



TSDS PEIMS Fall Submission Data for Business

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TSDS PEIMS Fall Submission Data for Business

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This document outlines key Business data that is submitted during the Public Education Information Management System (PEIMS) Fall Submission and used by the Texas Education Agency (TEA). As the year progresses, this document may be updated to include additional fields of data.

For a complete list of submission rules and edits, see

<https://tealprod.tea.state.tx.us/TWEDSAPI/23/398/403/DataComponents/Entity/List>

This document assumes you are familiar with the basic features of the ASCENDER Business system and have reviewed the [ASCENDER Business Overview guide](#).



Some of the images and/or examples provided in this document are for informational purposes only and may not completely represent your LEA's process.

Prerequisites

Review the following and take action as needed:

- Ensure applicable employees have the correct roles and permissions in ASCENDER Security Administration to access pages needed for TSDS reporting.
- Create responsibility records in Personnel for staff whose **Staff Service** begins with "S." Review the [Responsibilities - Quick Reference Chart](#).

* The underlined text indicates the domain's submission level as it appears on the District Administration > Options > TSDS > Domains & Entities page.

I. Education Organization Domain

First Level Submission

The Education Organization domain includes information about public, charter, education service center, organization, or agency.

Information from AskTED is imported into the Operational Data Store (ODS). As you send data, TEA matches the School ID (county district number) to existing district and campus information to ensure that the reported data is credited to the correct Local Education Agency (LEA).

1. [Verify district information for current/prior school year.](#)

Verify district information for current/prior school year

[District Administration](#) > [Tables](#) > [District Information](#) > [District Name/Address](#)

The screenshot shows the 'District Administration' interface with the 'District Information' table selected. The 'District Name/Address' form is displayed with the following data:

- Year: 2025
- District Name: SWEETWATER ISD
- District County Name: NOLAN COUNTY
- District Type: I - Independent
- District Website: http://www.sweetwaterisd.net
- District E-mail: deidre.parish@sweetwaterisd.net
- ESC Region Number: 14
- ESC County District Number: 221-950
- Street Nbr: 207
- Street Name: MUSGROVE
- City: SWEETWATER
- State: TX - Texas
- Zip: 79556 + 5321
- Phone: (325) 235-8601
- Fax: (325) 235-5561

In the **Year** field, type the four-digit school year for which you want to add or retrieve data and click **Retrieve**.

Verify the **ESC Region Number** and **ESC County District Number** are accurate. The **ESC County District Number** is the six-digit ESC county district number assigned by Texas Education Agency (TEA).

[ESC County District Numbers](#)

Click **Save** for each year; each year is a separate record.

2. [Verify campus information/exclude non-instructional campuses from reporting.](#)

Verify campus information/exclude non-instructional campuses from reporting

[District Administration](#) > [Tables](#) > [District Information](#) > [Campus Name/Address](#)

Ensure the **Exclude from reporting to TEA** checkbox is selected for all non-instructional campuses/departments to exclude them from being reported to TEA.

The screenshot shows the 'District Administration' interface. At the top, there's a navigation bar with 'Tables > District Information' and 'District Administration'. Below that, there's a 'Year' field set to '2025' with 'Retrieve' and 'Save' buttons. The main form has tabs for 'DISTRICT NAME / ADDRESS', 'CAMPUS NAME / ADDRESS', 'PAYROLL FREQUENCIES', 'REPORTING CONTACT', and 'SHARED SERVICES ARRANGEMENT'. The 'CAMPUS NAME / ADDRESS' tab is active. It shows a 'Campus' dropdown set to '999 - 999 School' with 'Retrieve', 'Add', 'Delete', and 'Print' buttons. Below this, there are fields for 'Campus ID' (999), 'Campus Name' (999 School), 'Street Nbr' (1407), 'Street Name' (999 Street), 'City' (Alamo City), 'State' (TX - Texas), 'Zip' (95095), and 'Phone' and 'Fax' fields. At the bottom, the 'Exclude from reporting to TEA' checkbox is checked.

- In the **Year** field, type the four-digit school year for which you want to add or retrieve data and click **Retrieve**.
- Retrieve each campus record and confirm that the address and phone numbers are accurate.
- Review the following guidelines as consideration for selecting the **Exclude from reporting to TEA** checkbox:
 - Instructional campuses listed in ASKTed (001, 041, 101, etc.) should **not** have the **Exclude from reporting to TEA** checkbox selected.
 - Non-instructional campuses (701, 750, 999, and other campuses or departments needed for purchasing) should have **Exclude from reporting to TEA** selected.
 - **Education Service Centers (ESCs)**: Exclude all campuses from TEA reporting.
 - **Business-only LEAs**: Exclude all campuses from TEA reporting.
- Click **Save** for each campus; each campus is a separate record.

3. [Verify Shared Services Arrangements, as needed.](#)

Verify Shared Services Arrangements, as needed

[District Administration](#) > [Tables](#) > [District Information](#) > [Shared Services Arrangement](#)

The screenshot shows the 'District Administration' interface. At the top, there's a navigation bar with 'Tables > District Information' and 'District Administration'. Below this, there's a 'Year' field with '2025' entered, and 'Retrieve' and 'Save' buttons. The main content area has several tabs: 'DISTRICT NAME / ADDRESS', 'CAMPUS NAME / ADDRESS', 'PAYROLL FREQUENCIES', 'REPORTING CONTACT', 'SHARED SERVICES ARRANGEMENT' (which is selected), 'FUND BALANCES', and 'FALL FINANCE TSDS DATA'. Under the 'SHARED SERVICES ARRANGEMENT' tab, there are two sections: 'Shared Services Arrangements' on the left and 'Shared Services Arrangement Member Amounts' on the right. The 'Shared Services Arrangements' table has columns for 'Delete', 'Shared Services Type', 'Fiscal Agent District ID', and 'SSA Actuals'. It lists four rows with types 07, 10, 12, and 99. The 'Shared Services Arrangement Member Amounts' table has columns for 'Delete', 'Member District ID', 'Fund', 'Fiscal Year', and 'Amount'. The 'Fiscal Year' column has a value of '4' highlighted in yellow. Both tables have an 'Add' button at the bottom right.

In the **Year** field, type the four-digit reporting year for which you want to add or retrieve data and click **Retrieve**. For example, the reporting year for the 2024-2025 school year is 2025.

Under **Shared Services Arrangements** (left side of page), enter all Shared Services Arrangements for which the LEA is a member.

- Indicate the **Shared Services Type** and **Fiscal Agent District ID**.
- If the LEA is the Fiscal Agent of the SSA, click the spyglass for that SSA record.

Under **Shared Services Arrangement Member Amounts** (right side of page), click **+Add** to add a row. Complete the following fields:

- **Member District ID** (CCCCDD)
- **Fund**
- **Fiscal Year** - This is the last fiscal year's SSA data. For example, for reporting year 2025 (school year 2024-2025), use SSA data from the 2023-2024 financial fiscal year 4.
- **Amount**- This is the amount spent on the member's behalf.

Note: Since each year is entered on this tab, there are not separate tabs for the current and prior years as in previous years.

Click **Save**.

II. Staff Domain

Second Level Submission

The Staff Domain includes general staff information for a local education agency (LEA).

This section provides you with a clear view of all the Business fields included in the Staff Domain for Fall PEIMS reporting. The information is organized by where it exists in the system (application, menu, page, and tab). This will help you easily locate and correct data as needed. You can also generate user-created reports to assist you in verifying data.

1. [Personnel](#)

Personnel

[Personnel](#) > [Maintenance](#) > [Staff Demo](#) > [Demographic Information](#)

The screenshot shows a web form for 'Personnel' under 'Maintenance > Staff Demo'. The form is titled 'Demographic Information' and includes several sections:

- Employee Information:** Fields for 'Employee' (with a 'Retrieve' button), 'Directory', 'Add Emp', and 'TSDS Unique ID'.
- Navigation Tabs:** 'DEMOGRAPHIC INFORMATION', 'CREDENTIALS', 'VERIFICATION', 'INSURANCE', 'SERVICE RECORD', and 'RESPONSIBILITY'.
- Identification:** 'Staff ID/SSN' and 'Texas Unique Staff ID' fields, with a 'Last Change' timestamp of '08-02-2024'.
- Name Section:** 'Legal' name fields (Title, First, Middle, Last, Generation) and a 'Former' name field. A 'Maiden Name' field is also present.
- Personal Information:** 'Sex' (F Female), 'Citizenship' (checked), 'Driver's License', 'DL State' (TX Texas), 'DOB' (06-09-1954), 'Marital Stat' (M Married), 'Deceased' (unchecked), 'DL Expir Date' (00-00-0000), and 'Other Language' (unchecked).
- Ethnicity and Race:** 'Ethnicity' (Hispanic/Latino) and 'Race' (check all that apply; must select at least one) with options: American Indian Alaskan Native, Native Hawaiian Pacific Islander, Asian, Black African American, and White (checked).

- **Staff ID/SSN**
- **Texas Unique Staff ID**
- **First, Middle, and Last Name**
- **Sex**
- **DOB**
- **Ethnicity**
- **Race**

Personnel > Maintenance > Staff Demo > Responsibility

Save

Employee: Retrieve Directory

DEMOGRAPHIC INFORMATION CREDENTIALS VERIFICATION INSURANCE SERVICE RECORD RESPONSIBILITY

Delete	Details	Year	Campus	Staff Classification
			001 - 001 School	003 - Assistant Principal

+ Add

School Year for PEIMS Codes: 2025

Job Code: Staff Service: SS003000 - School Administration

Campus: 001 001 School SPED Student Age Range: 00 Not Providing Services to Special Education Students

Co-op/SSA LEA: Pop Served: 01 Regular Students

Staff Classification: 003 - Assistant Principal Monthly Minutes:

ESC/SSA: School District Employee # of Students:

Begin Date: 10-01- End Date: 00-00-0000

Note: The **School Year** will default to the **School Year for PEIMS** on the District HR Options page.

- **Campus**
- **Co-op/SSA LEA** - Co-op staff should be reported by the fiscal agent. Type the nine-digit ID (six-digit district ID + three-digit campus ID) to identify the LEA (district and campus) where the SSA/Co-op employees has work assignment records if other than their home district/campus. If this field is populated, then the **Campus** field should be blank and vice versa.
- **Staff Classification** - This field is previously known as **Role ID**.
- **ESC/SSA**
- **Staff Service**
- **SPED Student Age Range**
- **Pop Served**
- **Monthly Minutes**
- **# of Students** (in class), if applicable
- **Begin Date**
- **End Date**

Personnel > Maintenance > Employment Info

- **Original Emp Date**
- **Latest Re-Employ Date** (if applicable)
- **Termination Date**
- **Percent Day Employed**
- **Highest Degree**
- **Total Years Professional Experience**
- **Total Years Experience In District** (professional staff only)
- **Auxiliary Role ID, Begin Date and End Date**, if applicable (TSDS = Staff Classification)
- **Paraprofessional Certification, Begin Date and End Date**, if applicable

2. Payroll

Payroll

Payroll > Maintenance > Staff Job/Pay Data > Job Info

The screenshot displays the 'Payroll' section of a system, with a breadcrumb trail 'Maintenance > Staff Job/Pay Data'. The interface includes a 'Save' button, an 'Employee' search field, and 'Retrieve' and 'Directory' buttons. Below this are tabs for 'PAY INFO', 'JOB INFO', 'DISTRIBUTIONS', 'DEDUCTIONS', and 'LEAVE BALANCE'. A table lists job codes: '0613 - SPECIAL EDUCATION TEACHER' (Primary, 100% assigned) and 'XTRA - Extra Duty' (0% assigned). The 'Contract Info' section shows a total salary of 57,790.00, a balance of 4,815.87, and 12 annual payments. The 'State Info' section shows a state step of 20, a TRS member position of '02 Teacher, librarian', and a wholly separate amount of 0.00. The 'Calendar/Local Info' section shows a begin date of 08-07-2023, an end date of 05-24-2024, and 187 days employed. The 'Exclude Days for TEA' checkbox is checked.

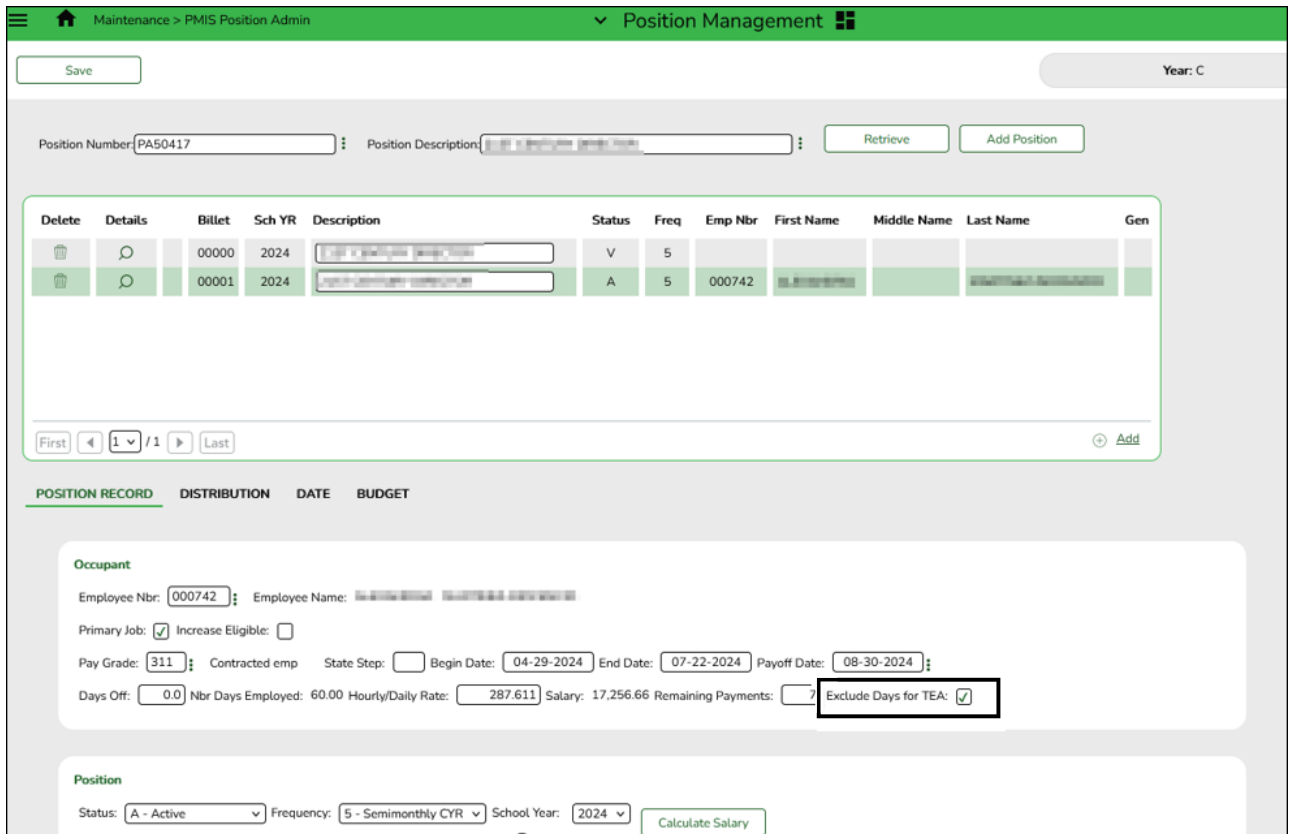
- **Total - Note:** For Pay Type 3 (hourly employees), enter an estimate of the annual salary.
- **Begin Date and End Date**
- **# of Days Empld**
- (If applicable) **Exclude Days for TEA** - If an employee has multiple jobs listed on this page, the system automatically calculates the total number of days worked across all jobs. For example, if a teacher works 187 days and has a secondary job as a bus driver for 180 days, by default, the system adds all days for a total of 367 days. This does not accurately reflect the actual number of days worked since the employee does not actually work 367 days. To ensure accurate reporting, it is recommended to only report the job with the highest number of days. For jobs with fewer days, select **Exclude Days for TEA** to prevent those days from being included in the total.

3. [Position Management](#)

Position Management

[Position Management > Maintenance > PMIS Position Admin](#)

Ensure the **Exclude Days for TEA** checkbox is selected for all secondary jobs.



The **Exclude Days for TEA** checkbox can be found on the following Position Management > Maintenance pages:

- PMIS Position Admin > Position Record
- PMIS Position Modify > Position Record
- PMIS Positions History > History
- PMIS Change in Position > Change in Compensation

4. [District Administration](#)

District Administration

[District Administration](#) > [Tables](#) > [District Information](#) > [District Name/Address](#)

Add data for contracted instructional staff as needed.

The screenshot shows the 'District Administration' interface. At the top, there's a navigation bar with 'Tables > District Information' and 'District Administration'. Below this, there's a 'Year' field set to '2025', with 'Retrieve' and 'Save' buttons. The main form is divided into several sections: 'DISTRICT NAME / ADDRESS', 'CAMPUS NAME / ADDRESS', 'PAYROLL FREQUENCIES', 'REPORTING CONTACT', 'SHARED SERVICES ARRANGEMENT', and 'FUND BALANCES'. The 'DISTRICT NAME / ADDRESS' section includes fields for District Name (ALLEVILLE ISD), District County Name (RAINBOW), District Type (Independent), District Website (http://www.robbycid.org/), District E-mail, ESC Region Number (14), ESC County District Number (221-950), Street Nbr (141), Street Name (South College St), City (ALLISON), State (TX - Texas), Zip (75648), Phone ((325) 201-5000), and Fax ((325) 201-5001). The Superintendent section includes fields for Title (Supt), First Name (Roger), Middle, Last Name (Rabbitt), and Generation (1 - JR). At the bottom, there are fields for Total Nbr School Board Requests (0) and Total Cost School Board Requests (50). A 'Contracted Instructional Staff' table is highlighted with a red box, showing columns for 'Delete', 'Campus', 'Program Intent Code', and 'Nbr FTE'. The table currently contains 'No Rows' and an 'Add' button at the bottom right.

In the **Year** field, type the four-digit school year for which you want to add or retrieve data and click **Retrieve**.

- Under **Contracted Instructional Staff**, add records and complete the following fields:
- **Campus**
 - **Program Intent Code**
 - **Number of FTEs**

[District Administration > Maintenance > Non-Employee](#)

For contracted instructional staff, complete all fields under **Instructional Staff**.

The screenshot shows a web form for adding a non-employee staff member. At the top, there is a 'Save' button and a breadcrumb trail 'Maintenance > Non-Employee'. The form is titled 'NON-EMPLOYEE' and has buttons for 'Retrieve', 'Directory', and 'Add'. The 'Name' section includes a dropdown for 'Name' and input fields for 'Title', 'First', 'Middle', 'Last', and 'Generation'. Below this are fields for 'Work E-mail', 'Job Code' (currently '9999 - Undefined'), and a 'Highly Qualified' checkbox. A 'Local Use' section has two numbered input fields. The 'Instructional Staff' section, which is highlighted with a black border, contains the following fields: 'SSN', 'Sex', 'Date of Birth', 'Races' (with checkboxes for Hispanic, American Indian, Asian, Black, Pacific Islander, and White), 'Days Employed', 'Total Years', 'District Years', 'Percent of Day', 'Highest Degree', 'TX Unique Staff ID', and 'TSDS Staff Type' (set to '3 - Contracted Prof').

Be sure to select a **TSDS Staff Type** code for all non-employee staff members with a 2023 start date or later.

- Select *3 - Contracted Professional Staff* if the staff member is a Contracted Professional (instructional and non-instructional).
- Select *4 - In-District Charter Prtnr Campus Teacher* if the staff member is a teacher employed at an In-district Charter Partner Campus.

III. Finance Domain

Third Level Submission

The Finance domain includes financial information captured in accounts (both actuals and budgeted).

1. [Add crosswalks.](#)**Add crosswalks**

[Finance](#) > [Tables](#) > [TSDS Crosswalks](#)

Map financial data from the LEA's set of accounts to TEA's Chart of Accounts for both the current and previous file IDs.

Verify the TSDS crosswalks copied from State Reporting are correct. Make corrections as needed.

Verify that there is not a crosswalk for the automatic crosswalks processed by ASCENDER. Automatic crosswalks are applied after any applicable crosswalks entered on this page. Review the **Automatic Crosswalks** section on the [Finance TSDS Crosswalk Tables](#) page.

The screenshot shows the 'Tables > TSDS Crosswalks' interface. At the top, there is a green navigation bar with a home icon, the text 'Tables > TSDS Crosswalks', and a 'Finance' dropdown menu. Below the navigation bar is a 'Save' button. The main content area features a 'Crosswalk Type:' dropdown menu with a list of 17 options. To the right of the dropdown are 'Retrieve' and 'Print' buttons.

As an example, a one-campus LEA that budgets and books expenditure records to campuses 101 and 001 should establish a crosswalk to move expenditures from Organization code 101 to Organization code 001.

Crosswalk Type:

Delete **From** **To**

/ 1

2. [Verify Budget data.](#)

Verify Budget data

Budget data is extracted from Finance for applicable funds. The totals include entries made into the system until the end of October or accounting period 10. It is recommended that all budget amendments be entered by the PEIMS Fall Snapshot date, which is the last Friday in October.

☰ 🏠 Inquiry > General Ledger Inquiry ▼ Finance ☰

GENERAL LEDGER INQUIRY GENERAL LEDGER ACCOUNT SUMMARY EMPLOYEE DISTRIBUTION LIST INQUIRY OVER EXPENDED ACCOUNT SUMMARY

Processed Current Period: 09 Next Period: 09 Balance Accounts Only Include Fund Totals Exclude Objects 61XX

Account Code: : : : : : : : : : :

◀ ▶

Date Run: Inquiry Information for Revenue Accounts

Cnty Dist: ISD Page: 1 of 2

Processed Current (09) Next (09) XXX XX 5XXX XX XXX X X X XX File ID: C

Account Number	Description	Est Revenue/ Appropriation	Encumbrance	Rlzd Revenue/ Expenditure	Balance
199 00 5711 00 000 5 00 0 00	TAXES/CURRENT YEAR	2,100,655.00		0.00	2,100,655.00
199 00 5711 01 000 5 00 0 00	TAXES/CUR PAST DUE	0.00		0.00	0.00
199 00 5712 00 000 5 00 0 00	TAXES/PRIOR YEAR	20,000.00		0.00	20,000.00

The following data is reported:

- Fund (199, 240, and 599)
- Function
- Object
 - Report 5XXX-8XXX
 - 61XX are collapsed into 6100, 62XX into 6200, 63XX into 6300, etc.

- Organization
- Fiscal Year
- Program Intent
- Amount
- Begin & End Date (time/date stamp assigned at the time of data entry; not the transaction date)

3. [Verify Payroll data.](#)

Verify Payroll data

[Payroll > Maintenance > Staff Job/Pay Data > Distributions](#)

Verify all account codes, amounts, and activity codes. All employees should have at least one row with **Activity Code 78** (*non-salary*) or **80** (*Base Salary*).

The screenshot shows the 'Maintenance > Staff Job/Pay Data' interface with the 'DISTRIBUTIONS' tab selected. The table below shows the distribution data:

Delete	Details	Job Code	Extra Duty	Account Type	Account Code	Amount	Percent
		0100 - SUPERINTENDENT		G	199-41-6119.00-701-599000	115,000.00	100.0000%
Total:						115,000.00	100.0000%
		XTRA - Extra Duty	06 - GUARDIAN SUPT	S	199-52-6119.01-999-599000	1,500.00	100.0000%
Total:						1,500.00	100.0000%

Below the table, the 'Job Code' is set to '0100 - SUPERINTENDENT' and the 'Activity Code' is set to '80 Base Salary'. The 'Amount' is 115,000.00 out of 115,000.00, and the 'Percent' is 100.0000%.

IV. TSDS Level 1 Errors

This page is used to view and print a listing of Level 1 errors that occurred in various domains/entities when the API interface files begin processing into the TEA database. ASCENDER does not control the content of these errors.

All TSDS Level 1 Error reports are displayed and printed in landscape orientation by default.

1. [Review/correct TSDS Level 1 Errors.](#)

Review/correct TSDS Level 1 Errors

[District Administration](#) > [Inquiry](#) > [TSDS Level 1 Errors](#)

Review TSDS Level 1 errors on a regular basis and correct data as needed. If not addressed, these errors will prevent data from flowing to the Operational Data Store (ODS).

The screenshot shows the 'TSDS Level 1 Errors' report interface. At the top, there are navigation icons and the text 'Inquiry > TSDS Level 1 Errors' and 'District Administration'. Below this are five buttons: 'Print', 'Extract Errors Reprint', 'Extract Prior Year Reprint', 'Extract Budget Reprint', and 'Extract Payroll Reprint'. The main content area is titled 'TSDS Level 1 Errors For' and contains a table with the following data:

<input type="checkbox"/>	Domain	Entity	Number of Errors
<input type="checkbox"/>	Student Identification and Demographics	Student Parent Association	76
<input type="checkbox"/>	Teaching and Learning	Staff Section Association	1742
<input type="checkbox"/>	Enrollment	Student School Association	2
<input type="checkbox"/>	Alternative and Supplemental Services	Student Title I Part A Program Association	1
<input type="checkbox"/>	Student Attendance	Student School Attendance Event	1
	Student Attendance	Basic Reporting Period Attendances	3
	Student Attendance	Student Program Attendance Event	1

At the bottom of the table, there are pagination controls: 'First', a left arrow, a dropdown menu showing '1', a right arrow, and 'Last'.

You can print various reports using the following options:

- Select the checkbox next to the domains (rows) to be included in the report and click **Print**. This prints errors associated with the selected Domain > Entity.
- Click **Extract Errors Reprint** to display the processes that completed successfully in the last extract as well as a list of errors that need to be corrected. This should be the focus for most error resolution.
- Click **Extract Prior Year Reprint** to display data that was extracted for Mid-Year PEIMS.
- Click **Extract Budget Reprint** to display Budget data most recently extracted for Fall PEIMS.
- The **Extract Payroll Reprint** button displays Payroll data most recently extracted for Fall PEIMS.

Note: If included in the report, the **Action Type** column displays the expected action of the record that was sent to the Operational Data Store (ODS):

- **I** - Insert
- **U** - Update
- **D** - Delete

V. Data Quality Tips

✓ Step	Completion Date	Completed By	Notes
Verify the following for Active Employees:			
Personnel > Maintenance > Employment Info			
Verify that active employees only have one employment type selected, Employment Type or Retiree Employment Type .			
Verify all employees with a Latest Re-employment Date do not have a Termination Date . For re-hires, delete the Termination Date and Reason .			
Verify all employees have a Percent of Day Employed .			
Verify all auxiliary staff have an Auxiliary Role ID with a Begin Date .			
Verify all paraprofessional staff with a Paraprofessional Certification have Para Cert selected with a Begin Date .			
Verify that employees with an Employment Status of <i>09 Other</i> are not reported to PEIMS. If the employee should be reported to PEIMS, it is recommended that you change the Employment Status to <i>02 Active auxiliary personnel</i> Be sure to add an Auxiliary Role ID to these employees. It is recommended that you use <i>222 Other Non-Exempt Auxiliary</i> .			
Verify the following for Terminated Employees:			
Personnel > Maintenance > Employment Info			
Verify the employee record has a Termination Date and Termination Reason .			
Verify the employee record has an End Date for the Auxiliary Role ID and/or Paraprofessional Certification .			
Verify the employee record has an updated Employment Status , if not, select the appropriate code.			
Personnel > Maintenance > Staff Demo > Responsibility			
Verify the employee record has an End Date on the Responsibility record if one exists.			
Payroll > Maintenance > Staff Job/Pay Data > Pay Info			
Verify the employee record has a Pay Status of <i>Inactive</i> .			
Verify the following for Finance and Budget Data:			
Finance > Maintenance > Create Chart of Accounts			
Verify that a “parent” account is not being used in the account code structure to enter data. (Examples: Fund code 100, 200; Object code 1100, 5700, 6300)			

✓ Step	Completion Date	Completed By	Notes
Verify the correct organization codes are being used. <ul style="list-style-type: none"> If the organization code is 701-750, then function code should be 41, 53 or 99. Function 41 should not have a organization code of 999. The organization codes are typically 701-703, 720, 750 or 751. (ESCs are the exception.) Reference the FAR Guide and make any changes for accounts that are not crosswalked. Expenditure accounts (6XXX) should not have an organization code of 000 or PIC of 00. 			
Verify the correct Program Intent Codes (PIC) are being used. <ul style="list-style-type: none"> Funds 205, 255, 270, and 429 should not have PIC 30. These funds are typically PIC 24. Verify you do not have PICs 31, 32, 34, or 35 in your chart of accounts. If you do, you will need to mass crosswalk the data to another account code. These codes have been retired and deleted from the FAR Guide. 			
Finance > Inquiry > General Ledger Inquiry			
Verify expenditures exist for object code 6491 to record Statutorily Required Public Notices.			
Verify at least one account code exists for instructional staff development (function 13) with budget amounts (for Fall PEIMS) and actual expenditures (for Mid-Year PEIMS) greater than zero.			
Verify at least one account code exists for instructional resources and media services (function 12 and object 6100-6600) with a budget and actual expenditures greater than zero.			
Verify at least one account code exists for guidance, counseling, evaluation services or social work services or health services in function 31-33, object 6100-6600 with amounts greater than zero.			
Verify at least one account code exists with object code 6212 for audit services.			
Verify one account code exists for Matching State Funds (object 5829) in funds 240 and 410.			



The District PEIMS Coordinator is responsible for setting up the following, unless other arrangements have been established.

Do not make changes to this information unless authorized.

✓ Step	Completion Date	Completed By	Notes
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✓ Step	Completion Date	Completed By	Notes
District Administration > Options > TSDS > Options			
Verify that the As-of-Date and School Start Window (SSW) Date fields have the correct dates.			
Ensure that email address(es) are entered under Finance Extract Distribution List and Personnel/Payroll Extract Distribution List . These designated email addresses allow a person or group of persons to receive extract emails.			
District Administration > Options > TSDS > Connection			
Verify the API URL , Key , and Secret are accurate.			
District Administration > Options > TSDS > Domains & Entities			
Make selections on Domains & Entities as described in the ASCENDER TSDS New School Year Best Practice Guide .			