

Manually Input Staff Assignment

New 2023-2024

NYSED has added two (2) new fields to the Staff Assignment template for ONLY six titles listed in the following chart.

EVERY record for staff members with one of these titles MUST also report:

PERCENT TIME: 0 – 100 (with up to (3) decimals)

ASSIGN. FIELD: Identify the person as employee of the school or another entity

Code	Staff Assignment Description
2210	SCHOOL NURSE-TEACHER
2211	SCHOOL NURSE (RN)
2212	LICENSED PRACTICAL NURSE (LPN)
2022	SCHOOL SOCIAL WORKER
2017	SCHOOL PSYCHOLOGIST
2117	SCHOOL COUNSELOR

In district	charter school employee
Contracted in public	employee of another school (charter or DOE)
Contracted in private	contracted from a private entity (non-educational)
Contracted out public	employed and contracted to provide direct services to another
Contracted out private	employed at charter and contracted to provide direct services to a non-public school

New clarification of Grade Level reporting. REPORT ALL (AL) whenever possible.

ONLY Principal titles need grades level listed individually when two principals share grades within a school. (I.E. two HS principals work with alternate grade levels; each will need 2-3 assignments: principal #1 gets a Staff Assignments for grades 9, 11 and 14-ungraded and Principal #2 gets grades 10, 12 and 14)

Report ALL grades for all other Staff Assignment records (I.E. Two HS School counselors also split grades, like the principals, ONLY report one Staff Assignment record for each with the grade level of AL)

The screenshot shows the 'Staff Assignment Manual Entry' form. At the top, there is a search section with 'Staff Search' and 'Search Results' fields. Below this are 'Teach ID' and 'Last Name Search' fields, with a 'Search' button and a blue callout box labeled 'Search by Last Name' pointing to the 'Last Name Search' field. A note below says 'use * to help with last name search'. Below the search section is a navigation bar with tabs: 'Staff Snapshot', 'Staff Assignment' (selected), 'Staff Attendance', 'Staff Evaluation', 'Staff Tenure Snap', and 'Course/Instr/Assign'. The main form area has a header 'Current Staff: Record Status: Last Update: By:'. The 'Staff Assignment Manual Entry' section includes:

- *denotes a required field
- *Staff Name :: Staff ID | Teach ID (Alt. Staff ID): **1**
- *Location Code: **2**
- *Grade Level: **3**
- *Assign. Category: *Assign. Code: **4**
- *Assign.Date: **5**
- Completion Date: **6**
- Assign. Title: **7**
- Programs Code: **8 - LEAVE BLANK**
- Percent Time: **9**
- Assign. Field: **10**
- Buttons: 'Delete Record', 'Validate & Save' **11**, 'Curr. Staff / Add New' **12**, and 'Clear' **13**

Manually Input Staff Assignment

Sign into Level 0, go to **Manual Input>Staff Assignment**.

Check whether or not your staff member already has an assignment by searching for their name.

Staff records will appear at the top right-hand side of the Search box. Once you find the correct staff member, click the “View” link to open the Staff Assignment record. If the result is “No record found” check that the staff member has a Staff Snapshot record in Level 0.

Staff can have more than 1 assignment

To enter Staff Assignment information:

- 1. Staff Name/Staff or TEACH ID:** select the staff member from the drop-down.
- 2. Location Code/school name:** select the school from the drop-down.
- 3. Grade Level:** select the grade this person works with from the drop-down. Use “ALL” EXCEPT for principals working with specific students within the same school. Principals working with certain grades levels MUST have a record for each grade level.
- 4. Assign. Category:** leave the default “PMF”.
- 5. Assign. Code:** use the drop-down menu to find the correct title/code. If there is not an exact match, choose the title that is the most appropriate for the job duties of the staff member. **NYSED is additionally looking for Select Staff Assignments: Principal, Counselor, Social Worker, Psychologists, Nurses List of Assignment Codes can be found on our website under Resources>>Training Materials>>SIRS Staff Assignment Codes.*
- 6. Assign. Date:** enter the date of the first day of the current school year when the staff member took on this title/responsibilities. This may be a hire date, start date of a new position, or 7/1 for anyone in the same role as the previous year. All dates must be in the e-Scholar format of yyyy-mm-dd.
- 7. Completion Date:** only required if a position changed or they leave the school before June 30.
- 8. Assign. Title and Programs Code:** leave blank.
- 9. **Percent Time** (only- RN, School counselor/SW/psychologist): 0.000 – 1.000
- 10. **Assign. Field** (only- RN, School counselor/SW/psychologist): choose from dropdown
- 11. Validate & Save Staff Assign. Data:** tap after entering each record.
- 12. Multiple grades or titles? Curr. Staff/Add New:** If you have additional assignments to add for this staff member, use this to enter additional records.
- 13. Finished? Clear:** When you are ready to add an assignment for a different staff member, always click the clear button before starting the new search.

Manually Input Staff Assignment

Be sure to click the “Validate & Save Staff Assign Data” button after each record is added. Next, click the “Clear” button to remove the current record. If you forget click the Validate and Save/Clear buttons, the record you just entered will be overwritten by the next record.

- **NYSED expects each school to have BOTH a principal and Superintendent Staff Assignment.**
- **Principal and Superintendent: the same person might fill both roles at one school, and it is possible that multiple schools within a CMO will have the same Superintendent.**
- **NYSED publicly reports a count of staff in the following titles on the NYSED School Report Card at data.nysed.gov:**
 - **Principal**
 - **Counselor**
 - **Social Worker**
 - **Librarian**
 - **Nurses**

After all records are added, the file must be locked and submitted. Go to L1-Data Prep. on the grey menu bar and click Staff Assignment. Click the PMF check box (locked), click Validate Now. Then click the green Create File for Level 1 Submission button. Once the Create File button is clicked, your data is ready to be pulled by ESBOCES. We pull data every Wednesday morning at 9 am during the school year.

Staff Assignment Data Prep. for Level 1:

Verification Checks:

Perform a 2nd level of error checking. When Level 0 has it's W/F error level set to 'Fatal', Staff Assignment data can not be sent to Level 1 until this process has been completed with no errors.

Last Level 1 File Creation/Upload: None

Validate Now

Validation results...

Click the button below to create export file for Level 1

Create File for Level 1 Submission

Save As

Data Prep. messages...

To help determine which staff members need an assignment record: [Deciding Who to Include in Staff Snapshot & Staff Assignment Reporting.docx](#)

Data Verification in L2RPT [IBM Cognos Analytics \(nycenet.edu\)](http://ibm.cognosanalytics.nycenet.edu)

Ensure that SED has the correct data by reviewing the **SIRS 318 Staff Assignment Report**. Corrections to the SIRS 318 are made by updating Level 0.