



METAA - EPIMS



- Staff Personal publishing requirements
- Staff Position and Work Assignments
- Courses and Sections
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October EPIMS Deadline: December 8th, 2023



1 - StaffPersonal publishing requirements

- SR09 must not be empty and must have a state code in the reference table
 - LocalId must not be empty
 - StateId (MEPID) must not be empty
 - DOB must not be empty
 - Hire Date must not be empty
 - Exit Date (if populated) must be greater than the summer start date
 - SchoolOid must not be empty (Default template, School > Name must be populated)
1. The summer start date is specified on the SIF configuration record in District > Setup > Details, SIF Configuration Tab.
 2. The report date is considered the current date, unless a date earlier than the current date is specified in the SIF configuration record. We set the report date far into the future to ensure that “today” is considered the report date.



2 - Staff Position and Work Assignments

- Reportable staff must have a Staff Position/Staff Assignment record for every School/WA07 combination they hold
- One staff position record must have SIF SFP Primary Assignment checked - attendance is tied to this
- For staff that are teachers with 2305, 2306, 2307, 2308, 2310, 2325 and 4100, must have work assignments
- 2310 without a schedule can have WA09 Grade Level and WA10 Subject area course populated
- WA07 Job Classification and Role on the work assignment records must align according to the chart on the EPIMS SIF Template



3 - Courses and Sections

- Sections that have teachers assigned, the course and the section need to be reportable
- Course Exclude flag - Exclude from reporting (District View > Schedule > Courses)

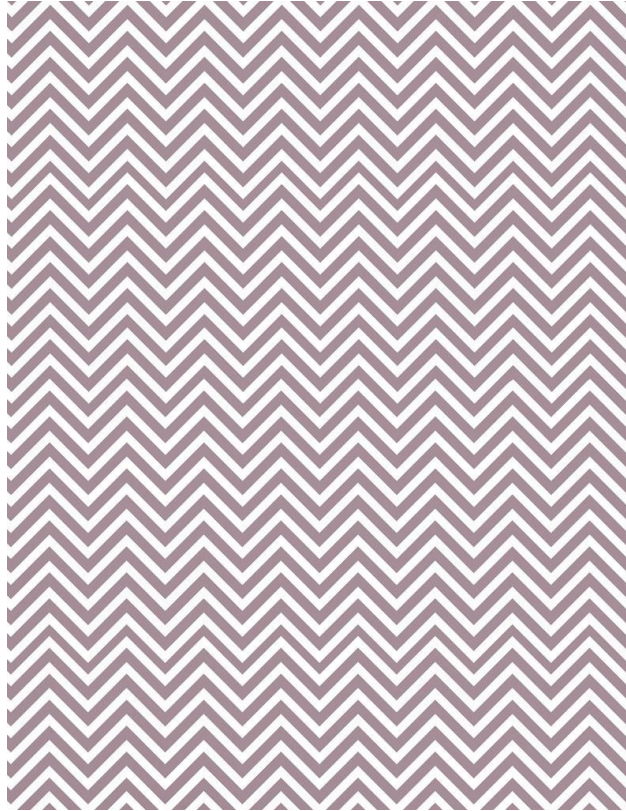
- Section Exclude flag - DOE EXCLUDE MST (School View > Schedule > Master)
- Both now display as read only on the EPIMs SIF Template in the Teacher Schedules section
- Courses must have a WA10 - Subject Area Course populated to be reportable



4 - Staff Attendance

How Attendance is calculated

- Staff must have a calendar assigned
- One staff position record must have SIF SFP Primary Assignment checked
- SR36 Adjusted Days Present and SR37 Adjusted Days Expected can be used as override fields if you don't track attendance in Aspen



5 - Templates

- EPIMS SIF Template
- MA EPIMS Error Assistant



6 - Publishing

- SIF Publish All
- SIF Publish SELECT Staff Objects
- SIF Outbox



7 - Procedures

SIF Copy Teacher Schedule Detail from Prior Year

- Looks at current and previous year and if teacher is still teaching the same course and section in the same school then this procedure will copy over all their EPIMS work assignment values that were on those records to the current year records.

SIF Generate Staff Position records

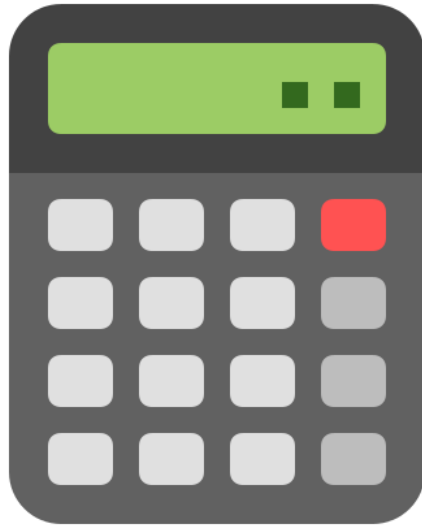
- Creates Staff Position records for Teaching staff that do not have a corresponding Staff Position record

Requirements to run the procedure:

- WA07 Teaching role must be populated on the Teacher Schedule record.
- WA08 should be populated on the Teacher Schedule records, but isn't required.
- The Teacher Schedule records must be reportable (not flagged as exclude from EPIMS). The section and course must also be reportable (not flagged as exclude from reporting).
- The Overall FTE must be populated on the Staff record. If it's not populated, a FTE of 0 will be put on the generated Staff Position record.

SIF Reset Staff Evaluation fields

- Done only after rollover
- Run ONLY in the beginning of each school year
- The staff evaluation fields for each staff record are used to report evaluation data for EOY
- At the beginning of each school year the districts can run this procedure to clear fields for the upcoming year



8 - BOY Reminders

EPIMS:

- Every staff member must have a valid calendar assigned to them
- Staff that should be reported as summer exits must have an exit date prior to the start of the school year, but after the SIF summer start date



9 - SIF Bundle

An updated SIF bundle was deployed (10/3/2023)

The date format for Leave Start Date needed to be updated.

EPIMS:

New Element: Leave Start DATE

This is a SIF Profile only element. It will not be extracted as part of the certified EPIMS data. It will be used for validation purposes, to determine accurate employment status on report date. Leave Start Date will be required for staff reported with SR09 employment status of 02 or 03.

Examples:

If “Leave Start Date” is after report date, employment status SR09 should be extracted as 01 (working).

If “Leave Start Date” is before report date, employment status SR09 should be 02 or 03 (on leave).



10 - Q & A

Don't hesitate to contact Technical Support with any questions or further assistance on remaining errors.

Technical Support Hours of Operation

The Aspen Technical Support hours of operation are Monday through Friday 7:00 AM - 8:00 PM ET

Toll-free number for Support: 888-511-5114

When you create a Pando ticket and select SIF as the module, the ticket gets routed to the SIF queue