


# TSDS Data Quality Checklist

# Table of Contents

**TSDS Data Quality Checklist** ..... i
**TSDS Data Quality Checklist** ..... 1

# TSDS Data Quality Checklist

## Budget Data

| ASCENDER Breadcrumb | Step |
|---|---|
| Finance > Inquiry > General Ledger Inquiry | Click ⋮ to display all funds. Verify all funds are valid for the 2026 Budget. If not, create TSDS Crosswalks (Fund to Fund).<br><br>BudgetFund - Table ID C145B |
| | Click ⋮ to display all functions. Verify all functions are valid for the 2026 Budget. If not, create TSDS Crosswalks (Function to Function).<br><br>**TIP**: Expense function codes should not be 00.<br><br>BudgetFunction - Table ID C146B |
| | Click ⋮ to display all objects. Verify all objects are valid for the 2026 Budget. If not, create TSDS Crosswalks (Object to Object).<br><br>**TIP**: Expense object codes should not end with 0.<br><br>BudgetObject - Table ID C159B |
| | Click ⋮ to display all Program Intent Codes (PICs). Verify all PICs are valid for the 2026 Budget. If not, create TSDS Crosswalks (Program Intent to Program Intent).<br><br>**TIP**: Expense program intent code should not be 00.<br><br>BudgetProgramIntent - Table ID C147B |
| | Click ⋮ to display all organization codes. Verify all organization codes are valid for the 2026 Budget. If not, create TSDS Crosswalks (Org to Org). |
| | Verify organizations 001-698 are tied to a campus ID in AskTED. If not, create TSDS crosswalks as needed (Org to Org). |
| | Click ⋮ to verify accounts with PIC 91 are using function codes 36, 51 or 52. |
| | Click ⋮ to verify combinations:<br><br>• Org 701-750 should only be used in functions 41, 53, 99<br>• Function 71 should be used with object 65XX<br>• Funds 205, 255, 270, 429 should be used with PIC 24 rather than 30<br>• Expense objects (6XXX) should not be used with Org 000, 709-719, 726-749 or 800-997<br>• Expense Objects (6XXX) should not be used with PIC 00<br>• Expense Objects (6XXX should not use function 00)<br><br>Account Code Matrices in FAR |
| | Click ⋮ to verify the fiscal year for PEIMS Budget Funds. The fiscal year is 6 for the 2025-2026 fiscal year. (Only applies to funds reported for Fall PEIMS: 199, 240, 420, 599) |
| | Verify expenditures exist for object code 6491 to record Statutorily Required Public Notices. |

| ASCENDER Breadcrumb | Step |
|---|---|
| | Verify at least one account code exists for instructional staff development (function 13) with budget amounts. |
| | Verify at least one account code exists for general administration (function 41) with budget amounts 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. |
| | Verify budgets in object 65XX are tied to function 71. |

# Staff Data

**Active Employees**:

| ASCENDER Breadcrumb | Step |
|---|---|
| Personnel > Maintenance > Staff Demo > Demographic Information | Verify the following fields are completed for all regular employees, contracted instructional staff, and long-term substitutes:<br><br>• **Texas Unique Staff ID**<br>• **DOB**<br>• **Sex**<br>• **Race**<br>• **Ethnicity**<br><br>Generate a user-created report to verify accuracy.<br><br>Staff Entity |
| Personnel > Maintenance > Staff Demo > Credentials | Ensure the PK Teacher Specialization is added to all PK Teachers of Record.<br><br>PK Teacher Requirement - Table ID C207 |
| | Ensure all TIA teachers have TIA data added. If TIA eligible, generate a user-created report to ensure they also have **Creditable Years of Service**. This is reported in Class Roster.<br><br>TIA Designation - Table ID C322 |
| Personnel > Maintenance > Staff Demo > Responsibility | Ensure Responsibility records are complete and accurate for applicable staff.<br><br>StaffEducationOrganizationAssignmentAssociation Entity<br><br>Responsibilities - Quick Reference Chart |

| ASCENDER Breadcrumb | Step |
|---|---|
| | Responsibility records with a **Staff Service** beginning with SE must have **Pop Served** set to 06.<br><br>Population Served - Table ID C030 |
| | Responsibility records for aides must have **Number of Students** set to 0. |
| Personnel > Maintenance > Employment Info | Verify that active employees only have one employment type selected, **Employment Type** or **Retiree Employment Type**.<br><br>Staff Type - Table ID C181 |
| | Verify **Employee Status** is 1-5 or A when data is ready to be sent. (**TIP**: It is recommended to set the Employee Status to 0 - Pending while gathering required data elements.<br><br>TSDS Best Practices for New Employee Records |
| | 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 regular employees have a **Highest Degree**. |
| | Verify all employees have a **Percent of Day Employed**. |
| | Verify professional staff have **Total** and **In District** years of experience. (exclude current year in count)<br><br>Total Years Professional Experience |
| | Verify all auxiliary staff have an **Auxiliary Role ID** with a **Begin Date**. Staff who have an **Auxiliary Role ID** should have at least one payroll record coded to object code 612X. For TSDS reporting purposes, multiple auxiliary roles are allowed.<br><br>Auxiliary Role - Table ID C213 |
| | Verify all paraprofessional staff with a Paraprofessional Certification have **Para Cert** selected with a **Begin Date**.<br><br>Paraprofessional Certification |
| | Verify **Employment Status**. Only staff with an **Employment Status** of 01-05 and A are reported to PEIMS. When all employee data is complete and accurate, change the **Employment Status** to include the record in the nightly send job.<br><br>TSDS Best Practices for New Employee Records |
| Personnel > Maintenance > TSDS Days Employed Set | Ensure all reported staff have **Number of Days Employed**.<br><br>StaffEducationOrganizationEmploymentAssociation Entity |
| | Ensure all reported staff have a **Percent of Days Employed**.<br><br>StaffEducationOrganizationEmploymentAssociation Entity |

**Terminated Employees**:

| ASCENDER Breadcrumb | Step |
|---|---|
| Personnel > Maintenance > Employment Info | Verify the employee record has a **Termination Date** and **Termination Reason**.<br><br>TSDS Best Practices for Terminated Employee Records |
| | Verify the employee record has an **End Date** for the **Auxiliary Role ID** and/or **Paraprofessional Certification**. |
| | Select **Extract for TSDS** to include the employee in TSDS Staff Domain extracts regardless of their employment status. |
| | 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.<br><br>TSDS Best Practices for Terminated Employee Records |
| Payroll > Maintenance > Staff Job/Pay Data > Pay Info | Verify the employee record has an *Inactive* **Pay Status**. |
| Personnel > Maintenance > TSDS Days Employed Set | Verify the employee record has an **End Date**. |

# Payroll Data

| ASCENDER Breadcrumb | Step |
|---|---|
| Payroll > Reports > User Created Report | Review employee distributions. Verify organization codes on all payroll. No payroll expenditure codes should use org 000, 700, 709-719, 726-749, or 800-997.<br><br>Account Code Matrices in FAR |
| | Verify admin staff coded to functions 41, 53, or 99 use valid org codes 701-750.<br><br>Account Code Matrices in FAR |
| | Verify program intent codes on all payroll. No payroll program intent codes should use org 00.<br><br>Account Code Matrices in FAR |
| | Verify all staff have at least one payroll code with a Payroll Activity code of 80. |
| | Staff paid with object 6129 must have an **Auxiliary Role ID** or responsibility with **Staff Classification** of 033 or 036 or Classroom Position record of 05 in the Schedule. |
| Personnel > Tables > Salaries > Extra Duty | Verify Business Allowances are set to Activity Code 79.<br><br>PayrollActivity - Table ID C018 |



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.

| ASCENDER Breadcrumb | Step |
|---|---|
| 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. |