

TX – 01P – TSDS PEIMS: Staff Submissions 1 and 3

What will be covered:

This session will demonstrate how to prepare for and extract the Staff data for TSDS PEIMS Submissions 1 and 3.

- Submission 1 and 3 Pre-PEIMS Reports and Processes
 - Demographic Roll-Up (Sub 1 only)
 - Report Only option – data review
 - Where to correct/add/update data
- Extracting Staff Data
 - Maintaining PEIMS Data
 - Exporting
- Comparing Data
 - Staff Association Comparison

Links to additional resources

Link to PowerPoint

[TSDS PEIMS Submission 1 Processing Checklist](#)

[TSDS PEIMS Data Elements](#)

[TSDS PEIMS Submission 3 Workflow](#)



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/2019F/teds-ds1.0.pdf>
- “Report Only” PEIMS Reports – Preparing staff data prior to Submission 1 and 3
- Extract Staff Data – Submission 1 and Submission 3
- Maintaining Staff Data
- Comparing Staff Association data from Business and Student databases

PEIMS Important Dates



2018-2019 PEIMS Submission and Resubmission Timelines

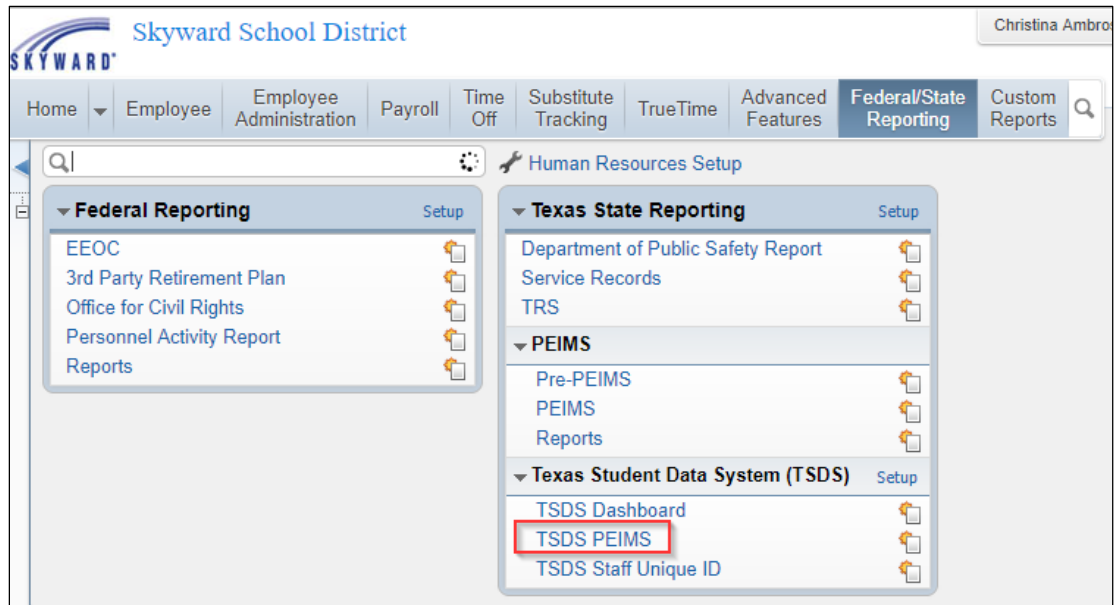
- Fall (Collection 1)
 - Snapshot Date: October 26, 2018
 - TSDS ready for ESCs to accept LEA and ESC files: October 29, 2018
 - First Submission Due Date for LEAs and ESCs: December 6, 2018
 - Resubmission Due Date for LEAs and ESCs: January 17, 2019
- Summer (Collection 3)
 - First Submission Due Date for LEAs and ESCs: June 20, 2019
 - Resubmission Due Date for LEAs and ESCs: July 18, 2019

Preparing to run PEIMS in Skyward



Skyward PEIMS, Submission 1

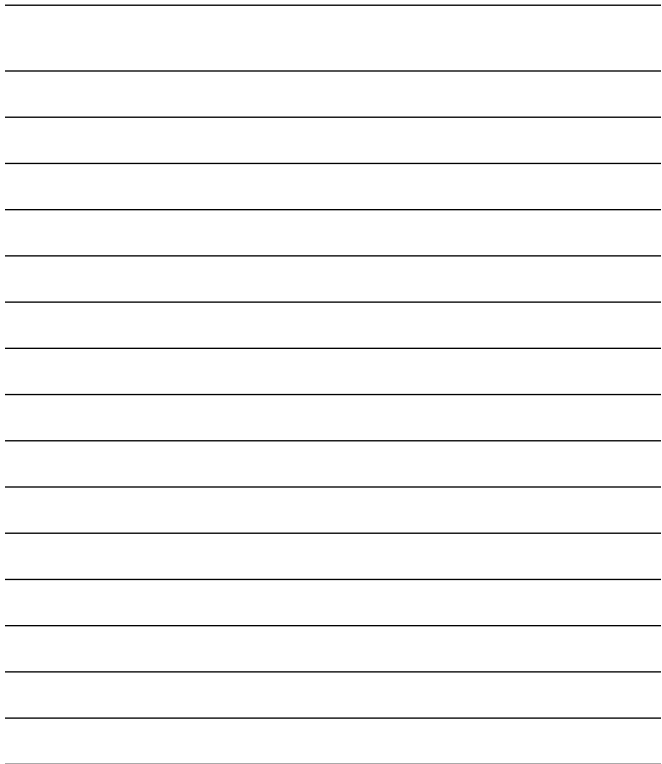
- Web Human Resources,
- Federal/State Reporting
- Texas State Reporting
- Texas Student Data Systems
- TSDS PEIMS



TSDS PEIMS – Pre-PEIMS Reporting



Pre-PEIMS Reports can now be generated directly from the Extraction area. Select Report Type – Report Only



Extract Parameters (92)

Template Settings
* Template Description:
 Share with other users in the district

Extract Parameters
* School Year: 2018 - * Submission Period: * Report Type: (highlighted in red)
* Selection Parameters:

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

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:

Staff Records
PEIMS As-Of Date:
 Copy Ed Org Category records from previous submission (LEA and School Data):
Year: 2017 - Period:

Staff Category
 (30040) Basic Information and (30050) Payroll Summary
 (30060) Payroll
 Extract only payment records with payments in the As-Of Date month and year
 (30090) Responsibility

TSDS PEIMS in Skyward



Extracting Data: Set the Report Type to “Extract”. Set your selection parameters and other parameters for determining who to include

Extract Parameters (92)

Template Settings

* Template Description: Share with other users in the district

Extract Parameters

* School Year: 2018 - * Submission Period: * Report Type:

* Selection Parameters:

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

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:

Staff Records

PEIMS As-Of Date:

Copy Ed Org Category records from previous submission (LEA and School Data):

Year: 2017 - Period:

Staff Category

- (30040) Basic Information and (30050) Payroll Summary Fed Funds Setup Default Annual Units
- (30060) Payroll
- (30090) Responsibility ? Extract only payment records with payments in the As-Of Date month and year

Extracting TSDS PEIMS



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

4txteds05.p 07-4 05.18.06.00.10-11.7		SCRAMBLED DATABASE TSDS PEIMS Extract
PARAMETER PAGE		
<u>School Year</u>	<u>Categories</u>	
2018-2019	30040,30050,30060,30090	
Reports Generated:		
Processing Errors		
Employee Information Report - 30040 and 30050		
Payroll Detail Listing		
Responsibility Listing		
Exceptions Found:		
<u>Employee Name</u>	<u>State ID</u>	<u>Exception Message</u>
Ackerleyscr, Johanne P	711113514	Staff record created but no matching Payroll records for this employee.
Aitchisonscr, Jacqueline G	711111515	Payroll record created using est. hours for hourly pay for pay code HBPKM
Aitchisonscr, Jacqueline G	711111515	Payroll record created using est. hours for hourly pay for pay code HBTRV
Aitchisonscr, Jacqueline G	711111515	Payroll record created using est. hours for hourly pay for pay code SS
Akeysr, Lola G	711112112	Payroll record created using est. hours for hourly pay for pay code HBPK
Akeysr, Lola G	711112112	Payroll record created using est. hours for hourly pay for pay code HBPKM
Akeysr, Lola G	711112112	Payroll record created using est. hours for hourly pay for pay code HBTRV
Akeysr, Lola G	711112112	Payroll record created using est. hours for hourly pay for pay code SS
Albertisr, Shannon G	711111453	Payroll record created using est. hours for hourly pay for pay code SS

Maintaining TSDS PEIMS



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

Maintain TSDS PEIMS Staff Data

Submission Information School Year: 2017 - 2018 Submission Period: Submission 1

(30040) Basic Information

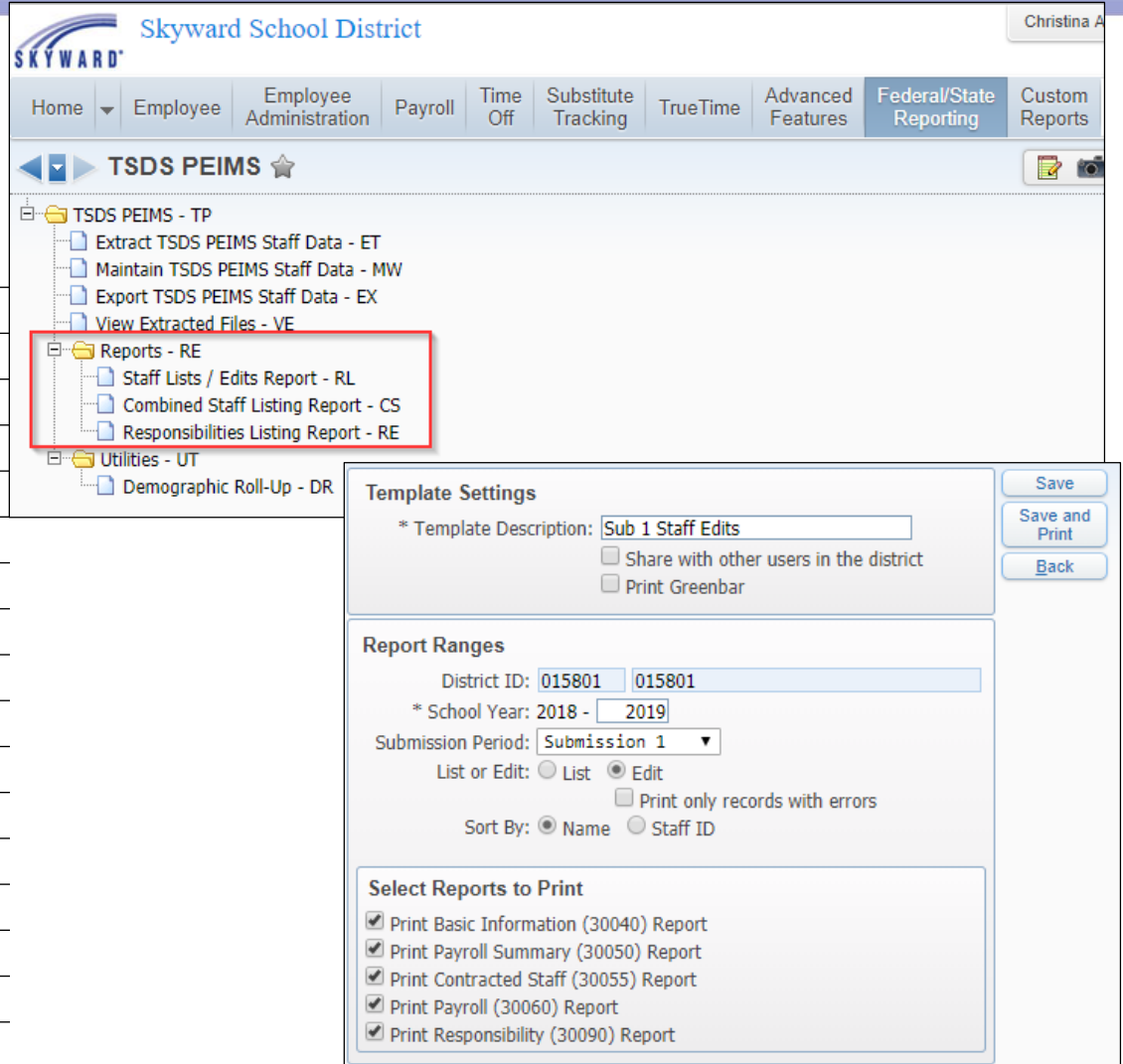
Views: General Filters: *Skyward Default

Last Name	First	Middle	Unique Id	Staff Id	First Name	Middle Name	
Ackerleyscr	Johanne	P	7111113514	123403059	Johanne	P	A
Aitchisonscr	Jacqueline	G	7111111515	123400371	Jacqueline	G	A
Akeysr	Lola	G	7111112112	123400796	Lola	G	A
Albertiscr	Shannon	G	7111111453	123400321	Shannon	G	A
Allesscr	Zola	G	7111111391	123400271	Zola	G	A
Allynsr, JR	Shawn	G	7111111924	123400721	Shawn	G	A
Althousescr	Zoraida	G	7111111365	123400246	Zoraida	G	A
Ambrosioscr	Christina	G	7111111338	123400221	Christina	G	A
Amodeoscr	Gabrielle	G	7111111861	123400671	Gabrielle	G	A
Anelloscr	Ivan	F	7111111251	123400145	Ivan	F	A
Aposcr	Odell	G	7111111798	123400621	Odell	G	A
Arakiscr	Vonda	G	7111111745	123400571	Vonda	G	A
Arbeiterscr	Mariam	A	7111113147	123402361	Mariam	A	A
Arelscr	Yan	G	7111111719	123400546	Yan	G	A
Armondscr	Delsie	Z	7111113361	123402736	Delsie	Z	A
Arviescr	Margarita	G	7111112249	123400921	Margarita	G	A
Arzatescr	Charlene	G	7111111656	123400496	Charlene	G	A
Asperscr	Ginger	G	7111111594	123400446	Ginger	G	A

20 records displayed Last Name/ Staff ID:

Reporting on TSDS PEIMS

Skyward can generate reports to list data that will be reported, along with edits that are pre-programmed into the software



The screenshot displays the Skyward School District web application interface. The top navigation bar includes links for Home, Employee Administration, Payroll, Time Off, Substitute Tracking, TrueTime, Advanced Features, Federal/State Reporting, and Custom Reports. The main content area is titled "TSDS PEIMS" and shows a tree view of folders and reports. A red box highlights the "Reports - RE" folder, which contains three reports: "Staff Lists / Edits Report - RL", "Combined Staff Listing Report - CS", and "Responsibilities Listing Report - RE".

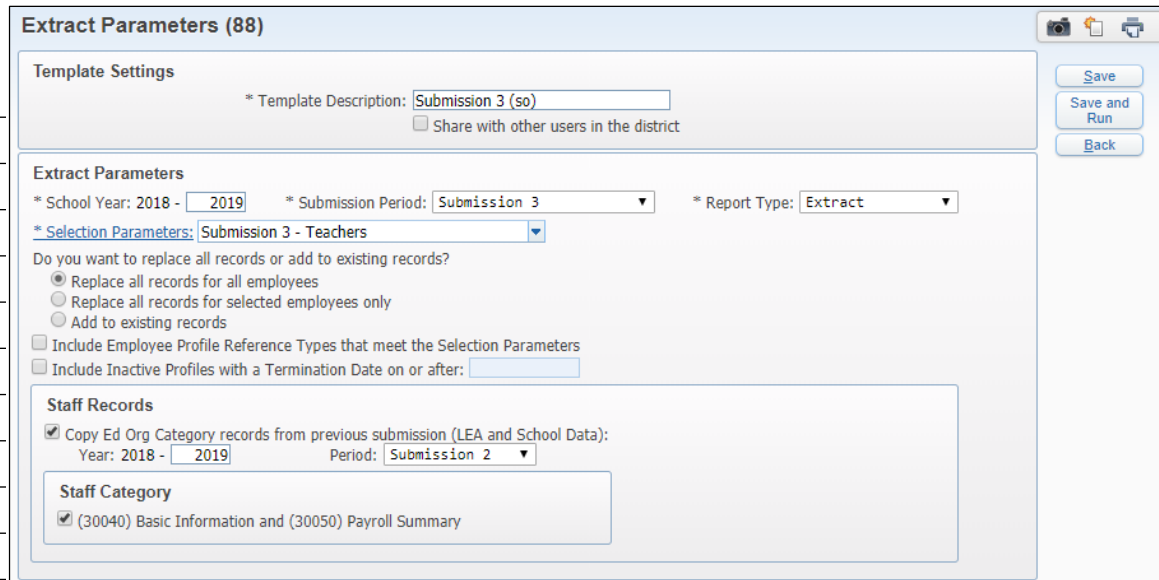
Below the tree view, there are configuration panels:

- Template Settings:** Includes a dropdown for "Template Description" set to "Sub 1 Staff Edits", and checkboxes for "Share with other users in the district" and "Print Greenbar".
- Report Ranges:** Includes fields for "District ID" (015801), "School Year" (2018 - 2019), and "Submission Period" (Submission 1). It also has radio buttons for "List or Edit" (Edit is selected) and "Print only records with errors", and a "Sort By" section with radio buttons for "Name" and "Staff ID".
- Select Reports to Print:** A list of reports with checkboxes, all of which are checked: "Print Basic Information (30040) Report", "Print Payroll Summary (30050) Report", "Print Contracted Staff (30055) Report", "Print Payroll (30060) Report", and "Print Responsibility (30090) Report".

Buttons for "Save", "Save and Print", and "Back" are located on the right side of the configuration panels.

Changing the Submission

Users can setup individual extraction templates based on the submission



Extract Parameters (88)

Template Settings

* Template Description:

Share with other users in the district

Extract Parameters

* School Year: 2018 - * Submission Period: * Report Type:

* Selection Parameters:

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

Include Employee Profile Reference Types that meet the Selection Parameters

Include Inactive Profiles with a Termination Date on or after:

Staff Records

Copy Ed Org Category records from previous submission (LEA and School Data):

Year: 2018 - Period:

Staff Category

(30040) Basic Information and (30050) Payroll Summary

Save
Save and Run
Back

Submission 3 Utilities

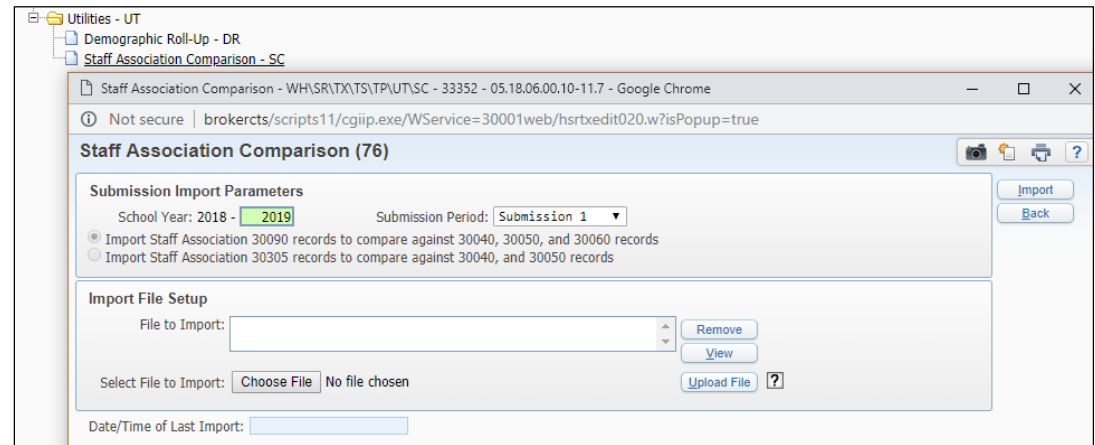
There is a utility in place that will allow you to import your Student Staff Association Interchange into a Preview Only browse for comparison purposes

* Combined Databases – won't have Import

Option

* Individual Databases will have a Comparison

Utility as seen to the right



Important Note!

Even though you will receive a message stating that the process has completed,

Always check your Print Queue to ensure that the file generation is actually finished.

Until all the processes have finished, you will not see your Zip file in the View/Save Locally area.

Request Complete

Create TSDS PEIMS Staff XML Files - Submission 1 (so) has finished processing.

[View Report](#) [Back](#)

My Print Queue (631)							
Print Queue for Christina Ambrosioscr							
Date ▼	Time	Report Description	Wait List #	Status	Time	Format	Current Key
09/19/2018	Wed	4:11 PM	Create StaffAssociation XML File	3	Queued	00:00:06	PDF
09/19/2018	Wed	4:11 PM	Create SSAOrganizationAssociation XM	2	Queued	00:00:06	PDF
09/19/2018	Wed	4:11 PM	Create Finance XML File		Running	00:00:03	PDF
09/19/2018	Wed	4:11 PM	Create EducationOrganization XML File	1	Queued	00:00:06	PDF



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THANK YOU FOR ATTENDING!

