

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.

The screenshot shows the 'Staff Assignment' form. At the top, there is a 'Staff Search' section with fields for 'Teach ID', 'Last Name', 'First Name', and 'Primary Loc'. A 'View' link is next to the 'Teach ID' field. Below this is a 'Last Name Search' field with a 'Search' button. A blue callout box points to the 'Search' button with the text: 'Enter the staff member's last name in the search box and click Search.'

The main form area has a navigation bar with tabs: 'Staff Snapshot', 'Staff Assignment', 'Staff Attendance', 'Staff Evaluation', 'Staff Tenure Snap', and 'Course/Instr/Assign'. Below the navigation bar, there is a 'Current Staff' field and a 'Record Status' field. The 'Staff Assign' section has a title 'Staff Assign Wizard Oz Entry:' and a note '*denotes a required field'. The form contains several fields with numbered callouts: 1. Staff Name/Staff or TEACH ID (drop-down), 2. Location Code (drop-down), 3. Grade Level (drop-down), 4. Assign. Category (drop-down, default 'PMF'), 5. Assign. Code (drop-down), 6. Assign. Date (text field), 7. Completion Date (text field), 8. Assign. Title and Programs Code (text fields with left and right arrows), 9. Validate & Save Staff Assign. Data (button), 10. Curr. Staff / Add New (button), and 11. Clear (button). There is also a 'Delete Record' button. Below the form, there is a 'Staff Assignment Records' section with the text 'No Staff Assignment Records found.'

To enter Staff Assignment information follow the numbered fields above:

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. If the staff member is assigned to the entire school, you can use “ALL”. If they only work with students in a certain grade(s) enter a single grade level. Multiple grades level? Enter 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, Librarian, Nurses*
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:** both fields should be left blank.
9. **Validate & Save Staff Assign. Data:** tap after entering each record.
10. 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.
11. **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 so that you do not overwrite an assignment with



How to...

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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.**

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 \(nycenet.edu\)](#)

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.