

Fall PEIMS for Business - Quick Checklist

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✔	**Step**	**Completion Date**	**Completed By**	**Notes**
	Security Administration > Manage Users & Roles			
	Ensure applicable employees have the appropriate security permissions to access pages with TSDS fields.			
	District Administration > Tables > District Information > District Name/Address			
	Verify the **ESC County District Number** reflects the ESC's six-digit ESC county district number assigned by the Texas Education Agency (TEA). ESC County District Numbers			
	District Administration > Tables > District Information > Campus Name/Address			
	Ensure the **Exclude from reporting to TEA** checkbox is selected for all non-instructional campuses/departments. • Non-instructional campuses (701, 750, 999, other campuses or departments needed for purchasing) should have the **Exclude from reporting to TEA** checkbox selected. • ESCs will exclude all campuses from TEA reporting. • **Business-only LEAs**: Exclude all campuses from TEA reporting.			
	District Administration > Options > TSDS > Options			
	Enter the **As-of-Date** and **School Start Window (SSW) Date** fields are with the correct dates.			
	Enter email address(es) 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 > Maintenance > Non-Employee			
	Select a **TSDS Staff Type** code for all non-employee staff members with a start date of 2023 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.			
	Finance > Tables > TSDS Crosswalks			

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	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. Adjust if necessary.			
	Verify that there is not a crosswalk for the automatic crosswalks processed by ASCENDER. Review the **Automatic Crosswalks** section on the Finance TSDS Crosswalk Tables page.			
	Finance > Maintenance > Create Chart of Accounts			
	Verify that you are not using a “parent” account in the account code structure to enter data. (Examples: Fund code 100, 200; Object code 1100, 5700, 6300)			
	Verify the correct organization codes are being used. • Function 41 should not have organization code 999. The correct organization codes are 7XX. (Except for ESCs) • Expenditure accounts (6XXX) should not have an organization code 000.			
	Verify the correct Program Intent Codes (PIC) are being used. • Funds 205, 255, 270 & 429 should not have PIC 30. These funds should have 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.			
	Finance > Inquiry > General Ledger Inquiry			
	Verify that you have expenditures for object code 6491 to record Statutorily Required Public Notices.			
	Verify that you have expenditures for function 13.			
	Payroll > Maintenance > Staff Job/Pay Data > Job Info			
	Ensure the **Exclude Days for TEA** checkbox is selected for all secondary jobs.			
	Personnel > Maintenance > Employment Info			
	Verify that active employees only have one employment type selected, **Employment Type** or **Retiree Employment Type**. Only one type should be selected.			
	Verify all employees with a **Latest Re-employment Date** do not have a **Termination Date**.			
	Verify all employees have a **Percent of Day Employed** entered.			
	Verify all auxiliary staff have an **Auxiliary Role ID** and a **Begin Date** for the **Auxiliary Role ID**.			
	Verify all paraprofessional staff with a Paraprofessional Certification have **Para Cert** selected with a **Begin Date**.			

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	Verify that employees with an **Employment Status** of *09 Other* are not reported to PEIMS. • If the employee should be reported to PEIMS, it is recommended that you change the **Employment Status** to *02 Active auxiliary personnel* • Be sure to add an **Auxiliary Role ID** to these employees. It is recommended that you use *222 Other Non-Exempt Auxiliary*.			

Terminated Employees

- 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 **End Date** on the Responsibility record if one exists.
- Verify the employee record has a **Pay Status** of *Inactive*.
- Verify the employee record has an updated **Employment Status**, if not, update to the appropriate code.

Position Management (PMIS)

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