



HARRIS
School Solutions

iStaff

DOE EPIMS

iStaff Table of Contents

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MADOE EPIMS

List of EPIMS Data Elements and where in iStaff to find them

Staff Roster

SR01	Massachusetts Education Personnel Identifier (MEPID)
A unique number assigned to an individual by the Massachusetts Department of Education.	DOE EPIMS Data Screen
SR02	Employee Number
A number used at the local district to identify an employee. Any string under 20 characters in length is accepted.	DOE EPIMS Data Screen Profile Screen EMP ID
SR03	License and Recruitment (ELAR) Number
The number assigned by the Massachusetts Department of Education at the time the individual registered to obtain their license. This data element will be used to match staff to their licensure information maintained in the Educator Licensure and Recruitment (ELAR) database.	DOE EPIMS Data Screen Profile Screen
SR04	First Name
A name given to an individual at birth, during a naming ceremony, or through legal change.	DOE EPIMS Data Screen Profile Screen
SR05	Middle Name/Middle Initial
A secondary name given to an individual at birth, during a naming ceremony, or through legal change. If none exists, the field is left blank.	DOE EPIMS Data Screen Profile Screen
SR06	Last Name
The name borne in common by members of a family.	DOE EPIMS Data Screen Profile Screen
SR07	Date of Birth
The month, day, and year on which an individual was born. Format will be mm/dd/yyyy.	DOE EPIMS Data Screen Profile Screen
SR08	Race/Ethnicity
The general racial category or categories that most clearly reflects the individual's recognition of his or her community or with which the individual most identifies-62 possible choices.	DOE EPIMS Data Screen Profile Screen

SR09	Employment Status at Time of Data Collection
The two-digit code that describes an individual's employment status at the time of the collection.	DOE EPIMS Data Screen Career Screen
SR10	Reason for Exit
The two-digit code that describes an individual's reason for no longer being employed by the district.	DOE EPIMS Data Screen Career Screen
SR11	Date of Hire
The date an individual's most recent hire in the district.	DOE EPIMS Data Screen Career Screen
SR12	Federal Salary Source 1
One of potentially multiple federal salary sources (maximum of 3) for a job position. If the source of the funding associated with the job position is a federal grant, enter the specific code for that grant.	DOE EPIMS Data Screen
SR13	Percent of Federal Salary Source 1
Percent of job position paid from federal grant identified in salary source 1.	DOE EPIMS Data Screen
SR14	Federal Salary Source 2
See Federal Salary Source 1.	DOE EPIMS Data Screen
SR15	Percent of Federal Salary Source 2
See Percent of Federal Salary Source 1.	DOE EPIMS Data Screen
SR16	Federal Salary Source 3
See Federal Salary Source 1.	DOE EPIMS Data Screen
SR17	Percent of Federal Salary Source 3
See Percent of Federal Salary Source 1	DOE EPIMS Data Screen
SR18	Degree Type 1
Multiple educational degrees (maximum of 3) achieved by non-ELAR-certified paraprofessional and select SPED staff.	DOE EPIMS Data Screen Can be updated by Teacher on <My Profile><Update Biographical> Screen
SR19	Degree Institution 1
The educational institution from which the individual received the corresponding degree (Degree Type 1), or a 2-digit code for out-of-country institutions.	DOE EPIMS Data Screen Can be updated by Teacher on <My Profile><Update Biographical> Screen

<p>SR20</p> <p>The major subject area in which the corresponding degree (Degree Type 1) was achieved.</p>	<p>Degree Subject 1</p> <p>DOE EPIMS Data Screen Can be updated by Teacher on <My Profile><Update Biographical> Screen</p>
<p>SR21</p> <p>Multiple educational degrees (maximum of 3) achieved by non-ELAR-certified paraprofessional and select SPED staff.</p>	<p>Degree Type 2</p> <p>DOE EPIMS Data Screen Can be updated by Teacher on <My Profile><Update Biographical> Screen</p>
<p>SR22</p> <p>The educational institution from which the individual received the corresponding degree (Degree Type 2), or a 2-digit code for out-of-country institutions.</p>	<p>Degree Institution 2</p> <p>DOE EPIMS Data Screen Can be updated by Teacher on <My Profile><Update Biographical> Screen</p>
<p>SR23</p> <p>The major subject area in which the corresponding degree (Degree Type 2) was achieved.</p>	<p>Degree Subject 2</p> <p>DOE EPIMS Data Screen Can be updated by Teacher on <My Profile><Update Biographical> Screen</p>
<p>SR24</p> <p>Multiple educational degrees (maximum of 3) achieved by non-ELAR-certified paraprofessional and select SPED staff.</p>	<p>Degree Type 3</p> <p>DOE EPIMS Data Screen Can be updated by Teacher on <My Profile><Update Biographical> Screen</p>
<p>SR25</p> <p>The educational institution from which the individual received the corresponding degree (Degree Type 3), or a 2-digit code for out-of-country institutions.</p>	<p>Degree Institution 3</p> <p>DOE EPIMS Data Screen Can be updated by Teacher on <My Profile><Update Biographical> Screen</p>
<p>SR26</p> <p>The major subject area in which the corresponding degree (Degree Type 3) was achieved.</p>	<p>Degree Subject 3</p> <p>DOE EPIMS Data Screen Can be updated by Teacher on <My Profile><Update Biographical> Screen</p>
<p>SR27</p> <p>This field will indicate the date the educator ceased to be employed by the district. A 'Reason for Exit' code (SR10) is already specified/collected in staff roster file.</p>	<p>Exit Date</p> <p>DOE EPIMS Data Screen</p>
<p>SR28</p> <p>Educator's current professional teacher status as determined by district policies.</p>	<p>District Level Educator's Professional Teacher Status</p> <p>DOE EPIMS Data Screen Career Screen</p>

SR29	Overall Annual Summative Evaluation or Formative Evaluation Rating
Educator's current school year overall Summative Evaluation rating or Formative Evaluation rating.	DOE EPIMS Data Screen DOE Evaluation
SR30	Standard (1) Evaluation Rating
Educator's current school year evaluation rating on Standard (1).	DOE EPIMS Data Screen DOE Evaluation
SR31	Standard (2) Evaluation Rating
Educator's current school year evaluation rating on Standard (2).	DOE EPIMS Data Screen DOE Evaluation
SR32	Standard (3) Evaluation Rating
Educator's current school year evaluation rating on Standard (3).	DOE EPIMS Data Screen DOE Evaluation
SR33	Standard (4) Evaluation Rating
Educator's current school year evaluation rating on Standard (4).	DOE EPIMS Data Screen DOE Evaluation
SR34	Impact on Student Learning Growth and Achievement Rating
Educator's current school year evaluation rating on impact on student learning growth and achievement.	DOE EPIMS Data Screen DOE Evaluation
SR35	Educator Evaluation Plan
The type of plan on which an educator is being evaluated.	DOE EPIMS Data Screen DOE Evaluation
SR36	Staff Days of Attendance
Cumulative number of days a staff member has been present (defined as at least half the school day) in the district.	DOE EPIMS Data Screen <iStaff Procedures><Batch Data Entry> screen
SR37	Staff Expected Days of Attendance
Cumulative number of days a staff member was expected to be present (defined as at least half the school day) in the district.	DOE EPIMS Data Screen <iStaff Procedures><Batch Data Entry> screen

Work Assignment

WA01	Massachusetts Education Personnel Identifier (MEPID)
Primary key linked to Staff Roster Record.	DOE EPIMS Data Screen
WA02	Employee Number
The employee number used locally for districts to import records back into local databases.	DOE EPIMS Data Screen Profile Screen
WA03	First Name
To identify individual and check data in record.	DOE EPIMS Data Screen Profile Screen
WA04	Middle Name/Middle Initial
To identify individual and check data in record.	DOE EPIMS Data Screen Profile Screen
WA05	Last Name
To identify individual and check data in record.	DOE EPIMS Data Screen Profile Screen
WA06	District/School Identification Number
The eight-digit code, assigned by the DOE, for the school district where the individual is currently employed. The first four digits are distinct for every school district and the last four digits are "0000."	DOE EPIMS Data Screen *** Automated from the School code and District Code that the person is assigned to ***
WA07	Job Classification
A description of the specific group of duties and responsibilities of a position as per NCES Job Classification Table. Coded values will be provided. All staff would have a code in this field.	DOE EPIMS Data Screen
WA08	Teacher / Paraprofessional Assignment
The specific educational or educational support activity in which staff are involved and employed on a daily basis as per NCES Assignment Table. Coded values will be provided.	DOE EPIMS Data Screen

<p>WA09</p>	<p>Grade by Course Section</p>
<p>The predominant grade(s) that the specific assignment provides educational services for. Where appropriate, ranges may be provided. This data element is not applicable for all staff.</p>	<p>DOE EPIMS Data Screen Course Catalog Section Schedule</p>
<p>WA10</p>	<p>Subject Area - Course Code by Course Section</p>
<p>A code to describe the subject area and course that an individual has responsibility to teach or to assist a teacher in teaching. NCES coded values will be provided for subject area / course description. This data element is not applicable for all staff.</p>	<p>DOE EPIMS Data Screen Course Catalog Course Details</p>
<p>WA11</p>	<p>Class Section by Course Section</p>
<p>The class section code will be a value provided by the school district. The class section code will identify the class assigned for that course and will be unique for the data collection within a school. This data element is not applicable for all staff.</p>	<p>DOE EPIMS Data Screen Course Catalog Course Details</p>
<p>WA12</p>	<p>Full Time Equivalent (FTE) (as per DSSR) by Course Section</p>
<p>The ratio between the hours expected of a full-time position and the number of actual hours being provided by an individual (i.e., the percent of workday staff are involved in an assignment: 1.00 is a full-time employee; a half-time employee is a .50 FTE, etc.)</p>	<p>DOE EPIMS Data Screen Career Screen *** The FTE is taken from the Career Screen and divided evenly by the number of Course Sections taught ***</p>
<p>WA13</p>	<p>NCLB Instructional Paraprofessional Requirements</p>
<p>The two-digit code that denotes the level of paraprofessional training achieved by the individual. Not applicable for all staff.</p>	<p>DOE EPIMS Data Screen</p>
<p>WA14</p>	<p>Highly Qualified Status by Course Section</p>
<p>The two-digit code that identifies whether or not this individual is highly qualified for this position.</p>	<p>DOE EPIMS Data Screen Career screen</p>

WA15	Subject Matter Competency by Course Section
The two-digit code that identifies how this individual has or has not demonstrated subject matter competency for this position.	DOE EPIMS Data Screen
WA16	Course Term
A division in a school year during which instruction is regularly given to students. For the purposes of reporting, the term sequence (e.g., 1 st , 2 nd , or 3 rd trimester) must be provided in the value.	DOE EPIMS Data Screen
WA17	Term Status at Time of Collection
The two-digit code that identifies a course term as active or inactive at the time of the collection.	DOE EPIMS Data Screen

Import Data into iStaff

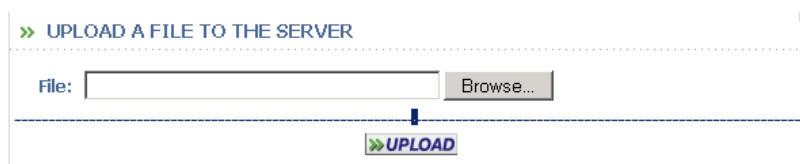
Use this to import data from other databases to setup your iStaff records. You can import an iStaff Layout file (File Layout can be obtained by contacting iPASS), an ELAR file or an EPIMS staff roster file. The iPASS layout format can also be used to import records from generic files.

NOTE: All 6 Identifying fields must match 100% to the data in the iStaff Database. Meaning in order to import any data into iStaff the Employee ID, First Name, Middle Name, Last Name, DOB and Gender must be the same in both iStaff and the file you want to import. All 6 fields must match 100% to insure that the teacher, person and user records are linked together and updated properly.

Go to <iStaff Biographical><iStaff Procedures><Import Staff File>


You must upload the file into a Temp Directory first. This copies the import file from your PC up to the iPass server system.

⇒ Click the  button



⇒ Click the **Browse** button to locate the file on your desktop or wherever you placed it.

⇒ Click on the file to bring the filename into the file box.

⇒ Click  to load the file into the proper iPASS directory.

⇒ Close the window

» **UPLOAD STAFF DATA FILE**

Copy the staff data file to the server. Click Upload.

[» UPLOAD](#)

» **IMPORT FILE INFORMATION**

Select a Staff data record format:

Data File Name:

File Format: Comma delimited is the preferred format

Delimiter:

Text Encapsulator:

Overwrite Existing Data:

File has a header line.

Test only (generate report, no update).

[» PREVIEW](#)


[Click to preview and verify the record layout for a sample of the data](#)

- ⇒ Select a **Staff data record format, ELAR File, EPIMS File** from the pull-down list that corresponds to the data in the file.
- ⇒ Enter the **Filename**. It must be entered exactly as it was displayed when uploaded. The Filename is case sensitive. Leave the /appl/tmp/ and enter the name and file extension.
- ⇒ Select a **File Format**. Accept the default value of *Delimited*.
- ⇒ Select a **Delimiter** Example: “,” (comma)
- ⇒ Select an **Encapsulator**
- ⇒ Enter Yes/No for **Overwrite Existing Data** use No for Test only (see below) and Yes for the Import.
- ⇒ Check off the box if **File has a header line**
- ⇒ Check off the box if **Test Only (generate report, no Update)**
- ⇒ **Click [» PREVIEW](#) to see a sample of the data in the file and to link the data to the fields in the file with the database fields.**

[» SUBMIT](#)
Click to import your staff data

Match each column to its data type/content		
Employee ID	Last Name	First Name
Employee #	Last Name	First Name
254975	White	Carol
254975	Waterhouse	Joan
254223	Lizotte	Michelle
255131	Schusheim	Nancy
251922	Sharp	Arthur

[» SUBMIT](#)
Click to import your staff data

- ⇒ Match each column of the file to the correct corresponding database field using the drop down list above each data field examples.
- ⇒ Check the **Test** and **Overwrite** check boxes above to make sure they are set appropriately.
- ⇒ **Click the  button to import your Staff data file**

Setting up Teachers in iStaff

Add a Teacher

Use the <iStaff Biographical><Add/Modify Staff> to add a teacher or staff people to the database. Do not use the <Administration><School Resources><Teacher and Staff> Tab.

Team Teaching / Co-Teaching

Example Jones/Minor. On the <Course Catalog><Course Details><Section Schedule> screen you can select more than one teacher and add the Team Teacher Name to the **Teacher Name to Print** field. Teachers can also be granted access to each others Rankbook in iTeacher. One teacher establishes the rankbook, then after access is granted under <Security><Assign Teacher Access> the other teacher can utilize the same rankbook.

Am/Pm Pre-School and Kindergarten Teachers

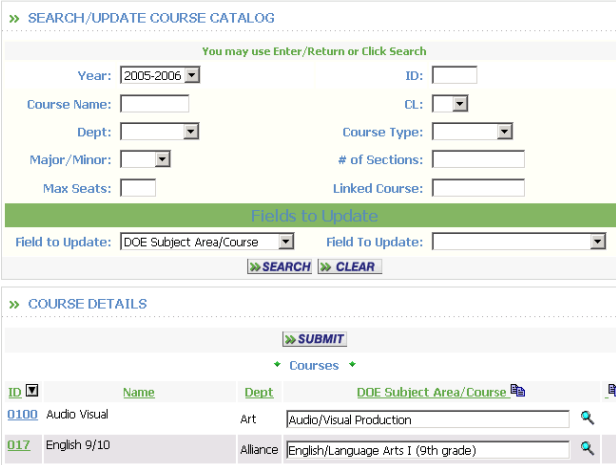
Create one teacher, schedule that teacher with a course with enough sections to cover all the student's enrollment possibilities. Example: One section for Am Mon, Wed, Fri. One for Am Tue and Th. One for PM Mon, Wed, Fri and one for PM Tue and Th. Assign periods so that the teacher can do Period Attendance for these students. Period 1 for Am and Period 2 for PM.

Elementary Teachers

With the EPIMS system all teachers including Elementary Teachers need to be scheduled in order to have their Work Assignment Records established. Set up one course for each Grade level. Set up Sections for each homeroom in that grade. Assign a teacher and Grade Level to each section. If Art, Physical Education, and Music is taught by separate teachers, these specialists need to be scheduled as well.

The <Course Catalog>

Go to <Scheduling System><Course Catalog><Course Details>



The screenshot shows two main sections of the software interface:

- SEARCH/UPDATE COURSE CATALOG:** This section contains a search form with the following fields:
 - Year: 2005-2006 (dropdown)
 - Course Name: (text input)
 - Dept: (dropdown)
 - Major/Minor: (dropdown)
 - Max Seats: (text input)
 - ID: (text input)
 - CL: (dropdown)
 - Course Type: (dropdown)
 - # of Sections: (text input)
 - Linked Course: (text input)
- COURSE DETAILS:** This section features a table with columns: ID, Name, Dept, and DOE Subject Area/Course. Below the table is a **SUBMIT** button.

ID	Name	Dept	DOE Subject Area/Course
0100	Audio Visual	Art	Audio/Visual Production
017	English 9/10	Alliance	English/Language Arts I (9th grade)

⇒ Use the **Field to Update** drop downs to select fields to Mass Update

The following EPIMS field can be updated:

⇒ **DOE Subject Area/Course**

⇒ Click on the **Magnifying Glass** to select the correct **DOE Subject area**

NOTE: You must use the Magnifying Glass.

<Course Section Schedule>

Go to <Scheduling System><Course Catalog><Course Details>

⇒ Click on a **Course Number** to open the details screen

Departments		Course Sections						
Department	Credits	Delete	Section Name	Max Seats	Cycle	Horz Avg	Filled	Schedule
English	5.00	<input type="checkbox"/>	01	50	A Team	Sem 1	49	Schedule
		<input type="checkbox"/>	02	25	A Team	Sem 2	1	Schedule
					A Team			
					A Team			

Delete

[SUBMIT](#) [CANCEL](#)

⇒ Click on the Blue underlined [Schedule](#) Link next to the section to open the Course Section Schedule

Course ID: 022-01 Short Name: Eng 10 CP1 School Year: 2005-2006
Description: English 10 College Prep 1

COURSE SCHEDULE

Select Term (s): Q1 Q2 Q3 Q4

Select Teacher (s): Aaron, Mary
Adams, Mary
Alveres, Shimon
Anders, Kayla

Teacher Name to Print: Uses Period Attendance
Optional, overrides selected teacher. Useful for team teaching.

Room: Grade:

Delete this course schedule

	Day A	Day B	Day C	Day D	Day E	Day F	A2	B2
Period 1	<input type="checkbox"/> A- block	<input type="checkbox"/> A- block	<input type="checkbox"/> A- block	<input type="checkbox"/> A- block	<input type="checkbox"/> A- block	<input type="checkbox"/> A- block	<input type="checkbox"/> A- block	<input type="checkbox"/> A- block
Period 2	<input checked="" type="checkbox"/> B- block	<input checked="" type="checkbox"/> B- block	<input checked="" type="checkbox"/> B- block	<input checked="" type="checkbox"/> B- block	<input checked="" type="checkbox"/> B- block	<input type="checkbox"/> B- block	<input type="checkbox"/> B- block	<input type="checkbox"/> B- block

⇒ Select **Term** for the section

- ⇒ Select **Teacher(s)** for the section. You can select multiple Teachers.
- ⇒ Select **Teacher Name to Print** for the section. This is to be used when selecting multiple teachers. The information placed in this box will be printed on Report Cards, Progress Reports and Schedules. This is very helpful for Team Teaching situations where both names are needed on reports.
- ⇒ Select **Room** for the section
- ⇒ Select **Grade** for the section
- ⇒ Select **Periods** for the section

MEPID Export

Go to <DOE ID Manager><Export for Staff MEPIDs>

» ENTER SELECTION CRITERIA FOR IPASS HIGH SCHOOL

[SUBMIT](#)

You may use Enter/Return or Click Submit

Subject:

File Name:

Date:

Type:

Employees:

Job Type:

Building:

Department:

Status:

To:

CC List:

Priority:

[SUBMIT](#)

Subject: Enter a subject to help identify the file over time

File Name: Enter a file name to help identify the file over time

Date: Enter an As of Date

Type: Select Assign to create a file to receive MEPIDs from the DOE. Select Lookup to create a file to Lookup MEPIDS on the DOE site. Select Verify to create a file to Verify MEPIDs that are in your system.

NOTE: Based on the file you select the appropriate Header will be created and added to the file.

Employees: Enter Employee Id(s) separated by a comma with no space.

Select a Building

Department: Select a Department

Status: Select a Status

To: This box allows you to enter an email address or several addresses of people you want to send the report to. List email address separated by semi-colons.

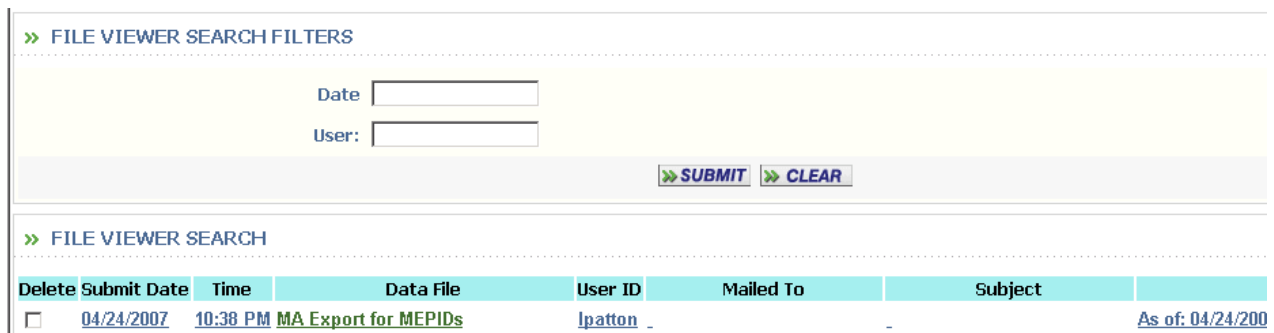
CC list: This box allows you to enter an email address or several addresses of people you want to cc: a copy of the report to. List email addresses separated by semi-colons.

Priority: This box allows you to set a priority level for the report processor. Priority options are limited to the list provided.

⇒ **Click the  button to export your MEPIDs**

To View the MEPID Export file

Go to <DOE ID Manager><Import/Export Viewer>



The screenshot shows a web interface for searching files. At the top, there is a section titled "FILE VIEWER SEARCH FILTERS" with two input fields: "Date" and "User:". Below these fields are two buttons: "SUBMIT" and "CLEAR". Below the filters is a section titled "FILE VIEWER SEARCH" which contains a table of search results. The table has columns for "Delete", "Submit Date", "Time", "Data File", "User ID", "Mailed To", and "Subject". A single row of results is shown with a checkbox in the "Delete" column, the date "04/24/2007", the time "10:38 PM", the data file name "MA Export for MEPIDs" (which is blue and underlined), the user ID "lpatton", and a hyphen in the "Mailed To" column. The "Subject" column is empty. At the bottom right of the table, there is a link "As of: 04/24/2007".

Delete: Click this box to put a check mark in it. Then click the submit button to delete the file from the viewer.

Submit Date: This will indicate the date you submitted the import to be processed

Time: This will indicate the time you submitted the import to be processed

Data File: This will be the name of the import file

User ID: This indicates the user ID of who submitted the import to be processed

Mailed To: This indicates who was emailed the results of the import

Subject: This will show the subject you entered on the Export MEPID screen.

Status: This will indicate the status of the import. Test Run: With Errors, Test Run Successful, Updated: With Errors or Updated: Successful.

⇒ **Click on the file name (Blue Underlined Link) under Data File**

Data Exported Information							
Subject:		School: iPass High School					
Submitted: 04/24/2007 10:38 PM		Processed: 04/24/2007 10:38 PM					
Email:		Status: As of: 04/24/2007 - Errors - File Not Mailed					
<input type="checkbox"/> Delete? <input type="button" value="DELETE"/>							
Data Exported							
Line	First Name	Middle Name	Last Name	DOB	Gender	License Number	Local Emp Id
1	Jay	Leia	Whitty	10/06/1966	F		100007
2	Mary		Adams		F		10003
3	Frank		Piso		M		10004
4	Shirley		Alther	05/12/1972	F		10010

Delete: Click this box to place a check mark in it. Click the Delete button to delete the file.


Data Exported: This lists the data that was exported. The RED BOX indicates a blank data field.

Done: Click the Done button to close the viewer window

MEPID Import

In order to Import the MEPIDs into iStaff you must first upload the file that you received from the DOE Website.

Go to <DOE ID Manager><File Upload>

- ⇒ **Click on the Browse Button**
- ⇒ **Find the file on your hard drive**
- ⇒ **Click Open**
- ⇒ **Click the  button to upload the file into iPASS**

Go to <DOE ID Manager><Import MEPIDs>

File Name:

- ⇒ Enter the file name including the file extension. This field is case sensitive, so enter the name exactly as it was saved.

Mode:

- ⇒ Select Test mode to see if there are any errors
- ⇒ Select Update to run the MEPID import to populate the database

To: This box allows you to enter an email address or several addresses of people you want to send the report to. List email address separated by semi-colons.

CC list: This box allows you to enter an email address or several addresses of people you want to cc: a copy of the report to. List email addresses separated by semi-colons.

Priority: This box allows you to set a priority level for the report processor. Priority options are limited to the list provided.

⇒ **Click the  button to import your MEPIDs and update the database**

To View the MEPID Import ERRORS

Go to <DOE ID Manager><Import/Export Viewer>

» FILE VIEWER SEARCH FILTERS

Date:

User:

[» SUBMIT](#) [» CLEAR](#)

» FILE VIEWER SEARCH

Delete	Submit Date	Time	Data File	User ID	Mailed To	Subject
<input type="checkbox"/>	04/24/2007	10:38 PM	MA Export for MEPIDs	lpatton	-	As of: 04/24/200

Delete: Click this box to put a check mark in it. Then click the submit button to delete the file from the viewer.

Submit Date: This will indicate the date you submitted the import to be processed

Time: This will indicate the time you submitted the import to be processed

Data File: This will be the name of the import file

User ID: This indicates the user ID of who submitted the import to be processed

Mailed To: This indicates who was emailed the results of the import

Subject: This will show the subject you entered on the Export MEPID screen.

Status: This will indicate the status of the import. Test Run: With Errors, Test Run Successful, Updated: With Errors or Updated: Successful.

Click on the file name (Blue Underlined Link) under Data File

Data Exported Information

Subject: School: iPass High School
 Submitted: 04/24/2007 10:38 PM Processed: 04/24/2007 10:38 PM
 Email: Status: As of: 04/24/2007 - Errors - File Not Mailed

Delete?

Data Exported

Line	First Name	Middle Name	Last Name	DOB	Gender	License Number	Local Emp Id
1	Jay	Leia	Whitty	10/06/1966	F		100007
2	Mary		Adams		F		10003
3	Frank		Piso		M		10004
4	Shirley		Alther	05/12/1972	F		10010

Delete: Click this box to place a check mark in it. Click the Delete button to delete the file.

Data Exported: This lists the data that was exported. The **RED BOX** indicates a blank data field.

Done: Click the Done button to close the viewer window

DOE EPIMS Data Export

The **EPIMS Export As-of Date** must be set to the correct DOE reporting date on the iStaff Configuration screen. For the End of Year Report the EPIMS Export As-of Date should be set to the day BEFORE the Last Day of School.

Go to <iStaff Biographical><iStaff Procedures><iStaff Configuration> enter the correct date and Submit.

EPIMS

EPIMS Export As-of Date:

To run the EPIMS Export go to <iStaff Biographical><iStaff Procedures><Export DOE EPIMS Data> or <DOE ID Manager><Import/Export><EPIMS Export>

Enter Selection Criteria for iPass High School

You may use Enter/Return or Click Submit

Subject:

File Name:

Date:

Employees:

Job Type:

Building:

Department:

Status:

Exclude Zero FTE Assignments:

Recalculate FTE:

Reset Term Codes:

To:

CC List:

Priority:

Date: Auto-populated with the date entered on the iStaff Configuration screen.

NOTE: For End of Year reporting this date must be set to the day BEFORE the Last Day of School.

Employees: Enter Employee Id(s) separated by a comma with no space.

Job Type: Select a Job Type

Building: Select a Building

Department: Select a Department

Status: Select a Status

Exclude Zero FTE Assignments: Default is NO. Set to YES if you want to exclude Work Assignments with an FTE value of zero (0) from the EPIMS export Work Assignment folder.

Recalculate FTE: Default is NO. Set to YES to freeze the FTEs for the Inactive courses and adjust the FTE's for the active courses.

Reset Term Codes: Default is NO. Set to YES to set all the Active/Inactive Term codes for the reporting period.

Priority: This box allows you to set a priority level for the report processor. Priority options are limited to the list provided.

⇒ **Click the  button to Export your EPIMS File.**

To View the EPIMS Export File

Go to <DOE ID Manager><Import/Export Viewer>

Running this export will give you both the Staff roster and the Work Assignment files.

» FILE VIEWER SEARCH FILTERS

Date

User:

[» SUBMIT](#) [» CLEAR](#)

» FILE VIEWER SEARCH

Delete	Submit Date	Time	Data File	User ID	Mailed To	Subject
<input type="checkbox"/>	12/21/2006	10:51 AM	DOE EPIMS export	lpatton	sweafer@imgsoftwaer.com	iStaff Export Work
<input type="checkbox"/>	12/21/2006	10:51 AM	DOE EPIMS export	lpatton	sweafer@imgsoftwaer.com	iStaff Export Staff

Delete: Click this box to put a check mark in it. Then click the Submit button to delete the file from the viewer.

Submit Date: This will indicate the date you submitted the import to be processed

Time: This will indicate the time you submitted the import to be processed

Data File: This will be the name of the import file

User ID: This indicates the User ID of who submitted the import to be processed

Mailed To: This indicates who was emailed the results of the import

Subject: This will show either iStaff Export Work and iStaff Export Staff files.

Status: This will indicate the date the file was completed and sent to your My Reports

⇒ **Click on the file name (Blue Underlined Link) under Data File**

Subject: iStaff Export Staff
Submitted: 12/21/2006 10:51 AM
Email: sweafer@imgsoftwaer.com

Delete?
DELETE

Line	SR01 MEPID	SR02 Emp#	SR03 ELAR	SR04 First Name	SR05 Middle Name	SR06 Last Name	SR07 DOB	SR08 Gender	SR09 Ethnicity	SR10 District	SR11 Emp Status	SR12 Exit Reason	
1	"0"	"1320"	"	"BETH"	"	"ANDERSON"	"09/22/1934"	"	"00"	"01650111"	"01"	"00"	"c
2	"0"	"1602"	"	"Joanne"	"	"Aiello"	"	"F"	"05"	"01650000"	"04"	"00"	"c
3	"0"	"10003"	"	"Mary"	"	"Adams"	"	"F"	"05"	"01650000"	"01"	"00"	"c
4	"50320599"	"1359"	"370156"	"Margaret"	"	"Caito"	"08/08/1978"	"F"	"05"	"01650505"	"01"	"00"	"j
5	"50324502"	"010551"	"368503"	"Edward"	"T "	"Callahan"	"05/21/1941"	"M"	"05"	"01650000"	"04"	"00"	"r

Delete: Click this box to place a check mark in it. Click the Delete button to delete the file.

Data Exported: This lists the data that was exported. The **RED BOX** indicates a blank data field.

Done: Click the Done button to close the viewer window

Submitting the Files to the DOE

Go to <My data><My reports>

When the Export DOE EPIMS Data report is run it creates two reports in My Reports. One is the EPIMS Staff Roster Report (Export EPIMS) and one is the EPIMS Work Assignment Report (Export EPIMS Work).

AVAILABLE REPORTS									
<input type="button" value="Submit"/>									
<input type="checkbox"/> Check All <input type="checkbox"/> Clear All	<input type="checkbox"/> Check All <input type="checkbox"/> Clear All		Report Name	Create Date	MSWord	RTF	HTML	Text	CSV
<input type="checkbox"/>	<input type="checkbox"/>		Export EPIMS Work	06/08/15 3:21pm	Not Available	Not Available	Not Available	Not Available	Export EPIMS
<input type="checkbox"/>	<input type="checkbox"/>		Export EPIMS	06/08/15 3:21pm	Not Available	Not Available	Not Available	Not Available	Export EPIMS

Right Click on the file name under CSV to "Save the Target As" a CSV file to your hard drive.

NOTE: Do not open the file. You must save it by Right clicking on the report name and saving it to your hard drive. Once saved you may open it to view the contents. Be careful not to lose the leading zeros in the CSV file.

This file will need to be uploaded to the DOE EPIMS Website.

iStaff Biographical

<Add Modify Staff>

Search for the name of the staff member you need to modify data for. Click on their name to open their record tabs. You can sort by any of the columns by clicking on the column name.

<Employee Biographical Data> Tab

This tab allows the HR Administrator to update Staff Address, Phone and Biographical Information.

Attendance List	Attendance	Career
Certification/Achievement	Compensation	DOE EPIMS Data
DOE Evaluation	Prof. Development	Review
Profile	Discipline	

Laura's Training Database

GENERAL INFORMATION

Emp ID:	<input type="text" value="1005"/>	Suffix:	<input type="text"/>
Title:	<input type="text" value="Ms"/>	Initials:	<input type="text" value="GJ"/>
First Name:	<input type="text" value="Gretchen"/>	Gender:	<input type="text" value="Female"/>
Middle Name:	<input type="text" value="IMG"/>	Date Of Birth:	<input type="text" value="10/22/1978"/>
Last Name:	<input type="text" value="Davis"/>	SSN:	<input type="text"/>
Email:	<input type="text" value="gdavis@imgsoftware.com"/>	Status:	<input type="text" value="Employed"/>
Image File:	<input type="text"/>	No image file is available.	
Date of Last CORI Check:	<input type="text"/>		

[Update Email Addresses](#)

Enter the following information is for EPIMS

- ⇒ Enter the **Employee ID (EMP ID)** You may fill this in or let iPass generate a number for you.
- ⇒ Enter the **First Name** Must match the First Name in ELAR/MEPID
- ⇒ Enter the **Middle Name** Must match the Middle Name in ELAR/MEPID
- ⇒ Enter a **Last Name** Must match the Last Name in ELAR/MEPID
- ⇒ Select an **Ethnicity** Found in Personal Data box further down the screen. Select Race AND Ethnicity (use Ctrl-Click to select)
- ⇒ Select a **Gender**
- ⇒ Select an employee **Status**
- ⇒ Enter **Date of Birth**

Fill in the rest of the fields as needed.

<Career> Tab

This tab allows the HR administrator to Add, update or Delete career information.

♦ Employee: Gretchen Davis ♦

No image file is available.

Employee ID: 1005 Department: English

Alt Department:

Job: Teacher

State ID: 50933456

SEARCH EMPLOYEE CAREER RECORD

You may use Enter/Return or Click Search

Year: All ▼

EMPLOYEE CAREER

♦ Employee Career ♦

Start Date ▼	End Date	Department	Supervisor	Building	Bargain Unit	Job Type	FTE	Main Job
12/12/2013		English		High School	iPASS Teachers Assoc.	Teacher	1.00	Yes
07/01/1981	12/20/2012	Phys Ed		Library	iPASS Teachers Assoc.	Teacher	0.66	No

All careers for the employee are listed here. The most recent career will appear at the top.

- ⇒ Click on the Career **Date** to open the employee career screen.
- ⇒ Click **Add** to add another career.

NEW CAREER RECORD

Department: English ▼ Building: Middle School ▼

Start Date: 01/25/2015 Appointed Date:

Bargaining Unit: iPASS Teachers Assoc. ▼ Auto-Assign Compensation?

Level: ▼ Step: ▼

Cost Center(s):

- High School
- Middle School**
- School Committee
- Superintendent
- X Middle School

Add Jobs

School: iPASS Middle School ▼ Job Type: Teacher ▼ Is Main Job?

Job FTE: 0.25 ▼ Licensed for Job? Highly Qualified?

Staff Report Item:

- ⇒ You can also edit the **Job** on the Career Batch Entry Screen. (Refer to Page 30)
- ⇒ You can also edit the **School** on the Career Batch Entry Screen. (Refer to Page 30)

The Following information is for EPIMS

- ⇒ Enter **Start Date** used for Date of Hire
- ⇒ Select a **Status**
- ⇒ Select a **Job Type** used for Job Classification
- ⇒ Select a **School** use to generate School and District Numbers
- ⇒ Select an **FTE** used to generate the FTE by Section on the Work Assignment File
- ⇒ Use **End Reason** and **End Date** only when an employee leaves or ends a career

Fill in the rest of the fields as needed.

<DOE EPIMS DATA> Tab

This tab allows the HR administrator to edit the EPIMS data that will be sent to the DOE.

- ⇒ Select YES/NO for **Report To DOE**

⇒ Adjust all **EPIMS fields** as needed before submitting to the DOE

<DOE EPIMS DATA> Tab Part 2 Work Assignment

Modern World History (S2) 11222-01

Assignment: Core-Subject: Secondary Level Classroom Teacher

Class Section: 11222-01

Full Time Equivalent: 0.20

Grade by Course Section: Grade 9

Highly Qualified: Yes

Instructional Paraprofessional Qualifications for Title I: Not employed as an instructional paraprofessional

Job Classification: Teacher

Subject Area/Course Code: Modern World History

Subject Matter Competency: Passed the Mass Test for Educator Licensure (MTEL) subject matter test

District/School this Assignment: 01390505

WA16 Course Term Code: Sem2

WA17 Term Status: Active

Modern World History (S2) 11222-03

Assignment: Core-Subject: Secondary Level Classroom Teacher

Class Section: 11222-03

Full Time Equivalent: 0.20

Grade by Course Section: Grade 9

Highly Qualified: Yes

Instructional Paraprofessional Qualifications for Title I: Not employed as an instructional paraprofessional

Job Classification: Teacher

Subject Area/Course Code: Modern World History

Subject Matter Competency: Passed the Mass Test for Educator Licensure (MTEL) subject matter test

District/School this Assignment: 01390505

WA16 Course Term Code: Sem2

WA17 Term Status: Active

Reset all FTEs.
If checked, the FTE is recalculated for every course.

Reset all Grade Levels.
If checked, all grade levels are restored to the default in the Course Catalog.

Reset all Subject Area/Course Codes.
If checked, all Subject Area/Course Codes are restored to the default in the Course Catalog.

Add Non-Course Work Assignment

Transmission for 06/25/15

Submit Cancel

Each course section is displayed on this screen for the teacher. A work Assignment for non-teaching jobs will be automatically assigned. **Example:** Superintendent, Principals, Secretaries, Guidance Counselors.

NOTE: The first time you submit this screen the Work Assignment records will be posted to the database. Each time after that, you will view the posted data and not the calculated or defaulted data. You can make necessary changes to the data and submitting will post the changes to the database. The next time you view this screen you see the new data posted to the database.

⇒ Adjust all **EPIMS fields** as needed before submitting to the DOE

⇒ **FTE** is a calculated field based on the FTE in the most recent Career record divided evenly by the course sections taught

NOTE: This can be edited or modified.

NOTE: You can set the FTE to 0.0 and when making the EPIMS export you can select to not export zero FTEs.

⇒ **Class Section** comes from the Course Catalog

NOTE: This can be edited or modified.

⇒ **Grade by Course** comes for the Course Catalog, Course section schedule

NOTE: This can be edited or modified.

IMPORTANT FEATURE: Click the Add Non-Course Work Assignment button to add an additional Work Assignment to staff who teach and have another Non teaching job.

Examples: Curriculum Leaders, Department Heads.

iStaff Procedures

<Career Batch Entry>

The Career Batch Entry screen is used to Add, Edit or Delete Career records.

EMPLOYEE SEARCH FILTERS

Last Name:
OR:
Employee ID:
OR:
State ID:
(MEPID)

Department:
Administration
Art
English

Building:
Cold Spring School
Fire Department
Hedge Elementary

Job Type:
Administrator
Assistant Superintendent
Co-teacher virtual

Employee Status:

Show Deleted:

EMPLOYEE CAREER DATA

***** - Teaching Courses**

Post	Emp ID Alt Dept State ID	Name	Start Date FTE	Supervisor Licensed?	Building Highly Qualified?	Job Dept Main Job? -StaffReport	Bargain Unit - Level- Step- Auto Assign?
<input type="checkbox"/> Post	<input type="text" value="1005"/>	Davis, Gretchen ***	12/12/13		High School	English	iPASS Teachers Assoc. 0 11 <input checked="" type="checkbox"/>
<input type="checkbox"/> New	<input type="text" value="50933456"/>		1.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> - Teacher	
		Delete Career? <input type="checkbox"/>	07/01/81-12 /20/12 0.66	No	No	Phys Ed No - Teacher	iPASS Teachers Assoc.

<< Prev Next >>

- ⇒ Click **Post** to edit a Record. Only records that have Post checked off will be updated.
- ⇒ Click **New** to create a new record. Checking New will create a new record for the staff person.
- ⇒ Click **Delete Career** and **Post** to delete a record

The following EPIMS fields can be modified using this screen:

- ⇒ **Employee ID**
- ⇒ **Start Date**
- ⇒ **FTE**
- ⇒ **Licensed**
- ⇒ **Highly Qualified**
- ⇒ **Main Job**

<Batch Data Entry>

This tab allows the HR Administrator to mass edit fields in the employee's records.

Export DOE MEPID Request	Import DOE MEPID Data	Import Export Viewer
Import Staff Data	iStaff Configuration	Batch Data Entry
TeachPoint Export	Time Rollover	

Laure's Training Database

SEARCH/UPDATE EMPLOYEE DATA

You may use Enter/Return or Click Search

Employee ID:

State ID:

Last Name:

Building:

Department:

Include Exited:

Fields to Update

Field to Update: License Number

Field to Update: Report to DOE

Field to Update: State ID

Field to Update:

Field to Update:

Field to Update:

Field to Update:

Field to Update:

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Search Clear

MAINTAIN EMPLOYEE DATA

Submit

+ Employees +

Emp ID	State ID	Name	Building	Department	License Number	Report to DOE	State ID					
744	53826233	Abad, Charles	High School	Administration	<input type="text"/>	Yes	53826233					
534	0	Abadam, Carlo	High School	History	<input type="text"/>	Yes	<input type="text"/>					
1002	0	Adams, Mary	High School	English	55045998	Yes	<input type="text"/>					
1004	50933456	Carlisle, Helen	High School	Phys Ed	55045998	Yes	50933456					
1005	50933456	Davis, Gretchen	High School	English	55045998	Yes	50933456					
1006	50933499	Emerson, Harold	High School	Administration	55045998	Yes	50933499					

The following EPIMS fields can be modified using the Staff Batch Entry Screen:

- ⇒ **Date of Birth**
- ⇒ **Employee Status**
- ⇒ **End Date**
- ⇒ **Exit Reason**
- ⇒ **First Name**
- ⇒ **Middle Name**
- ⇒ **Last Name**
- ⇒ **Federal Salary Source 1**
- ⇒ **Federal Salary Source 2**
- ⇒ **Federal Salary Source 3**
- ⇒ **License Number**
- ⇒ **Percent of Federal Salary Source 1**
- ⇒ **Percent of Federal Salary Source 2**
- ⇒ **Percent of Federal Salary Source 3**
- ⇒ **Report To DOE**
- ⇒ **State ID (Mepid)**
- ⇒ **Professional Status (SR28)**
- ⇒ **Overall Rating (SR29)**
- ⇒ **Standard 1 (SR30)**
- ⇒ **Standard 2 (SR31)**
- ⇒ **Standard 3 (SR32)**
- ⇒ **Standard 4 (SR33)**
- ⇒ **Impact on Learning (SR34)**
- ⇒ **Evaluation Plan (SR35)**
- ⇒ **Days Worked (SR36)**
- ⇒ **Days Expected (SR37)**
- ⇒ **Months in Contract**

<Edit EPIMS Work Assignments>

This feature allows the HR Administrator to mass edit EPIMS Work Assignment Records. Use the filter fields to define your search. Last Name, Employee ID, MEPID, Course, Department, Building and Job Type. Fields that can be edited using this feature are:

- WA06 District**
- WA07 Job Classification**
- WA08 Teacher/Paraprofessional Assignment**
- WA09 Grade**
- WA10 Subject Area Course Code**
- WA11 Class Section**

WA12 FTE (Full Time Equivalent)
WA13 Paraprofessional Requirements
WA14 Highly Qualified
WA15 Subject Matter Competency
WA16 Course Term Code
WA17 Term Status

Procedures - iStaff Bio

Sort By: Last Name, First Name

Search Clear

EMPLOYEE CAREER DATA

KEY:NOT SAVED - USE POST		HIGHLY QUALIFIED PROBLEM?	FTE PROBLEM?			
<input type="checkbox"/> Check All				<input type="button" value="Submit"/>		
<input type="checkbox"/> Clear All						
Post	Emp ID State Id (MEPID) Name	WA06 District	WA07 Job Classification	WA08 Teacher/Paraprofessional Assignment	WA09 Grade	WA10 Subject Area Course Code
<input type="checkbox"/> 744 <input type="checkbox"/> 53826233 Abad, Charles M <input type="checkbox"/> Delete WA?		00000000	Counselor	Not Applicable	Grade does not apply to this assignment	
<input type="checkbox"/> Clear WA?		01000504	Counselor	Secondary Level Classroom Teacher	Grade does not apply to this assignment	English/Language Arts I (9th grade)
<input type="checkbox"/> Clear WA?		01000504	Counselor	Secondary Level Classroom Teacher	Grade does not apply to this assignment	English/Language Arts I (9th grade)
<input type="checkbox"/> 1002 <input type="checkbox"/> 0 Adams, Mary <input type="checkbox"/> Delete WA?		01000504	Teacher	Not Applicable	Grade 9	
<input type="checkbox"/> Clear WA?		0100020	Administrator	Non-Secondary Level Classroom Teacher	Grade does not apply to this assignment	English/Language Arts I (9th grade)
<input type="checkbox"/> Clear WA?		01000000	Administrator	Non-Secondary Level Classroom Teacher	Grade does not apply to this assignment	
<input type="checkbox"/> Clear WA?		01000000	Administrator	Non-Secondary Level Classroom Teacher	Grade does not apply to this assignment	

[Check All](#)

Checks all Post boxes on the page

[Clear All](#)

Clears all Post boxes on the page



Copy the first entry down to all records on the page

Delete WA?

Delete this work assignment

The data submitted during your last EPIMS submission is displayed in an un-posted view on the screen. Use this screen to mass update and adjust the work records that you want to post for the current EPIMS submission. If a teacher has taught a course in the past then the work assignment data from that past record for that course will display on the screen. The teacher must be assigned to the same course ID for this information to be pulled from historical work assignment records. Use the filter fields to define your search: Last Name, Employee ID, MEPID, Course, Department, Building and Job Type.

Work Assignment Records display

Records are displayed in two ways.

1. A default record for people who do not teach.

<input type="checkbox"/> 990058 <input type="checkbox"/> 0 Asperger, Arthur B <input type="checkbox"/> Delete WA?		01650050	Counselor	Not Applicable
---	--	----------	-----------	----------------

- A default record for a work assignment you added or one set up in case you need to add one, and the teacher records with course information.

<input type="checkbox"/> Post New <input type="checkbox"/>	1320 0 ANDERSON, BETH Delete WA? <input type="checkbox"/>	<input type="text" value="01650050"/>	Department Chairperson	Not Applicable
<input type="checkbox"/> Post	Clear WA? <input type="checkbox"/>	<input type="text" value="01650111"/>	Teacher	Not Applicable
<input type="checkbox"/> Post	Clear WA? <input type="checkbox"/>	<input type="text" value="01650111"/>	Teacher	Not Applicable
<input type="checkbox"/> Post	Clear WA? <input type="checkbox"/>	<input type="text" value="01650111"/>	Teacher	Not Applicable
<input type="checkbox"/> Post	Clear WA? <input type="checkbox"/>	<input type="text" value="01650111"/>	Teacher	Not Applicable
<input type="checkbox"/> Post	Clear WA? <input type="checkbox"/>	<input type="text" value="01650111"/>	Teacher	Not Applicable

To add a new record check off New and Submit it will create a new record that will then be displayed below with the other work records for you to update.

Color Coded Error Checking

» EMPLOYEE CAREER DATA	
KEY:NOT SAVED - USE POST	HIGHLY QUALIFIED PROBLEM?
Check All	FTE PROBLEM?
Clear All	» SUBMIT

Not Saved use Post

All records have to be submitted. The blue color indicates that the record has not been submitted.

» SUBMIT				
Post	Emp ID	WA06 District	WA07 Job Classification	WA08 Teacher/Paraprofessional Assign
Add New	State Id (MEPID)			
<input type="checkbox"/> Post New <input type="checkbox"/>	10003 509002993 Adams, Mary Delete WA? <input type="checkbox"/>	<input type="text" value="01650050"/>	Tch Asst	Core Subject: Secondary Level Classroom Te
<input type="checkbox"/> Post	Clear WA? <input type="checkbox"/>	<input type="text" value="01650000"/>	Tch Asst	Not Applicable

Highly Qualified Problem

The Green color indicates that there is a validation issue with Highly Qualified and Paraprofessional Requirements. The combination of the data in both fields will not validate when you submit to the DOE.

valent)	WA13 Paraprofessional Requirements	WA14 Highly Qualified
	Associate's (or highr) degreel two years/48 credit hours of study	No

03 Black	1	
05 White	1	
01 American Indian or	7	
Total:	10	4 values.

SR09 Status

01 Employed	10	
04 Retired	1	
	2	
Total:	13	3 values.

SR10 Exit Reason

NA Not Applicable	13	
Total:	13	1 values.

Example Data

EPIMS Summary by Field As Of 10/01/2007 Exclude Zero FTE-Yes

SR08 Ethnicity

02 Asian	1	
03 Black	1	
05 White	1	
01 American Indian or	7	
Total:	10	4 values.

SR09 Status

01 Employed	10	
04 Retired	1	
	2	
Total:	13	3 values.

SR10 Exit Reason

NA Not Applicable	13	
Total:	13	1 values.

EPIMS Teacher Data Report

When the report is run it creates two reports in My Reports. One is the report the other is the data used for the report.

Example Data

Department	Total FTE	HQ FTE	% HQ
Teachers by Subject Area			
Alliance	.2	.2	100.00%
Art	.4	.4	100.00%
English	2.751	.821	29.84%
Math	.73	.73	100.00%
Science	.749	.749	100.00%

Grade	Total FTE	HQ FTE	% HQ
Teachers by Grade Level			
00	40.73	12.69	31.16%
09	.8	.6	75.00%
10	.32	.16	50.00%
12	.25	.25	100.00%
88	3	1	33.33%
99	.2	0	.00%

Maintenance iStaff Biographical

<HRS Job Type> Tab

This tab allows the HR Administrator to Add, Edit or Delete HRS Job type Codes. iPASS has pre-filled this table based on the MA DOE EPIMS Job Classifications.

<HRS Person Title> Tab

This tab allows the HR Administrator to Add, Edit or Delete HRS Person Titles Codes. These titles are also used in the iPASS system.

<Start/End Types> Tab

This tab allows the HR Administrator to Add, Edit or Delete Start/End Types. This is assigned on the Career screen and is used to report the Exit Reason in the EPIMS File.

<Teacher Status> Tab

This tab allows the HR Administrator to Add, Edit or Delete Teacher Status. This is assigned on the Profile screen and is used to report the Status in the EPIMS File

iStaff Configuration

This tab is used by the HR Administrator to edit the iStaff Parameters.

Go to <iStaff Biographical><iStaff Procedures><iStaff Configuration>

iStaff Update Policy:

You can setup the My Profile screens to be used as data entry screens for staff. This will allow staff the ability to update their own information.

- ⇒ Select **Submit all changes to Change Approval process** radio button if want the staff changes to go through an approval process.
- ⇒ Select **Apply changes immediately** radio button if you do not want the staff changes to go through an approval process.

Grant Employees the following access/update rights:

You can setup the following data fields you want the staff to be able to Update, View or Do not Display.

Employee Personal Information:
Employee Addresses:
Employee Telephone Numbers:
Employee Date of Birth:
Employee Ethnicity:
Employee SSN:

Employee Gender:
Employee Marital Data:
Employee Military Status:
Display Employee Degree History:
Employee View/Delete Contacts:

My Profile (The Staff's View of iStaff)

The My Profile menu option is used by Staff Members to see their own information that is in the iStaff Database.

My Career

This is view only screen



The screenshot displays a window titled '>> CURRENT CAREER'. The information is organized into two columns. The left column lists: Start Date: 04/04/07, Primary Job: Department Chairperson, Location: iPass High School, Job FTE: 0.30, and Bargaining Unit: Ashland Educator Assoc. The right column lists: Department: English, Building: Bldg 107045, Main Job (checked), Licensed for Job, and Highly Qualified (checked).

Start Date: 04/04/07	Department: English
Primary Job: Department Chairperson	Building: Bldg 107045
Location: iPass High School	✓ Main Job
Job FTE: 0.30	Licensed for Job
Bargaining Unit: Ashland Educator Assoc	✓ Highly Qualified

Update Biographical

This tab is used so that the staff can update their own biographical information. The District controls which fields can be VIEWED and which ones can be UPDATED. The control for this is found in iStaff Configuration. (Refer to Page 51)

>> PERSONAL INFORMATION EMPLOYEE ID: 910414

Title:

First Name: Suffix:


Middle Name: Gender:

Last Name: Date Of Birth:

Email: SSN:

Workplace:

Picture File:



Ethnicity: 05 CT Hispanic

03 - Black
02 - Asian
01 - American Indian or Alaskan Native
02 - Hawaiian Native or Pacific Islander
99 - Hispanic or Latino

Marital Status:

Maiden Name:

of Children:

Spouse Name:

Spouse Occupation:

Military Information

Military Veteran: No Military Status: Active Captain

Discharge Date:

[SUBMIT](#)

The following information can be made available for the staff to update.

Employee Personal Information:
Employee Addresses:
Employee Telephone Numbers:
Employee Date of Birth:
Employee Ethnicity:
Employee SSN:

Employee Gender:
Employee Marital Data:
Employee Military Status:
Employee Degree History:
Employee Emergency Contacts:
Employee Gender: