



Texas Skyward User Group Conference

TSDS PEIMS – Staff Data – Submissions 1 & 3

Sara Olson - Skyward



TSDS PEIMS – Staff Data Submission



This session will demonstrate how to prepare staff data for Submission 1 reporting in advance of the snapshot date or reporting deadlines. It also includes the Submission 1 and Submission 3 data extraction and submission to TEA.

- Data Submissions – what is reported?
- Important Dates:
 - <http://castro.tea.state.tx.us/tsds/teds/2017A/teds-ds1.pdf>
- Pre-PEIMS Reports – Preparing staff data prior to Submission 1
- Extract Staff Data – Submission 1 and Submission 3
- Maintaining Staff Data

PEIMS Important Dates



2015-2016 PEIMS Submission and Resubmission Timelines

- Fall (Collection 1)
 - Snapshot Date: October 28, 2016
 - TSDS ready for ESCs to accept LEA and ESC files: November 2, 2015
 - First Submission Due Date for LEAs and ESCs: December 10, 2015
 - Resubmission Due Date for LEAs and ESCs: January 21, 2016
- Summer (Collection 3)
 - Edit+ ready for ESCS to accept LEA files: May 9, 2016
 - First Submission Due Date for LEAs and ESCs: June 23, 2016
 - Resubmission Due Date for LEAs and ESCs: July 21, 2016

Legacy PEIMS in Skyward



Extracting Data: select the records to extract from HR Profile and the records to import from Student Management [based on the selection parameters]

Extract Parameters (67)

Template Settings

* Template Description: Share with other users in the district

Extract Parameters

* School Year: 2015 - Submission Period:

Staff Records

* PEIMS As-Of Date:

Check the records to be extracted:

- Copy 010, 011, 020 records from previous submission: Year: 2015 - Period:
- 040/043 records from HR
- 050 records from HR
- 060 records from HR
- Extract only payment records with payments in the As-Of Date month and year

If paying any supplement as a deduction/benefit pair, please be sure to select the appropriate Benefit Code(s) and also enter an Activity Code below.

Benefit Code(s):

Payroll Activity Code:

- 090 records from HR

Check the records to be created and indicate the location of the file to be used:

- Import 090 Records

Select file for 090 import: No file chosen

Do you want to replace all records or add to existing records?

- Replace all records for all employees
- Replace all records for selected employees only
- Add to existing records

* Selection Parameters:

- Include Employee Profile Reference Types that meet the Selection Parameters
- Include staff with an employee management plan assignment start date that is on or before the PEIMS As-Of Date

Employee Management Plan:

Extracting Legacy PEIMS



The Staff Data Extract process generates an Error and Audit report of records that require correction

Name Key	PEIMS ID	Name	Message
*	*	GENERAL ERROR	010 record already exist for current submission. Copy will not continue. 011 record(s) already exist for current submission. Copy will not continue. 020 record(s) already exist for current submission. Copy will not continue.
DEVENJAN001	123403210	Devensscr, Janyce	050: Number of days or percent day not on file for this employee.
FARRABET001	123403435	Farrahscr, Betty	050: Number of days or percent day not on file for this employee.
JEWKEYOL001	123403450	Jewkesscr, Yolanda	050: Number of days or percent day not on file for this employee.
LESCALEO001	123400932	Lescarbeaufscr, Leon	043: State ID not on file or invalid for this employee. 050: Number of days or percent day not on file for this employee.
LIPPMIS001	123400857	Lippmanscr, Misty	050: Number of days or percent day not on file for this employee.
ORNSTALE001	123402351	Ornsteinscr, Alexia	050: Number of days or percent day not on file for this employee.
WAINSMAR001	123403375	Wainscr, Margrett	050: Number of days or percent day not on file for this employee.

***** End of report *****

Maintaining Legacy PEIMS



The Maintain Extracted PEIMS Data allows you to manually correct the work file but it is recommended to correct data at the source

Skyward School District

Christina Ambrosioscr Account Preferences Exit ?

Home Employee Administration Payroll Time Off Substitute Tracking TrueTime Advanced Features Federal/State Reporting Custom Reports

Maintain Extracted PEIMS Data (359)

School Year: 2015 - 2016 Submission Period: Submission 1

(040) Staff Basic Information

Views: General Filters: *Skyward Default

Last Name	First	Middle	District ID	Staff ID	First Name	Middle Name	Last I
Ackerleyscr	Johanne	P	237904	123403059	JOHANNE	P	ACKE
Acrescr	Demetra	F	237904	123401859	DEMETRA	F	ACRE
Aitchisonscr	Jacqueline	G	237904	123400371	JACQUELINE	G	AITC
Akeysr	Lola	G	237904	123400796	LOLA	G	AKEY
Albersonscr	Willie	G	237904	123400346	WILLIE	G	ALBE
Albertiscr	Shannon	G	237904	123400321	SHANNON	G	ALBE
Alfreyscr	Anabel	O	237904	123402181	ANABEL	O	ALFR
Alixscr	Wendi	G	237904	123400296	WENDI	G	ALIX
Allesscr	Zola	G	237904	123400271	ZOLA	G	ALLE
Allynsr, JR	Shawn	G	237904	123400721	SHAWN	G	ALLY
Alpaughscr	Tajuana	K	237904	123402897	TAJUANA	K	ALPA
Althousescr	Zoraida	G	237904	123400246	ZORAIDA	G	ALTH
Ambrosioscr	Christina	G	237904	123400221	CHRISTINA	G	AMBF
Ammannscr	Bernadette	G	237904	123400696	BERNADETTE	G	AMM
Amodeoscr	Gabrielle	G	237904	123400671	GABRIELLE	G	AMOI
Amoscr	Inez	G	237904	123400196	INEZ	G	AMOS
Anelloscr	Ivan	F	237904	123400145	IVAN	F	ANEL
Aposcr	Odell	G	237904	123400621	ODELL	G	APOS
Aralscr	Petra	G	237904	123400596	PETRA	G	ARAI
Arakiscr	Vonda	G	237904	123400571	VONDA	G	ARAK

20 records displayed Last Name/ Staff ID: ABC

Changing the Submission

Users can setup individual extraction templates based on the submission

Extract Parameters (63)

Template Settings

* Template Description:

Share with other users in the district

Extract Parameters

* School Year: 2015 - Submission Period:

Staff Records

Check the records to be extracted:

Copy 010, 011, 020 records from previous submission: Year: 2015 - Period:

040/043 records from HR

050 records from HR

060 records from HR

Extract only payment records with payments in the As-Of Date month and year

If paying any supplement as a deduction/benefit pair, please be sure to select the appropriate Benefit Code(s) and also enter an Activity Code below.

Benefit Code(s):

Payroll Activity Code:

090 records from HR

Check the records to be created and indicate the location of the file to be used:

Import 090 Records

Select file for 090 import: No file chosen

Do you want to replace all records or add to existing records?

Replace all records for all employees

Replace all records for selected employees only

Add to existing records

* Selection Parameters:

Include Employee Profile Reference Types that meet the Selection Parameters

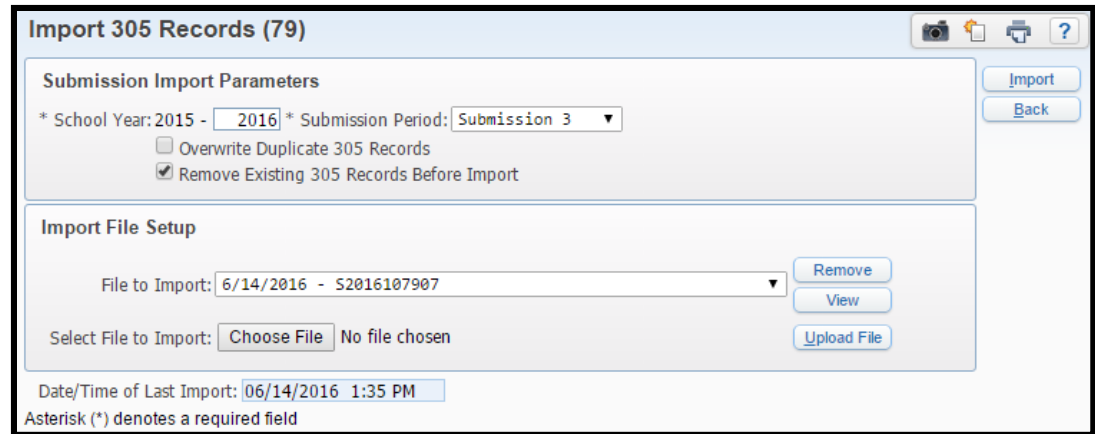
Include Inactive Profiles with a Termination Date on or after:

Submission 3 Utilities

There are utilities designed to allow users to import 305 records from their Student Management software.

* Combined Databases – won't have Import Option

* Individual Databases will have an Import Utility as seen to the right



Import 305 Records (79)

Submission Import Parameters

* School Year: 2015 - 2016 * Submission Period: Submission 3

Overwrite Duplicate 305 Records

Remove Existing 305 Records Before Import

Import File Setup

File to Import: 6/14/2016 - S2016107907

Select File to Import: Choose File No file chosen

Date/Time of Last Import: 06/14/2016 1:35 PM

Asterisk (*) denotes a required field



Texas Skyward User Group Conference

THANK YOU FOR ATTENDING!

