PETS ver. 2.0

A Visual Quick-Help Guide To Get You Going
Logging into PETS

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.
Adding Employees to Your PETS Roster
The Bulletin Board will give you an update on your contracts. Here you can add employees to rosters.
Input the last name and Social Security Number. PETS will check if your employee is already in system.
If PETS finds your employee
Dealing with Minors and Non-DOE Fingerprinted Staff
Adding Contract Details (New)

- 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')

- Next, click "Save Employee". 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
Search for Your Employee

Use one or more search criteria to find your employee.

Press "Search" to display a filtered list of names.
Find Your Employee

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.
If You Want More Details

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

As shown in this example, this person has an unsatisfactory fingerprint result and is ineligible to work.
Update Your Employee’s Information

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.

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
  – 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