Getting Started with EPIMS

SchoolBrains • Staff Roster • Work Assignments • ID Fields

METAA / SchoolBrains

EPIMS at a glance

The data elements are spread across multiple SchoolBrains pages.

WA • Work Assignment Fields

Work assignment data tied to the staff member's assignment.

Examples: WA08 Assignment, WA09 Grade, WA10 Subject Area Course Code.

SR • Staff Roster Fields

Staff roster information maintained on the personnel record.

Examples: SR01 MEPID, SR09 Employment Status, SR28 Professional Teacher Status.

ID • Identification Fields

Identification details on the personnel record.

Examples: ID01 First Name, ID04 Date of Birth, ID07 Local Employee Number.

The key to troubleshooting

When an EPIMS error appears, focus on the field code in the error message. Codes such as SR28, ID07, and WA08 point you to the relevant data field.

How to read an EPIMS error

Use the code in the message as your starting point.

Example error
“Prior to Secondary Course Code (WA10) required for Assignment (WA08)”

- WA08 and WA10 tell you which work-assignment fields are involved.
- Check the staff work assignment when the assignment is 4100 or 2310.
- The error indicates a conflict between the job assignment and subject area course code.

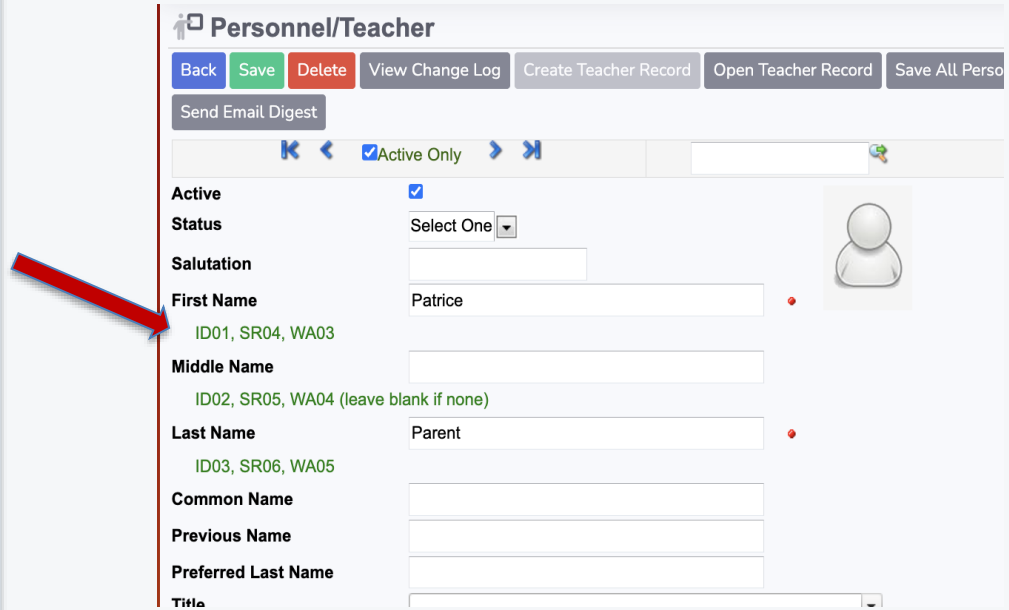
Special case: 2305 / 2306

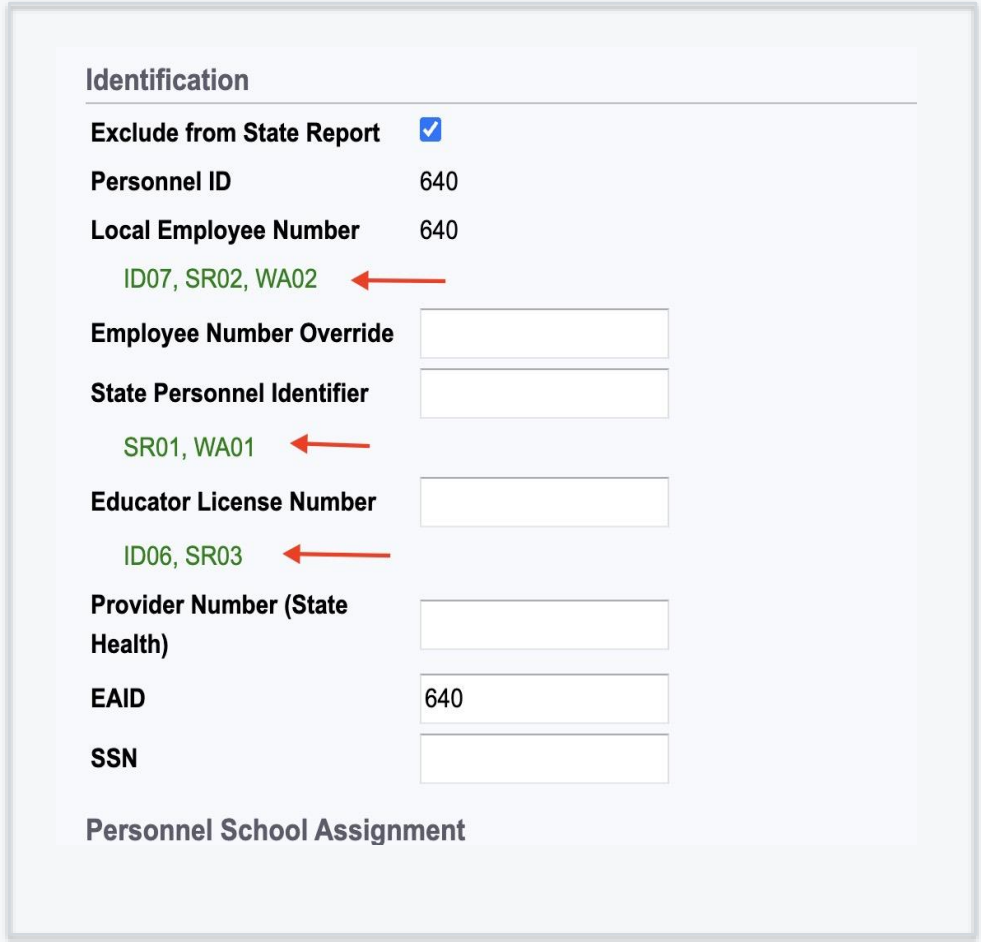
If the same error occurs for a 2305 or 2306 assignment, check the course instead.

For those assignments, the WA08/WA09/WA10 fields are left blank in the work assignment and the relevant values are found on the course.

Where EPIMS data elements live

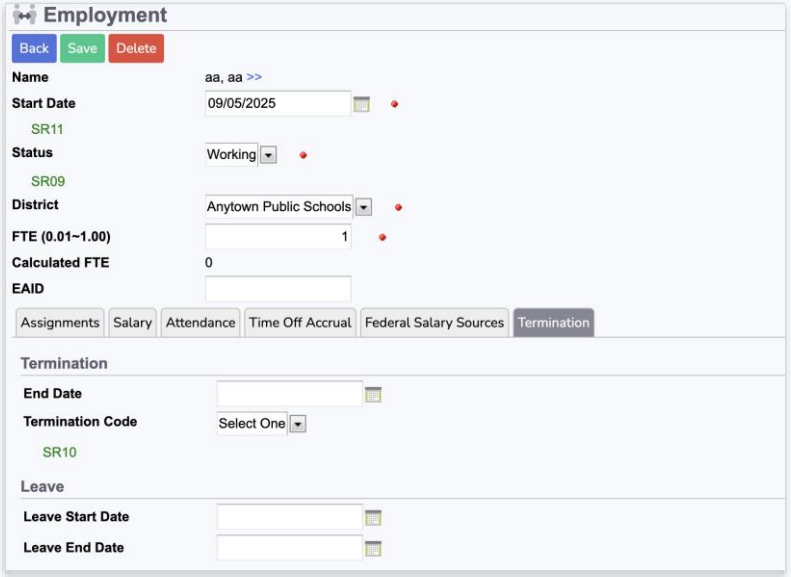
Take note that some fields serve as a data elements in more than one category. The personnel first-name field is WA03, but that same field is also, SR04 and ID01.

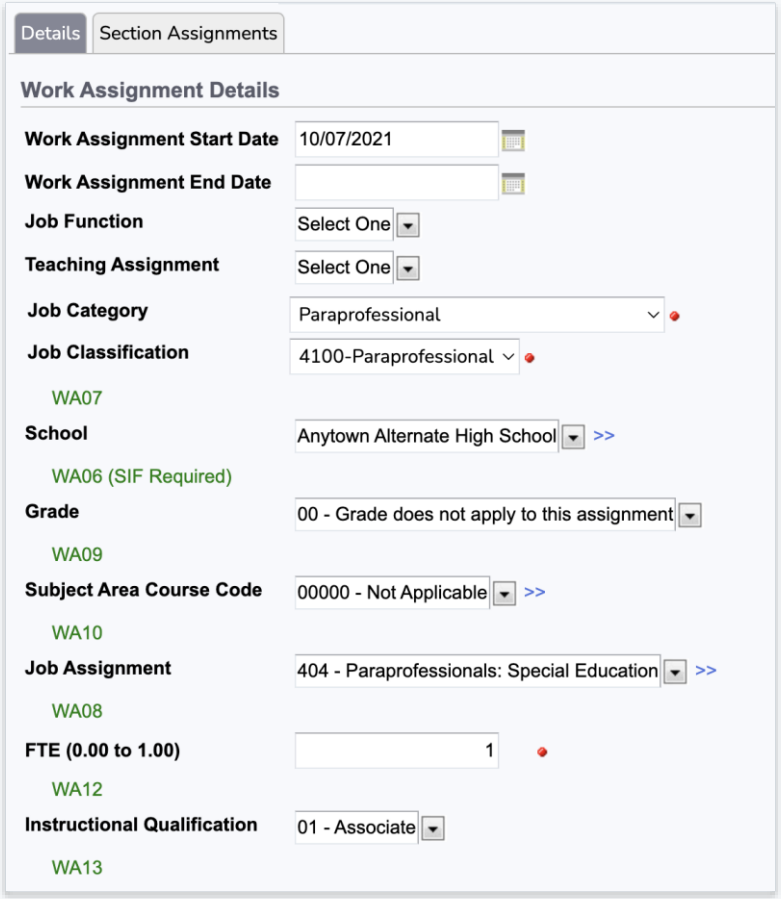


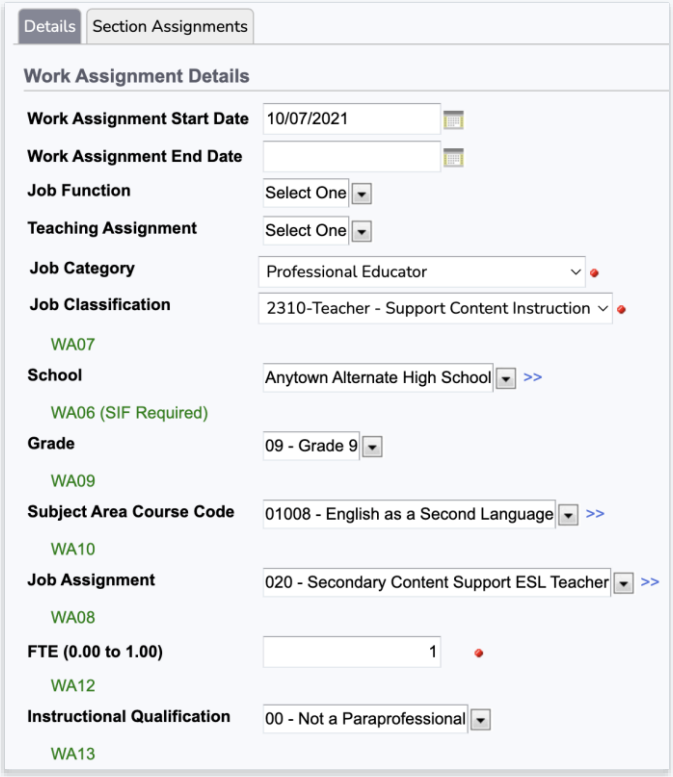


WA fields • Work Assignments

Work assignment data is a part to the staff member's employment record and contains the job assignment. Below you can some examples of where to enter leave start and end dates, and work assignment examples for a paraprofessional and a support content teacher.







Assignment codes to remember

4100 = Paraprofessional • 2310 = Support Content • 2305 / 2306 / 2325 have special course-location considerations

WA fields • Course & collection status

WA13–WA15 are discontinued; WA16 and WA17 relate to course term and collection status.

WA13 • DISCONTINUED
No current data field is listed in the source.

WA14 • DISCONTINUED
No current data field is listed in the source.

WA15 • DISCONTINUED
No current data field is listed in the source.

WA16 • Course Term
Location: School - Sections - Scheduling tab

WA17 • Term Status at Time of Collection
Calculated on the back end. The system looks at your term dates and the terms assigned to the section.

*When the error states “at the time of collection”, start with looking at terms selected for the section.

Time off Accrual Records

Part of the beginning of the year process is creating new time off accrual records.

EOY • End Time of Accrual records

After certifying the EOY collection, end the time off accrual records for the SY.

Create New Time off Accrual Records

As a part of the beginning of the year set up, a new time off accrual record for reportable staff.

Why?

The time off accrual record, along with the school calendar, term dates and attendance entries, calculate the EPIMS attendance for staff.

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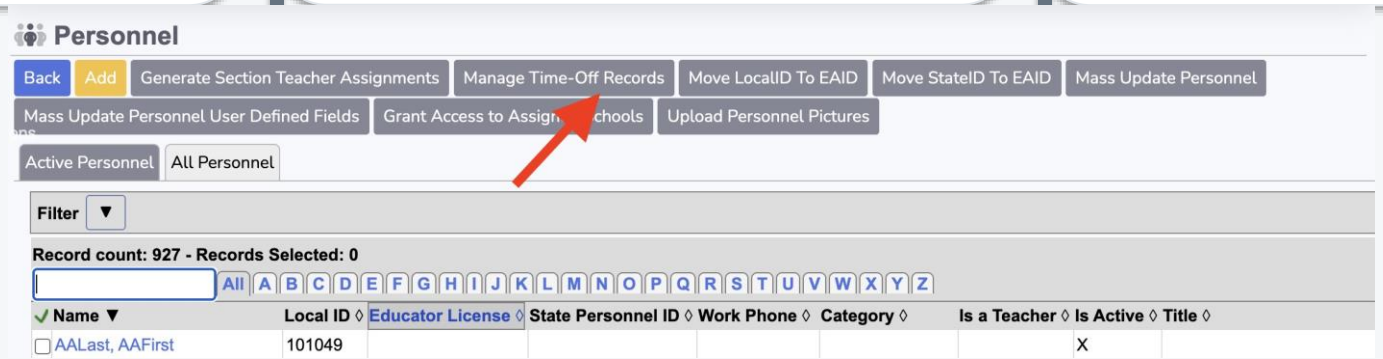

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Staff Summer Exit Errors

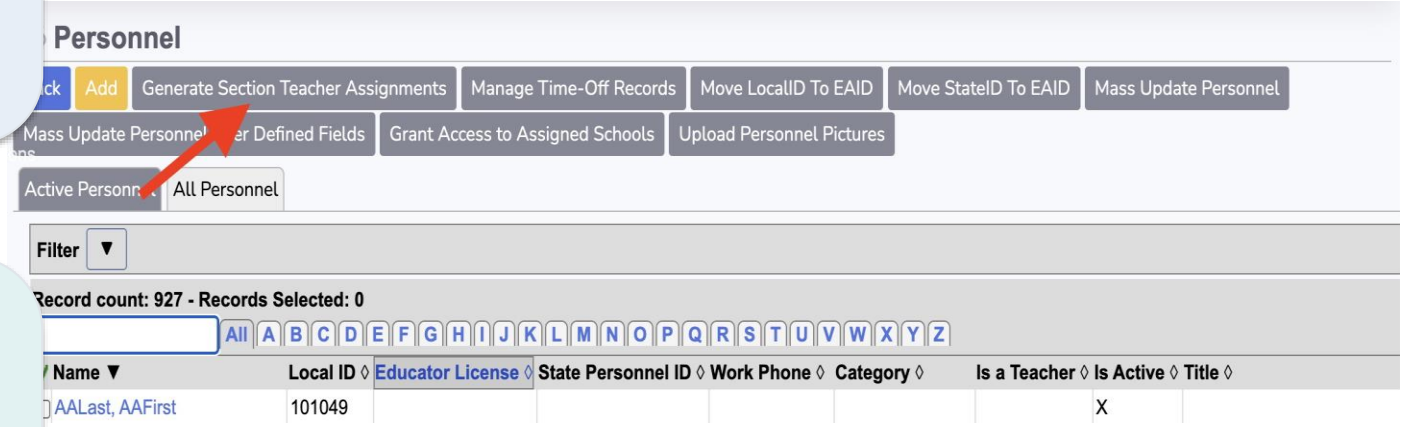
A common EPIMS for the October collection is exited summer staff sending EOY attendance to the state. When this happens check the time off accrual record. Most times, the record has an end date, but no new record has been created. (with zero expected days of attendance, no exit date)

Section Teacher Assignments

Once sections have teachers assigned and last-minute changes are complete, create section assignments for teachers.

Generate Section Teacher Assignments

At the top of the personnel page, you will see a button to generate the section teacher assignments. This button will mass create the assignment for you if you have an active teacher assigned to the section.



Manual Updating the Assignment(s)

Generate Section Teacher Assignments sets assignments one time and cannot be used to edit them. Any changes afterward must be made manually: **Section > Teacher Assignment tab > Open the assignment to edit.**

EPIMS field-location cheat sheet

REFERENCE

Use the code first, then go directly to the corresponding SchoolBrains area. Below are some of the most common fields you will need to locate .

ID • Personnel record

Top of page

- ID01 First Name
- ID02 Middle Name/Initial
- ID03 Last Name

Details tab

- ID04 Date of Birth
- ID05 Gender
- ID06 License/Certification Number
- ID07 Local Employee Number

SR • Personnel record

Details tab / Employment / Skills / Termination/Evaluation

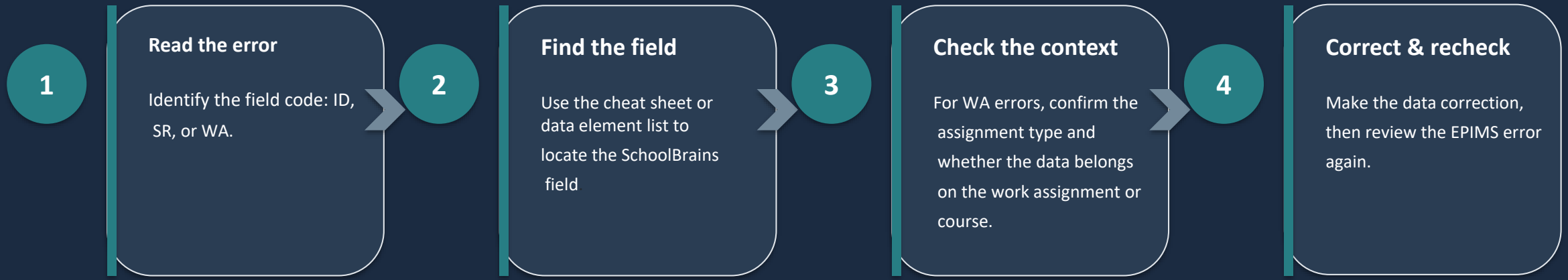
- Identity & MEPID
- Employment status & exit
- Federal salary sources
- Degree information
- Professional teacher status
- Evaluation & mentor fields

WA • Work Assignment

Employment tab > Work Assignment

- WA12 FTE
- WA10 Subject Area Course code
- WA08 Job Assignment
- 2305 / 2306 / 2325: WA08–WA10 are found on the course

A simple EPIMS troubleshooting workflow



Remember to use the field code while troubleshooting—it is the fastest path from an EPIMS error to the relevant SchoolBrains data.

SCS Data Elements

REFERENCE

Terms

Check your term dates, make sure all term info has been entered (School > Term) Is there an end date entered for each term?

Thinking Ahead

To eliminate grading issues before report cards, be sure letter, grade and/or scope is selected.

Course

Things to check:

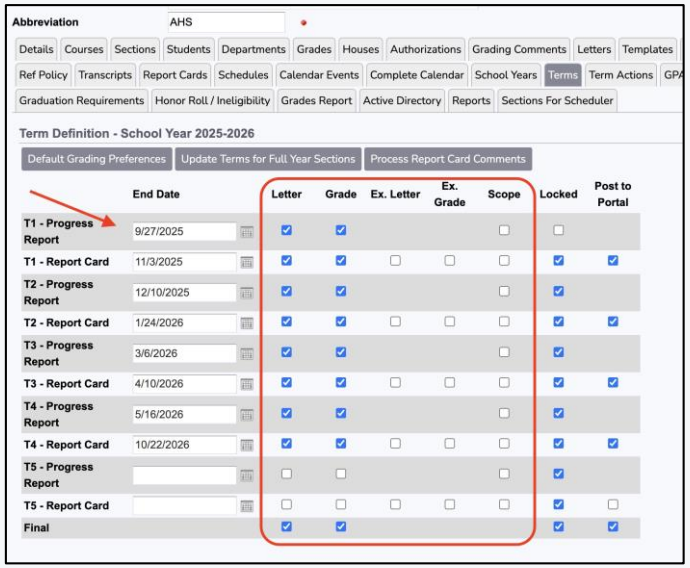
- Course Type
- Number of Credits
    - The blue text box on the page has valuable information. When you see those on a page – read it carefully.

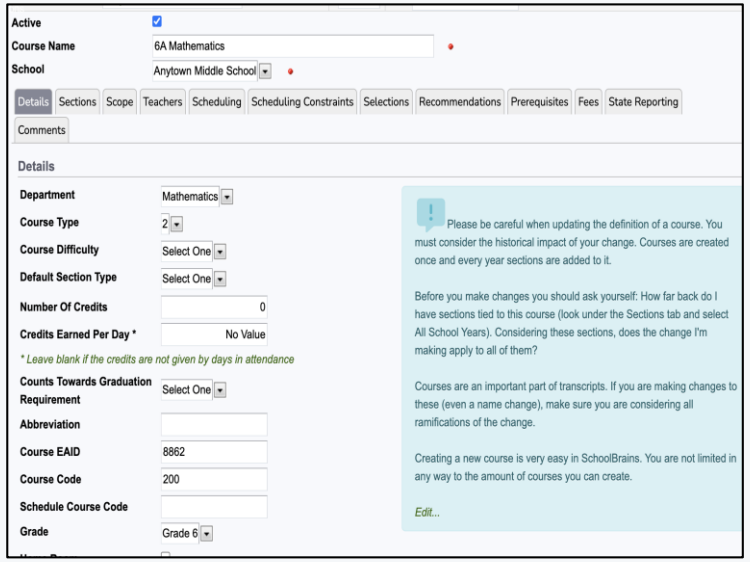
Sections

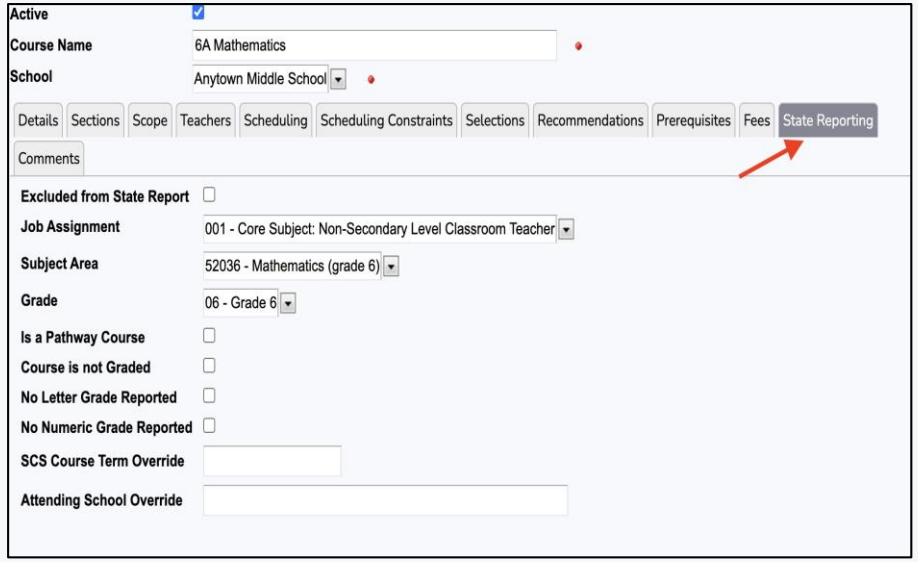
Go to School > Sections

Glance at the term columns – are terms selected for each section?

State Reporting tab in the section – Is the section active? Are the data elements complete? Check to be sure it is not marked as exclude from state reporting. Should the course be marked as no letter grade? Check all data in this tab.



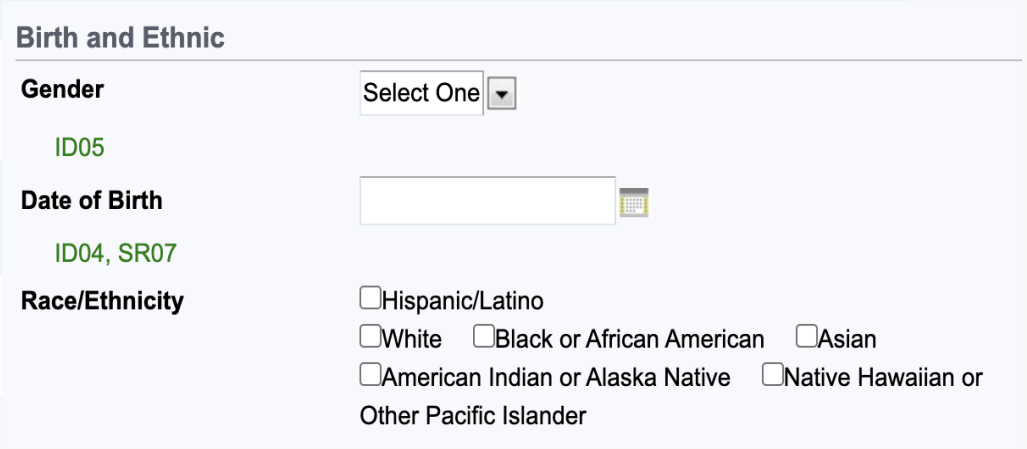




ID fields • Identification

These fields are located on the personnel record.

Code	Field	SchoolBrains location
ID01	First Name	Personnel record, top of page
ID02	Middle Name/Initial	Personnel record, top of page
ID03	Last Name	Personnel record, top of page
ID04	Date of Birth	Personnel record, details tab
ID05	Gender	Personnel record, details tab
ID06	License/Certification Number	Personnel record, details tab
ID07	Local Employee Number	Personnel record, details tab



SR fields • Staff Roster (1–19)

Use the field code to locate the data on the personnel record.

Code	Field	Location
SR01	Massachusetts Education Personnel Identifier (MEPID)	Personnel record, details tab
SR02	Local Employee Number	Personnel record, details tab
SR03	License/Certification Number	Personnel record, details tab
SR04	First Name	Personnel record, top of page
SR05	Middle Name/Initial	Personnel record, top of page
SR06	Last Name	Personnel record, top of page
SR07	Date of Birth	Personnel record, details tab
SR08	Race-Ethnicity	Personnel record, details tab
SR09	Employment Status at Time of Data Collection	Personnel record, Employment - open employment
SR10	Reason for Exit	Personnel record, Employment - open employment - Termination tab
SR11	Date of Hire	Personnel record, details tab
SR12	Federal Salary Source 1	Personnel record, Employment - open employment, Federal Salary Source Tab
SR13	Percent of Federal Salary Source 1	Personnel record, Employment - open employment, Federal Salary Source Tab
SR14	Federal Salary Source 2	Personnel record, Employment - open employment, Federal Salary Source Tab
SR15	Percent of Federal Salary Source 2	Personnel record, Employment - open employment, Federal Salary Source Tab
SR16	Federal Salary Source 3	Personnel record, Employment - open employment, Federal Salary Source Tab
SR17	Percent of Federal Salary Source 3	Personnel record, Employment - open employment, Federal Salary Source Tab
SR18	Degree Type 1	Personnel record, Skills tab
SR19	Degree Institution 1	Personnel record, Skills tab

SR fields • Staff Roster (20–38)

Code	Field	Location / note
SR20	Degree Subject 1	Personnel record, Skills tab
SR21	Degree Type 2	Personnel record, Skills tab
SR22	Degree Institution 2	Personnel record, Skills tab
SR23	Degree Subject 2	Personnel record, Skills tab
SR24	Degree Type 3	Personnel record, Skills tab
SR25	Degree Institution 3	Personnel record, Skills tab
SR26	Degree Subject 3	Personnel record, Skills tab
SR27	Exit Date	Personnel record, Employment - open employment - Termination tab
SR28	District Level Educator's Professional Teacher Status	Personnel record, Details tab
SR29	Overall Annual Summative or Formative Evaluation Rating	Location not specified in source
SR30	Standard (1) Evaluation Rating	Location not specified in source
SR31	Standard (2) Evaluation Rating	Location not specified in source
SR32	Standard (3) Evaluation Rating	Location not specified in source
SR33	Standard (4) Evaluation Rating	Location not specified in source
SR34	Beginner Educator Mentor	Personnel record, Details tab
SR35	DISCONTINUED	—
SR36	Staff Days of Attendance	Calculated on the back end using start date, expected workdays, and school calendar/entries.
SR37	Staff Expected Days of Attendance	Personnel record, Employment tab - open employment, Time off Accrual tab, open accrual record
SR38	Beginner Educator Identifier	Personnel record, Details tab

WA fields • Work Assignments (1–12)

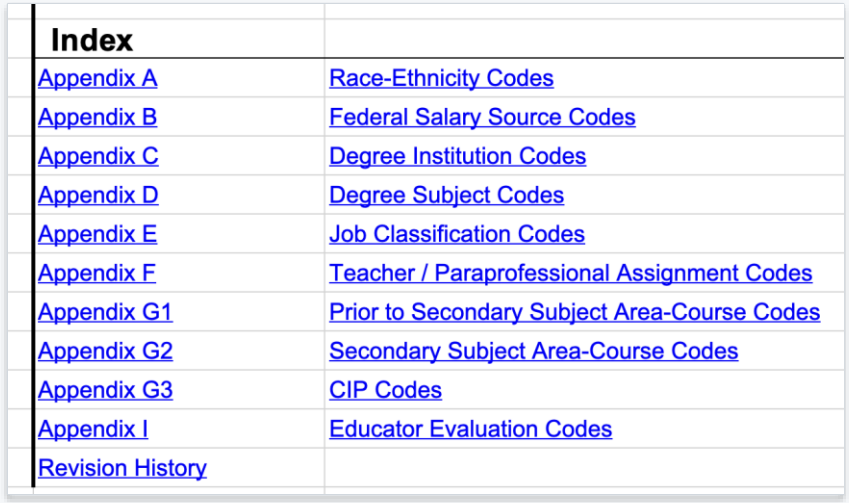
Code	Field	Location / note
WA01	Massachusetts Education Personnel Identifier (MEPID)	Personnel record, details tab
WA02	Local Employee Number	Personnel record, details tab
WA03	First Name	Personnel record, top of page
WA04	Middle Name/Initial	Personnel record, top of page
WA05	Last Name	Personnel record, top of page
WA06	Assignment Location Code	Personnel record, Employment - open employment, open work assignment, details tab
WA07	Job Classification	Personnel record, Employment - open employment, open work assignment, details tab
WA08	Teacher/Para Assignment	Personnel record, Employment - open employment, open work assignment, details tab
WA09	Grade	Personnel record, Employment - open employment, open work assignment, details tab
WA10	Subject Area Course Code	Personnel record, Employment - open employment, open work assignment, details tab
WA11	Class Section	Section assignment tab OR School - sections for 2305, 2306, 2325
WA12	Full Time Equivalent (FTE)	Personnel record, Employment - open employment, top half of screen. System calculates the calculated FTE from work assignments.

EPIMS terminology

REFERENCE

A quick reference for the abbreviations used throughout the data elements.

Term	Meaning
WA	Work Assignment Fields
SR	Staff Roster Fields
ID	Identification Fields
MEPID	Massachusetts Education Personnel ID
Appendices	EPIMS Appendices provide supplementary material that supports the main document. Each appendix is clearly labeled.



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