



Staff Responsibilities for PEIMS

Texas Skyward Users Conference 2019

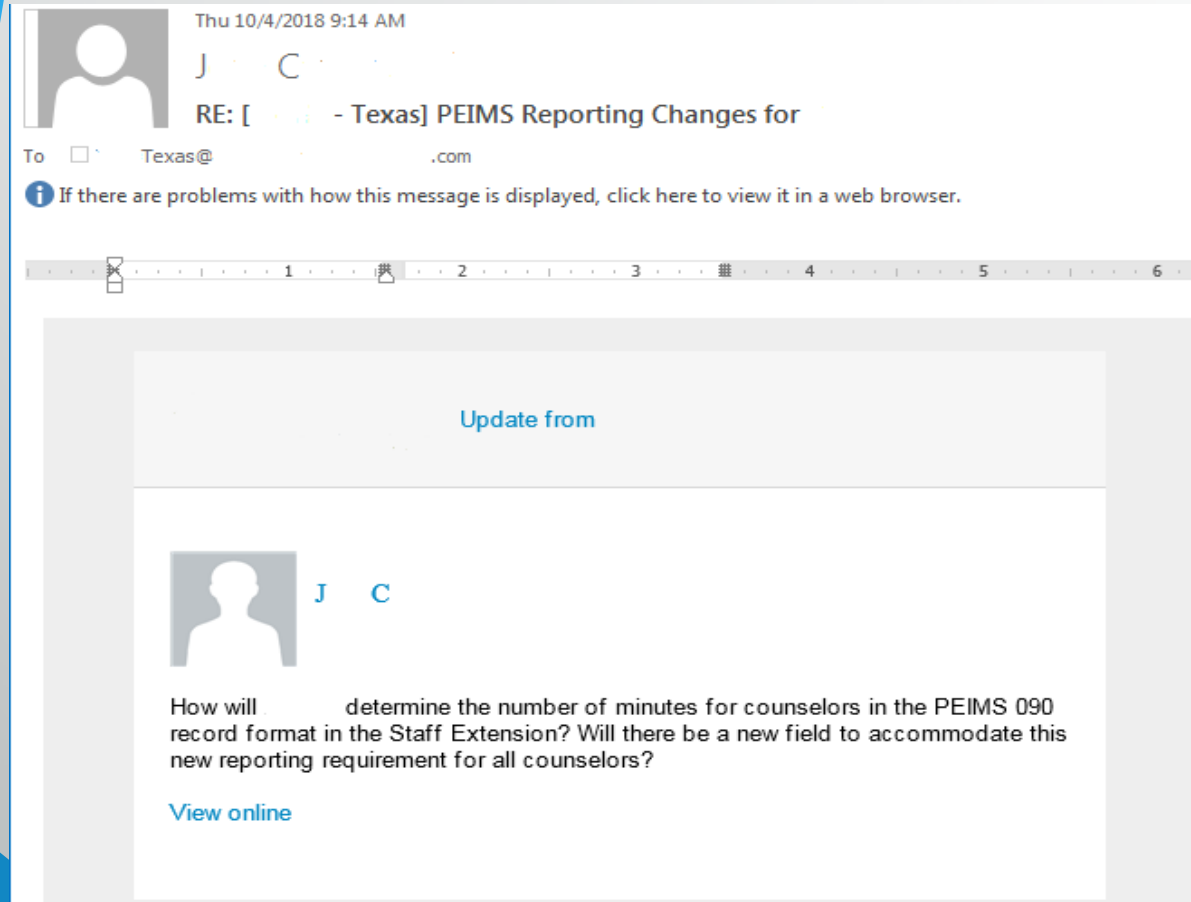
October 15, 2019

Frisco, Texas

I *Still* Hate XML

- Easier for the State to change – More data elements, unbounded groupings
- Timing of changes from TEA gets even worse – HB 3 is probably considered profanity by Skyward development
- Constant nature and amount of change forces all to stay on the leading edge of software updates
- Locating issues and editing 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

- All HR/Finance software *should* produce XML files by this point.
 - If not, email me and I will send last year's instructions to you to assist.
- XML versions of the Staff Association, Ed Org and SSA Org files *should* be available and can be imported and used to build XML submissions
- This process may get all needed data, but should be checked
- Test your process NOW and determine what, if any, gaps exist so that these can be worked around before the situation is critical

TSDS Staff Import

Michael Barrett Account Preferences Exit

Indicator s Plus 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
- TSDS Core - TC

SKYWARD Birdville ISD (000)

Student Management Students Families Staff Student Services

TSDS PEIMS

- TSDS PEIMS
- TSDS PEIMS Data Processing - TP
- Process Individual Students Data - PI
- Process Individual Staff Data - PS
- Import Staff Data - ID
- Staff and 30305 Record Comparison Removal - RC
- Maintain Extracted TSDS PEIMS Data - ME
- Export TSDS PEIMS Data - ET
- View Exported TSDS Files - VE

TSDS Staff Import Setup

The screenshot shows a web browser window titled "Import Staff Data - Entity 000 - WS\SR\TX\TS\TP\ID - 33567 - 05.19.06.00.09 - Google Chrome". The URL is "familyaccess.birdvilleschools.net/scripts/wsisa.dll/WService=wsEPlus/ssrcmedit005.w?hTableName=TSDS-PEIMS-I...". The page content includes:

- Import Staff Data** header with navigation icons (Home, Camera, Print, Help).
- Import File Setup** section:
 - File to Import: 10/9/2019 - prt-xsxm10024FIRST (with Remove and View buttons)
 - Select File to Import: Choose File (No file chosen) (with Upload File button)
 - Import and Back buttons on the right.
- PEIMS Import Options** section:
 - * School Year: 2020 (required field)
 - Submission Period: Submission 1 (dropdown)
 - Overwrite Duplicate 090 Records (checkbox)
 - Remove Existing Imported Records First for Selected Formats (checkbox)
 - Delete Existing Imported Records for Selected Formats (checkbox)
- Education Organization Category** section:
 - (10010) District / LEA (checked)
 - (10011) SSA Organization Association (checked)
 - (10020) Campus / School (checked)
 - (10070) Course (checked)
- Finance Category** section:
 - (20030) Budget (checked)
- Staff Category** section:
 - (30040) Basic Information (checked)
 - (30050) Employment Payroll Summary (checked)
 - (30055) Contracted Instructional Staff (checked)
 - (30060) Payroll (checked)
 - (30090) Responsibility (checked)
- Date/Time of Last Import: 10/09/2019 4:52 PM
- Asterisk (*) denotes a required field

- Generate XML file with only record types you want to import – typically Staff Association, EdOrg and SSAOrg interchanges
- 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

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 displays the Skyward Staff Management interface. On the left, the 'Staff Browse' section shows a list of staff members, with 'MICHAEL FLOYD BARRETT' selected. The 'Responsibilities' section at the bottom of the staff profile has a red box around the 'Add Responsibilities' link. On the right, a pop-up window titled 'Add Staff Responsibilities' is open, showing a form for entering staff responsibilities for 'MICHAEL FLOYD BARRETT'. The form includes fields for Campus ID, Role ID, Service ID, Pop Served, ESC SSA Staff, Class ID Num, Num Stu Class, Class Type, and weekly/monthly minutes. A note at the bottom of the form states 'Asterisk (*) denotes a required field'.

Staff Information:
 Last Name: BARRETT, First: MICHAEL, Middle: FLOYD, Staff Key: BARRETT
 Title: PEIMS/STU REC ADMINISTRATOR
 Long Name: Mr. BARRETT
 Employee ID: [blank]

Staff Responsibilities Form:
 Staff: MICHAEL FLOYD BARRETT
 * Campus ID: [blank] * Role ID: [blank]
 * Service ID: [blank] Class ID Num: [blank]
 * Pop Served: [blank] Num Stu Class: 000
 ESC SSA Staff: [blank] Class Type: [blank]
 Monthly Minutes: 00000
 Week 1 Days: 0
 Week 2 Days: 0
 Week 3 Days: 0
 Week 4 Days: 0
 Week 1 Mins: 0000
 Week 2 Mins: 0000
 Week 3 Mins: 0000
 Week 4 Mins: 0000

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

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

Minutes for Counselors

- Requirement added last year 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)
- Skyward requires entry of Monthly Minutes for this Role ID
- If 30090 records come from a system other than Skyward, check to make sure this data element has been added

Days/Week & Minutes/Week for KG PE

Add Staff Responsibilities

Staff: R S

Staff Responsibilities

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

Days/Week & Minutes/Week for Scheduled PE

The screenshot shows the Course Master interface for North Ridge Elementary School (118). The course details for PHYSICAL ED (E17000) are displayed, including curriculum, course length, and scheduling information. A red arrow points to the 'Teacher Transactions' table at the bottom of the page.

Section	Status	Control Set	Calendar	Bell	Minimum Students	Optimum Students	Maximum Students	Tea
01	A - Active	YR - Year Long	118 - N Ridge Elem Sc	R	1	40	40	RA)

Building	Room	Teacher	Type	Start Term	Stop Term	Display Period	Lunch Code	Display Meet	Scheduling Period
118 - N RIDGE ELEM	GYM1	RAYLENE L SAMPSON	P - Primary	01	06	11		M W F	11

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

Days/Week & Minutes/Week for Scheduled PE

Course

Entity: 118 North Ridge Elementary School

Class: E17000/01 PHYSICAL EDUCATION

Control Set: YR Class Status: Active

Save

Back

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

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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