, Staff Snapshot, and Staff Assignment) are:

- **Employee Management** – located in the ClassMate Application under **Modules > Personnel Management**
- **State Reporting Validations** – located in the ClassMate Application under **Modules > State Reporting**. **You must export your three staff files before running the validations.**
- **PIMS Export Management-NEW** – located in the ClassMate Application under **Modules > PIMS Management**  
**\*\*new module added 2021 SY – please assign using User Module Management if you currently do not have & remove the former PIMS Export Management as this will no longer be updated\*\***
- If you do not have these modules assigned to you please contact your ClassMate System Administrator and request that they be assigned to you. Once they are assigned you will need to refresh your modules/reports within the ClassMate Application.



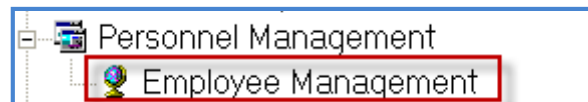
# PIMS Collection – October Submission - STAFF

## Employee Management Module – General Tab

### Getting Started:

Double click > My Modules > Double Click

Personnel Management > Click **Employee Management**



### Staff Employees:

Create an employee record for all Staff employees, if record is not already created.

Refer to PIMS Volume 1 User Manual section Staff To Be Reported in PIMS.

### State PPID:

Update the State PPID for all certificated Staff Employees.

The State PPID # can often be obtained from the Directors Office or Payroll Department.

The office that holds the number varies from school to school

**\*\*NEW 2021\*\*** – For School Security Personnel who have a PPID, report the PPID, if they do NOT have a PPID use the 5 or 6 digit **Municipal Police Officer Training ID (MPTID)** preceded by **SS**; or if they do NOT have an **MPTID** you must assign the individual a unique and consistant 5 or 6 digit ID preceded by **SS**  
Example: SS123456 (for School Security Staff without a PPID)

### SSN:

**The Social Security number will no longer export in the Staff/Staff Snapshot templates.**



# PIMS Collection – October Submission - STAFF

## Employee Management Module – General Tab

General Tab Required Data for PIMS:

1. Alternate ID # (this is the ClassMate Employee ID #)
2. State PPID # (for all certificated & non-certificated employees.)
3. **\*\*NEW\*\* MPTID# (for School Security Staff **WITHOUT** a PPID – 5 or 6 digit ID preceded with **SS**)**
4. Title (ie: Mr., Mrs.)
5. First name
6. Last name
7. Address 1
8. City/State/Zip
9. Home Number & Cell Number are optional for PIMS, though if using School to Home Communication systems they are most likely required for those systems.
10. Gender
11. E-mail Address (required)
12. Birthdate
13. Hispanic Question
14. Ethnicity

After all data is entered click the **Save** icon before moving to the next tab or next employee



# PIMS Collection – October Submission - STAFF

## Employee Management Module – General Tab

General | Position | PIMS | PIMS Assignment | Discipline | Miscellaneous | Course Assignment

General

ID # **1** 000001018 State PPID: **2**

Title: **4** Mrs. MPTID # **3** SS123456

First Name: **5** Alison Middle Initial: J

Last Name: **6** Smith

Suffix:

Address 1: **7** 1660 Valley Center Parkway

Address 2:

Address 3:

**8** Elizabethtown

State: PA Zip Code: 17022

Home Number: **9** (222) 723-0623 Work Number: (222) 653-3000 Ext.: 2345

Cellphone: (222) - Gender: **10** Female

Email Address: **11** Alsmith@Harris.com

SSN: **13** - - Birthdate: **12** 07/23/1974

Hispanic:  Yes  No Ethnicity: **14** White (Non-Hispanic)

School Security Staff 5 or 6 digit preceded by SS



# PIMS Collection – October Submission - STAFF

## Employee Management Module – Position Tab

### Position Tab Required Data for PIMS:

- 1) Department: Select the department
- 2) Hire Status: Select Hire Status (ie: Full Time)
- 3) Job Title: Enter employees job title
- 4) Annual Salary: Enter employee's salary. Per PDE enter in whole dollars only and enter in the salary or wage an individual is paid before deductions (excluding differentials)

The below fields are NOT REQUIRED for PIMS but you may enter for other tracking purposes

- 5) Pay Step Level
- 6) Salary Effective Date
- 7) Benefits Value
- 8) Supervisor
- 9) Total Vaca Days
- 10) Used Vaca Days
- 11) Notes
- 12) Comments
- 13) Certification License #: Enter for Certificated Staff if utilizing Certification Hours functionality (Cosmetology Hours reporting includes)
- 14) Original Certification Date: Enter for Certificated Staff if utilizing Certification Hours functionality (Cosmetology Hours reporting includes)





# PIMS Collection – October Submission - STAFF

## Employee Management Module – Position Tab

General | **Position** | PIMS | PIMS Assignment | Discipline | Miscellaneous | Course Assignment

Position

Department: **1** Teacher Assistants

Hire Status: **2** Full-Time

Job Title: **3** Instructor

Annual Salary: **4** \$35,000  Salary on File

Pay Step Level: 7A      Salary Effective Date: 08/19/2008

Benefits Value:

Supervisor: MJ Principal

---

Total Vaca Days: 0      Used Vaca Days: 0

Notes:

Comments: Travel and Lodging Management

Certification Hour Data

Certification License #: - -

Original Certification Date: 01/01/1900



# PIMS Collection – October Submission - STAFF



## Employee Management Module – PIMS Tab

### PIMS Tab Required Data for PIMS:

- 1) Employment Status
- 2) Employment Classification
- 3) State Job Description –options available in the drop-down are pulled from PIMS Manual Volume 2, Appendix AH. The PIMS state code (NPA) has been updated to match PDE’s definition.
- 4) Highest Degree Institution
- 5) Employment Verification (not required for PIMS)
- 6) Primary Location
- 7) Termination Reason (if applies)
- 8) Staff Qualification Status - This field is required for Safe School submission in June.
- 9) Years Experience – Per PDE this is the total # of years worked in 1 or more educational institutions. Enter whole numbers only. **\*\*Clients must enter data in this field.**
- 10) Years Experience in District – Per PDE this is the total # of consecutive years working in the LEA, if individual leaves LEA & returns they start over. Enter whole numbers only.  
**Note:** ClassMate will calculate this field if left blank. The calculation will be based on the initial hire date, re-hire date, or first assignment start date, which ever is most current.  
**\*\*During RollOver Yrs Experience and Yrs Experience in District are incremented each year**



# PIMS Collection – October Submission - STAFF

## Employee Management Module – PIMS Tab

### PIMS Tab Required Data for PIMS:

- 11) Employment Type (ie: Full Time)
- 12) Initial Hire Date: Enter date employee was initially hired
  - **Note:** Enter the date the employee was initially hired. It does not have to be the date for which the employee started their professional service. The date the employee started their professional service should be recorded on the PIMS Assignments tab.
  - **Example:** Employee A was hired 08/30/2009 as an Aide. Then on 08/30/2010 Employee A was hired to be the Auto Body Instructor. The Initial Hire Date should be 08/30/2009
- 13) Tenure Date & Yes/No Indicator (not Required for PIMS)
- 14) Re-Hire Date (if applies)
- 15) Termination Date (if applies)
- 16) Elem/Sec Professional Personnel (ESPP) - Indicate if this employee is an Elementary Secondary Professional Personnel.
  - \*\*Only employees with ESPP set to yes will be included in the Staff templates.
- 17) Local Contract – Per PDE Yes = has current contract, No = in negotiations
- 18) Authorized to Carry a Weapon - This field is required for School Security Personnel for Safe School submission in June.
- 19) LEP Certification – (not Required for PIMS)



# PIMS Collection – October Submission - STAFF

## Employee Management Module – PIMS Tab

### Years Experience in District Special Note:

- The Years Experience in District automated calculation process dependency:  
**Hire date:** If the hire date is not the date the employee actually started working, but possibly the board approval date, when entering the staff assignment start date you must enter the actual date the staff member started working.

Example: An employee is hired on June 27, 2014, but the employee will not start his assignment until the first day of school which is August 25, 2014.

If you enter the assignment date as June 27, 2014 the years experience in district will calculate incorrectly as 2 years. It should be 1 year for the school year July 1, 2014 to June 30, 2015.

Thus, assignment start dates for new hires/ positions is the actual day the employee starts working.

During Rollover, years experience in district is incremented for All Active Staff with an Active Assignment



# PIMS Collection – October Submission - STAFF

## Employee Management Module – PIMS Tab

General | Position | **PIMS** | PIMS Assignment | Discipline | Miscellaneous | Course Assignment

PIMS

Middle Name:

Employment Status: **1** Active

Employment Classification: **2** Professional Employee State Job Description: **3** NPA

Highest Degree Institution: **4** Associate's degree (two years or more)

Employment Verification: U.S. Soc. Sec. card issued by Social Security Administration

Primary Location: **6** Mount Joy Campus

Termination Reason: **7** – Select A Termination Reason –

Staff Qualification Status: **8** – Select A Staff Qualification Status – **Safe Schools**

Years Experience: **9** 15 Years In District: **10** 14 Employment Type: **11** Full-Time

Initial Hire Date: **12** 09/10/2007 Tenure Date: 01/01/1900 Tenure  Yes  No

Re-Hire Date (if applies): **14** 01/01/1900 Termination Date: **15** 01/01/1900

Elem/Sec Professional Personnel (ESPP): **16**  Yes  No Local Contract **17**  Yes  No

Authorized to Carry Weapon: **18**  Yes  No **Safe Schools** LEP Certification **19**  Fully Certified  Not Fully Certified  NA



# PIMS Collection – October Submission - STAFF

## Employee Management Module – PIMS Assignment Tab

1. Click the **Green Arrow** next number button
2. **Certificated:** This option allows you to toggle between certificated and non-certificated assignments (options will change in Assignments drop down)
3. **Assignments:** Select the professional assignment for the employee.  
Refer to PIMS Volume 2 User Manual section Appendix B – Staff Assignment Codes.  
**Note:** Enter only professional assignments because the initial start date for the first assignment will be used to determine the consecutive years in district.
4. **Location:** Defaults to main location for non-multi-location sites.  
Use the **Unassigned Generic location** selection (9999) for all off-campus staff.  
**Unassigned Generic Central Office** (0000) for District office staff, private schools..
5. **Percent Time:** Cannot exceed 100% for all active assignments.
6. **Start/End Date:** Used to determine if an assignment is active during the submission.  
**Note:** The Start Date entered should be the date the employee started the professional assignment.  
**Example:** Employee A was hired 08/30/2009 as a Paraprofessional. Then on 08/30/2010 Employee A was hired to be the Auto Body Instructor. The Start Date should be entered as 08/30/2010
7. **Primary Assignment:** If employee has more than 1 assignment, you must indicate the Primary Assignment by ensuring it is marked “Yes”. All other assignments should be marked “No”.




# PIMS Collection – October Submission - STAFF

## Employee Management Module – PIMS Assignment Tab

General | Position | PIMS | **PIMS Assignment** | Discipline | Miscellaneous | Course Assignment

PIMS Assignments

1 

2 Certified:  Yes  No

Assignments: 3 Quantity Foods

Location: 4 Brownstown Campus

Time %: 5 75 Start Date: 02/11/1991 6 End Date: 01/01/1900

7 Primary Assignment  Yes  No Status  Active  Inactive

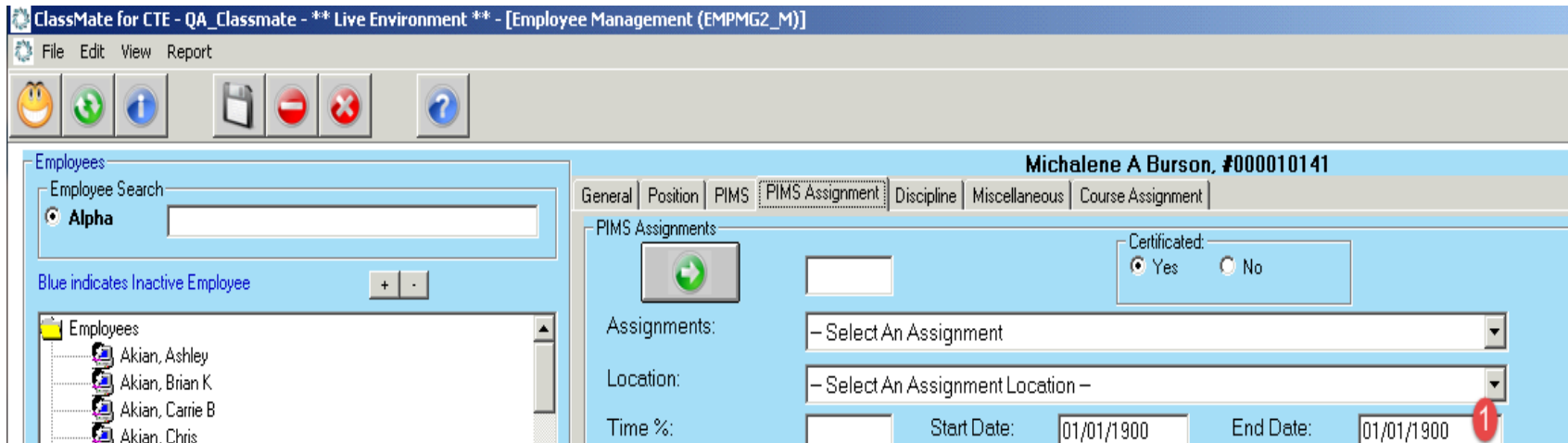
#	%	Cert.	Assignment	StartDate	EndDate	Code	Location	PRM
1	75	Y	Quantity Foods	02/11/1991	01/01/1900	2059	Harris - Nort...	Y
2	25	N	School Safety and Securit...	02/11/1991	01/01/1900	1998	Harris - Nort...	N

# PIMS Collection – October Submission - STAFF

## Business Rules for Reporting Terminated Staff

**Rule 1: Reporting Terminated Employees who were terminated from October through June of the prior school year and not yet reported to PIMS as terminated**

In Employee Management-PIMS Assignment tab, enter the actual end date for the employee's terminated assignment.



ClassMate for CTE - QA\_Classmate - \*\* Live Environment \*\* - [Employee Management (EMPMG2\_M)]

File Edit View Report

Employees: **Michalene A Burson, #000010141**

Employee Search: Alpha

Blue indicates Inactive Employee

Employees:

- Akian, Ashley
- Akian, Brian K
- Akian, Carrie B
- Akian, Chris

General | Position | PIMS | **PIMS Assignment** | Discipline | Miscellaneous | Course Assignment

PIMS Assignments

Assignments: - Select An Assignment

Location: - Select An Assignment Location -

Time %: Start Date: 01/01/1900 End Date: 01/01/1900 **1**

Certificated:  Yes  No



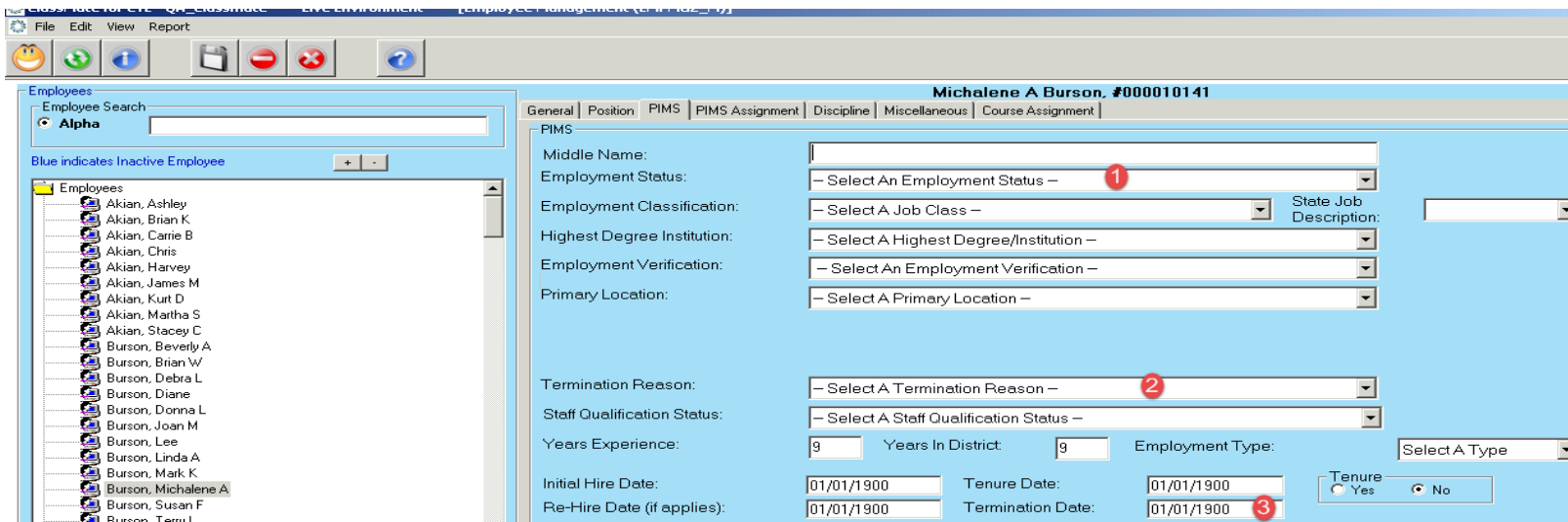


# PIMS Collection – October Submission - STAFF

## Business Rules for Reporting Terminated Staff

### Rule 1: Reporting Terminated Employees who were terminated from October through June of the prior school year and not yet reported to PIMS as terminated

In Employee Management-PIMS tab, enter a terminated employment status, select a termination reason and enter the actual termination date.



The screenshot shows the PIMS Employee Management interface for Michalene A. Burson, #000010141. The interface is divided into several sections:

- Employee Search:** A search box with "Alpha" entered.
- Employees List:** A list of employees, with "Burson, Michalene A" selected.
- General Tab:** The main form for employee management, with the following fields:
  - Middle Name: [Empty]
  - Employment Status: [Dropdown menu, highlighted with a red circle 1]
  - Employment Classification: [Dropdown menu]
  - Highest Degree Institution: [Dropdown menu]
  - Employment Verification: [Dropdown menu]
  - Primary Location: [Dropdown menu]
  - Termination Reason: [Dropdown menu, highlighted with a red circle 2]
  - Staff Qualification Status: [Dropdown menu]
  - Years Experience: [9] Years In District: [9] Employment Type: [Select A Type]
  - Initial Hire Date: [01/01/1900] Tenure Date: [01/01/1900] Tenure: [Radio buttons: Yes, No]
  - Re-Hire Date (if applies): [01/01/1900] Termination Date: [01/01/1900, highlighted with a red circle 3]

**Do Not** remove the employee's salary.

The export process will automatically export a 0 salary for terminated personnel.

# PIMS Collection – October Submission - STAFF

## Business Rules for Reporting Terminated Staff

**Rule 1: Reporting Terminated Employees who were terminated from October through June of the prior school year and not yet reported to PIMS as terminated**

In PIMS Export Management-NEW export the Staff, Staff Snapshot, and Staff Assignment files.

On the Individual Export tab, click employee, select the terminated employees, select Staff and Staff Snapshot files only, then click

1. Create Export data, then
2. Create export files.

Your terminated Employees will be appended to the Staff and Staff Snapshot files.

Terminated employees should not be included in the Staff Assignment.

You need to report prior year terminations once in the Staff and Staff Snapshot files. This should be done in October submission for the current school year.



# PIMS Collection – October Submission - STAFF

## Business Rules for Reporting Terminated Staff

**Rule 1: Reporting Terminated Employees who were terminated from October through June of the prior school year and not yet reported to PIMS as terminated**

CTC Collections | **Individual Export** | School Enrollment Deletion

Last	First	Mid	ID	StateID
<input checked="" type="checkbox"/> Alberts	A		000001205	82 3
<input type="checkbox"/> Alberts	A		000001177	
<input type="checkbox"/> Alberts	C	D	000001096	3E 8
<input type="checkbox"/> Alberts	M		000001165	9E 1
<input type="checkbox"/> Brock			000000502	27 4
<input type="checkbox"/> Brock			000001208	
<input type="checkbox"/> Brock	A	R	000000418	37 9
<input type="checkbox"/> Brock	B	H	000001064	12 9
<input type="checkbox"/> Brock	C		000001188	
<input type="checkbox"/> Brock	C	G	000000104	54 3
<input type="checkbox"/> Brock	C		000001282	8E 6
<input type="checkbox"/> Brock	F		000001172	84 5
<input type="checkbox"/> Brock	J		000001170	84 3
<input type="checkbox"/> Brock	K		000001187	
<input type="checkbox"/> Brock	L		000001222	
<input type="checkbox"/> Brock	M	L	000001006	1E 7
<input type="checkbox"/> Brock	M		000001247	
<input type="checkbox"/> Brock	M		000001080	
<input type="checkbox"/> Brock	F		000001296	12 7
<input type="checkbox"/> Brock	F	G	000000203	8E 1
<input type="checkbox"/> Brock	F	C	000000440	67 3
<input type="checkbox"/> Brock	F		000001196	
<input type="checkbox"/> Brock	S		000000202	5E 9
<input type="checkbox"/> Brock	T		000001297	
<input type="checkbox"/> Brock	T		000001156	
<input type="checkbox"/> Brock	V	S	000000102	27 4
<input type="checkbox"/> Claridge	C		000001207	24 4
<input type="checkbox"/> Claridge	E	E	000000434	
<input type="checkbox"/> Claridge	J	F	000000106	1E 5
<input type="checkbox"/> Claridge	J		000001233	
<input type="checkbox"/> Claridge	K		000001293	
<input type="checkbox"/> Claridge	S		000001047	
<input type="checkbox"/> Claridge	S		000001160	

Select the Data Category

Student  Employee

Template

- Course\_PIMS
- Crse\_Instruct
- CTE\_Student\_Credential
- CTE\_Student\_Fact
- District\_Fact
- Incident
- Incident\_Offndr
- Incident\_Offndr\_Desprny\_Action
- Incident\_Offndr\_Infr\_Weapon
- Incident\_Offndr\_Infraction
- Incident\_Offndr\_Parent\_Involve
- Incident\_Victim
- Location\_Fact
- Person
- PIMS\_School\_Calendar
- PIMS\_Student\_Calendar\_Fact
- Programs\_Fact
- School\_Fact
- Staff
- Staff\_Assignment
- Staff\_Dev\_Fact
- Staff\_Snapshot
- Staff\_Student\_Subsect
- Stud\_Snapshot
- Student
- Student\_Fact
- StudentFact\_CSBS

1. Create Export Data      2. Create Export Files

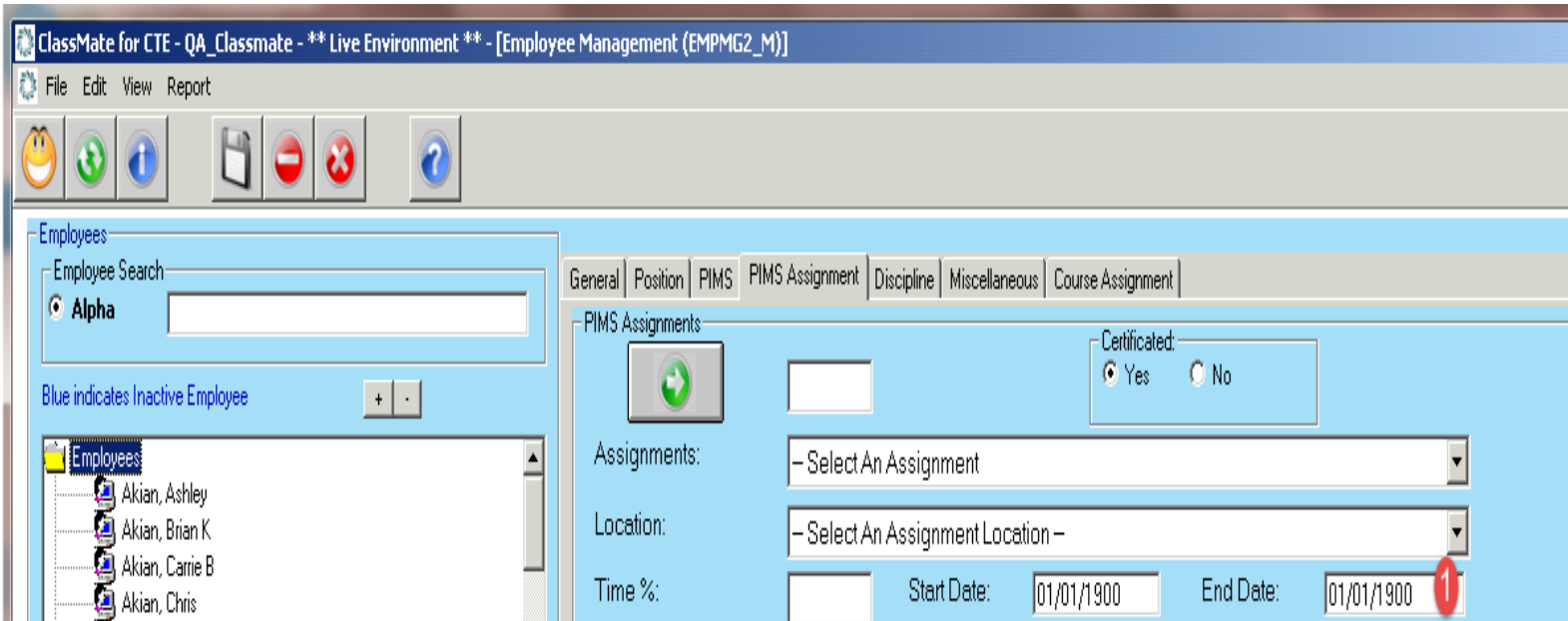


# PIMS Collection – October Submission - STAFF

## Business Rules for Reporting Terminated Staff

**Rule 2: Reporting Terminated Employees who were terminated on or after July 1 of the current reporting year, perform the following:**

In Employee Management – PIMS Assignment tab, enter the actual end date for the employee's terminated assignment.



The screenshot shows the 'ClassMate for CTE - QA\_Classmate - \*\* Live Environment \*\* - [Employee Management (EMPMG2\_M)]' window. The 'PIMS Assignment' tab is selected. The 'Certificated' field is set to 'Yes'. The 'End Date' field is set to '01/01/1900', which is highlighted with a red circle and a red '1' next to it, indicating this is the date to be updated for terminated staff. The 'Assignments' and 'Location' fields are dropdown menus. The 'Employees' list on the left includes Akian, Ashley; Akian, Brian K; Akian, Carrie B; and Akian, Chris.

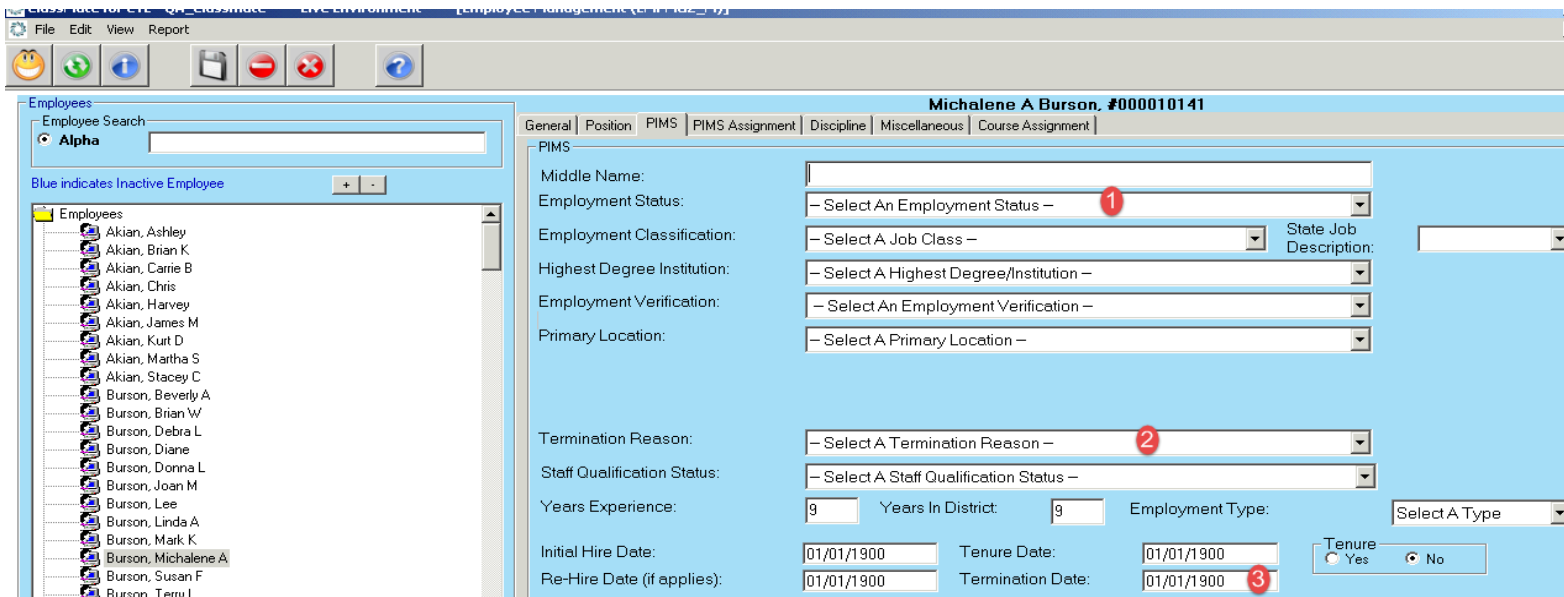


# PIMS Collection – October Submission - STAFF

## Business Rules for Reporting Terminated Staff

**Rule 2: Reporting Terminated Employees who were terminated on or after July 1 of the current reporting year, perform the following:**

In Employee Management – PIMS tab, enter a terminated employment status, select a termination reason, and enter the actual termination date.



The screenshot shows the PIMS Employee Management interface for Michalene A. Burson, #000010141. The interface is divided into several sections:

- Employee Search:** A search box containing "Alpha".
- Employees List:** A list of employees with "Blue indicates Inactive Employee". The list includes names like Akian, Ashley, Akian, Brian K, etc., and Burson, Michalene A.
- Form Fields:**
  - Employment Status:** A dropdown menu with a red circle 1 next to it.
  - Termination Reason:** A dropdown menu with a red circle 2 next to it.
  - Termination Date:** A date field with a red circle 3 next to it, showing 01/01/1900.

**Do Not** remove the employee's salary.

The export process will automatically export a 0 salary for terminated personnel.

# PIMS Collection – October Submission - STAFF

## Business Rules for Reporting Terminated Staff

**Rule 2: Reporting Terminated Employees who were terminated on or after July 1 of the current reporting year, perform the following:**

In PIMS Export Management-NEW, export the Staff, Staff Snapshot, and Staff Assignment files. Since the terminated staff has a current year assignment, the staff will be included in the Staff and Staff Snapshot; however, the Staff assignment export procedure will no longer include the staff assignments for currently terminated employees.

**Do Not** remove the employee's salary.

The export process will automatically export a 0 salary for terminated personnel.



# PIMS Collection – October Submission - STAFF

## Business Rules for Reporting Terminated Staff who were RE-HIRED in Current Year

In Employee Management module > PIMS tab > Enter a blank in Years in District field > Save

- If you do not clear this field, it will not re-calculate. This is a consecutive year count.
- Do not do anything with Years Experience this is a cumulative year count.
- PIMS Assignment tab > Verify the PIMS Assignment has correctly been ended based on termination End Date and a new assignment has been entered for the re-hire date with an accurate Start Date > Save.

In PIMS Export Management-NEW module export your Staff template. The export process will re-calculate the years experience in district for all staff with blank values in field #43



# PIMS Collection – October Submission - STAFF

## PIMS Export Management – Adding a Submission Date

**Location:** Modules > PIMS Management > **PIMS Export Management – NEW (\*\*NEW MODULE\*\*)**

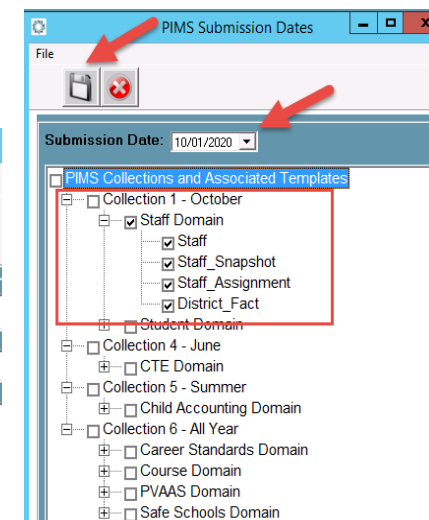
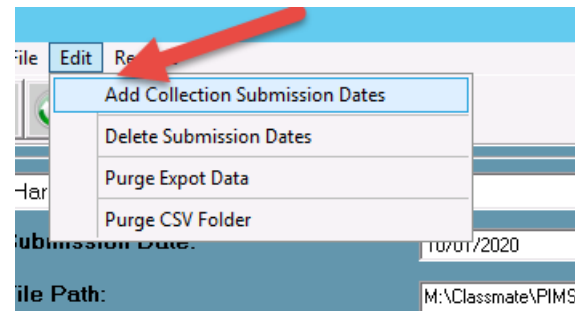
NEW module added 2021SY – please assign using User Module Management if you currently do not have & remove former PIMS Export Management module as this will no longer be updated.

Before exporting your templates for each submission you need to first add the Snapshot/Submission Date.

Also If you receive the error, “Invalid submission date for template” when processing update the submission date as follows:

1. Click Edit > Add Collection Submission Dates from top of module
2. Click the dropdown and select the desired Submission date.
3. Check the desired (required) Collection, Domain or individual templates for the submission.
4. Click Save to update.

**Note:** We recommend actual valid PIMS Submission Dates should be entered.





# PIMS Collection – October Submission - STAFF

## PIMS Export Management-NEW

**Location:** Modules > PIMS Management > **PIMS Export Management-NEW**

- Select the correct location from the top dropdown
- Check the **Submission Date box** and select the snapshot date for this submission.  
If the correct date is not available to choose, or if you get an error on exporting that says, “Invalid submission date for template” then see the previous slides titled: PIMS Export Management – Adding a Snapshot/Submission Date.
- Check the boxes for the Collection, Domain, or Individual templates that are due:  
**Staff**  
**Staff Snapshot**  
**Staff Assignment**  
**District Fact**
- If you want the file headers included on your export files check the “Include Header” box
  - If you export your files with the headers included on the PIMS Site when you upload the files you will need to check the boxes for each file that stating that your files include headers.
- To export the files click **Save** (floppy disk icon)

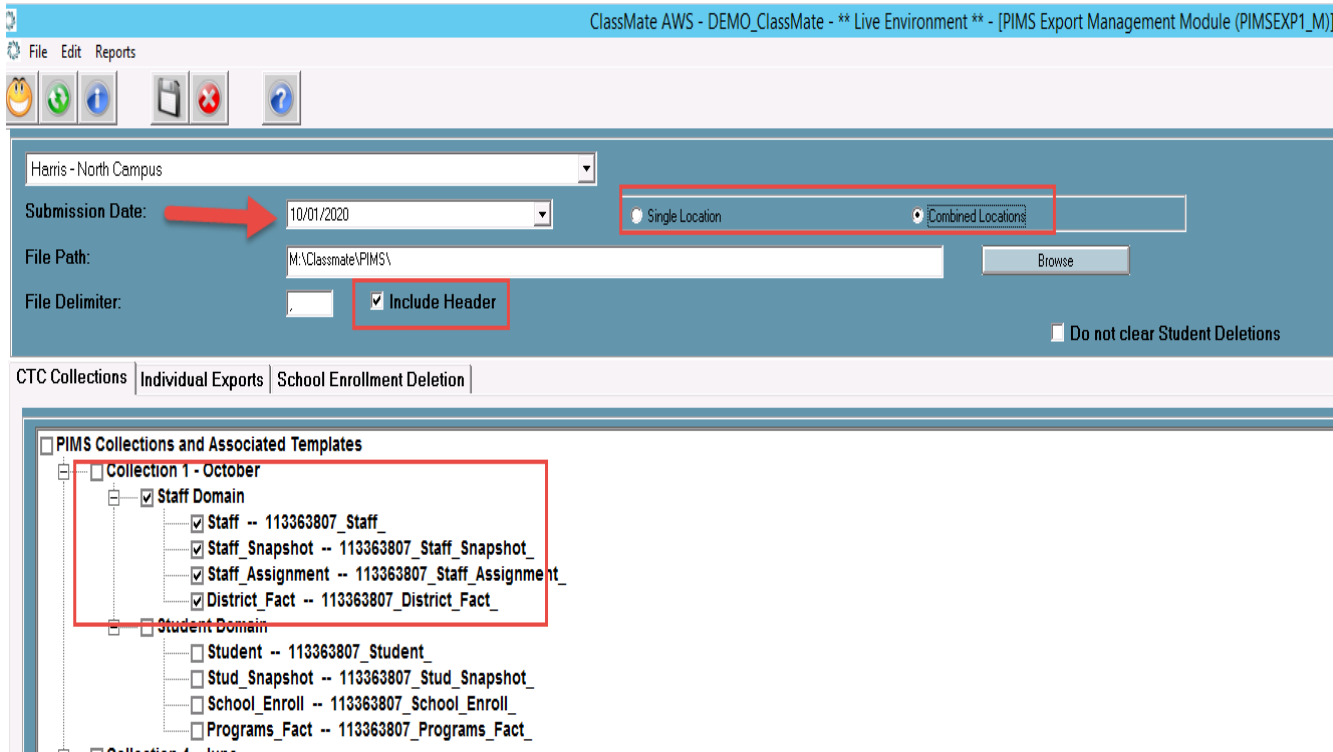


# PIMS Collection – October Submission

## PIMS Export Management

**Location:** Modules > PIMS Management > **PIMS Export Management - NEW**

**\*\* Multi Location sites – click to select the radio button for Combined Locations \*\***




# PIMS Collection – October Submission - STAFF

## Multi-Location Clients: Special Instructions

**After you export your files for the first location, and have completed validations including re-exporting as needed and are ready to submit to PDE:**

- Go to PIMS & upload the files for that location.
- Once files for that location are successfully uploaded, move those out of the M:\ClassMate\PIMS folder.
- It is recommended that you move the export files to a special folder\subfolder you create, such as “M:\PIMS Staff 20xx\Location One” for future reference.
- Click the drop down next to the location name.
- Select the next site.
- Then check the template boxes again.
- If you want the file headers included on check the Include Header box.
- Click Save icon. Repeat steps for each location.



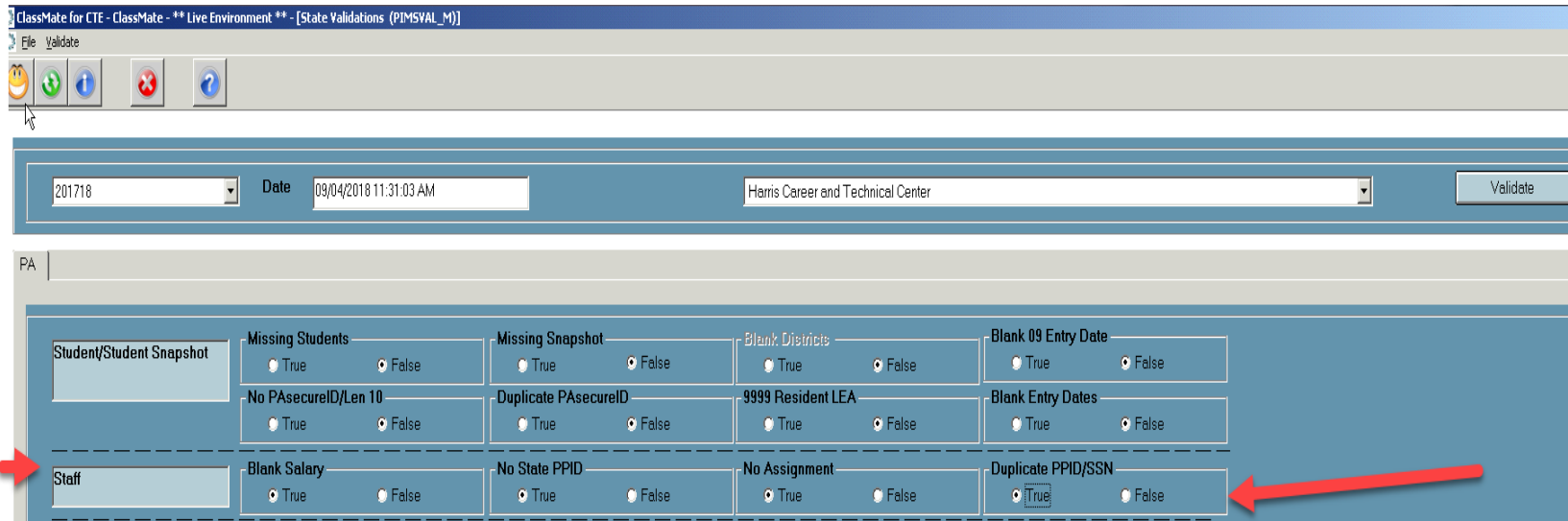
# PIMS Collection – October Submission - STAFF

## State Reporting Data Validations

**Location:** Modules > State Reporting > **State Reporting Validations**

Before running these validations, you must **EXPORT** your templates using the **PIMS Export Management-NEW Module**

1. Blank Salary: Validates all ESPP employees with a blank salary for the specified location.
2. No State PPID: Validates ESPP employees who have no State Professional ID assigned.
3. No Assignment: Validates ESPP employees who have no Employee Assignment.
4. Duplicate PPID/SSN: Validates ESPP employees who have duplicate PPID or SSN.



ClassMate for CTE - ClassMate - \*\* Live Environment \*\* - [State Validations (PIMSVAL\_M)]

File Validate

201718 Date 09/04/2018 11:31:03 AM Harris Career and Technical Center Validate

PA

Student/Student Snapshot	Missing Students <input type="radio"/> True <input checked="" type="radio"/> False	Missing Snapshot <input type="radio"/> True <input checked="" type="radio"/> False	Blank Districts <input type="radio"/> True <input checked="" type="radio"/> False	Blank 09 Entry Date <input type="radio"/> True <input checked="" type="radio"/> False
	No PAsecureID/Len 10 <input type="radio"/> True <input checked="" type="radio"/> False	Duplicate PAsecureID <input type="radio"/> True <input checked="" type="radio"/> False	9999 Resident LEA <input type="radio"/> True <input checked="" type="radio"/> False	Blank Entry Dates <input type="radio"/> True <input checked="" type="radio"/> False
Staff	Blank Salary <input type="radio"/> True <input checked="" type="radio"/> False	No State PPID <input type="radio"/> True <input checked="" type="radio"/> False	No Assignment <input type="radio"/> True <input checked="" type="radio"/> False	Duplicate PPID/SSN <input checked="" type="radio"/> True <input type="radio"/> False



# PIMS Collection – October Submission - STAFF

## ClassMate PIMS Reports

**Location:** Reports > PIMS Management

**Before submitting PIMS templates to PDE we highly recommend that clients run and review the data on the following reports:**

- **Alpha Employee PIMS Report:** Prints the Employee PIMS Information.
- **Alpha Employee PIMS - Confidential:** Prints the Employee PIMS Information without salaries.
- **Alpha Employee Assignment Report:** Prints the employee Assignment information and calculates a current percent of time total for the submission date.
- **Current Yr Alpha Staff/Staff Assignment Report:** Prints the Staff and Staff assignment export data.
- **Prior Yr Alpha Staff/Staff Assignment Report:** Prints the staff & staff assignment data from the prior school year.

**You must export your Staff and Staff Assignment templates before running these reports.**

**Any data inaccuracies should be fixed, then re-export templates, and re-run validations & reports.**

**If you do not see these reports, please contact your System Administrator to request that they be assigned you.**

### **ClassMate Best Practice tip:**

**Once you have confirmed the data on the reports is correct, you should also export the report to .PDF and store in a folder on your M: drive, such as “M:\PIMS Staff 20xx” along with the actual .csv export files, for future reference.**



# ClassMate

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Questions? Contact us!

*ClassMate HelpDesk*

*855-984-1228*

*[support.classmate.net](http://support.classmate.net)*

