



Texas Skyward User Group Conference

TSDS PEIMS – Staff Data – Submissions 1 & 3

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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/2020A/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



2019-2020 PEIMS Submission and Resubmission Timelines

- Fall (Collection 1)
 - Snapshot Date: October 25, 2019
 - First Submission Due Date for LEAs and ESCs: December 5, 2019
 - Resubmission Due Date for LEAs and ESCs: January 16, 2020
- Summer (Collection 3)
 - First Submission Due Date for LEAs and ESCs: June 18, 2020
 - Resubmission Due Date for LEAs and ESCs: July 16, 2020

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

Skyward School District

Christina Ambro

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

Human Resources Setup

Federal Reporting Setup

- EEOC
- 3rd Party Retirement Plan
- Office for Civil Rights
- Personnel Activity Report
- Reports

Texas State Reporting Setup

- Department of Public Safety Report
- Service Records
- TRS
- PEIMS**

 - Pre-PEIMS
 - PEIMS
 - Reports

- Texas Student Data System (TSDS)** Setup

 - TSDS Dashboard
 - TSDS PEIMS**
 - TSDS Staff Unique ID

TSDS PEIMS – Pre-PEIMS Reporting

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

Extract Parameters (89)

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

Extract Parameters
* School Year: 2018 - * Submission Period:
* Selection Parameters:
* Report Type:

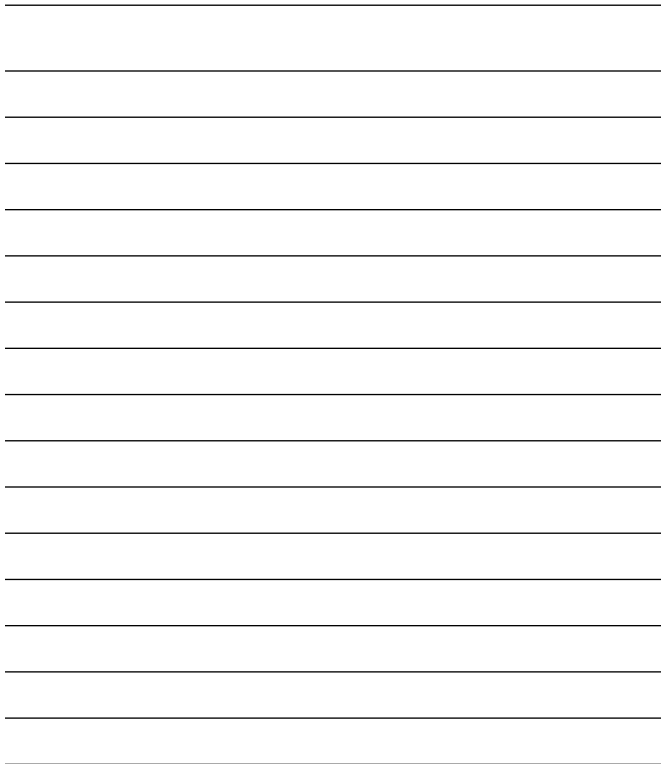
Do you want to replace all records or add to existing records?
 Replace all records for all employees
 Replace all records for selected employees only
 Add to existing records

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: 2016 - 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

Buttons: Save, Save and Run, Back



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 (90)

Template Settings

* Template Description: Share with other users in the district

Extract Parameters

* School Year: 2019 - * 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: 2018-2019 EM Plan \(so/bs\)](#)

Staff Records

PEIMS As-Of Date:

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

Year: 2018 - 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

Extracting TSDS PEIMS



The Staff Data Extract process generates a report of exceptions and also a list of the records which were created

PARAMETER PAGE

School Year	Categories
2019-2020	30040,30050,30060,30090

The Workfile was successfully created.

Reports Generated:

- Employee Information Report - 30040 and 30050
- Payroll Detail Listing
- Responsibility Listing

Exceptions Found:

Employee Name	State ID	Exception Message
Britescr, Anne H	7111111392	Payroll hourly pay code amount from non-hourly assignment TECCA
Britescr, Anne H	7111111392	Payroll hourly pay code amount from non-hourly assignment TECCA

Bldg	SSN	State ID	Name (First, Middle, Last, Generation)	Sex	Type	Degree	Exp	District	No. Days	Prof. Yrs. In	Prof. Days	No. Days	Percent	Aux Role	Am	ID	In	As	Bl	Hw	Wh	Hs	
																							Employed
SUB	123-40-1267	Missing	Audra G	Abbotscr	F	1	BACH	0	0	176	80	0	0	0	0	0	0	0	0	0	0	0	0
WJH	123-40-0821	Missing	Herlinda G	Abeitascr	F		MAST					0	0	1	0	0	0	0	0	0	0	0	0
ADM	123-40-3059	7111113514	Johanne P	Ackerleyscr	F	1	MAST	6	6	226	100	0	0	0	0	1	0	0	0	1	0	0	0
RRE	123-40-1859	7111112764	Demetra F	Acrescr	F	1	BACH	11	9	187	100	0	0	0	0	1	0	0	0	1	0	0	0
TRANS	123-40-0371	7111111515	Jacqueline G	Aitchisonscr	F	1	NONE	0	0	176	100	0	0	0	0	1	0	0	0	1	0	0	0
TRANS	123-40-0796	7111112112	Lola G	Akeysr	F	1	NONE	0	0	176	100	0	0	0	0	1	0	0	0	1	0	0	0
RRE	123-40-0346	7111111478	Willie G	Albersonscr	M	1	BACH	22	21	187	100	0	0	0	0	1	0	0	0	1	0	0	0
WHS	123-40-0321	7111111453	Shannon G	Albertisr	F	1	NONE	0	0	187	100	1	0	0	0	0	1	0	0	0	0	1	0
TES	123-40-0296	7111111425	Wendi G	Alixscr	F	1	NONE	0	0	187	100	0	0	0	0	1	0	0	0	1	0	0	0
HES	123-40-0271	7111111391	Zola G	Allesscr	F	1	NONE	0	0	187	100	0	0	0	0	1	0	0	0	1	0	0	0

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 (249)

Submission Information School Year: 2019 - 2020 Submission Period: Submission 1

(30040) Basic Information

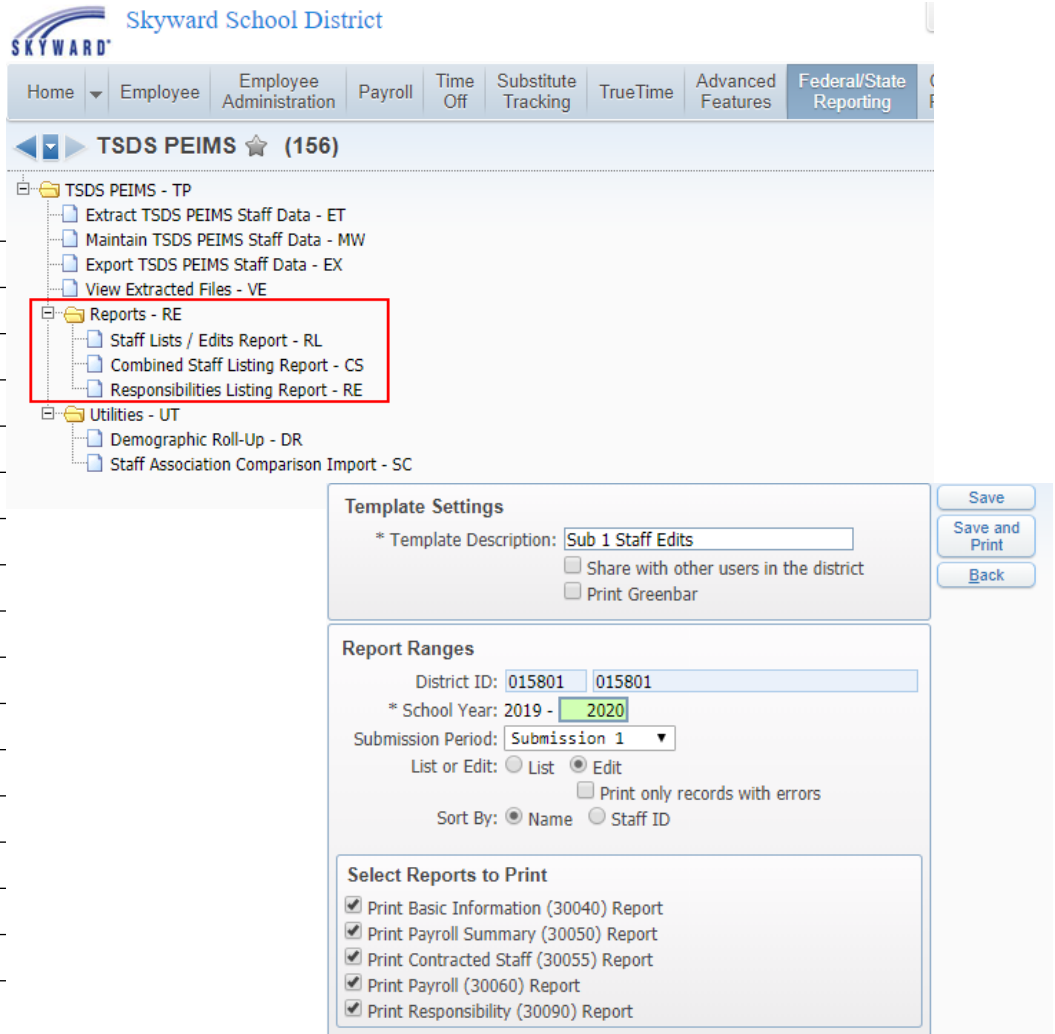
Views: General Filters: *Skyward Default

Last Name	First	Middle	Unique Id	Staff Id	First Name	Middle Name	La
Ackerleyscr	Johanne	P	7111113514	123403059	Johanne	P	Ac
Acrescr	Demetra	F	7111112764	123401859	Demetra	F	Ac
Aitchisonscr	Jacqueline	G	7111111515	123400371	Jacqueline	G	Ail
Akeysr	Lola	G	7111112112	123400796	Lola	G	Ak
Albertiscr	Shannon	G	7111111453	123400321	Shannon	G	All
Allesscr	Zola	G	7111111391	123400271	Zola	G	All
Allynsr, JR	Shawn	G	7111111924	123400721	Shawn	G	All
Althousescr	Zoraida	G	7111111365	123400246	Zoraida	G	All
Ambrosioscr	Christina	G	7111111338	123400221	Christina	G	Ar
Amodeoscr	Gabrielle	G	7111111861	123400671	Gabrielle	G	Ar
Anelloscr	Ivan	F	7111111251	123400145	Ivan	F	Ar
Aposcr	Odell	G	7111111798	123400621	Odell	G	Ar
Arakiscr	Vonda	G	7111111745	123400571	Vonda	G	Ar
Arbeiterscr	Mariam	A	71111113147	123402361	Mariam	A	Ar
Arelscr	Yan	G	7111111719	123400546	Yan	G	Ar
Armondsr	Delsie	Z	71111113361	123402736	Delsie	Z	Ar
Arviescr	Margarita	G	71111112249	123400921	Margarita	G	Ar
Arzatescr	Charlene	G	7111111656	123400496	Charlene	G	Ar
Asperscr	Ginger	G	7111111594	123400446	Ginger	G	As
Atienzascr	Carry	B	71111113596	123403161	Carry	B	At

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 shows the Skyward School District interface for TSDS PEIMS. The top navigation bar includes Home, Employee, Employee Administration, Payroll, Time Off, Substitute Tracking, TrueTime, Advanced Features, and Federal/State Reporting. The main content area is titled 'TSDS PEIMS (156)' and contains a tree view with folders: TSDS PEIMS - TP, Reports - RE, and Utilities - UT. The Reports - RE folder is expanded, showing 'Staff Lists / Edits Report - RL', 'Combined Staff Listing Report - CS', and 'Responsibilities Listing Report - RE'. To the right, the 'Template Settings' panel is visible, showing a template description of 'Sub 1 Staff Edits' and options to share with other users or print a greenbar. Below this is the 'Report Ranges' section with fields for District ID (015801 - 015801), School Year (2019 - 2020), and Submission Period (Submission 1). The 'List or Edit' radio buttons are set to 'Edit', and 'Print only records with errors' is unchecked. The 'Sort By' options are 'Name' and 'Staff ID'. The bottom section, 'Select Reports to Print', lists five reports with checkboxes: 'Print Basic Information (30040) Report', 'Print Payroll Summary (30050) Report', 'Print Contracted Staff (30055) Report', 'Print Payroll (30060) Report', and 'Print Responsibility (30090) Report'. On the far right, there are buttons for 'Save', 'Save and Print', and 'Back'.

Changing the Submission

Users can setup individual extraction templates based on the submission

Extract Parameters (86)

Template Settings

* Template Description: Share with other users in the district

Extract Parameters

* School Year: 2019 - * 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: 2019 - Period:

Staff Category

(30040) Basic Information and (30050) Payroll Summary

Submission 3 Utilities

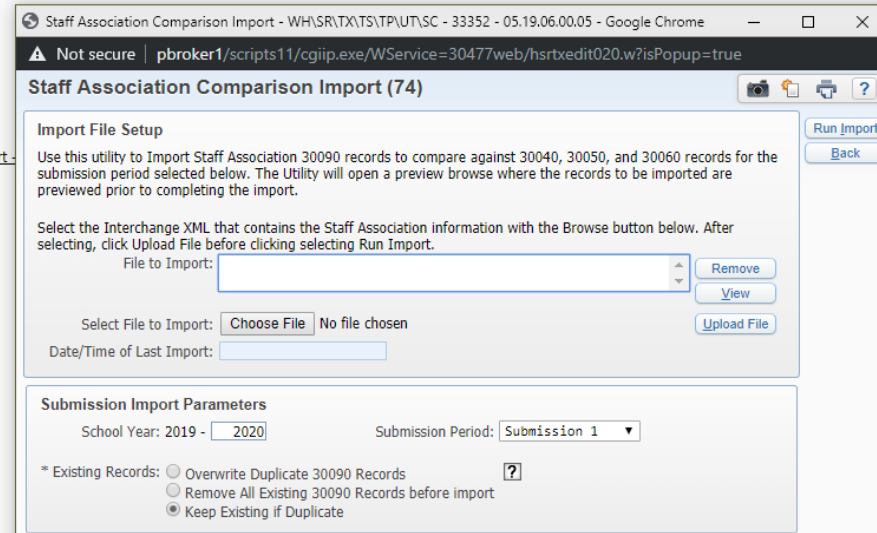
There is a utility in place that will allow you to import your Student Staff Association Interchange into a Preview Only browse for comparison purposes

* Combined Databases – won't have Import

Option

* Individual Databases will have a Comparison

Utility with import capability



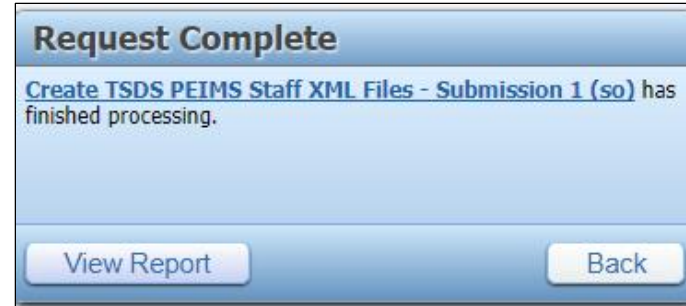
Asterisk (*) denotes a required field

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.



My Print Queue (613)							
Print Queue for Christina Ambrosioscr							
Date ▼	Time	Report Description	Wait List #	Status	Time	Format	Current Key
08/09/2019 Fri	11:09 AM	Create StaffAssociation XML File	3	Queued	00:00:06	PDF	
08/09/2019 Fri	11:09 AM	Create SSAOrganizationAssociation XM	2	Queued	00:00:06	PDF	
08/09/2019 Fri	11:09 AM	Create Finance XML File		Running	00:00:03	PDF	Creating XML File...
08/09/2019 Fri	11:09 AM	Create EducationOrganization XML File	1	Queued	00:00:06	PDF	



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THANK YOU FOR ATTENDING!

