

Work Assignment Extract (Massachusetts)

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PATH: *MA State Reporting > Extracts > Work Assignment*

The Work Assignment Extract collects work assignment information on individual public school educators for the Education Personnel Information Management System (EPIMS) data collection.

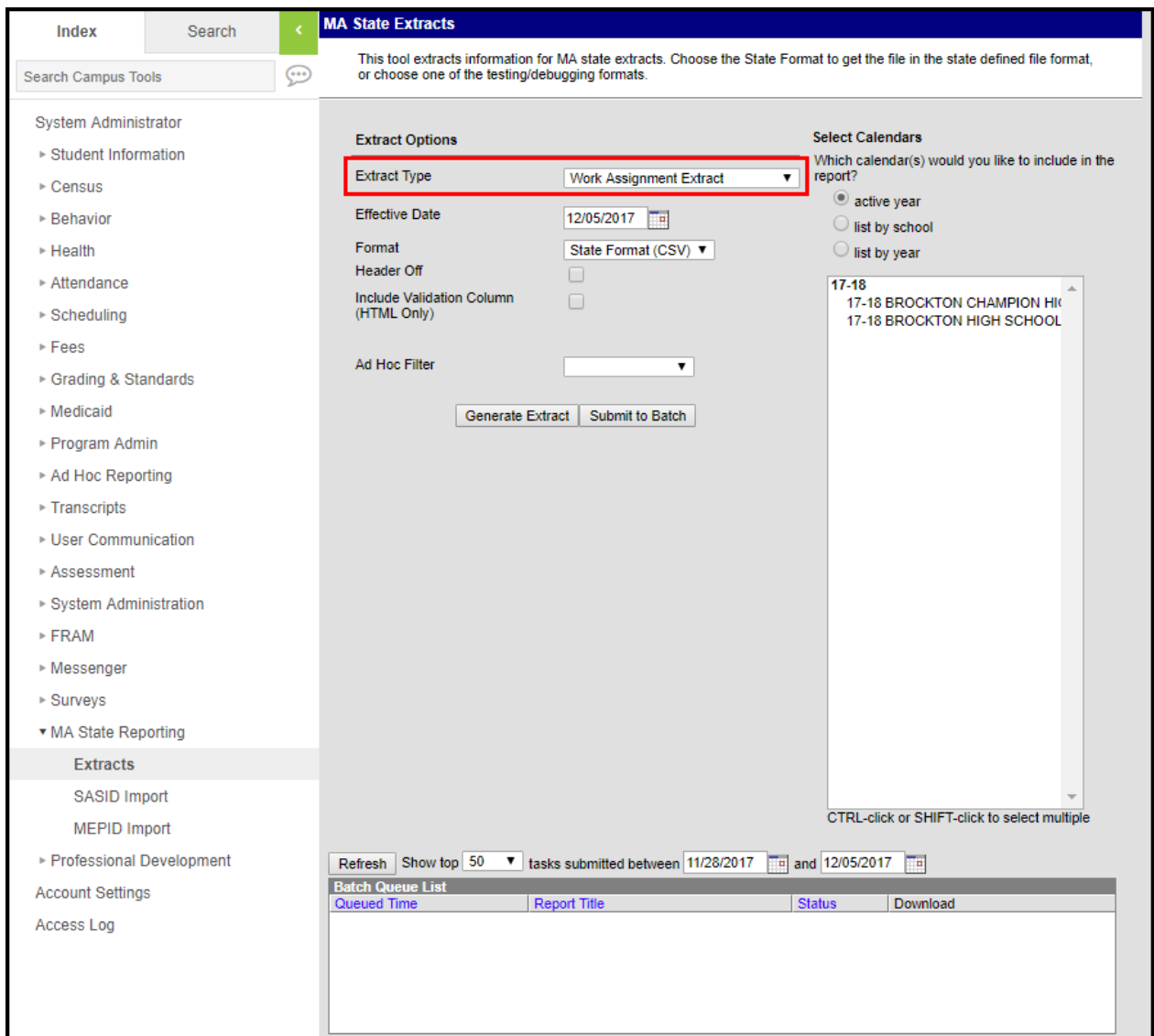


Image 1: Work Assignment Extract Editor

Report Logic

- Report work assignment records for staff.

- The staff must be assigned to the section as a Primary Teacher OR a Teacher in order for a record to populate on the Work Assignment.
- Report staff that are tied to the selected Calendar(s) AND District Assignment Start Date is on or before the Effective Date AND the Staff History>Start Date <= the Effective Date.
 1. Report Staff even if District Assignment End Date or Staff History>End Date is on or before the Effective Date.
 - Do not report Staff if District Assignment End Date is After District Assignment Start Date AND before the selected calendar Start Date
 2. Do not report Staff that have a Job Classification code (District Assignment>Title (StandardCode)) of NULL
- Always report Staff from Schools that have Staff Assignment Type of 02.
- The record for the course section the staff is assigned must NOT report when course State Code = exempt OR when Course>Active = NOT Checked.
- Do not report a record when report Effective Date < Course Term Start Date, OR when Staff History>Start Date != Null and > Effective Date.
- If the Job Classification (Title) code is 2305, 2306, 2307, 2308, 2310, 2325, (or 4100) report course information.
 - Report one instance for each section of each course
- If the Job Classification (Title) code is NOT 2305, 2306, 2307, 2308, 2310, 2325 (or 4100) then DO NOT include course information for the record and only report one instance for the assignment
- Excludes grade level, calendar, and calendar excludes.
- Do not report Staff Assignments where the staff has an Employment Exclude checkbox checked (District Employment > Exclude)
- Do not report Staff Assignment if the District Assignment has the Exclude checkbox checked
- Report Staff Assignment if the Employment Exclude checkbox is not checked.
- Report Staff Assignment if the assignment does not have the Exclude checkbox checked.
- At least one student must be rostered with a Roster Start Date of null or on or before the extract Effective Date.
- Must have active District Assignment> Title = NOT Blank and Teacher = checked in order for the Course/Section>Section Editor> District Assignment dropList to populate.

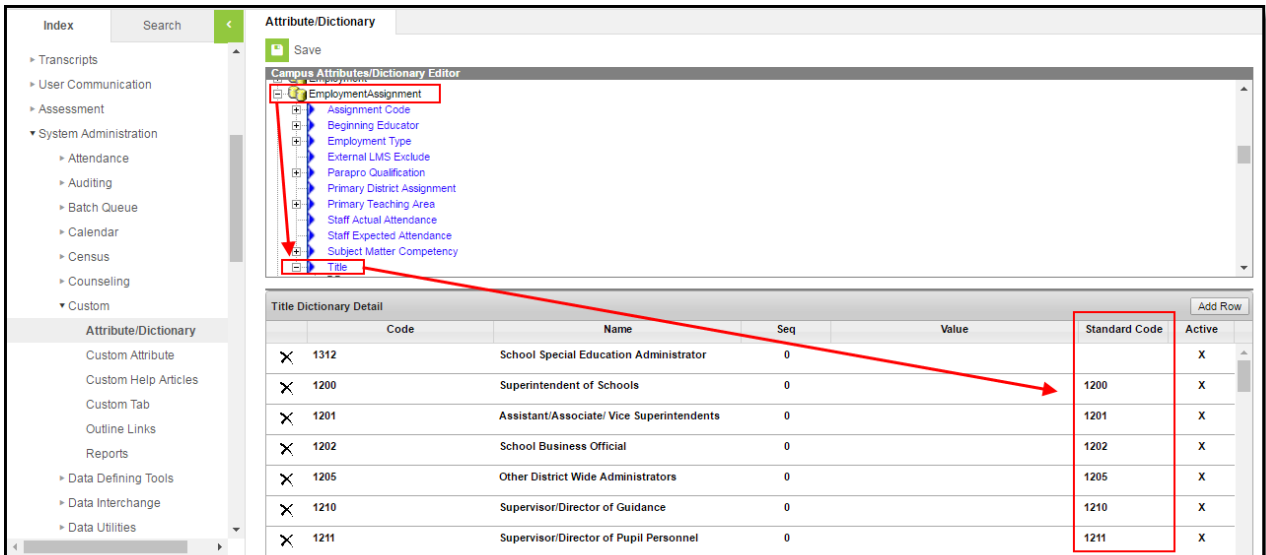
When HR is enabled:

- Report staff that are tied to the selected Calendar(s) AND Work Assignment Start Date is on or before the Effective Date AND the Staff History>Start Date <= the Effective Date.
 1. Report Staff even if Work Assignment End Date or Staff History>End Date is on or before the Effective Date.
 1. Do not report Staff if Work Assignment End Date is after Work Assignment Start Date AND before the selected calendar Start Date.
 2. Do not report Staff that have a Job Classification standard code (Work Assignment > Title) of NULL.
- Do not report Staff Assignments that have the District Employment SIF Exclude check box checked (Personnel Master > HR General Information > Employment Dates > SIF Exclude).
- Do not report Staff Assignment that have all Work Locations with a SIF Exclude check box checked.
- Do not report a Staff's Work Assignment where the Work Location has a SIF Exclude check box checked.

- Report Staff Assignment if at least one Work Assignment does not have the SIF Exclude checkbox checked.
- Report Staff Assignment if there is a District Employment without a check in the SIF Exclude check box (Personnel Master > HR General Information > Employment Dates > SIF Exclude).
- Must have active Work Assignment > Title = NOT Blank and Role of Teacher (Work Assignment > Roles & Qualifications) selected in order for the Course/Section>Section Editor> District Assignment dropList to populate.

The District Assignment Title must have a Standard Code filled out on the Attribute Dictionary (System Administration > Custom > Attribute/Dictionary > EmploymentAssignment > Title > Dictionary).

This standard code should be the 4-digit state code.



Report Editor Field Descriptions

The following fields are available on the report editor.

Field	Description
Extract Type	Select Work Assignment Extract .
Effective Date	The date from which data is pulled for the report.
Format	Report format that is being generated. When submitting the extract to the state, use the State Format (CSV). When verifying or reviewing data prior to submitting the extract, use one of the other formats. Options include HTML and CSV.

Field	Description
Header Off	Selecting this checkbox places a header on the report. The Report Header includes the record type, record name, and district number. For example, "EPIMS,WORK_ASSIGNMENT, 001."
Include Validation Column (HTML Only)	Selecting this option includes a column at the end of the extract when generate in HTML format. This column lists error identification numbers, which refer to errors identified in documentation maintained by the state. See the State EPIMS website for more information.
Ad hoc Filter	Selecting a filter limits records returned to those that meet the criteria of the pre-defined Ad hoc filter.
Select Calendars	The calendar(s) from which data is pulled for the report. Can be set to display only the active year, or be sorted by school or by year. At least one calendar must be selected in order for the report to generate.

Users have the option of submitting a SIMS report request to the batch queue by clicking **Submit to Batch** instead of Generate Extract. This process allows larger reports to generate in the background, without disrupting the use of Campus. For more information about submitting a report to the batch queue, see the [Batch Queue](#) article.

Report Example

Work Assignment Report Header Records:2		
RecordType	RecordName	DistrictNumber
EPIMS	WORK_ASSIGNMENT	07800000

EPIMS Work Assignment Report Records:77																
MEPID	Local Employee Number	First Name	Middle Name	Last Name	District School ID	Job Classification	Teacher Paraprofessional Assignment	Grade	Subject Area Course	Class Section	Full Time Equivalent	ParaProfessional	Highly Qualified Status	Subject Matter Competency	Course Term	TermStatus
60706278	1234	Joe	P	Black	07800606	2330	209	10	02002	0	0.600	00	00	00	02	02
60209672	9876	Sue	A	Boyce	07800606	6200	000	09	01002	0	2.000	00	00	00	02	02
60606277	7894	Anne	G	Bradley	07800606	6020	000	12	04002	0	2.000	00	00	00	02	02
60603274	6541	Nancy	L	Burns	07800606	3360	000	09	01002	0	0.600	00	00	00	02	02
60409279	3214	Jane	E	Cacciatore	07800266	2226	211	09	01002	0	0.260	00	00	00	02	02
60406276	7531	Amy	W	Carrigan	07800606	2220	000	11	03002	0	2.000	00	00	00	02	02
60404274	9517	Janet	B	Carson	07800606	2306	223	10	02002	0	2.000	00	00	00	02	02
60402272	8520	Sally	G	Caselden	07800606	4200	404	10	02002	0	0.930	06	00	00	02	02
60309278	7412	Mary	D	Chick	07800266	6220	000	12	04002	0	2.000	00	00	00	02	02
62986307	9630	Bob	E	Cody	07800606	3362	000	10	02010	0	0.600	00	00	00	02	02

Image 2: Work Assignment Extract HTML Example

Report Layout

Element Name	Description	Type, Format, Length	Campus Database and UI Location
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Element Name	Description	Type, Format, Length	Campus Database and UI Location
MEPID	A unique number assigned to an individual by the Massachusetts Department of Elementary and Secondary Education.	Alphanumeric, 8 characters	<p>Person.staffStateID</p> <p>Census > People > Demographics > Person Identifiers > Staff State ID</p> <p>HR Enabled: hrDemographics.staffStateID</p> <p>Human Resources > Personnel > Personnel Master > HR General Information - Current Record > State Number</p>
Local Employee Number	A number used at the local district to identify an employee.	Alphanumeric, 20 characters	<p>Person.staffNumber</p> <p>Census > People > Demographics > Local Staff Number</p> <p>HR Enabled: Human Resources > Personnel > Personnel Master > HR General Information - Current Record > Personnel Number</p>
First Name	A name given to an individual at birth, during a naming ceremony, or through legal change.	Alphanumeric, 30 characters	<p>Identity.firstName</p> <p>Census > People > Demographics > Person Information > First Name</p> <p>HR Enabled: Human Resources > Personnel > Personnel Master > HR General Information - Current Record > First Name</p>
Middle Name	A secondary name given to an individual at birth, during a naming ceremony, or through legal change.	Alphanumeric, 30 characters	<p>Identity.middleName</p> <p>Census > People > Demographics > Person Information > Middle Name</p>

Element Name	Description	Type, Format, Length	Campus Database and UI Location
			HR Enabled: Human Resources > Personnel > Personnel Master > HR General Information - Current Record > Middle Name
Last Name	The person's last name.	Alphanumeric, 30 characters	Identity.lastName Census > People > Demographics > Person Information > Last Name HR Enabled: Human Resources > Personnel > Personnel Master > HR General Information - Current Record > Last Name
District School ID	The eight-digit code for the district and/or school where the individual is currently employed. Each district/school in Massachusetts has an eight-digit code assigned by the ESE. The first four digits represent the district code. The second four digits represent the school code. The last four digits for a district position report as "0000."	Numeric, 8 digits	School.number System Administration > Resources > School > School Detail > State School Number

Element Name	Description	Type, Format, Length	Campus Database and UI Location
	<p>HR Enabled:</p> <ol style="list-style-type: none"> 1. Report the first four digits of State District Number and the School Number. 2. Please report from the Course>Section>Primary Teacher>District Assignment. Report the State District Number and the School Number from the associated Calendar of District Assignment 3. If a teacher has work assignments in more than one school, report field WA06, District/School ID, with the associated State District Number and School number for school in which the record/class section is located when the WA report is generated for the multiple schools 4. Please look to the School in which the teacher has a work assignment and report the District Number and School number combination for the school in which the assignment and class/section being reported is. 5. Left Justify / Zero pad if School Number < 4 digits. 		
<p>Job Classification</p>	<p>A description of the specific group of duties and responsibilities of a position. Reports based on state validations. See the Title Code List for possible values and reporting logic.</p>	<p>Numeric, 4 digits</p>	<p>EmploymentAssignment.title Census > People > District Assignment > Title</p>

Element Name	Description	Type, Format, Length	Campus Database and UI Location
			HR Enabled: Human Resources > Personnel > Personnel Master > Work Assignments > Work Assignment Editor > Work Assignment Details > Title
Teacher Paraprofessional Assignment	<p>The specific educational or educational support activity in which teachers, paraprofessionals, and other instructional staff are involved and employed on a daily basis. Reports based on state validations.</p> <p>See the Assignment Code List for possible values and reporting logic.</p>	Numeric, 3 digits	EmploymentAssignment. assignmentCode Census > People > District Assignments > Assignment Code HR Enabled: Human Resources > Personnel > Personnel Master > Work Assignments > Work Assignment Editor > Work Assignment Details > Assignment Code

Element Name	Description	Type, Format, Length	Campus Database and UI Location
Grade	<p>The predominant grade(s) for which the specific assignment provides educational services. Reports based on state validations.</p> <p>Additional reporting logic is as follows:</p> <ol style="list-style-type: none"> 1. Only reports a non 00 value when Primary and/or Secondary Teacher > District Assignment > Title code = 2305, 2306, 2307, 2308, 2310, 2325, or 4100, AND when Teacher Paraprofessional Assignment is NOT = 406, 2. Report 00 when District Assignment > Title code does not = 2305, 2306, 2307, 2308, 2310, 2325, or 4100, OR when Teacher Paraprofessional Assignment = 406, 3. Report 00 if Course > Grade = Null or when staff is not assigned to a course. 	Numeric, 4 digits	Course.grade Course/Section > Course > Course Editor > Grade

Element Name	Description	Type, Format, Length	Campus Database and UI Location
	<p>HR Enabled:</p> <ol style="list-style-type: none"> 1. Report the Grade value (Scheduling > Courses > Course > Course Information) for the Course <ol style="list-style-type: none"> 1. Only reports a non 00 value when Primary and/or Secondary Teacher Work Assignments > Work Assignment Editor > Work Assignment Details > Title code(WA07) = 2305, 2306, 2307, 2308, 2310, 2325, or 4100 , AND when WA08 NOT = 406, 2. Report 00 when Work Assignments > Work Assignment Editor > Work Assignment Details > Title code (WA07) does not = 2305, 2306, 2307, 2308, 2310, 2325, or 4100, OR when WA08 = 406, 3. Report 00 if Course>Grade = Null or when staff is not assigned to a course. 		

Element Name	Description	Type, Format, Length	Campus Database and UI Location
Subject Area Course	<p>The subject area/course taught by an individual or for which the staff member provides support. Reports based on state validations.</p> <p>Logic is as follows:</p> <ol style="list-style-type: none"> 1. When Grade = 00, Subject Area Course reports as 00000. 2. Else, Subject Area Course = Scheduling > Courses > Course > State Code. 3. When State Code = "exempt", or is Null, record will not report for course. 	Alphanumeric, 7 characters	Course.stateCode Scheduling > Courses > Course > Course Editor > State Code
Class Section	<p>The class section code provided by the school district. Reports based on state validations.</p> <p>Logic is as follows:</p> <ol style="list-style-type: none"> 1. Logic reports Course number + Section number. No spaces between the numbers. 2. Otherwise, reports 0. 3. Logic only reports a non 0 value when Primary and/or Secondary Teacher > District Assignment > Job Classification (Title code) = 2305, 2306, 2307, 2308, 2310, 2325, or 4100. 4. Logic reports a default = 0 when District Assignment > Job Classification (Title code) does not = 2305, 2306, 2307, 2308, 2310, 2325, or 4100. 5. If Subject Area Course field reports a value of 00000, Class Section reports as 0. 	Alphanumeric, 20 characters	Section.number Scheduling > Courses > Section > Section Number

Element Name	Description	Type, Format, Length	Campus Database and UI Location
	<p>HR Enabled:</p> <ol style="list-style-type: none"> 1. Reports Course number + Section number. No spaces between the numbers. <ol style="list-style-type: none"> 1. Otherwise reports 0. 2. Only reports a non 0 value when Primary and/or Secondary Teacher > Work Assignment > Title code (WA07) = 2305, 2306, 2307, 2308, 2310, 2325, or 4100. 3. Report Default = 0 when Work Assignment > Title code (WA07) does not = 2305, 2306, 2307, 2308, 2310, 2325, or 4100. 4. If Subject Area / Course reports 00000, Class Section must report 0. 		

Element Name	Description	Type, Format, Length	Campus Database and UI Location
Full Time Equivalent	<p>The ratio between the hours expected of a full-time position and the number of actual hours being provided by an individual. Calculated by summing the FTE of all District Assignments that have at least one active section. Each FTE is then divided by that total and each result is multiplied by the District Employment FTE Percent and divided by the number of sections in each assignment and rounded to two decimal points.</p> <p>Calculates based on the FTE Percent of the most recent District Employment active on or before the extract Effective Date. Value cannot exceed 1.0. Inactive sections are calculated the same way.</p> <p>When a staff member is not assigned to a section, they will report using the following calculation:</p> <ul style="list-style-type: none"> ◦ $\text{District Assignment FTE} / \text{District Employment FTE}$ <p>When the staff member's record has a Job Classification of 2305, 2306, 2307, or 2308 and a Term Status of 02, year-long courses (Course Term of 01) are included in the calculation.</p> <ul style="list-style-type: none"> ◦ $(\text{District Employment FTE} / \text{District Assignment FTE}) / (\# \text{ of sections with a Term Status of 02} + \text{Course Term of 01})$ <p>Courses with a Term Status of 01 are calculated separately from those course with a Term Status</p>	Numeric, 5 digits	<p>Not stored. This is a calculated field.</p> <p>Census > People > District Assignment > FTE of Assignment</p>

Element Name	Description	Type, Format, Length	Campus Database and UI Location
	<p>of 02 and 03.</p> <p>HR Enabled:</p> <p>FTE = District Assignment FTE / the number of staff section records belonging to the District Assignment (active and inactive records are separated). The FTE calculation is separate for those records with Term Status (WA17) = 01, and those records with Term Status = 02.</p>		<p>HR Enabled:</p> <p>Personnel > Personnel Master > Work Assignments > Work Assignment Editor > Salary Information > Position FTE</p>
Instructional Paraprofessional Qualification	<p>A two-digit code that denotes the level of paraprofessional training achieved by the individual who is working in a Title I school. Reports a value of 99 for all records.</p>	<p>Numeric, 2 digits</p>	<p>EmploymentAssignment.paraproQualification</p> <p>Census > People > District Assignments > Parapro Qualification</p>
Highly Qualified Status	<p>Indicates whether an individual meets the US DOE definition and criteria of highly qualified to teach a particular subject area or course. Reports a value of 99 for all records.</p>	<p>Numeric, 2 digits</p>	<p>Calculated, not dynamically stored</p> <p>Census > People > Credentials > Credential Type, Subject Type, Core Subject Area; Scheduling > Courses > Course > Subject Type, Core Academic Class</p>
Subject Matter Competency	<p>Indicates how an individual has demonstrated or has not demonstrated subject matter competency for this position. Reports a value of 99 for all records.</p>	<p>Numeric, 2 digits</p>	<p>EmploymentAssignment.subjectMatterCompetency</p> <p>Census > People > Credentials > Subject Matter Competency</p>
Course Term	<p>A division in a school year during which instruction is regularly given to students. See the Course Term Code List for possible values. Reports based on state validations.</p>	<p>Numeric, 2 digits</p>	<p>Not Stored.</p>
Term Status	<p>The two-digit code that identifies a course term as active or inactive at the time of the collection. Reporting logic is as follows:</p> <ul style="list-style-type: none"> • EOY, 6154: When Effective Date >= last Term Start Date in calendar, and Course Term 	<p>Numeric, 2 digits</p>	<p>Not Stored.</p>

Element Name	Description	Type, Format, Length	Campus Database and UI Location
	<p>= 01, 33, 22, 44, or 55, Term Status reports as 01.</p> <ul style="list-style-type: none"> • EOY: When the last course term End Date >= the last calendar term End Date, Term Status reports as 01. Else, 02. • EOY, 6155: When Effective Date >= last Term Start Date in calendar, and Course Term = 41, 21, 31, or 51, Term Status reports as 02. • October, 6156: When Effective Date < last Term Start Date in calendar, and Course Term = 01, 31, 21, 41, or 51, Term Status reports as 01. • October, 6157: When Effective Date < last Term Start Date in calendar, and Course Term is setup to report 22, 32, 33, 43, 44, 53, 54, or 55, the course record must not report. • Otherwise, when none of the above scenarios apply, and the course is active (taught) during the term on the date of the Effective Date, Term Status reports as 01. • When the course is not active during the term on the date of the Effective Date, Term Status reports as 02. • Latest term date: System Administration > Calendar > Calendar > Terms > Term Schedule/Terms Editor > End Date (choose the End Date with the latest End Date). • A section is taught during the last term when a check mark exists under the latest term in the Section Schedule Placement (Q4, in this example). • When a staff is not assigned to a course (and therefore 		

Element Name	Description	Type, Format, Length	Campus Database and UI Location
	<p>has no course Start Date), but populates on the report, Course Term and Term Status report as 01.</p> <ul style="list-style-type: none"> • If teacher has a Staff History end date before the extract effective date, report 03 when the term is active (01). • If the Assignment End Date is null or after the extract effective date, report 01 if the term is active (and meets all other conditions). • Cannot be NULL. 		

Title Code List

The following expandable areas describe the logic for Core and HR Enabled reporting:

▶ [Click here to expand...](#)

▶ [Click here to expand...](#)

Assignment Code List

The following reporting logic is used:

1. Report 000 for records where District Assignment > Title code does NOT = 2305, 2306, 2307, 2308, 2310, 2325 or 4100.
Else, report Assignment Code.
 1. Report from the Course > Section > Primary Teacher and/or Secondary Teacher > District Assignment > Assignment Code.
 2. Report the Assignment Code from the associated Calendar of District Assignment.

The following reporting logic is used when HR is enabled:

1. Report 000 for records where Work Assignments > Work Assignment Editor > Work Assignment Details > Title code does NOT = 2305, 2306, 2307, 2308, 2310, 2325 or 4100.
2. Else, report Assignment Code.
 1. Report from the Course > Section > Primary Teacher and/or Secondary Teacher > District Assignment > Assignment Code.
 2. Report the Assignment Code from the associated Calendar of District Assignment.

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Course Term Code List

Report default = 01 when District Assignment>Title code does not = 2305, 2306, 2310, 2325, 2330
or the first 2 left justified digits = 33

▶ [Click here to expand...](#)
