



Staff Responsibilities for PEIMS

Texas Skyward Users Conference 2018

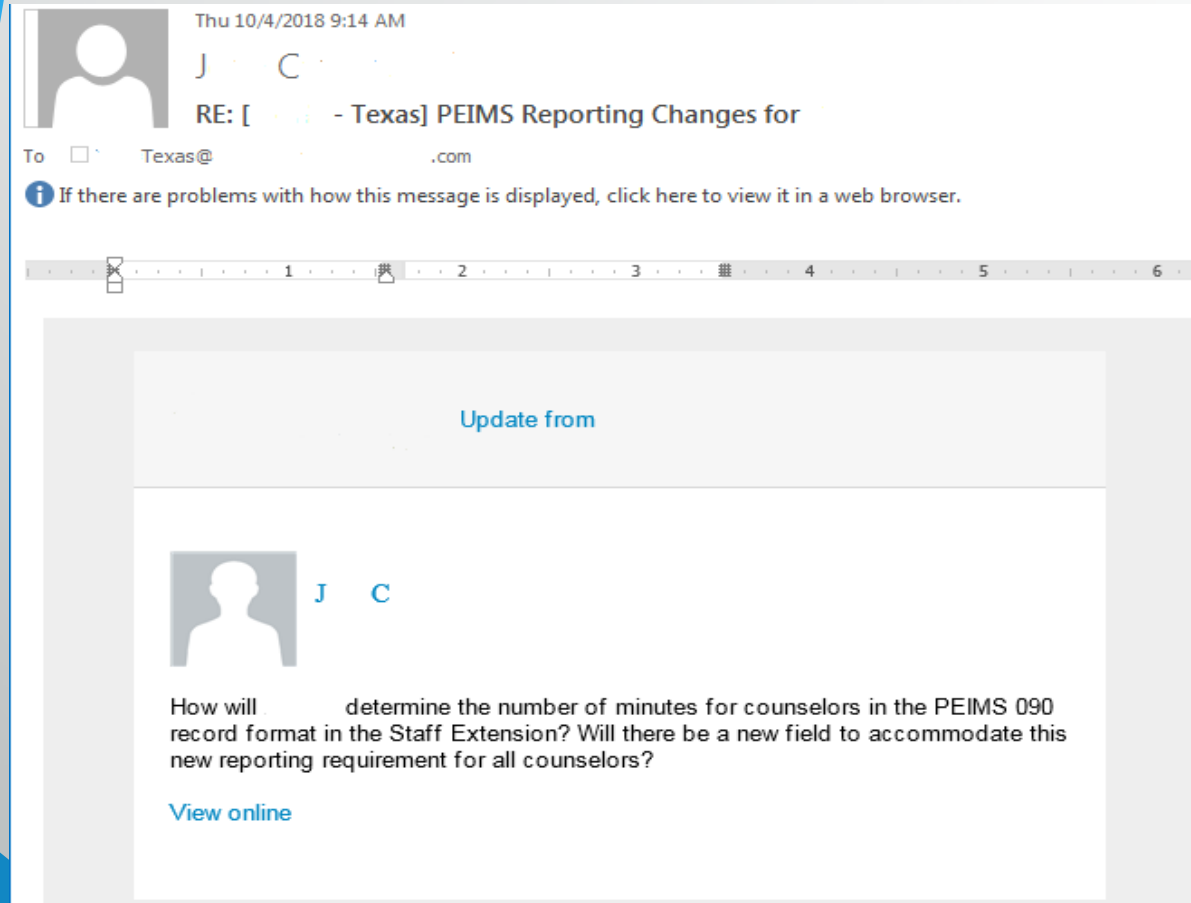
October 9, 2018

Frisco, Texas

I Hate XML

- Much more verbose for us, easier for the State to change
- Timing of changes from TEA less than optimal, puts additional stress on both Skyward and districts
- Constant nature of change forces all to stay on the leading edge of updates
- Making minor changes to XML file is much more difficult than flat file fixes
- Personal opinion is that investing in a good XML editor is a great move

Research Where Things Currently Stand



- The speed at which things are updating is challenging
- If dealing with a separate HR system, try to familiarize yourself with how alert the vendor is to change
- Determine path around issues and also report issues for correction

Here in the DMZ

- If HR system will still produce old school flat files, GOOD NEWS!
- Flat file versions of the 040, 043, 050 and 060 can still be imported and used to build XML submissions – AT THIS TIME (05.18.06.00.11-11.7)
- This will likely NOT get all needed, but will do the bulk of the work
- Test your process NOW and determine what, if any, gaps exist so that these can be worked around before the situation is critical

Legacy Staff Import for TSDS

Michael Barrett Account Preferences Exit

Advanced Features Federal/State Reporting Custom Reports

▼ Texas State Reporting - TX Setup

- TMSDS - TM
- Other Exports - OE
- Reports - RE

▼ PEIMS - PE

- Pre-PEIMS - PP
- PEIMS - PE
- Reports - RE
- Utilities - UT

▼ TReX - TR

- TReX - TR
- Reports - RE

▼ Texas Student Data System (TSD... Setup

- TSDS Unique ID - TU
- TSDS Dashboard - TD
- TSDS PEIMS - TP

Birdville ISD- Test (000)

SKYWARD

Student Management Students Families Staff Student Services

PEIMS

- PEIMS
 - Extract PEIMS Data - XD
 - Extract Pre-Enrolled Bil/ESL Summer School PEIMS Data - PE
 - Add Individual Students to Extracted Data - AI
 - Add Individual Staff to Extracted Data - AS
 - Import Staff Data - IS
 - Maintain Extracted PEIMS Data - ME
 - Export Extracted PEIMS Data - EX
 - View Exported Files/Save Locally for Submission - VS
- TSDS Unique ID - UI
 - Export Students Needing a Unique ID - EX
 - Import Unique IDs - IM
 - View Exported Files/Save Locally for Submission - VS



Legacy Staff Import Setup

The screenshot shows a web browser window titled "Import Staff Data - Entity 000 - WS\SR\TX\PE\PEVS - 27048 - 05.18.06.00.11-11.7 - Google Chrome". The URL is "https://bisdkytest/scripts/wsisadll/WService=wsEApplus/ssrcmedit005.w?hTableName=TX-PEIMS-ST...". The page is titled "Import Staff Data" and contains the following sections:

- Import File Setup:** A dropdown menu shows "10/3/2018 - MunisFlatExport20181002.txt.bak". Buttons include "Remove", "View", "Upload File", "Import", and "Back". Below the dropdown is a "Select File to Import:" section with a "Choose File" button and the text "No file chosen".
- PEIMS Import Options:** Includes a required field for "School Year" (set to 2019) and a "Submission Period" dropdown (set to Submission 1). There are three checkboxes: "Overwrite Duplicate 090 Records", "Remove Existing Imported Records First for Selected Formats", and "Delete Existing Imported Records for Selected Formats".
- Organization:** Includes checkboxes for "(010) District", "(020) Campuses", "(CalendarDate) CalendarDate", and "(ReportingPeriod) Reporting Period". A "Select All Required Records" button is present.
- Finance:** Includes checkboxes for "(030) Budget Data", "(032) Actual Data", and "(033) SSA Actual Data".
- Staff:** Includes checkboxes for "(040) Staff Basic Information", "(043) Staff Demographic", "(045) Staff ID Number Change", "(050) Staff Payroll Summary", "(055) Contracted Instructional Staff", "(060) Staff Payroll Accounting", and "(090) Staff Responsibilities".

At the bottom, it shows "Date/Time of Last Import: 10/03/2018 11:20 AM" and a note: "Asterisk (*) denotes a required field".

- Generate flat file with only record types you want to import – typically 040, 043, 050 and 060 records
- Click Choose File and browse to import file and click Open
- Click Upload File so that the file name appears in the File to Import box
- Set School Year and Submission #
- Select Overwrite, Remove, Delete options IF applicable
- Select record types to be imported
- Click Import

Legacy Staff Maintain

Birdville ISD- Test (000)

Michael Barrett

Student Management | Students | Families | Staff | Student Services | Food Service | Office | Administration | Educator Access Plus | Advanced Features | Federal/State Reporting

Maintain Extracted PEIMS Data

Submission Information
 School Yr: 2019 | Submission Prd: Submission 1 | Entity: ALL | All Entities

(040) Basic Information
 Views: General | Filters: *Skyward Default

District ID	Staff ID	First Name	Middle Name	Last Name	Generation	Sex	Staff Type
220902	0	ERIN	LENORE	W		F	1
220902	0	CARYN	A	A		F	1
220902	0	ANGELIQUE		S		F	1
220902	0	THALIA	I	R		F	1
220902	0	DEIDRE	MARGARET	W		F	1
220902	0	DIANE	L	G		F	1
220902	0	ROCIO		C		F	1
220902	0	MELISSA	JOY	C		F	1
220902	0	MAUREEN	LOUISE	S		F	1
220902	0	BATSEBA	M	B		F	1
220902	0	THOMAS	HENRY	E		M	1
220902	0	DONNA	BARBARA	K		F	1
220902	0	DANIEL	L	R		M	1
220902	0	CANDICE	IVIE	C		F	1
220902	0	BRANDON	LEE	S		M	1

2000 records displayed | Staff ID: | ABC

- Quick Filter – narrow records to display
- Chart Options
- Export Options – export data into spreadsheet for easier review/corrections
- Printer-friendly version of browse data

Legacy Staff Maintain

- In Legacy, it is possible to export a record type to a spreadsheet, perform corrections, and then reimport that record type
- Good example is 050 records If your HR system does not include the Auxiliary Role ID

	A	B	C	D	E	F
1	District ID	Staff ID	Yrs Exp Dist	Num Days Emp	Percent Day Emp	Auxiliary Role ID

- This will only work on the Legacy side, as TSDS side does not have an Import capability at this time
- Will require the ability to manipulate .cvs file into proper legacy flat file format to allow reimport

Campus Level Responsibility Entry

- Admin and support staff Responsibility records are entered by the campus
- Provides a data check between what administrators are seeing on campus and what HR thinks is happening
- Allows comparison between how payroll is coded and what staff member is actually doing on a yearly basis
- Initial time investment, but much easier after first year – course schedule handles classes, so only have to address non-scheduled duties and personnel
- HR system will only output one ogo record even when staff member has multiple payroll records linked to different locations

District/Campus Level Responsibility Entry

The screenshot shows the Skyward Staff Browse interface. The main window displays the profile for Michael Floyd Barrett, including contact information, title (PEIMS/STU REC ADMINISTRATOR), and a table of existing responsibilities. A red box highlights the 'Add Responsibilities' button in the 'Responsibilities' section. An 'Add Staff Responsibilities' popup window is open, showing a form to add a new responsibility for the selected staff member.

Staff Browse Interface:

- Navigation: Student Management, Students, Families, Staff, Student Services
- Staff: MICHAEL FLOYD BARRETT
- Title: PEIMS/STU REC ADMINISTRATOR
- Gradebook: None
- Responsibilities Table:

Edit	Delete	Campus ID	Role ID	Service ID	Pop Served	Num Stu Class	ESC SSA Staff	Class Type	Class ID Num	Monthly M
		220902750	106	SS015000	01	000				00000

Add Staff Responsibilities Form:

- Staff: MICHAEL FLOYD BARRETT
- * Campus ID:
- * Service ID:
- * Pop Served:
- ESC SSA Staff:
- Monthly Minutes:
- Week 2 Days:
- Week 4 Days:
- Week 2 Mins:
- Week 4 Mins:
- * Role ID:
- Class ID Num:
- Num Stu Class:
- Class Type:
- Week 1 Days:
- Week 3 Days:
- Week 1 Mins:
- Week 3 Mins:

Asterisk (*) denotes a required field

District/Campus Level Responsibility Entry

- Skyward campus level security should make sure that campus level personnel enter records on the correct campus
- Each campus should only enter the time that a particular resources spends on that campus
- District level personnel need to be entered in the 000 Entity – this includes all records that have an Organization code of 701 to 999
- There is a warning if more than 10% of a district's salaries are coded to 999, as TEA wants this data as granular as possible so it reflects where funds are being expended

District/Campus Level Responsibility Entry

- This data is parsed by TEA into other reporting so accuracy is important to correctly reflect how a district is utilizing funding
- In most cases, it is more advantageous to reflect the actual location where funds are being expended so that costs per student and per facility are more accurately reflected in the data
- Pay close attention to unique programs that are based on a particular campus, but serve students in multiple locations – good examples of this are Visually Impaired programs and Regional Day School for the Deaf (RDSRD)
- Areas like this need to be carefully examined and discussed with administration to ensure that everyone is aware of how this is being reported

District/Campus Level Responsibility Entry

- Be sure to add in additional responsibilities OTHER THAN class assignments to teachers that perform those duties.
 - Teacher Facilitator (RoleID 041)
 - Department Head (RoleID 054)
 - Split positions (1/2 time AP, 1/2 Counselor, etc.)
- Important that these are added so that full time employment is shown in the data – if not reported to TEA, it didn't happen from their perspective

NEW for 2019 – Minutes for Counselors

- New requirement this year is for entry of Monthly Minutes for Role ID 008 Counselors
- Region XI suggested entry was 9600 (20 days x 8 hours x 60 minutes/hr)
- When entering Responsibility records, Skyward does NOT currently notify that this Role ID requires entry of Monthly Minutes
- If 090 (or 30090 if TSDS) records come from a system other than Skyward, check to make sure this new data element has been added

NEW – Days/Week & Minutes/Week for KG PE

Add Staff Responsibilities

Staff:

Staff Responsibilities

* Campus ID: <input type="text" value="220902118"/>	* Role ID: <input type="text" value="087"/> <input type="text" value="TEACHER"/>
* Service ID: <input type="text" value="02530002"/> <input type="text" value="PHYS ED, K"/>	Class ID Num: <input type="text" value="19118KGPETALLO"/>
* Pop Served: <input type="text" value="01"/> <input type="text" value="REGULAR STUD"/>	Num Stu Class: <input type="text" value="016"/>
ESC SSA Staff: <input type="text"/>	Class Type: <input type="text" value="01"/> <input type="text" value="REGULAR"/>
Monthly Minutes: <input type="text" value="00800"/>	Week 1 Days: <input type="text" value="3"/>
Week 2 Days: <input type="text" value="3"/>	Week 3 Days: <input type="text" value="3"/>
Week 4 Days: <input type="text" value="3"/>	Week 1 Mins: <input type="text" value="0125"/>
Week 2 Mins: <input type="text" value="0125"/>	Week 3 Mins: <input type="text" value="0125"/>
Week 4 Mins: <input type="text" value="0125"/>	

Asterisk (*) denotes a required field

- If PE is not a separate, scheduled class (for example, in KG), can add this as a Responsibility record
- Here is a KG record from this situation

NEW – Days/Week & Minutes/Week for Scheduled PE

The screenshot shows the Course Master (2018-19) web application interface. The browser address bar shows the URL: <https://familyaccess.birdvilleschools.net/scripts/wsisa.dll/WService=wsEApplus/sschdbrws042.w>. The page title is "North Ridge Elementary School (118)". The navigation menu includes: Student Management, Students, Families, Staff, Student Services, Food Service, Office, Administration, Educator Access Plus, Advanced Features, Federal/State Reporting, and Custom Reports. The main content area displays "Course Master (2018-19)" with a "Views: Course Details" dropdown and "Filters: *All Courses". A table lists courses, with "E17000 PHYSICAL ED" selected. The "Course Details" section shows various attributes: Curriculum: PHYSICAL ED, Course Length Set: Year Long, Grade Set: Year Long, Course Status: Active, Category: Regular, Schedule Type: Normal, Scheduling Priority: 0 - Lowest Priority, Grading System: Average, Grading Type: Graded, Transcript GLO: No, Include Trans GLO in GPA: No, Website: No, Default Course for Career Plan: No, Course ID: 627633, Service ID: 02530003, Fee: \$0.00, Department: Special, Academic Hours: 0.000, Activity Link: CHE, Report Card: No, Max Seats Available: 184, Estimated Number of Sections: 0, Actual Number of Sections: 5, CECE Type: Normal, Core Academic Subject: Yes, Grade Course: Yes, Control Sets Available: YR, Allow Teacher Conferences: Yes, Keep Attendance: No, Repeatable For Credit: No, Locked to Scheduler: No. The "Section Details" section shows a table with columns: Section, Status, Control Set, Calendar, Bell, Minimum Students, Optimum Students, Maximum Students, Tea. A red arrow points to the "Teacher Transactions" section, which shows a table with columns: Building, Room, Teacher, Type, Start Term, Stop Term, Display Period, Lunch Code, Display Meet, Scheduling Period. The table contains one row: Building: 118 - N RIDGE ELEM, Room: GYM1, Teacher: RAYLENE L SAMPSON, Type: P - Primary, Start Term: 01, Stop Term: 06, Display Period: 11, Lunch Code: M W F, Display Meet: M W F, Scheduling Period: 11. The page footer shows "50 records displayed" and "Course: [input field] ABC".

- To manually add to PE classes, go to Course Master, Section Details, then Edit on the Class Meet area.

NEW – Days/Week & Minutes/Week for Scheduled PE

Edit Class Meet

Course
Entity: 118 North Ridge Elementary School
Class: E17000/01 PHYSICAL EDUCATION
Control Set: YR Class Status: Active

Warning: Students Scheduled. Updating fields that change when the Section meets may cause conflicts.

Start and Stop Terms
* Display Term Start: 01 * Stop: 06 * Scheduling Term Start: 01 * Stop: 06

Meet Pattern
* Display
* Scheduling
* Attendance

Lunch Code
 None

Building: 118

Texas State Specific:
Class Role: 01 TEACHER OF REC
Monthly Minutes Override: 00500
 Physical Education Instruction

	Days	Minutes
Week 1:	3	125
Week 2:	3	125
Week 3:	3	125
Week 4:	3	125

Exclude record from PEIMS

- On the Class Meet, scroll to the bottom for the Texas State Specific data entry area.
- Be sure to mark the check box for Physical Education Instruction

NEW – Days/Week & Minutes/Week for Scheduled PE

Texas State Specific:

Class Role: 01 TEACHER OF REC

Monthly Minutes Override: 00500

Physical Education Instruction

	Days	Minutes
Week 1:	3	125
Week 2:	3	125
Week 3:	3	125
Week 4:	3	125

Exclude record from PEIMS

- If PE does not meet every day, use the Monthly Minutes Override setting
- This allows entry of correct data instead of calculating this according to schedule times
- In this example, PE meets 3 times a week for 50, 50 and 25 minutes respectively
- These fields can be mass updated using the Mass Change Course Master Fields utility.

Questions, Comments, Thoughts, Hints and Suggestions

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