

PIMS Staff and Safe Schools Reports - Pennsylvania

APTAWEB-3796, 3797, 3820 and AFD-344

Introduction

PIMS now has two report/exports: PIMS Staff Report and PIMS Safe Schools Report.

PIMS Staff Report

The PIMS Safe Schools Report has three tabs: Staff, Staff Assignment and Staff Development Facts (Staff Dev Fact) and four exports.

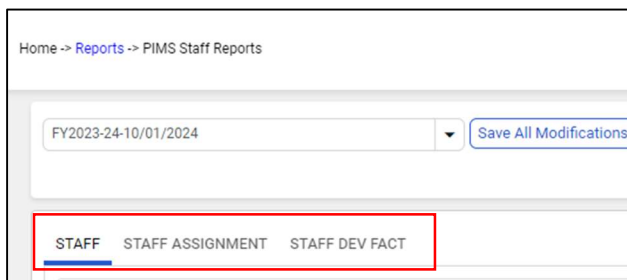
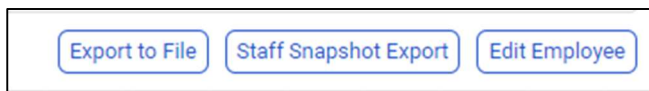
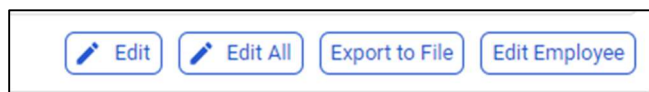


Figure 1: PIMS Staff Reporting Tabs

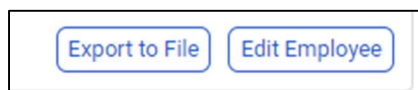
On the Staff tab, there are now two exports, one for the PIMS Staff Export (Export to File) and one for the PIMS Staff Snapshot Export (Staff Snapshot Export).



On the Staff Assignments tab, there is one export for the PIMS Staff Assignments.



On the Staff Dev Fact tab, there is one export for the PIMS Staff Development Facts.



- The format for the Staff report stayed basically the same.
- Security Staff with SS in the Staff ID# have been removed from the report and they have been moved to the Safe Schools Report
- A Gender Identity column was added in the Custom Fields in Manage Employees
 - Can be selected as X or blank
- New Field for Primary Assignment was added
 - Jobs with Max FTE will be set to yes
 - This setting can be bypassed if using the Assignments Module
 - Employees can only have one Primary Assignment
- Exports were changed to include the required fields

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Staff ID: 1275349

Job Class: PE Professional Employee

Local Contract: Yes

Employment Elig Verif: 1028 US Social Security C...

Job Desc: SWS School and Student ...

BOC Flag:

Out Svc Cr:

BOC/Svc End Date:

Child Abuse Clearance: 07/29/2018

Criminal Background Check: 07/29/2018

State Criminal History Check: 07/30/2018

Gender Identity: X

Figure 2: New Fields for PIMS Reporting

PIMS Staff Report – Edit Button

- The former Edit button has been renamed to Edit Employee
- The new Edit button has been added to only edit four fields that are not easily changed by editing the employee record. Those fields are Location Code, Assignment Date, % Time Assigned and Primary Assignment. Changes made here will only reflect on the report/export and will not be changed in the employee record.

STAFF ASSIGNMENT STAFF DEV FACT

Search

Bring a column header and drop it here to group by that column

Validation Error(s)	Dist ID	Staff ID	Last Name	First Name	MR	Assign Cd	Loc Cd	School Yr	Assign Date
	12029432	879009				1910	0000	06/00/2024	07/01/2023
	12029432	1275349				2870	8231	06/00/2024	06/08/2023
						7920		06/00/2024	07/01/2023

1 - 3 of 3 items

Figure 3: Changes in the Edit Button in PIMS Staff Report

PIMS Safe Schools Report

The PIMS Safe Schools Report has three tabs and four exports.

On the Staff Dev Fact tab, there is one export for the PIMS Staff Development Facts.

Export to File Edit Employee

Staff IDs must start with SS for Safe Schools report.

Validation Error(s)	Dist CD	Staff ID	Last Name
	125239652	SS75757	
	125239652	SS76269	
	125239652	SS76039	
	125239652	SS75786	

Figure 4: Sample Staff IDs for Safe Schools Reporting

Safe Schools employees must have certificates with LOCAL, WEAP, NASRO, MPOETC or INITIAL. These certificate names must be added in the PIMS Certificate Types in the General Tab of HR Configuration.

Setting	Value	Description
PIMS Certificate Types	LOCAL:INITIAL:MPOETC:NASRO:WEAP	A list of valid PIMS certificates of Security Staff.

Figure 5: PIMS Certificate Types in HR Configuration

Employees with the certificate of LOCAL, NASRO, or MPOETC will require Activity Hours. These hours should be added as a number only in the Comment box of the certificate.

Add certificate for

*Certificate Type: NASRO

Approved Areas:

Endorsements:

Comment: 4

Document Number:

*Valid Date:

Registration Date:

Expiration Date:

Activity Hours

Save

Figure 6: Adding Activity Hours in the Comment Box

The Percent of Time comes from the FTE on the Job if the "Use Employee Assignments on the PIMS Report" is set to "Use Job Data only" or set to "Use Assignment Data Only", if Assignments are used.

Use of the PIMS Config setting “Use Assignment Data if it Exists” is not recommended and will likely be removed as an option in a future release.

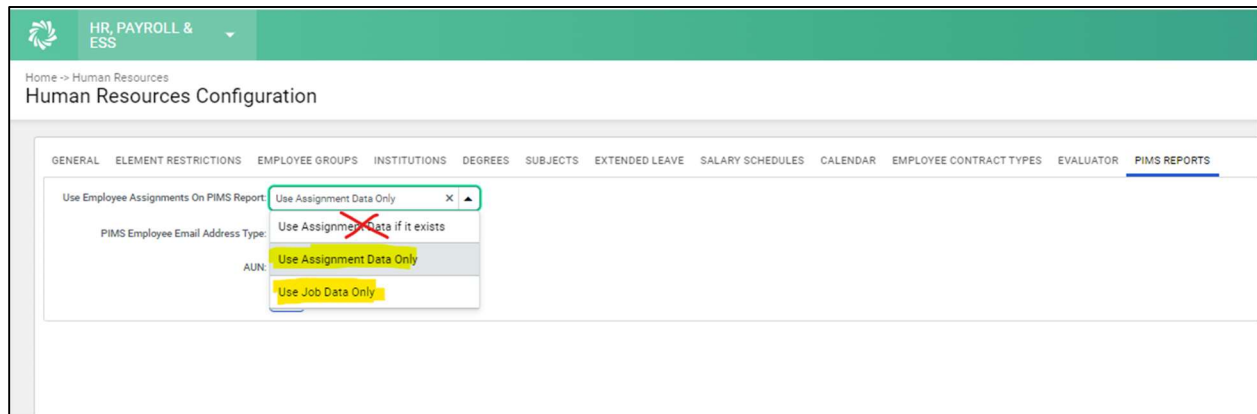


Figure 7: PIMS Report Selections in HR Configuration

SSO Certificates requiring a notation of Weapon Yes or No will be denoted by their “Classification” of SSO – Y or SSO – N in the employee record in Manage Employees.

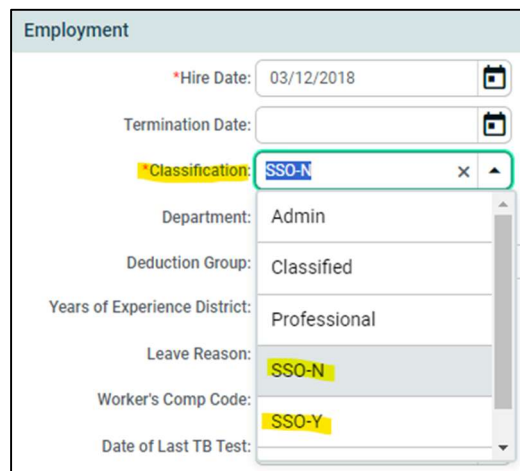


Figure 8: Assigning WeaponClassifications

General Information on PIMS Reporting Changes

- PIMS Staff and Safe Schools Report – Use of Assignments
 - Ticket in progress to remove Colorado custom fields from Assignments
 - Assignment Code must be set, it will not come from the job
 - Location comes from Site on employee set up
 - Can be changed in assignment for employees with multiple locations
 - FTE needs to be changed as well to reflect the time at the locations
 - Zero FTE will not be accepted

Will not come over from Job, must be set on this screen

Figure 9: PIMS Assignment Codes

Job Stat.	Job Name	Designation	Primary	Account	Start Date	End Date	FTE	Rate
Approved	Teacher	Classroom	Yes	10-1100-120-000-90	08/28/2023	06/16/2024	1.0000	\$392.68
Approved	X-Class Coverage - Sec		No	10-1100-122-000-90	10/14/2023	10/27/2023	0.0000	\$9,000.00

Figure 10: Creating Assignment Codes from the Job