

ePMF Tips and Timelines

- The ePMF application accessed via the Teacher Access and Authorization (TAA) system <https://eservices.nysed.gov/taa/> will be available to teachers until **January 15th, 2015**.
- Superintendents, BOCES superintendents and charter school leaders will have from January 15th to **January 30th 2015** to certify and submit the forms to NYSED. **On January 16th**, a button will appear in TAA under the CEO's credentials **ONLY** to certify and submit the district "**Submitted**" ePMF (BEDS Forms). Forms with statuses other than "Submitted" ("Saved", "Incomplete") will not be used for reporting.
- "Saved" and "Incomplete" forms should be reviewed in the event some were unintentionally not completed. If you believe the counts are correct, the data may be submitted to SED.
- Administrators will be using their IRSP Business Portal Credentials to login to the TAA System. <https://eservices.nysed.gov/taa/>

ePMF Teacher Form Availability – This is dependent on a valid Staff Snapshot teacher record and a teacher PIN code generation.

Making Changes to Forms - If the ePMF form has already been submitted, an administrator with TAA/TSRV/ePMF entitlements will have to "Unsubmit" the form, make changes and then "Submit" the form.

Create Form Option – An entitled administrator can complete and submit an ePMF form on behalf of a teacher who was teaching an assignment on BEDS Day, is no longer in the district and did not complete the form. As long as the teacher was loaded into the Staff Snapshot and has a PIN code, this option will be available and is located in the PMF Status column in TAA next to the teacher's name. The form will be prefilled with prior year experience data where available.

Staff Snapshot Identifying Teachers –A Staff Snapshot record must be reported before any other staff record type for that person can be reported. The Staff Snapshot report will assist in identifying teachers that should have completed ePMF forms. Only those individuals that have Field 8 on the Staff Snapshot (the job description) populated with "Teacher" will have an ePMF form. If teachers that were once visible in TAA, are now missing from the list, make sure the job description field was not inadvertently removed on a subsequent Staff Snapshot load. Leave this field blank for non-teaching staff.

Removing a teacher from Staff Snapshot – This should only be used if an employee does not belong in the district. If a staff member is erroneously reported to L2, a soft delete can be done by sending a "D" for field 41.

ePMF/TAA Documentation

- Direct links from TAA <https://eservices.nysed.gov/taa/>
- ePMF Guidance for Teachers (Updated TAA User Guides, ePMF Manuals and ePMF FAQs) <http://www.p12.nysed.gov/irs/beds/2014/PMF/home.html>
- TAA Guidance for Administrators: <http://www.p12.nysed.gov/irs/TSDL/>
- Staff Snapshot Verification Report Guide <http://www.p12.nysed.gov/irs/level2reports/reportguides.html>

TSRV – Roster Information

Teacher roster information will be available via the Teacher Access and Authorization (TAA) system February 2, 2015. <https://eservices.nysed.gov/taa/login.htm>.

Teachers will log in using the same username and Personal Information Number (PIN) used to complete the ePMF form.

This system is used to verify district/BOCES/charter school reported roster data for teachers and principals outside of NYC.

If you do identify discrepancies, please work with your district, charter school, or BOCES data coordinator to correct the errors. Changes your data coordinator appropriately submits to NYSED by close of business Friday should be reflected in your account rosters by the close of business the following Monday.

Your Level 1 data center may establish a deadline earlier than Friday for loading data to be reflected in the in the Monday data refresh of the rosters.

Guidance can be found on the NYSED Information and Reporting Services (IRS) website <http://www.p12.nysed.gov/irs/teacher/>

Note: If teachers deactivate their TAA accounts during the month of January while ePMF forms are being reviewed, this will impact the visibility of ePMF forms.