

# PETS ver. 2.0

A Visual Quick-Help Guide To Get You Going

# Logging into PETS

The screenshot shows the login interface for the Personnel Eligibility Tracking System (PETS). In the top left corner is the NYC Department of Education logo with the text "NYC Department of Education" and "Joel I. Klein, Chancellor". In the top right corner is the title "Personnel Eligibility Tracking System". The main content area features a "Login" form with a blue header. The form contains two input fields: "User Name:" and "Password:", both highlighted in yellow. A "Login" button is located at the bottom right of the form. Three red arrows point from the input fields and the button to explanatory text on the right. The first arrow points to the User Name field with the text "Input the user name and password provided, then press 'Login'". The second arrow points to the Password field with the same text. The third arrow points to the Login button with the text "You may need to update your password." Below the form is a grey box containing the text: "If you don't have your login information or if you are having trouble logging in, please contact your Program Manager." At the bottom left of the page is the copyright notice: "© 2008 The New York City Department of Education".

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Personnel Eligibility Tracking System

**Login**

User Name:

Password:

Input the user name and password provided, then press "Login".

You may need to update your password.

If you don't have your login information or if you are having trouble logging in, please contact your Program Manager.

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# Adding Employees to Your PETS Roster

# The Bulletin Board will give you an update on your contracts. Here you can add employees to rosters

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**Personnel Eligibility Tracking System**

Logged in as: **ESchlenoff, PETSADMIN**

Bulletin Board | Manage Roster | Add Vendor | Reports | Support | Logout

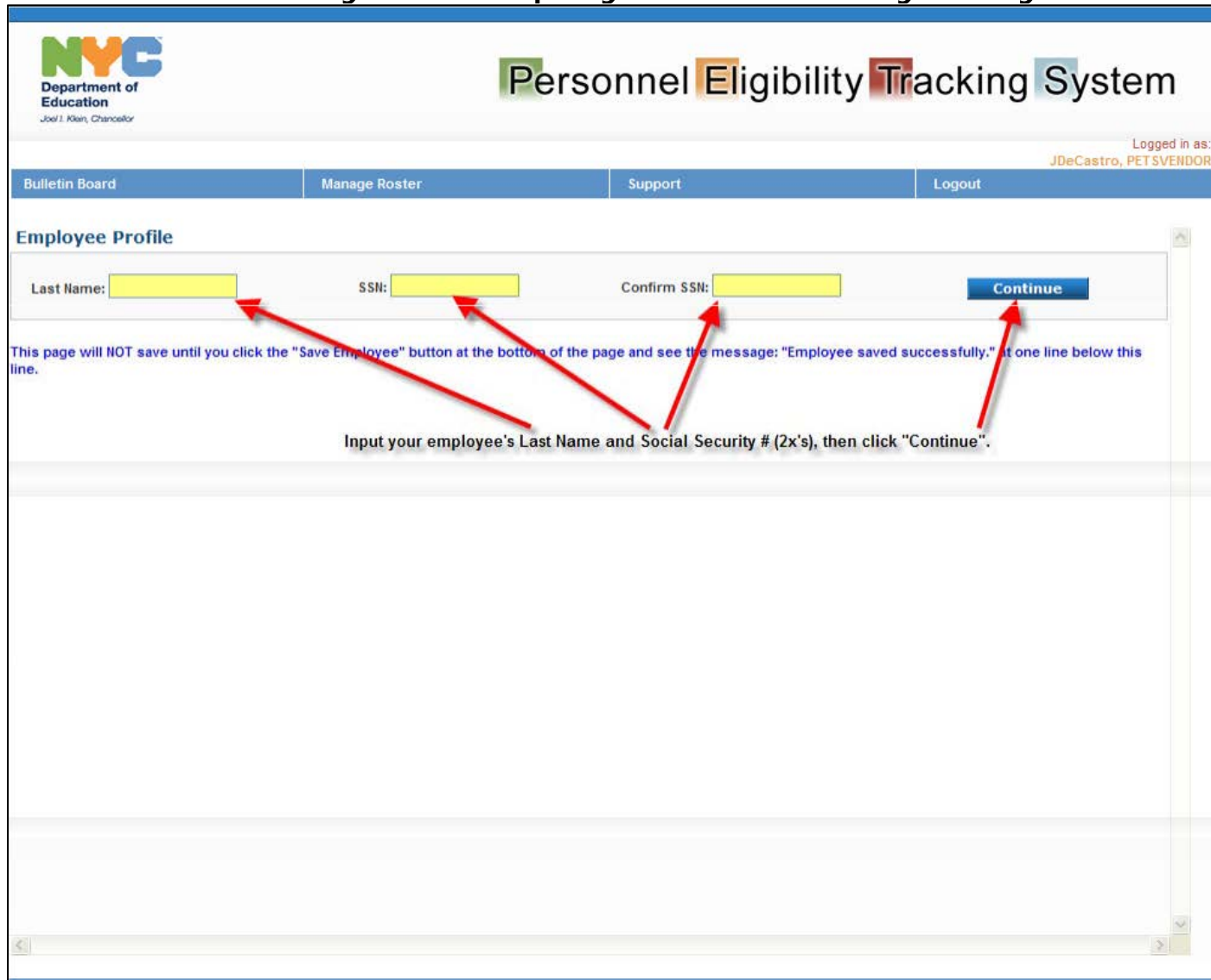
**Bulletin Board - Vendor**

Contract #	Vendor	Program Type	Eligible Employees on Roster	Ineligible Employees on Roster
1112222	TestingVendor	PreSchool Special Education	1	0
9300943	Supreme Evaluati	SES - NO CHILD LEFT BEHIND (NCLB)	2	0
9300969	Child Center of Ne	SES - NO CHILD LEFT BEHIND (NCLB)	1	0
9301066	Citizens Advice Bureau	SES - NO CHILD LEFT BEHIND (NCLB)	10	0
9301137	Reading Excellence and Discovery Foundat	SES - NO CHILD LEFT BEHIND (NCLB)	5	0
9301155	Kaplan K-12 Learning Services	SES - NO CHILD LEFT BEHIND (NCLB)	797	0
9301174	After-School Corporation (TASC)	SES - NO CHILD LEFT BEHIND (NCLB)	8	0
9400061	Binet, Inc.	SES - NO CHILD LEFT BEHIND (NCLB)	203	0
9400159	Learning through an Expanded Arts Program	SES - NO CHILD LEFT BEHIND (NCLB)	16	0
9400775	Testquest, Inc.	SES - NO CHILD LEFT BEHIND (NCLB)	1951	0
<b>Total:</b>			<b>31414</b>	<b>126</b>

1 2 3 4 5 6 7 8 9 10 ...

Click on "Manage Roster", Then "Add Employee"

Input the last name and Social Security Number. PETS will check if your employee is already in system.



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Personnel Eligibility Tracking System

Logged in as: JDeCastro, PETS VENDOR

Bulletin Board | Manage Roster | Support | Logout

### Employee Profile

Last Name:  SSN:  Confirm SSN:

This page will NOT save until you click the "Save Employee" button at the bottom of the page and see the message: "Employee saved successfully." at one line below this line.

Input your employee's Last Name and Social Security # (2x's), then click "Continue".

# If PETS finds your employee

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Personnel Eligibility Tracking System

Logged in as:  
JDeCastro, PETS VENDOR

Bulletin Board    Manage Roster    Support    Logout

### Employee Profile

Last Name:     SSN:     Confirm SSN:     **Continue**

This page will NOT save until you click the "Save Employee" button at the bottom of the page and see the message: "Employee saved successfully," at one line below this line.

Employee details found. To add the person to your roster, attach the employee to at least one contract, then click SAVE EMPLOYEE below.

#### Employee Details

*Employee Last Name:	<input type="text"/>	*Address Line 1:	<input type="text"/>	Current DOE Employee:	Yes <input type="button" value="v"/>
*SSN:	<input type="text"/>	Address Line 3:	<input type="text" value="2"/>	If the person has previous information in PETS or has been previously fingerprinted by the DOE, their information will be pulled into PETS.	
*Date of Birth:	<input type="text"/>	*City:	<input type="text"/>	You can add the optional information to make it easier to contact the person.	
*Primary Phone:	<input type="text"/>	*State:	New York <input type="button" value="v"/>		
		*Zip Code:	<input type="text"/>		

Additional Information(optional):

Email:

Secondary Phone:


#### Contract Details

**New Contract**

**Save Employee**    **Reset**

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# Dealing with Minors and Non-DOE Fingerprinted Staff



## Personnel Eligibility Tracking System

Logged in as:  
ESchlenoff, PETSADMIN

Bulletin Board
Manage Roster
Manage Vendor
Reports
Support
Logout

This page will NOT save until you click the "Save Employee" button at the bottom of the page and see the message: "Employee saved successfully." at one line below this line.  
The DOE does not have any information on this person. One reason may be the person has not been fingerprinted by the DOE. Or the Last Name/SSN combination entered is incorrect. To add the person to your roster anyway, fill in the required entries, then click SAVE EMPLOYEE below.

**Employee Details**

*Employee Last Name: <input type="text" value="Doe"/>	*Address Line 1: <input type="text"/>	Current DOE Employee: <input type="text" value="No"/>
*First Name: <input type="text"/>	Address Line 2: <input type="text"/>	Current DOE Title: <input type="text"/>
*SSN: <input type="text" value="012345678"/>	Address Line 3: <input type="text"/>	
*Date of Birth: <input type="text" value="09/01/2009"/>	*City: <input type="text"/>	
*Primary Phone: <input type="text"/>	*State: <input type="text" value="Select-&gt;"/>	
	*Zip Code: <input type="text"/>	

**Minor Information(select one):**

Enter OSIS #: 
←
If you enter a person who is less than 18 years old, a new section will display for you to verify the age of the person. Either obtain the student's OSIS ID# (DOE-issued) or verify their age (via birth certificate, license or passport).

I certify that the person is a minor based on verified documentation.

**Additional Information(optional):**

Email:

Secondary Phone:

Non-DOE Fingerprinted: 
←
The fields related to non-DOE fingerprinted only apply to certain programs who get fingerprinted by another NYC agency. Unless you are specifically identified as one of those vendors, you will not see this option.

Vendor-Reported Arrest:  Arrest Date:

**Contract Details**

# Adding Contract Details (New)

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**Personnel Eligibility Tracking System**

Logged in as: JDecastro, PETS VENDOR

Bulletin Board | Manage Roster | Support | Logout

**Employee Details**

\*Employee Last Name: [Redacted] \*Address Line 1: [Redacted] Current DOE Employee: Yes

\*First Name: [Redacted] Address Line 2: [Redacted] Current DOE Title: -

\*SSN: [Redacted] Address Line 3: 2

\*Date of Birth: [Redacted] \*City: [Redacted]

\*Primary Phone: [Redacted] \*State: New York

\*Zip Code: [Redacted]

Additional Information(optional):  
Email: [Redacted]  
Secondary Phone: [Redacted]

Once the biographical details are entered, you will need to enter the contract details for your employee.  
 - First, click "New Contract". The contract details section will display.  
 - Next, choose the correct contract number that this employee will be working under. If the contract is not displayed, contact your program manager to have the contract added.  
 - Next, choose the correct work site and work title information. If the work site or title is not available, contact your program manager to arrange to have it added.  
 - Next, Select "Inactive" as the roster status (You will update once they are deemed 'Eligible')

**Contract Details**

Contract #	Vendor	Program Type	Work Site	Work Title	Roster Status	DOE Status	Action
9975832	School Professionals	SES - NO CHILD LEFT BEHIND (NCLB)	Dummy Location	Other	InActive		Save Cancel

New Contract

- Next, Click Save. Repeat for all contracts person will be working under and all locations person will be working at.  
 - Finally, Click "Save Employee" button to save all updates. If you do not click, you will lose everything you have done.

Save Employee Reset



# Updating Existing Employee Information in PETS

# Find the Employee

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## Personnel Eligibility Tracking System

Logged in as: ESchlenoff, PETSADMIN

Scroll over "Manage Roster". A dropdown will display.  
Choose "Search Roster".

Bulletin Board | Manage Roster | Manage Vendor | Reports | Support | Logout

**Bulletin Board - Vendor Status**

Contract #	Vendor	Program Type	Eligible Employees on Roster	Ineligible Employees on Roster
1112222	TestingVendor	PreSchool Special Education	1	0
9300943	Supreme Evaluati	SES - NO CHILD LEFT BEHIND (NCLB)	2	0
9300989	Child Center of Ne	SES - NO CHILD LEFT BEHIND (NCLB)	1	0
9301086	Citizens Advice Bureau	SES - NO CHILD LEFT BEHIND (NCLB)	10	0
9301137	Reading Excellence and Discovery Foundat	SES - NO CHILD LEFT BEHIND (NCLB)	5	0
9301155	Kaplan K-12 Learning Services	SES - NO CHILD LEFT BEHIND (NCLB)	798	1
9301174	After-School Corporation (TASC)	SES - NO CHILD LEFT BEHIND (NCLB)	8	0
9400081	Binet, Inc.	SES - NO CHILD LEFT BEHIND (NCLB)	203	0
9400159	Learning through an Expanded Arts Program	SES - NO CHILD LEFT BEHIND (NCLB)	16	0
9400775	Testquest, Inc.	SES - NO CHILD LEFT BEHIND (NCLB)	1949	2
<b>Total:</b>			<b>31384</b>	<b>156</b>

1 2 3 4 5 6 7 8 9 10 ...

# Search for Your Employee

The screenshot shows the 'Personnel Eligibility Tracking System' interface. At the top left is the NYC Department of Education logo with the text 'Joel I. Klein, Chancellor'. The title 'Personnel Eligibility Tracking System' is centered at the top. A navigation bar contains 'Bulletin Board', 'Manage Roster', 'Manage Vendor', 'Reports', 'Support', and 'Logout'. The user is logged in as 'ESchlenoff, PETSADMIN'. The main section is titled 'Search Roster' and contains a search form with the following fields: Last Name, First Name, SSN, Minor Status, Roster Status, DOE Status, Contract #, Vendor, Program Type, Work site, and Fingerprint Result. Each dropdown menu is set to 'Select>>'. There are 'Search' and 'Reset' buttons at the bottom of the form. A red arrow points to the 'Search' button. Below the form, instructions state: 'Use one or more search criteria to find your employee. Press "Search" to display a filtered list of names.'

# Find Your Employee

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## Personnel Eligibility Tracking System

When you click "Search", you will be presented with a list of names. Note: As a vendor, you will only be shown names of people under your employ.

This screen can be used to give you a quick-look to determine if someone's fingerprint results, current roster status and DOE eligibility. Logged in as: E Schlenoff, PETSADMIN

Bulletin Board | Manage Roster | Manage Vendor | Reports | Support | Logout

### Search Roster

Last Name:  Contract #:

First Name:  Vendor:

SSN:  Program Type:

Minor Status:  Work site:

Roster Status:  Fingerprint Result:

DOE Status:

Name	SSN	DOB	Contract #	Vendor	Program Type	Work Site	Fingerprint Result	Roster Status	DOE Status
[REDACTED]	[REDACTED]	[REDACTED]	TBD0115	Comprehensive Development Inc.	Learning To Work and YABC	Dummy Location	UNSATISFACTORY	InActive	InEligible (as of 05/07/2009)
[REDACTED]	[REDACTED]	[REDACTED]	9400816	PerfectScore Tutoring	SES - NO CHILD LEFT BEHIND (NCLB)	Dummy Location	SATISFACTORY	Active	Eligible (as of 10/25/2007)
[REDACTED]	[REDACTED]	[REDACTED]	TBD0028	Educate Online	SES - NO CHILD LEFT BEHIND (NCLB)	Dummy Location	SATISFACTORY	Active	Eligible (as of 02/29/2008)
[REDACTED]	[REDACTED]	[REDACTED]	TBD0080	The Academic Advantage in-Home tutoring	SES - NO CHILD LEFT BEHIND (NCLB)	Dummy Location	SATISFACTORY	Active	Eligible (as of 02/04/2009)
[REDACTED]	[REDACTED]	[REDACTED]	TBD0011	Center for Educational Innovation- Publi	Partnership Support Services	Dummy Location	SATISFACTORY	Active	Eligible (as of 07/07/2008)
[REDACTED]	[REDACTED]	[REDACTED]	TBD0091	Reading Excellence and Discovery Foundat	SES - NO CHILD LEFT BEHIND (NCLB)	Dummy Location	NO FINGERPRINT RECORDS IN DOE SYSTEM	Active	Eligible (as of 10/20/2008)
[REDACTED]	[REDACTED]	[REDACTED]	TBD0028	Educate Online	SES - NO CHILD LEFT BEHIND (NCLB)	Dummy Location	SATISFACTORY	Active	Eligible (as of 01/01/2009)
CLARK					Learning To Work and	Dummy			Eligible (as of

# If You Want More Details

**Fingerprint / DOE Record**

Name: [REDACTED] SSN: [REDACTED]

DOE Status: InEligible (05/07/2009)

Fingerprint Result: UNSATISFACTORY

NEW YORK STATE Print Date/Result: 04/29/2009 NARCOTICS/M

FEDERAL Print Date/Result: 04/29/2009 NARCOTICS/M

Print Reason:

PRP #: [REDACTED]

Ineligible/Problem Record: IN - INVALID FIVE NUMBER

Performance Rating:

Close Window

As shown in this example, this person has a unsatisfactory fingerprint result and is ineligible to work.

Click on either Fingerprint Result or DOE Status link and this more detailed explanation will be displayed.

Search Roster

Last Name: [REDACTED]

First Name: [REDACTED]

SSN: [REDACTED]

Minor Status: [REDACTED]

Roster Status: Select>>


DOE Status: Select>>

Fingerprint Result: Select>>

Search Reset

Name	SSN	DOB	Contract #	Vendor	Program Type	Work Site	Fingerprint Result	Roster Status	DOE Status
[REDACTED]	[REDACTED]	[REDACTED]	TBD0115	Comprehensive Development Inc.	Learning To Work and YABC	Dummy Location	<u>UNSATISFACTORY</u>	InActive	<u>InEligible (as of 05/07/2009)</u>
[REDACTED]	[REDACTED]	[REDACTED]	9400816	PerfectScore Tutoring	SES - NO CHILD LEFT BEHIND (NCLB)	Dummy Location	SATISFACTORY	Active	<u>Eligible (as of 10/25/2007)</u>
[REDACTED]	[REDACTED]	[REDACTED]	TBD0028	Educate Online	SES - NO CHILD LEFT BEHIND (NCLB)	Dummy Location	SATISFACTORY	Active	<u>Eligible (as of 02/29/2008)</u>
[REDACTED]	[REDACTED]	[REDACTED]	TBD0080	The Academic Advantage In-Home tutoring	SES - NO CHILD LEFT BEHIND (NCLB)	Dummy Location	SATISFACTORY	Active	<u>Eligible (as of 02/04/2009)</u>
[REDACTED]	[REDACTED]	[REDACTED]	TBD0011	Center for Educational Innovation- Publ	Partnership Support Services	Dummy Location	SATISFACTORY	Active	<u>Eligible (as of 07/07/2008)</u>
[REDACTED]	[REDACTED]	[REDACTED]	TBD0081	Reading Excellence and Discovery Foundat	SES - NO CHILD LEFT BEHIND (NCLB)	Dummy Location	<u>NO FINGERPRINT RECORDS IN DOE SYSTEM</u>	Active	<u>Eligible (as of 10/20/2008)</u>
[REDACTED]	[REDACTED]	[REDACTED]	TBD0028	Educate Online	SES - NO CHILD LEFT BEHIND (NCLB)	Dummy Location	SATISFACTORY	Active	<u>Eligible (as of 01/01/2009)</u>

# Update Your Employee's Information



## Personnel Eligibility Tracking System

Logged in  
ESchlenoff, PET SADM

Bulletin Board
Manage Roster
Manage Vendor
Reports
Support
Logout

\*Zip Code:

**Additional Information(optional):**

Email:

Secondary Phone:

If you click on your employee's name, you will be brought to the employee profile page.  
Here, you can update the contract details (e.g. Roster Status under a contract) or add new contract details (e.g. Working under a new Contract or new work site).  
Either click the "New Contract" box or the "Edit" image. Be sure to press "Save Employee" when finished.

**Contract Details**

Contract #	Vendor	Program Type	Work Site	Work Title	Roster Status	DOE Status	DOE Waiver	Waiver Date	OPI Override	Override End Date	Action
[REDACTED]	[REDACTED]	SES - NO CHILD LEFT BEHIND (NCLB)	Dummy Location	Tutor	Active	Eligible					

**DOE Status History**

Contract #	Vendor	Program Type	Work Site	DOE Status	From	Last Updated by	Last Updated Date
[REDACTED]	[REDACTED]	SES - NO CHILD LEFT BEHIND (NCLB)	Dummy Location	InEligible	10/25/2007	030384905	10/25/2007 5:06:06 PM
[REDACTED]	[REDACTED]	SES - NO CHILD LEFT BEHIND (NCLB)	Dummy Location	InEligible	10/25/2007	030384905	10/25/2007 5:06:27 PM
[REDACTED]	[REDACTED]	SES - NO CHILD LEFT BEHIND (NCLB)	Dummy Location	Eligible	10/25/2007	RTSUpdateEmployeesFromDB2	10/25/2007 6:06:16 PM
[REDACTED]	[REDACTED]	SES - NO CHILD LEFT BEHIND (NCLB)	Dummy Location	Eligible	10/25/2007	RTSUpdateEmployeesFromDB2	10/25/2007 6:06:31 PM

In addition, you can view the employee's status history with the DOE to determine when your employee was eligible or ineligible.

# Questions

- For issues regarding the functionality of PETS or missing job titles, email [PETSAdminSupport@schools.nyc.gov](mailto:PETSAdminSupport@schools.nyc.gov)
  - You will get a response to your inquiry within one business day.
- For issues regarding missing contracts or worksites, contact your program manager.

# Thank You