


# PEIMS Fall Submission Data for Business

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# TSDS PEIMS Fall Submission Data for Business

**Created:** 10/01/2024
**Reviewed:** 09/01/2026
**Revised:** 09/24/2026

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 more information about the TEA TSDS reporting process, review the **TSDS Training Materials** webpage: https://www.texasstudentdatasystem.org/tsds/about/training-and-support/tsds-training-materials.

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.

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For a complete list of submission rules and edits, access the TEA TSDS Web-Enabled Data Standards **(TWEDS)** website: https://www.texasstudentdatasystem.org/tsds/teds/tweds-upgrade. In the top-right corner, select the appropriate **School Year** (20XX), **Collection** (PEIMS), and **Submission** (Fall) and click **Open**.



Once on the TWEDS website, in the Overview tab, you can review **Collections**, **Timelines (DUE DATES)**, and **Data Submission Responsibilities**. It is **highly important** to ensure that you review all of these details as they may change according to the **School Year**.

Additionally, you can use the other tabs on the TWEDS website to review **Data Components**, **Descriptor Tables**, **References**, **Rules**, **Change Logs**, and **Early Notices**.

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# 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.

❑ Review TSDS Best Practices for New Employee Records.

❑ Review TSDS Best Practices for Terminated Employee Records.

❑ Review the Responsibilities - Quick Reference Chart.

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# I. Education Organization Domain



Review TSDS Web-Enabled Data Standards for the **Education Organization** domain.

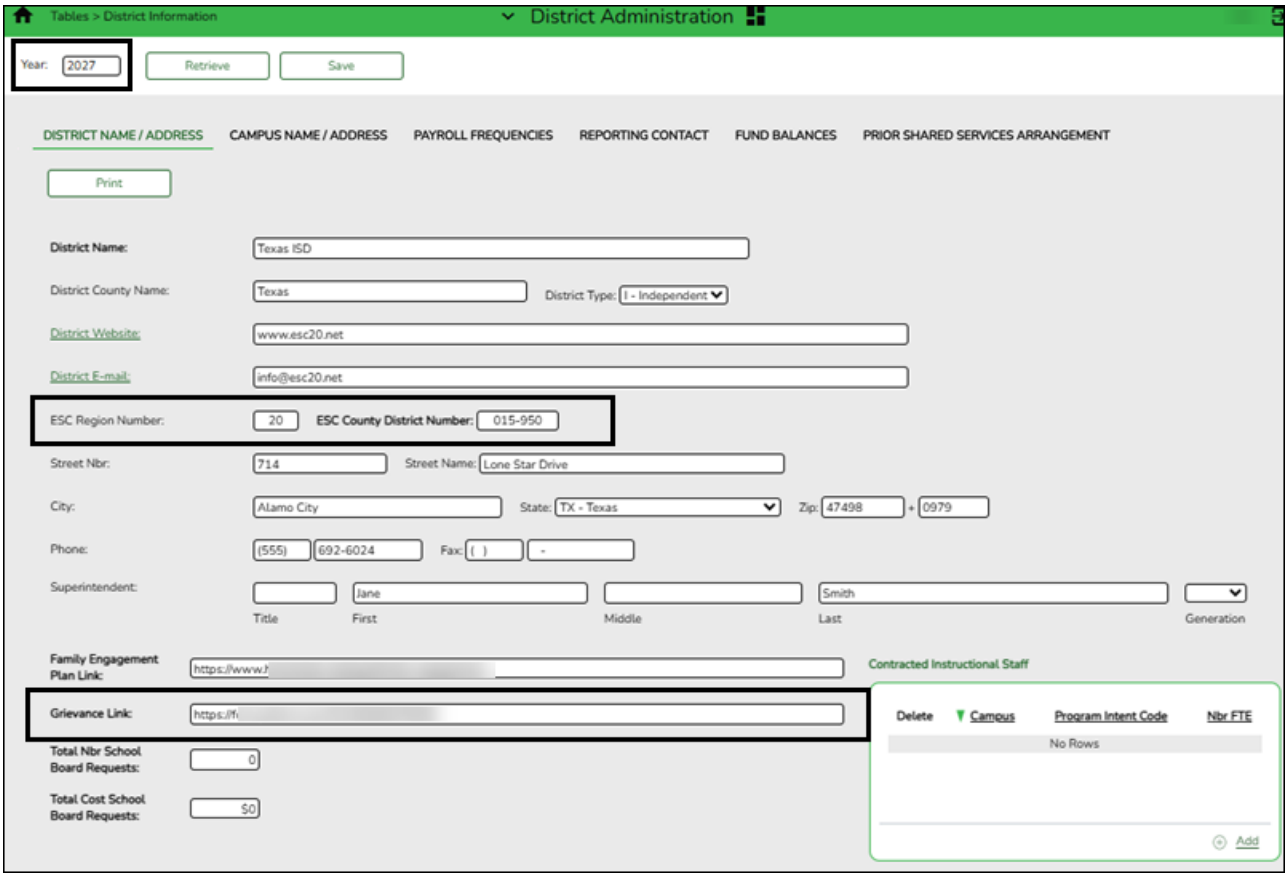
The Education Organization domain includes information about public, charter, education service center, organization, or agency.

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 following steps are managed by school year.

❑ In the **Year** field, type the four-digit ending year of the desired school year (e.g., enter 2027 for the 2026–2027 school year).

❑ 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

❑ Verify that the **Grievance Link** is accurate. This is the LEA's website address that connects directly to the school district's grievance policy. The **Grievance Link** field only displays for the 2026 school year or later.

**NOTE**: The **Grievance Link** field is available on this tab and on the Registration > Maintenance > District Profile > District Maintenance > TSDS tab. Users can maintain this field in either application, based on their permissions. For TSDS reporting, the data is pulled from the same underlying table regardless of where it is updated.

❑ Under **Contracted Instructional Staff**, add records as needed:

- **Campus**
- **Program Intent Code** - Identifies the cost of instruction and other services directed toward a particular need of a specific set of students. The intent (the student group toward which the instructional or other service is directed) determines the program intent code, not the demographic makeup of the students served.
- **Number of FTEs** - A standard measurement of the portion of professional contracted instructional staff expressed as a multiple of the standard workday, such as 7.7 FTEs. When calculating contracted instructional staff FTEs, the following items must be considered:
  - The percent of the day worked (the number of hours worked divided by the number of work hours in the standard day).
  - The percent of days per week worked (the number of days worked divided by 5).
  - The percentage of weeks worked (the number of weeks worked divided by the number of weeks in the work year).

For example, Mrs. Jones is hired on a contracted instructional staff basis to teach the tuba to three tuba players. Her contract specifies that she will work two hours each Monday and each Friday for the entire school year. Her FTE is 0.25 (two hours worked divided by the eight-hour work day in the district) multiplied by 0.40 (two days divided by five days) multiplied by 1.0 (36 weeks worked divided by the 36-week instructional year), for a reported FTE of 0.10.

**Note**: For information regarding Full-Time Equivalent (FTE) calculations, please refer to the TWEDS website.

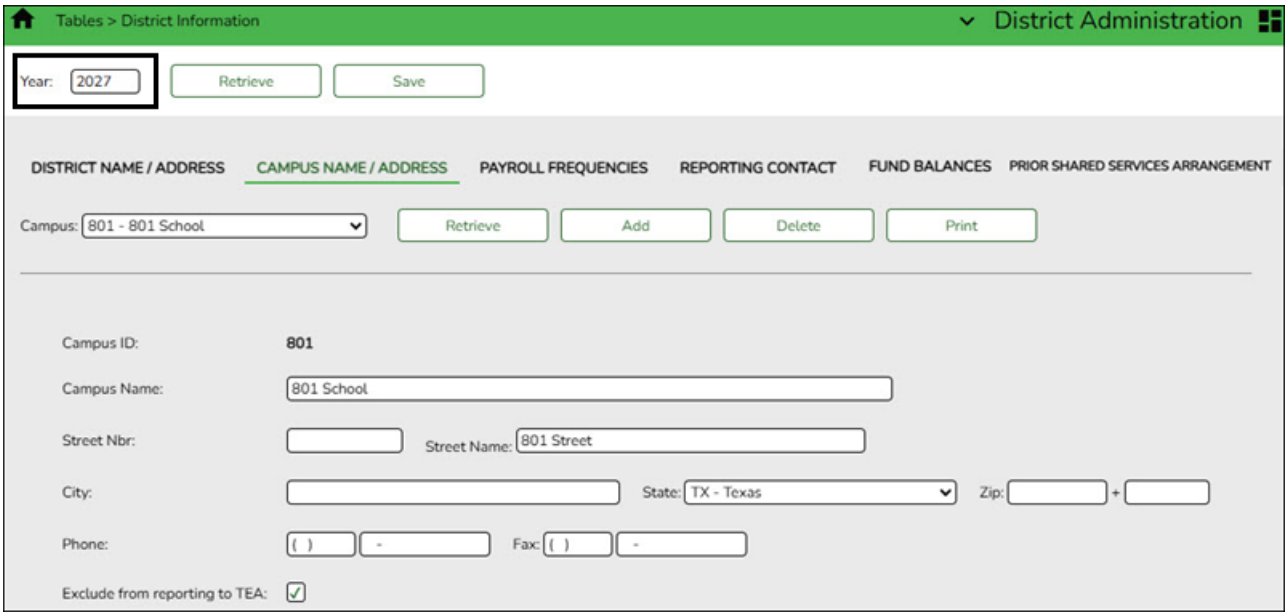
❑ Click **Save** for each year; each year is a separate record.

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.




❑ In the **Year** field, type the four-digit ending year of the desired school year (e.g., enter 2027 for the 2026–2027 school year) for which you want to add or retrieve data and click **Retrieve**. The **Year** is automatically updated when the Fiscal Year Close process is completed in Finance.

❑ Retrieve each campus record as each campus is a separate record.

❑ Review the following guidelines as consideration for selecting the **Exclude from reporting to TEA** checkbox:

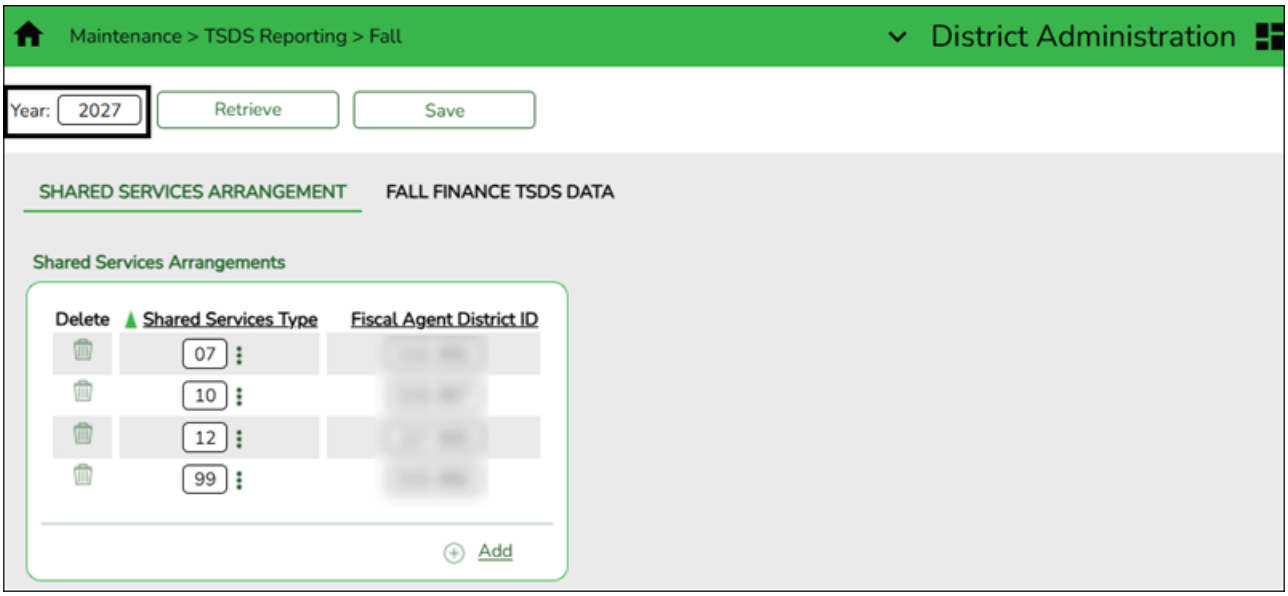
- Instructional campuses listed in AskTed (001, 041, 101, etc.) should **not** have the **Exclude from reporting to TEA** checkbox selected.
- Non-instructional campuses (701, 750, 999, and other campuses or departments needed for purchasing) should have **Exclude from reporting to TEA** selected.
- **Education Service Centers (ESCs)**: Exclude all campuses from TEA reporting.
- **Business-only LEAs**: Exclude all campuses from TEA reporting.

❑ Click **Save** for each campus.

3. Verify Shared Services Arrangements, as needed.

## Verify Shared Services Arrangements, as needed

District Administration > Maintenance > TSDS Reporting > Fall > Shared Services Arrangement




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

❑ Under **Shared Services Arrangements**, enter all Shared Services Arrangements for which the LEA is a member or the fiscal agent. Indicate the **Shared Services Type** and **Fiscal Agent District ID**.

> **Note**: Prior year SSA records are now maintained on the Prior Shared Services Arrangement tab.

❑ Click **Save**.

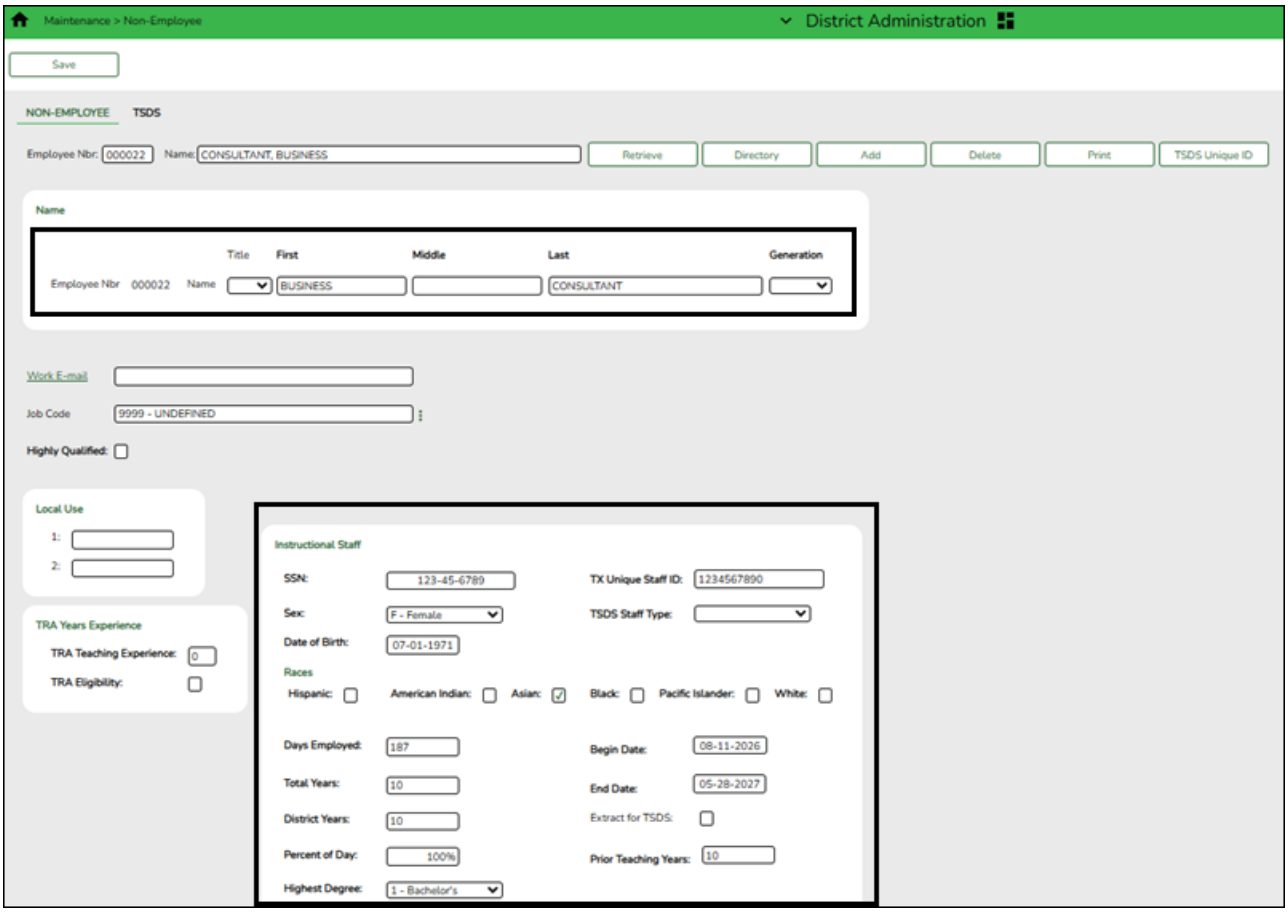
4. Update non-employee records.

## Update non-employee records

> Although this information belongs in the Finance Domain section, it is included here since you are already working in District Administration.

District Administration > Maintenance > Non-Employee

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




☐ Be sure to select a **TSDS Staff Type** code for all non-employees who have a start date within the PEIMS school year that you are currently working in.

• 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.

**Notes**:

- Typically for staff paid out of Finance, not Payroll.
- A non-employee cannot have the same Social Security Number and Texas Unique Staff ID as an active employee in Personnel or Payroll.

**Staff Payroll Calculated Values**

Full-Time Equivalents (FTEs) are calculated in the following manner:

If *NumberDaysEmployed* is greater than or equal to 187, then FTE = *PercentDayEmployed* divided by 100.

If *NumberDaysEmployed* is less than 187, then FTE =

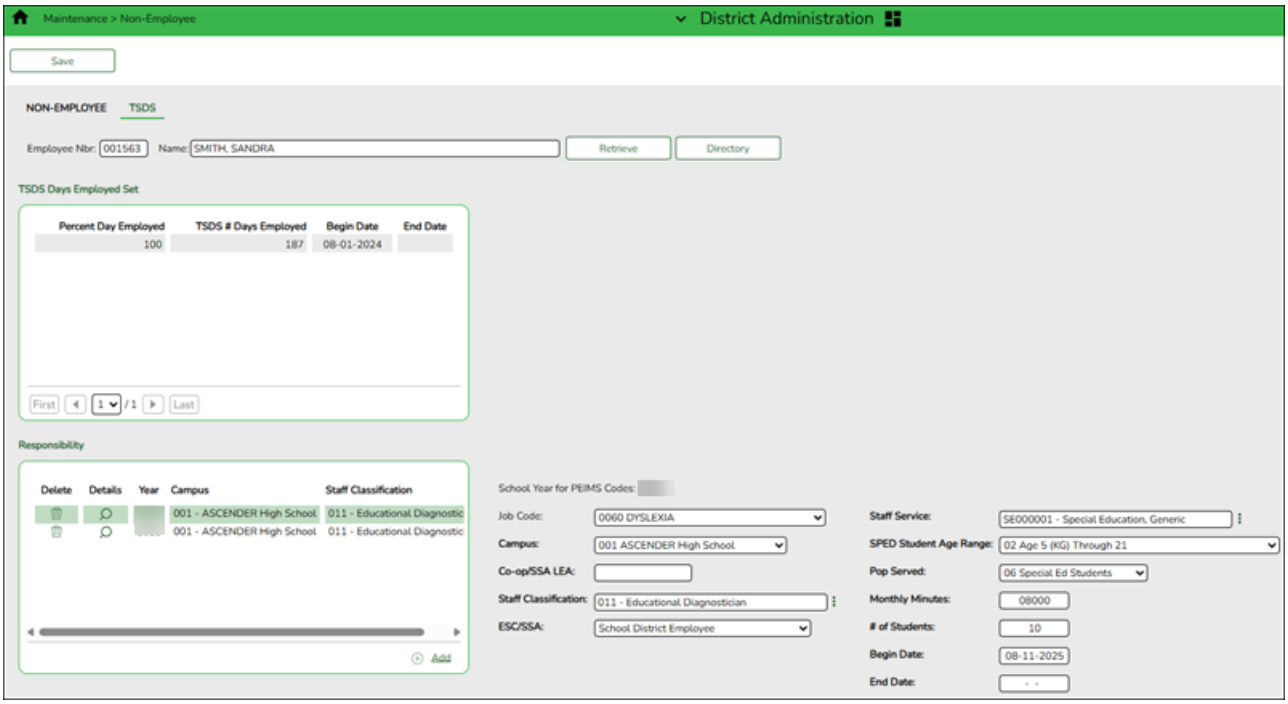
$$\frac{(\textit{PercentDayEmployed} \text{ divided by } 100) \text{ X } (\textit{NumberDaysEmployed})}{187}$$

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District Administration > Maintenance > Non-Employee > TSDS

Create TSDS Responsibility records for non-employees.

**Note**: Non-employees can have multiple responsibility records for the same year, provided that each record has a different **Staff Service** value.




# II. Staff Domain

Review TSDS Web-Enabled Data Standards for the **Staff** domain.

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.

1. Personnel

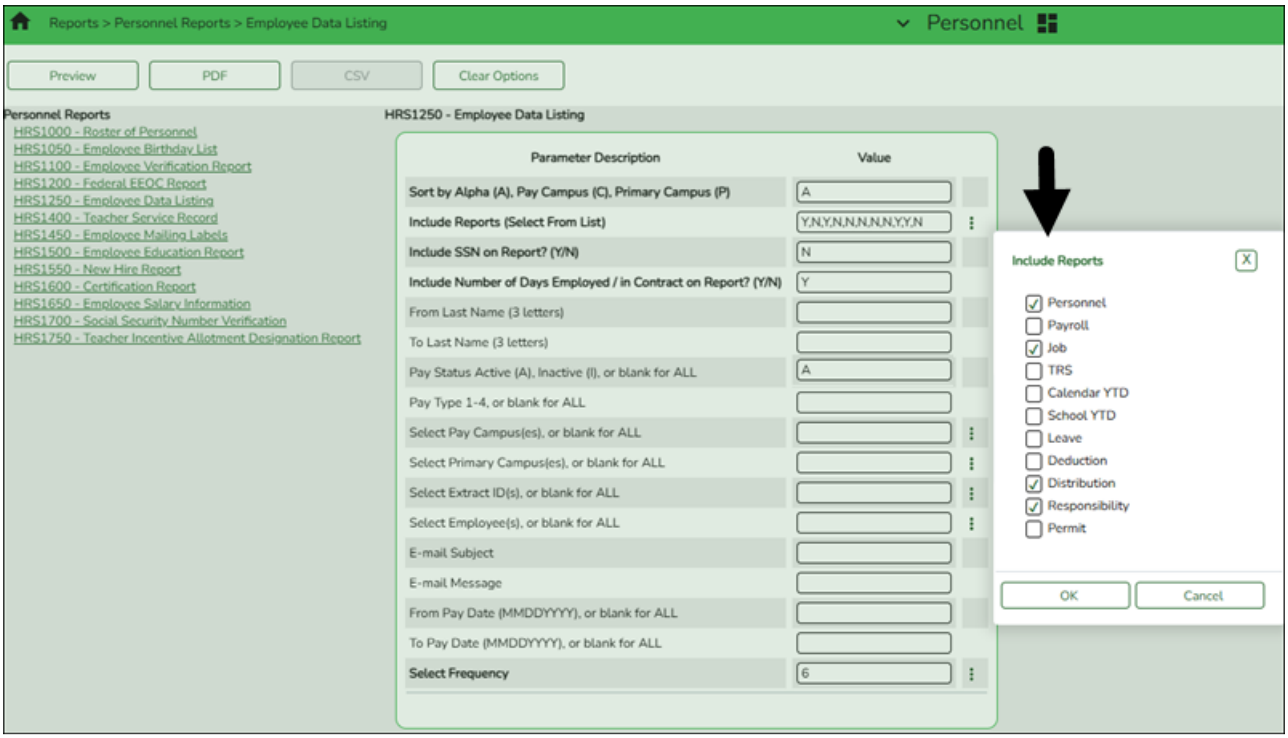
### Personnel Report

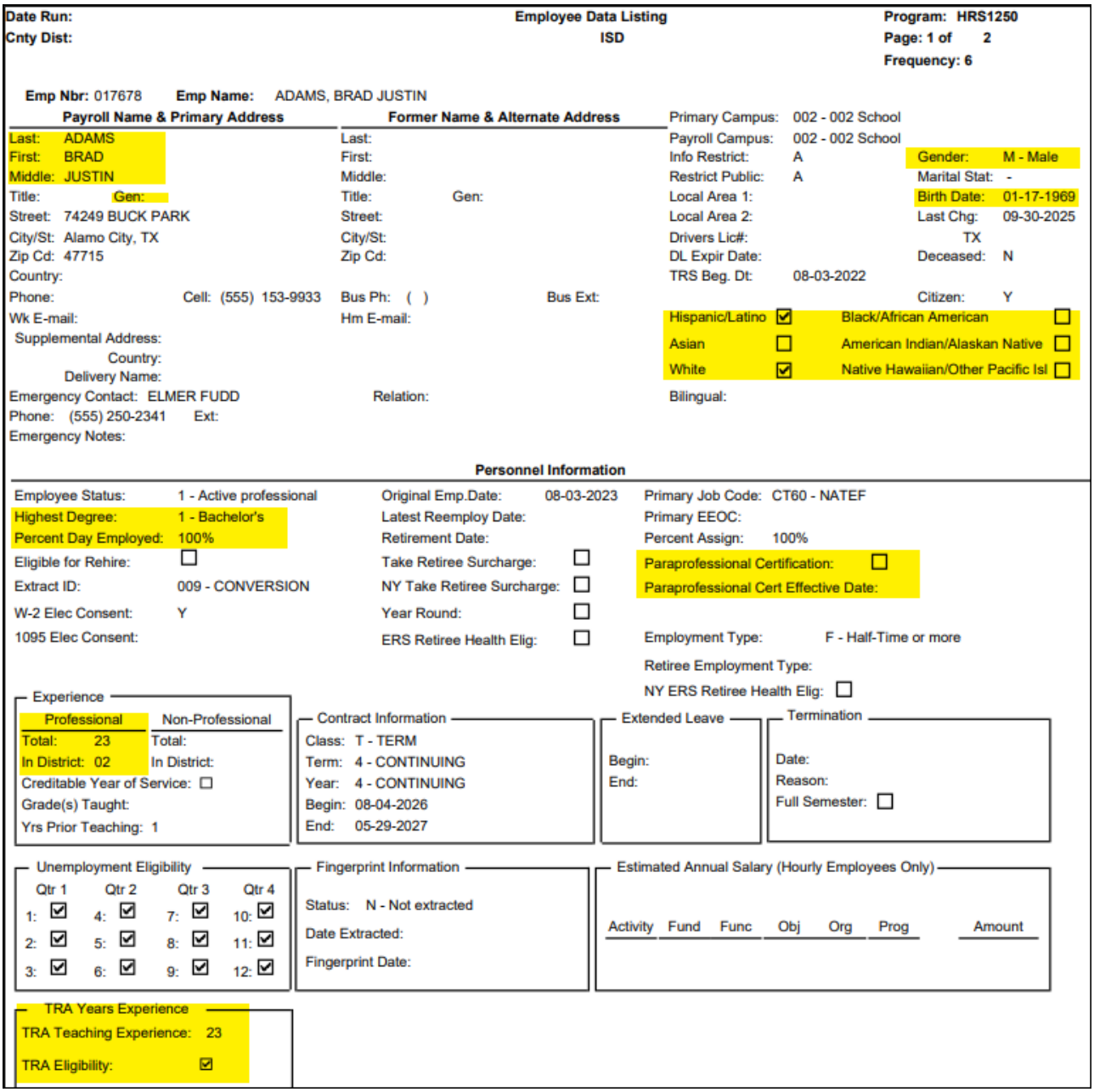
Personnel > Reports > Personnel Reports > HRS1250 - Employee Data Listing

This report allows you to verify demographic, responsibilities, salary, and account data for employees, one employee per page.

Use the **Include Reports** parameter to select *Personnel*, *Job*, *Responsibility*, and *Distributions*.

**TIP**: You can also generate user-created reports to assist you in verifying data.





Date Run:
Cnty Dist:

**Employee Data Listing**
**ISD**

Program: HRS1250
Page: 1 of 2
Frequency: 6

**Emp Nbr:** 017678 **Emp Name:** ADAMS, BRAD JUSTIN

**Payroll Name & Primary Address**

Last: ADAMS
First: BRAD
Middle: JUSTIN
Title: Gen:
Street: 74249 BUCK PARK
City/St: Alamo City, TX
Zip Cd: 47715
Country:
Phone: Cell: (555) 153-9933
Wk E-mail:
Supplemental Address:
Country:
Delivery Name:
Emergency Contact: ELMER FUDD
Phone: (555) 250-2341 Ext:
Emergency Notes:

**Former Name & Alternate Address**

Last:
First:
Middle:
Title: Gen:
Street:
City/St:
Zip Cd:
Bus Ph: ( ) Bus Ext:
Hm E-mail:
Relation:

Primary Campus: 002 - 002 School
Payroll Campus: 002 - 002 School
Info Restrict: A
Restrict Public: A
Local Area 1:
Local Area 2:
Drivers Lic#:
DL Expir Date:
TRS Beg. Dt: 08-03-2022
Gender: M - Male
Marital Stat: -
Birth Date: 01-17-1969
Last Chg: 09-30-2025
TX
Deceased: N
Citizen: Y
Hispanic/Latino ☑ Black/African American ☐
Asian ☐ American Indian/Alaskan Native ☐
White ☑ Native Hawaiian/Other Pacific Isl ☐
Bilingual:

**Personnel Information**

Employee Status: 1 - Active professional
Highest Degree: 1 - Bachelor's
Percent Day Employed: 100%
Eligible for Rehire: ☐
Extract ID: 009 - CONVERSION
W-2 Elec Consent: Y
1095 Elec Consent:

Original Emp.Date: 08-03-2023
Latest Reemploy Date:
Retirement Date:
Take Retiree Surcharge: ☐
NY Take Retiree Surcharge: ☐
Year Round: ☐
ERS Retiree Health Elig: ☐

Primary Job Code: CT60 - NATEF
Primary EEOC:
Percent Assign: 100%
Paraprofessional Certification: ☐
Paraprofessional Cert Effective Date:
Employment Type: F - Half-Time or more
Retiree Employment Type:
NY ERS Retiree Health Elig: ☐

**Experience**

| Professional | | Non-Professional | |
|---|---|---|---|
| Total: | 23 | Total: | |
| In District: | 02 | In District: | |

Creditable Year of Service: ☐
Grade(s) Taught:
Yrs Prior Teaching: 1

**Contract Information**

Class: T - TERM
Term: 4 - CONTINUING
Year: 4 - CONTINUING
Begin: 08-04-2026
End: 05-29-2027

**Extended Leave**

Begin:
End:

**Termination**

Date:
Reason:
Full Semester: ☐

**Unemployment Eligibility**

| Qtr 1 | Qtr 2 | Qtr 3 | Qtr 4 |
|---|---|---|---|
| 1: ☑ | 4: ☑ | 7: ☑ | 10: ☑ |
| 2: ☑ | 5: ☑ | 8: ☑ | 11: ☑ |
| 3: ☑ | 6: ☑ | 9: ☑ | 12: ☑ |

**Fingerprint Information**

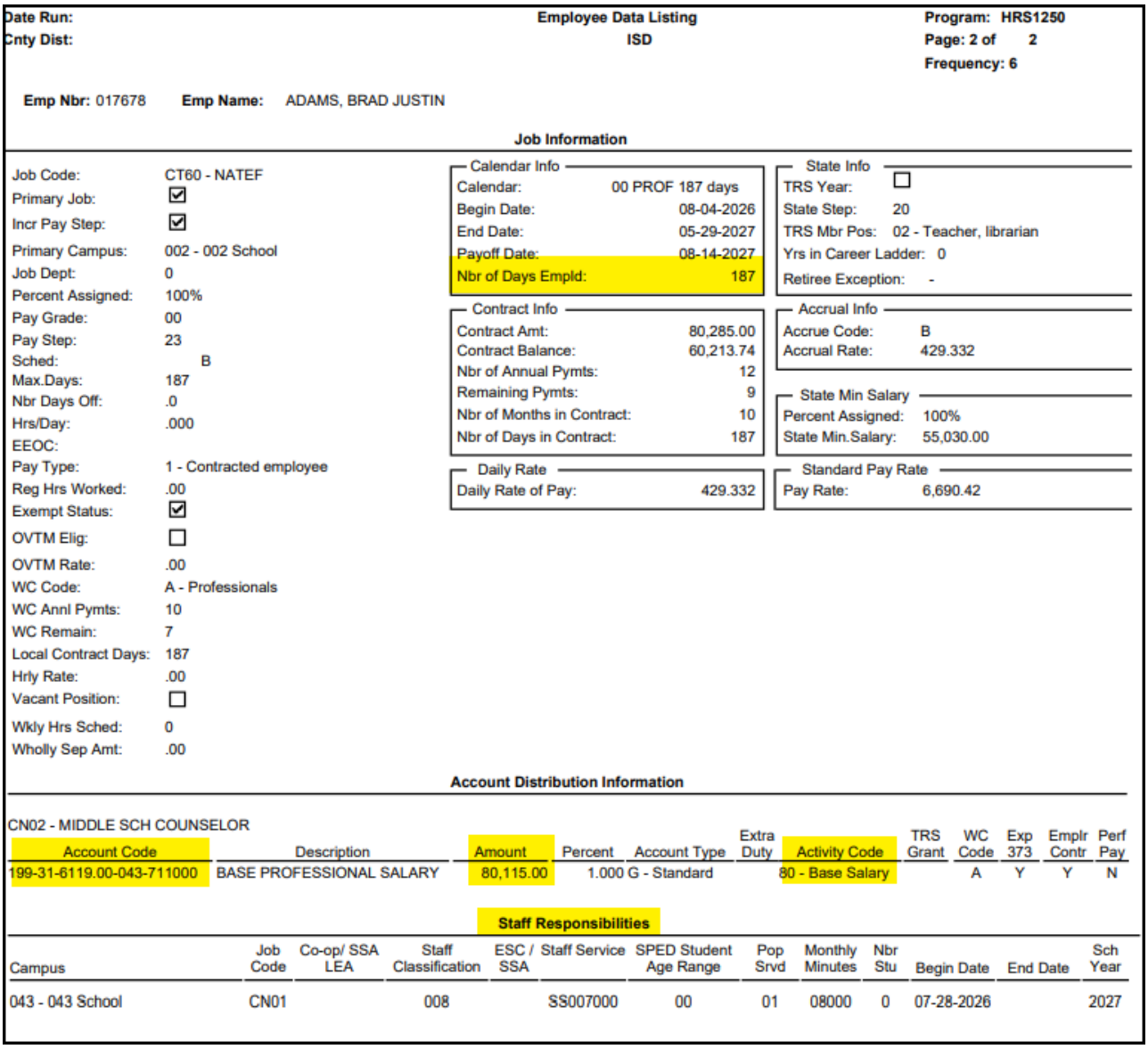
Status: N - Not extracted
Date Extracted:
Fingerprint Date:

**Estimated Annual Salary (Hourly Employees Only)**

| Activity | Fund | Func | Obj | Org | Prog | Amount |
|---|---|---|---|---|---|---|

**TRA Years Experience**

TRA Teaching Experience: 23
TRA Eligibility: ☑



Date Run:
Cnty Dist:

**Employee Data Listing**
**ISD**

**Program: HRS1250**
**Page: 2 of 2**
**Frequency: 6**

**Emp Nbr:** 017678 **Emp Name:** ADAMS, BRAD JUSTIN

**Job Information**

| | |
|---|---|
| Job Code: | CT60 - NATEF |
| Primary Job: | ☑ |
| Incr Pay Step: | ☑ |
| Primary Campus: | 002 - 002 School |
| Job Dept: | 0 |
| Percent Assigned: | 100% |
| Pay Grade: | 00 |
| Pay Step: | 23 |
| Sched: | B |
| Max.Days: | 187 |
| Nbr Days Off: | .0 |
| Hrs/Day: | .000 |
| EEOC: | |
| Pay Type: | 1 - Contracted employee |
| Reg Hrs Worked: | .00 |
| Exempt Status: | ☑ |
| OVTM Elig: | ☐ |
| OVTM Rate: | .00 |
| WC Code: | A - Professionals |
| WC Annl Pymts: | 10 |
| WC Remain: | 7 |
| Local Contract Days: | 187 |
| Hrly Rate: | .00 |
| Vacant Position: | ☐ |
| Wkly Hrs Sched: | 0 |
| Wholly Sep Amt: | .00 |

**Calendar Info**

| | |
|---|---|
| Calendar: | 00 PROF 187 days |
| Begin Date: | 08-04-2026 |
| End Date: | 05-29-2027 |
| Payoff Date: | 08-14-2027 |
| Nbr of Days Empld: | 187 |

**State Info**

| | |
|---|---|
| TRS Year: | ☐ |
| State Step: | 20 |
| TRS Mbr Pos: | 02 - Teacher, librarian |
| Yrs in Career Ladder: | 0 |
| Retiree Exception: | - |

**Contract Info**

| | |
|---|---|
| Contract Amt: | 80,285.00 |
| Contract Balance: | 60,213.74 |
| Nbr of Annual Pymts: | 12 |
| Remaining Pymts: | 9 |
| Nbr of Months in Contract: | 10 |
| Nbr of Days in Contract: | 187 |

**Accrual Info**

| | |
|---|---|
| Accrue Code: | B |
| Accrual Rate: | 429.332 |

**State Min Salary**

| | |
|---|---|
| Percent Assigned: | 100% |
| State Min.Salary: | 55,030.00 |

**Daily Rate**

| | |
|---|---|
| Daily Rate of Pay: | 429.332 |

**Standard Pay Rate**

| | |
|---|---|
| Pay Rate: | 6,690.42 |

**Account Distribution Information**

CN02 - MIDDLE SCH COUNSELOR

| Account Code | Description | Amount | Percent | Account Type | Extra Duty | Activity Code | TRS Grant | WC Code | Exp 373 | Emplr Contr | Perf Pay |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 199-31-6119.00-043-711000 | BASE PROFESSIONAL SALARY | 80,115.00 | 1.000 | G - Standard | | 80 - Base Salary | | A | Y | Y | N |

**Staff Responsibilities**

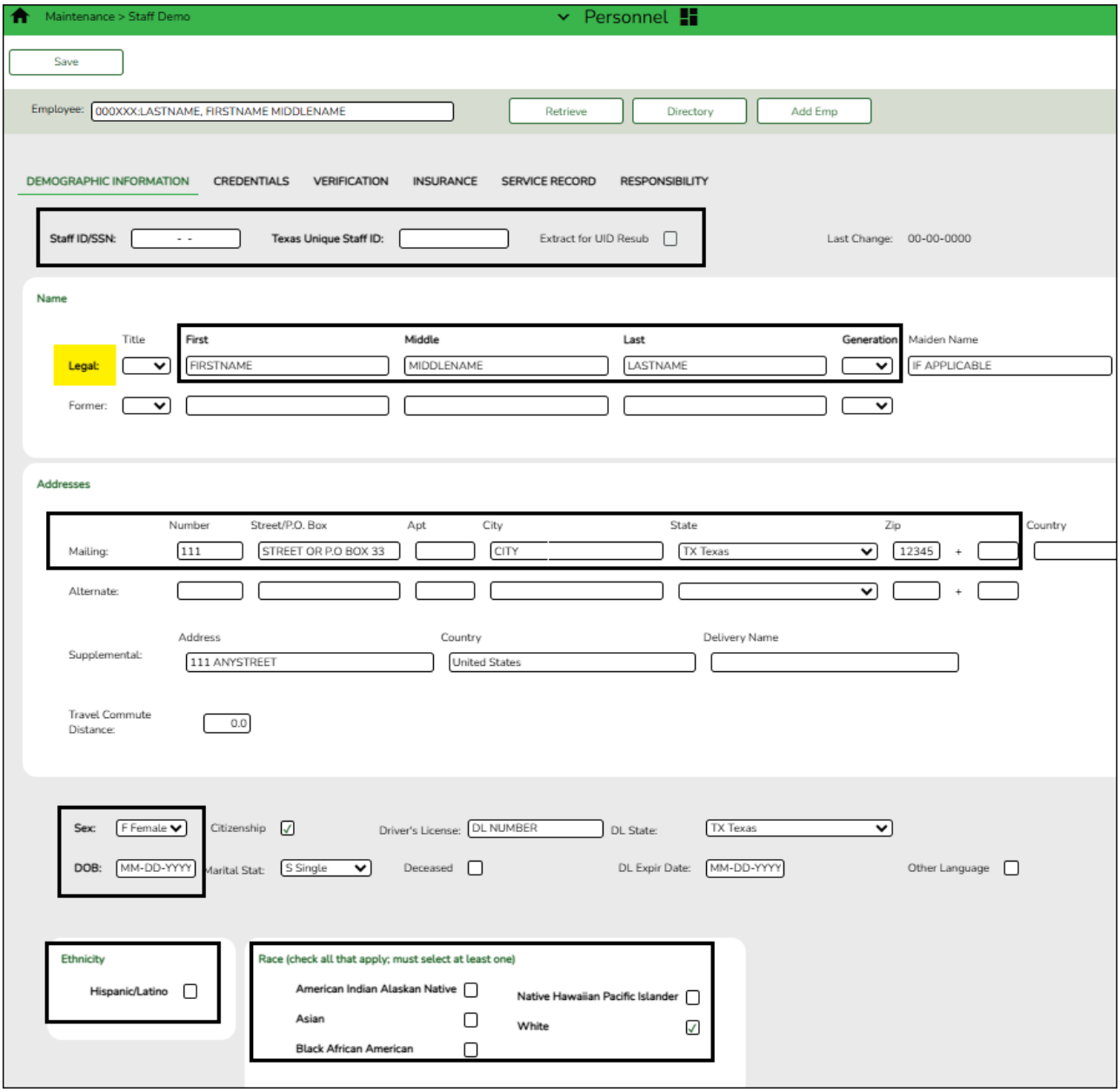
| Campus | Job Code | Co-op/ SSA LEA | Staff Classification | ESC / SSA | Staff Service | SPED Student Age Range | Pop Srvd | Monthly Minutes | Nbr Stu | Begin Date | End Date | Sch Year |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 043 - 043 School | CN01 | | 008 | | SS007000 | 00 | 01 | 08000 | 0 | 07-28-2026 | | 2027 |



**TIP**: All new staff should be entered in Personnel and Payroll on the same day before data is sent from the ADC. If the required staff data is not available or cannot be entered the same day, the recommended best practice is to set the **Employee Status** field to *0 - Pending* on the Personnel > Maintenance > Employee Info page. This prevents the record from being included in the overnight extract with incomplete information. Be sure to review TSDS Best Practices for New Employee Records.

## Personnel

Personnel > Maintenance > Staff Demo > Demographic Information




Verify that the following fields are complete:

- **Staff ID/SSN**
- **Texas Unique Staff ID**
- **First**, **Middle**, and **Last Name** - **It is recommended** that you have a copy of the employee's Social Security card available. Enter the employee's legal name exactly as it appears on the card.
- **Generation**
- **Sex**
- **DOB**
- **Ethnicity** (if applicable)
- **Race (check all that apply; must select at least one)**

**Beyond TSDS Data**: **It is highly recommended** that the address is entered correctly to avoid possible errors.

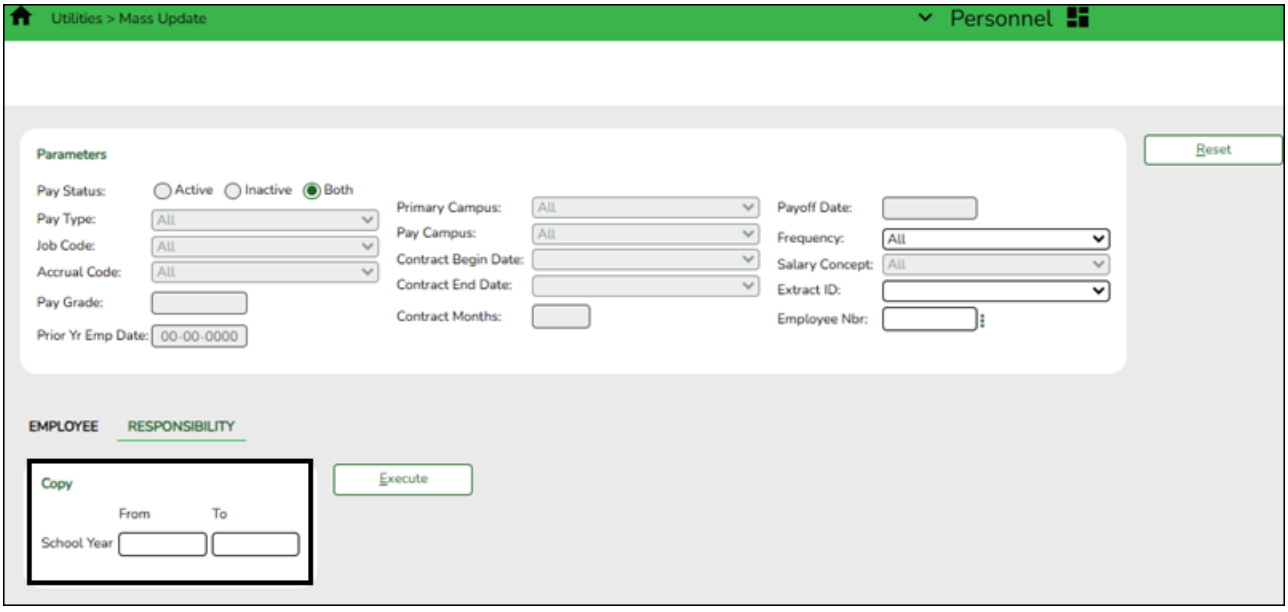
- **Number**: Enter numbers only.
- **Street/PO Box**: Enter the street name without the residential house number. If entering a PO Box, type the entire PO Box and number. *(See example in screenshot above.)*

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Personnel > Utilities > Mass Update > Responsibility

**TIPS**: Before running a mass update:

- Verify that the **School Year for PEIMS Codes** field on the Tables > District HR Options page has been updated to reflect the current school year (2027).
- Verify that responsibility records for employees who have been terminated or reassigned have an **End Date**. This prevents ended responsibilities from being copied forward.




❑ Under **Parameters**, select the appropriate parameters for the employees whose responsibility data is to be updated.

❑ Under **Copy**, in the **School Year** field:

| | |
|---|---|
| **From** | Type the school year from which you want to copy responsibility records in the YYYY format. |
| **To** | Type the school to which you want to copy responsibility records in the YYYY format. |

**Note**: The **From School Year** is the prior year and the **To School Year** is the current

year.

❑ Click **Execute**. A preview report is displayed. The report only lists available responsibilities to be copied based on the set parameters. Duplicates are not allowed.

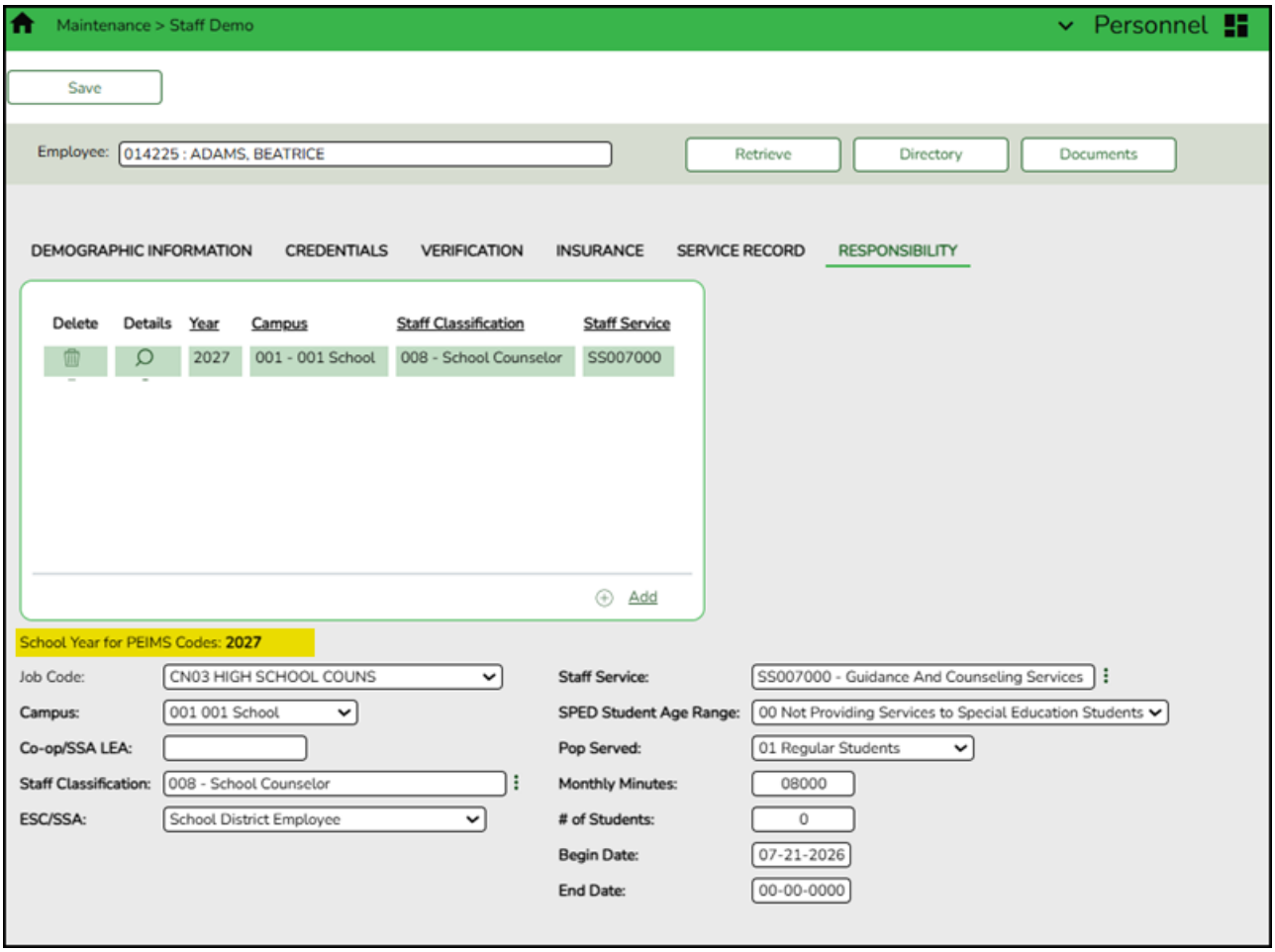
Review the report.

**Note**: After reviewing the report, if you identify any discrepancies, click **Cancel**, make the necessary corrections, then return to execute and process again.

❑ Click **Process**. A message is displayed indicating that the process was completed successfully.

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Personnel > Maintenance > Staff Demo > Responsibility




**Note**: Employees can have multiple responsibility records for the same year, provided that each record has a different **Staff Service** value.

- **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 employee 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** and identifies the capacity in which a person serves.
- **ESC/SSA** - Select the code that indicates whether the staff member is a school district employee, or works at an ESC as part of an SSA or not part of an SSA.
- **Staff Service** - Refers to the services supplied by staff.
- **SPED Student Age Range** - Codes *01* and *02* should only be selected if the **Pop Served** is *06 Special Ed Students*.
- **Pop Served**
- **Monthly Minutes** - The total minutes devoted to a particular service in a standard month. A standard month is the four weeks in October, including the PEIMS Fall snapshot date (last Friday in October). For example, a class taught for one hour every day would report 1,200 monthly minutes (60 minutes x 5 days x 4 weeks). This field cannot be blank, default value is 00000.
- **# of Students** (in class) - This field cannot be blank, default value is 0.
- **Begin Date**
- **End Date** - An end date is not required for the 2026 record unless the employee is terminated, no longer in the position, or the record should be excluded from the Mass Update process.
  - If an **End Date** is entered, the record will not be copied from 2026 to 2027 during the year-to-year Mass Update.
  - If the employee is continuing in the same position, create a 2027 record so it will be included in the submission.

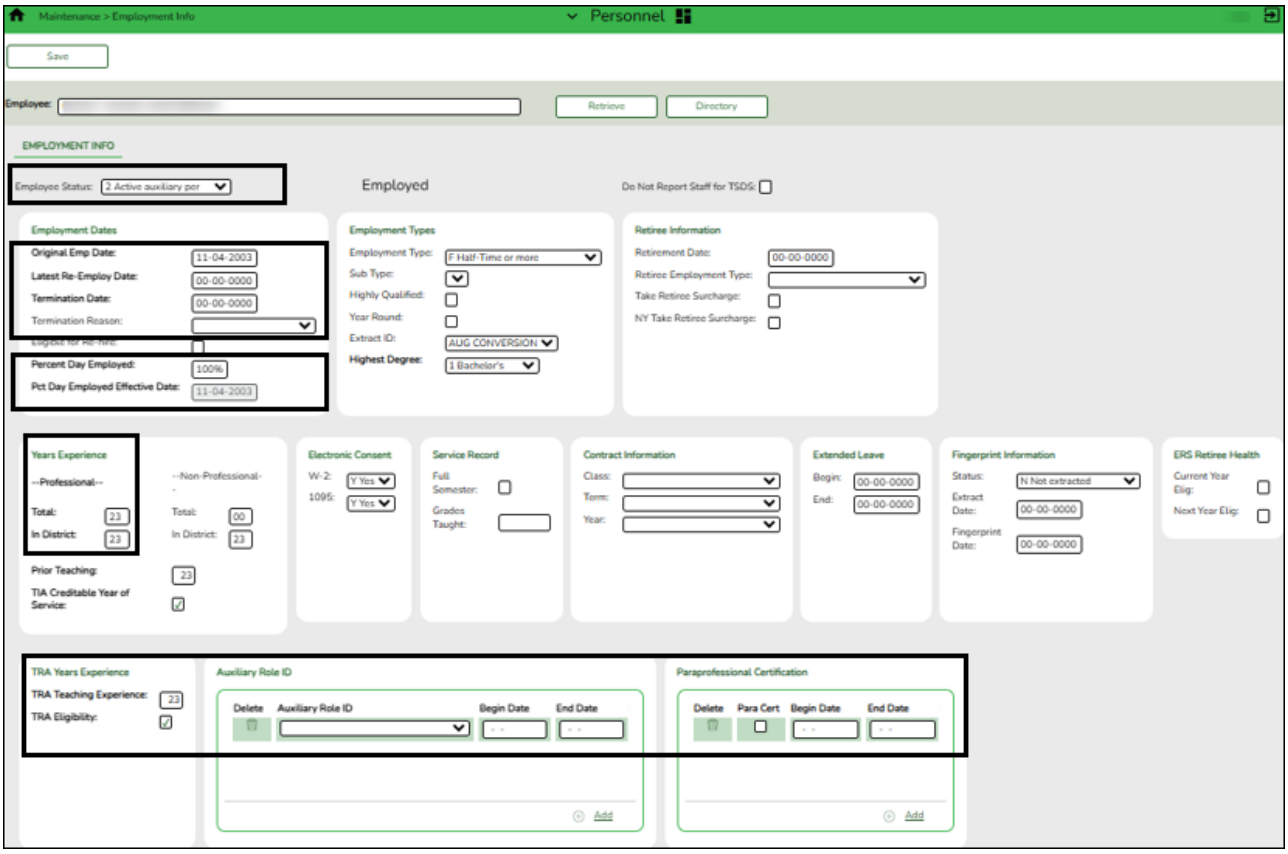


**TIPS**:

- Responsibility records with a Staff Service that begins with SE must have **Pop Served** set to *06*.
- Responsibility records for aides must have **Number of Students** set to *0*.

---

Personnel > Maintenance > Employment Info




To ensure that an employee's TSDS Days Employed Set is calculated correctly and to prevent employees from being included on the Unaffiliated Staff list in TSDS, verify that the following fields are complete:

- **Employee Status** - Staff records with a pay type of 1-4, are extracted for TSDS reporting if the **Employee Status** is *1 - Active professional*, *2 - Active auxiliary per*, *3 - Retired*, *4 - Resigned*, *5 - On Leave*, or *A - Long Term Substitute*.
- **Original Emp Date** - The original date on which the individual was employed by the LEA.
- **Latest Re-Employ Date** - Complete this field if the employee worked for the LEA, left the LEA, and then returned. **Note**: Retain original data (**Original Emp Date**, **Termination Date** and **Termination Reason**).
- **Termination Date** - Type the date that the termination of the employee went into effect. The termination date and reason are used to exclude the employee from TEA reporting.
- **Termination Reason** - Click ⌄ to select the reason the employee was terminated. The termination date and reason are used to exclude the employee from TEA reporting.
- **Percent Day Employed** - Type the percentage of a standard district workday for which the employee is hired to work. For an employee on contract, the percentage can be determined directly from the contract: full-time = 100, half-time = 050, and so on. For a non-contract employee, the percentage can be determined as follows. For example, the standard workday for the LEA is 7 hours. An employee is hired to work for 4 hours per day. This data element is coded as 057 for the employee because 4/7 = .571 is rounded down. Employees such as cafeteria workers and bus drivers who work only a few hours each day should not be reported as 100 in this field. Consider the number of hours worked in relation to the standard LEA workday, not the job. The field can be a maximum of three digits.
- **Pct Day Employed Effective Date** - Reflects the employee's start date or date of hire or the effective date of when an employee’s percent day employed is changed.
- **Highest Degree**

- **Total Years Professional Experience**
- **Total Years Experience In District** (professional staff only)
- **TRA Teaching Experience** - Type the two-digit number of verifiable years of teaching experience as a classroom teacher as described in TEC §48.158. The field default is zero.
- **TRA Eligibility** - Select to indicate the local education agency (LEA) has determined the teacher (StaffClassification is 087) is employed by a school system and teaches not less than an average of four hours each day, in an academic instructional setting or a career and technology educational setting.
- **Auxiliary Role ID**, **Begin Date** and **End Date** (if applicable) - Complete this field for auxiliary staff (not aides) paid from 6129. Only one auxiliary role should be active at a time. If an employee serves in multiple auxiliary capacities, only the primary duty should be reported.

**Notes**:

- The **Auxiliary Role ID Begin Date** only needs to be updated when an employee changes roles. For example, if Joe Smith has been a custodian for three years and his recorded start date is 09/01/2024, that date remains valid until his role changes.
- For TSDS reporting, leave the **End Date** field blank until the role officially ends. The end date should reflect the first day after the last day a non-exempt auxiliary staff was assigned to the AuxiliaryRoleId descriptor (i.e., the day after the last day the employee held the position).
- Professional and paraprofessional staff may also be reported with an Auxiliary Role ID if they serve the LEA in a non-professional or non-paraprofessional role. A classroom teacher (Staff Classification 087) who also drives a bus route for the school would require an Auxiliary Role ID to be reported. In this case, the employee would have at least two payroll accounting entries; one with object code 6119 and one with object code 6129.
- The LEA must use discretion in determining if the employee is serving in a professional or non-professional capacity as there may be duplication between Staff Classification and Auxiliary Role ID.

- **Paraprofessional Certification**, **Begin Date** and **End Date** (if applicable) - For TSDS reporting, leave the **End Date** field blank until the certification expires. The end date should reflect the day after the last day a para-professional staff was certified (i.e., the day after the last day that the certification was valid). An employee should generally have only one active certification for the current year, though a recently expired certification may still be displayed.



**TIPS**:

- Ensure that all certifications that have ended have an **End Date**. Delete any expired certifications from previous years.
- To keep historical certification records for reference, move them to the Personnel > Maintenance > Staff Demo > Credentials tab.

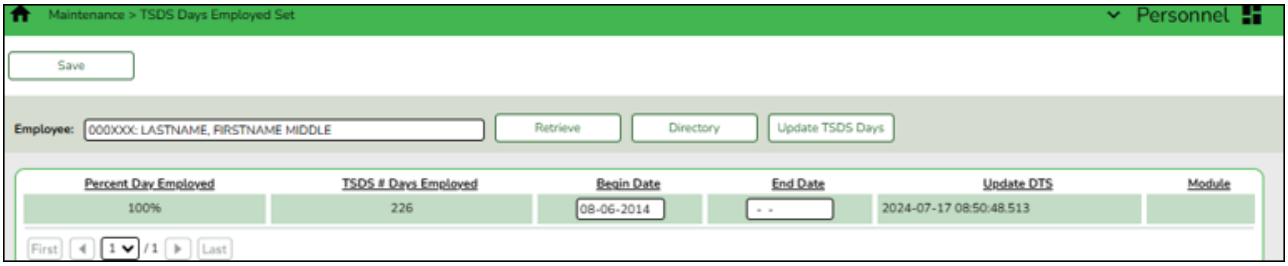
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Personnel > Maintenance > TSDS Days Employed Set

This page is used to keep a record of the number of days an employee has been employed for TSDS reporting purposes and manage begin/end dates if corrections are necessary.

This page only applies to employees with **Employee Status** 1, 2, 3, 4, 5, or A as listed on the Personnel > Maintenance > Employment Info page. Each record displays the percent of day employed, the TSDS number of days employed, the begin and end dates, a date timestamp indicating when the record was created, and the module within the system where the update originated. A record is created whenever the number of days employed or percent of day employed is changed. Only one record without an end date is allowed. Note that the **# of Days Employd** will be calculated each day during the automatic extract at 6 PM even if a manual extract and send is executed in District Administration.

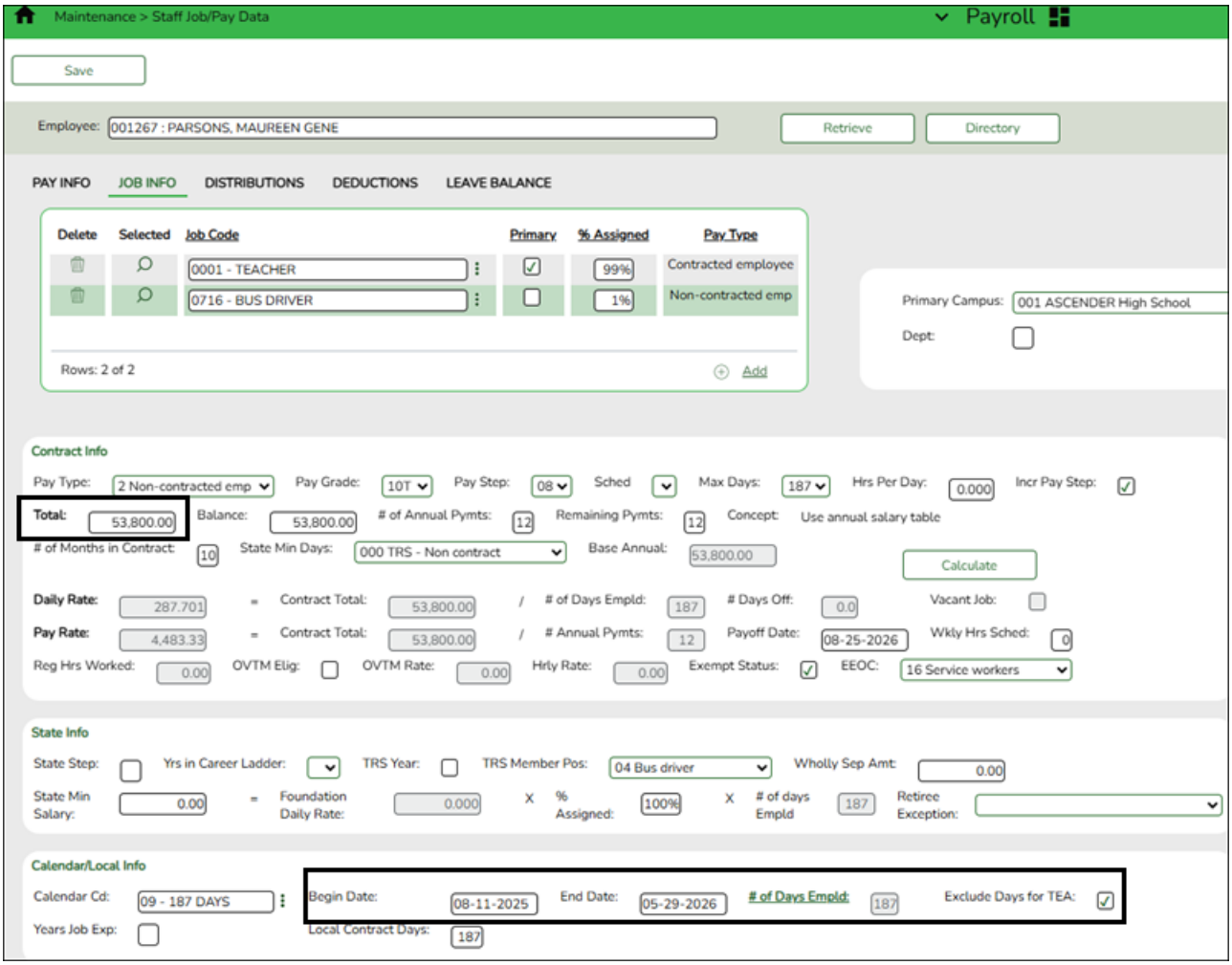
This information is reported in the TSDS StaffEducationOrganizationEmploymentAssociation>DaysEmployedSet and records the percent and number of days employed by the employee as well as the begin date and end date associated with the *PercentDaysEmployed* and *NumberDaysEmployed* data elements.




2. Payroll

## Payroll

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




- **Job Code**
- **Total** - This field must be completed for employees with pay types 1, 2, 3, and 4. For Pay Type 3 (hourly employees), enter an estimate of the annual salary.
- **Begin Date** and **End Date**
- **# of Days Employd**: Note that the **# of Days Employd** will be calculated each day during the automatic extract at 6 PM even if a manual extract and send is executed in District Administration.



The TSDS Days Employed Set consists of the **Percent Day Employed** in Personnel and the **# of Days Empld** in Payroll. You can verify these days on the Personnel > Maintenance > TSDS Days Employed Set page.

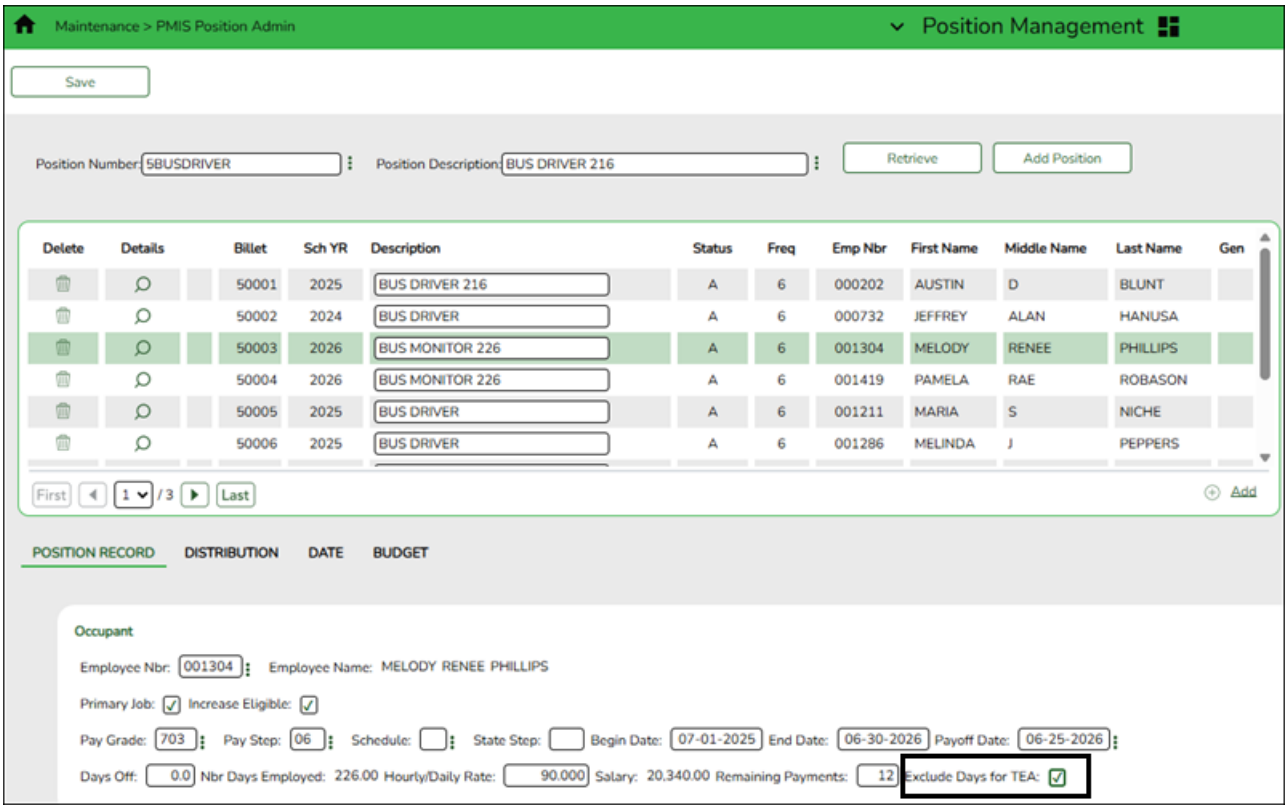
- (If applicable) **Exclude Days for TEA** - If an employee has multiple jobs listed on this page, the system automatically calculates the total number of days worked across all jobs. For example, if a teacher works 187 days and has a secondary job as a bus driver for 180 days, by default, the system 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. (If applicable) Position Management

### (If applicable) 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

---

# III. Finance Domain



Review TSDS Web-Enabled Data Standards for the **Finance** domain.

The Finance domain includes financial information captured in accounts (actuals and budgeted, payroll account codes, and salary).

1. Add crosswalks.

## Add crosswalks

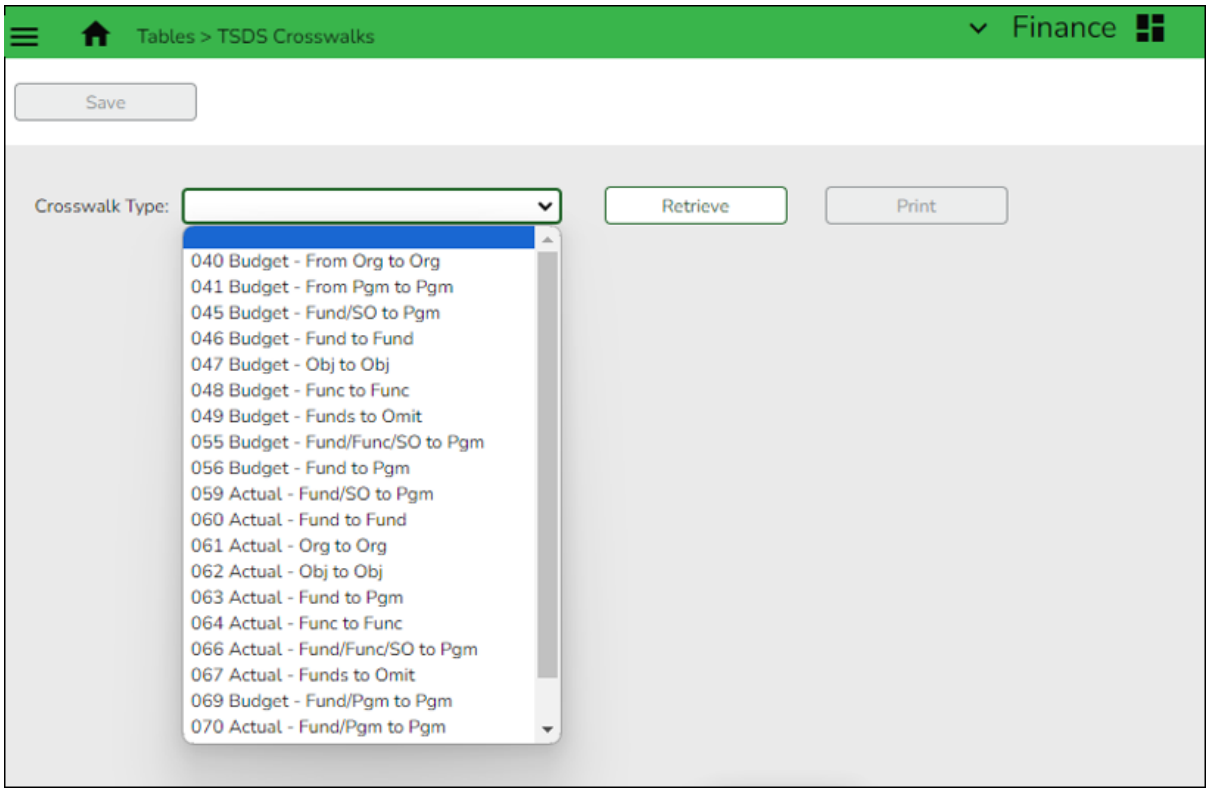
Finance > Tables > TSDS Crosswalks

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 are correct.
- Verify that there are not crosswalks for the automatic crosswalks processed by ASCENDER.
- Review the **Automatic Crosswalks** section on the Finance TSDS Crosswalk Tables page.



- If a crosswalk is created on this page, it will be used and applied throughout the TSDS reporting process.
- Automatic crosswalks are applied **AFTER** crosswalks created on this page are applied.
- If you choose to use crosswalks, note that no updates are made to the Finance application. Any updates must be made manually in the Finance application.

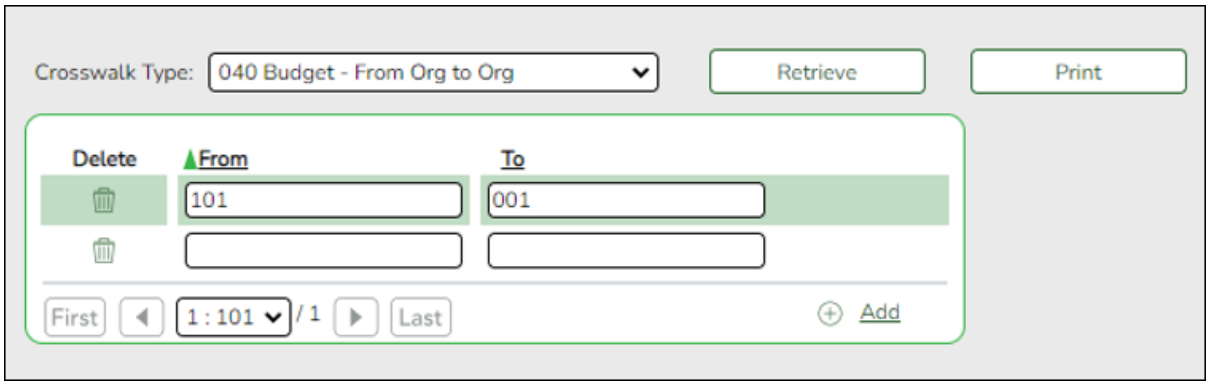



As an example, a one-campus LEA that budgets and books expenditure records to campuses 101 and 001 should establish a crosswalk to move expenditures from Organization code 101 to Organization code 001 since TEA will not recognize campus 101 for PEIMS reporting.



**TIP**: When performing a crosswalk, note that it transfers all budget or actual

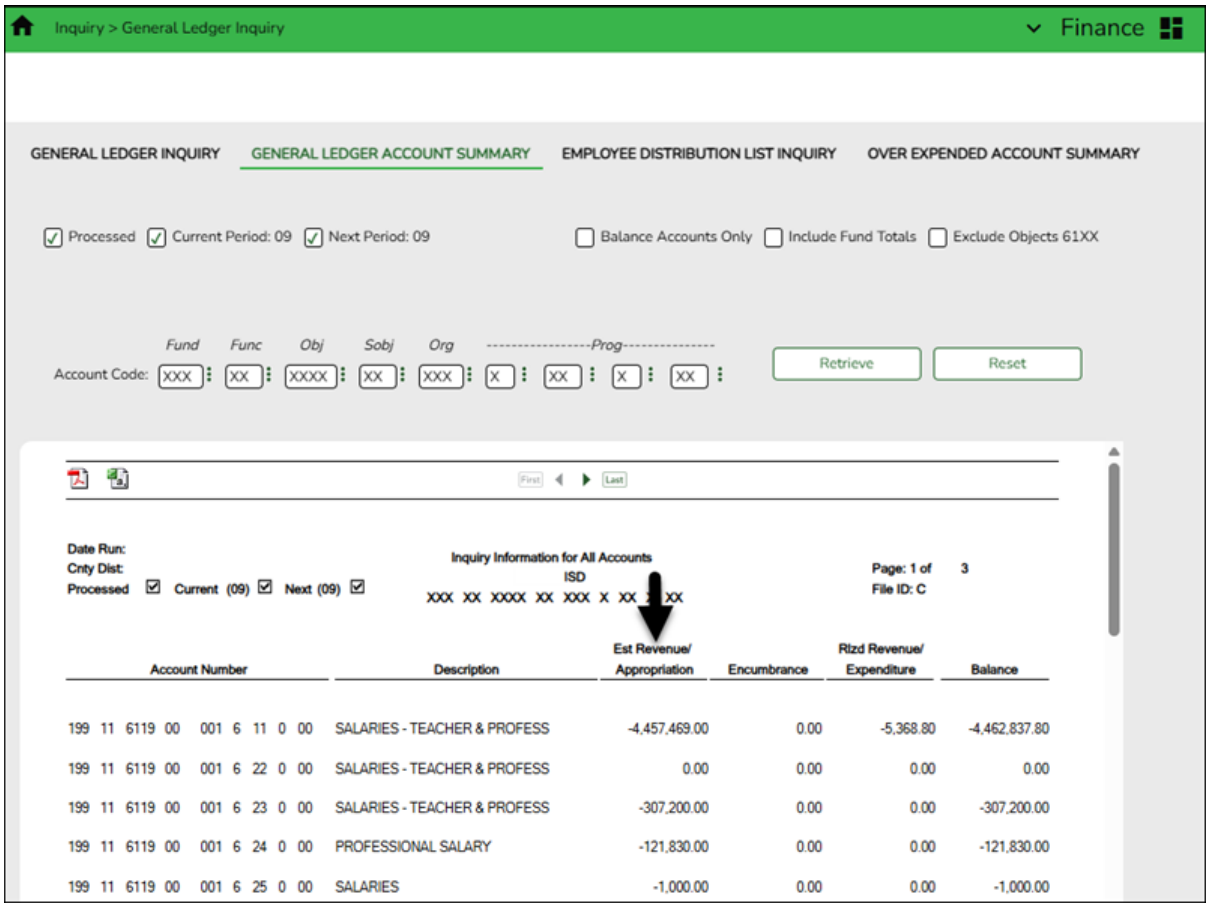
and payroll items from the old to the new. For example, if using *040 Budget - From Org to Org* and you move Org 101 to Org 001, all line items from Organization code 101 will be moved to Organization code 001, not just a specific line item.




2. Verify Budget data.

## Verify Budget data

Budget data is extracted from Finance for applicable funds (199, 240, 420 (Charters), and 599). 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.



The following data is reported:

- Fund
- 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.
  - End dates are not required and can be blank; however, if the field is completed, it is reported.

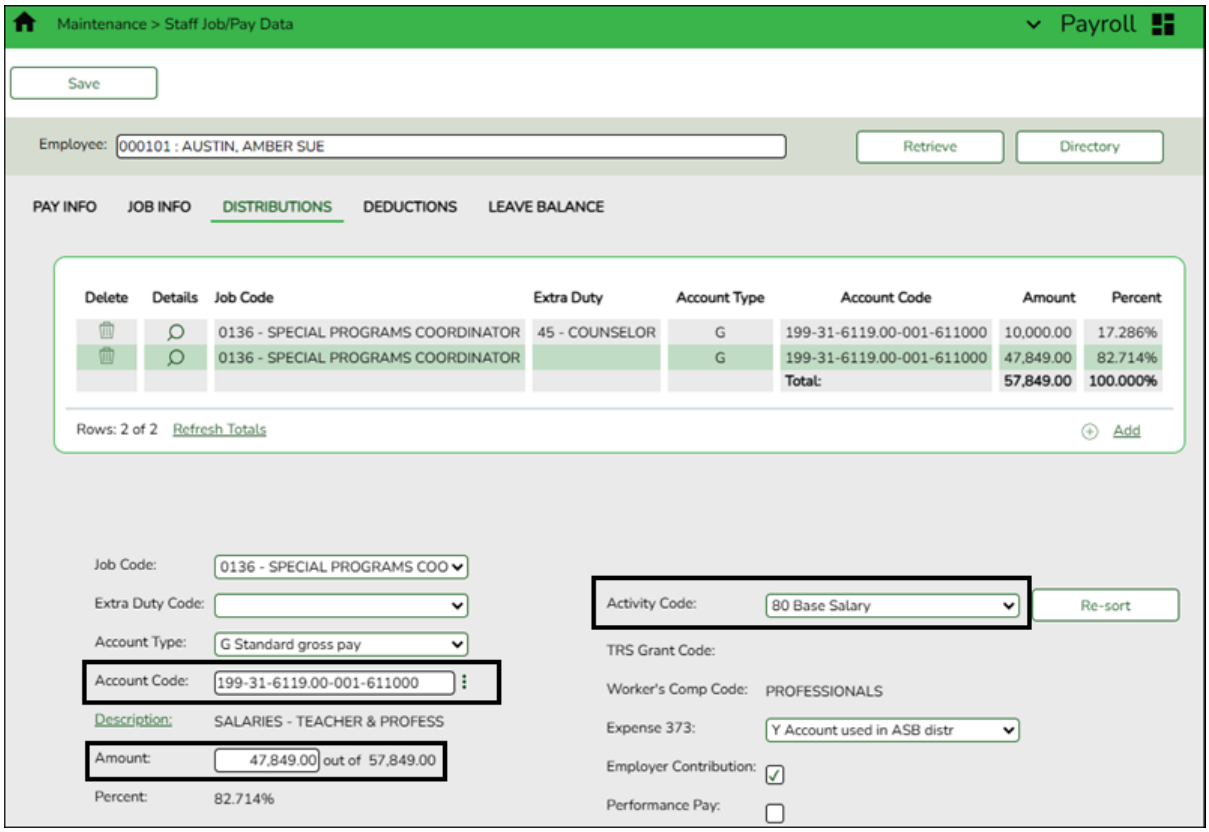
3. Verify Payroll data.

## 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)*.

> **Note**: Activity Code 78 is generally used for Volunteer Services where there is zero pay. If pay should be reported, use valid Activity Codes such as 02, 79, or 80.




The following data is reported from the Budget crosswalk:

- **Amount** - Indicates the dollar value paid to a staff member for a given payroll activity per year.
- **Account Code**:
  - **Fund** - Identifies the fund group and specific fund (when applicable) for the staff payroll financial data.
  - **Function** - Identifies a general operational area and groups together related activities.
  - **Object** - Identifies an account, a transaction, or a source of funds. It indicates the major account group to which a transaction is posted or the associated monies are related.
  - **Organization** - Identifies the unique organizational unit within the local education agency with which the account is associated. For campuses, this is the three-digit campus number registered with the Texas Education Agency. For non-campuses, this must be one of the administrative units required in the Resource Guide, or 998 or 999.
  - **Fiscal Year** - The last digit of the fiscal year (e.g., the fiscal year is 7 for the 2026-2027 fiscal year).
  - **Program Intent** - Identifies the cost of instruction and other services directed toward a particular need of a specific set of students. The intent (the student group toward which the instructional or other service is directed) determines the PayrollProgramIntent, not the demographic makeup of the students served.
  - **Activity Code** - Indicates the types of duty for which a staff member receives a salary, salary supplements, or bonuses. PayrollActivity does NOT include fringe benefits such as group health and life insurance, workmen's compensation, sick leave, and others under Object value 6140.

4. Correct Budget and Payroll data.

## Correct Budget and Payroll data

Use the following steps to correct budget and payroll data after accounting period 10 is closed in Finance.

District Administration > Maintenance > TSDS Reporting > Fall > Fall Finance TSDS Data

This tab is used to retrieve and edit Fall TSDS financial data, allowing for corrections to Budget and Payroll data in the TSDS staging tables. The staging area temporarily holds data before it is submitted to the Texas Education Agency (TEA) (i.e., promoted to the Operational Data Store (ODS)).

The data on this tab is obtained from the latest Fall extracts after period 10 is closed, incorporating all TSDS crosswalks, automatic crosswalks, and data summaries. Accounts are summarized by fund, function, object class (6100), organization, and program intent code. For instance, 199-11-6119.00-001-511000 will display as 199 11 6100 001 11 in the Budget entity. Users should cross-reference balances with the Finance application and may need to combine amounts to ensure accurate budget reporting.

**Notes**:

- Data cannot be duplicated. Duplicated data will receive an error upon submission.
- Enter data carefully on this tab. Incorrect or improperly formatted data may cause errors upon submission.

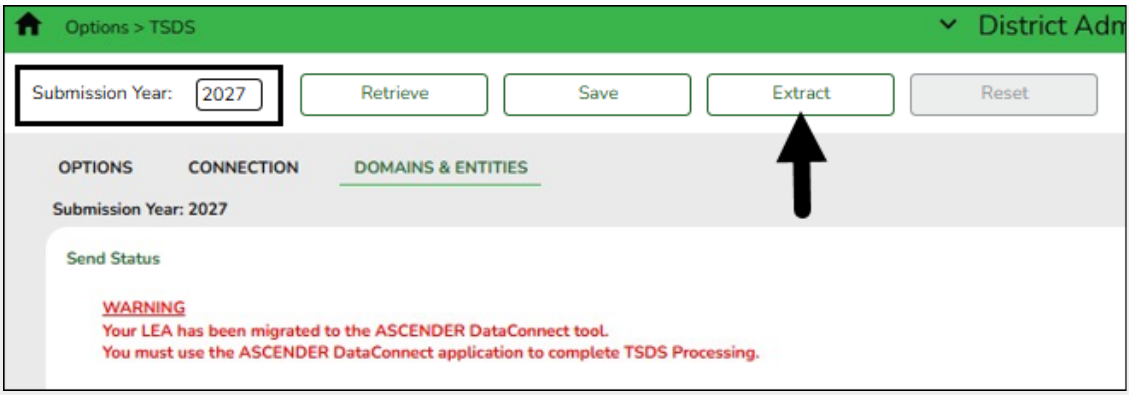
**TSDS Extract Notes**:

❑ The budget and payroll data extracts are run nightly along with the other TSDS extracts until accounting period 10 (October) is closed in Finance.

- After period 10 (October) closes, the budget and payroll data extracts are paused for the remainder of the current school year.
- After period 10 (October) closes and the nightly extract is run, the Fall Finance TSDS Data tab in District Administration is enabled allowing users to begin making corrections to budget and payroll data.

❑ Although data is extracted nightly at 6:00 p.m., there may be instances where you need to send corrections before the next scheduled (nightly) extract. If any changes are made to financial (budget, actuals, payroll) data, you must first extract data in ASCENDER and then schedule a run in ASCENDER DataConnect (ADC). Complete the following steps:

Navigate to the District Administration > Options > TSDS > Domains & Entities page.

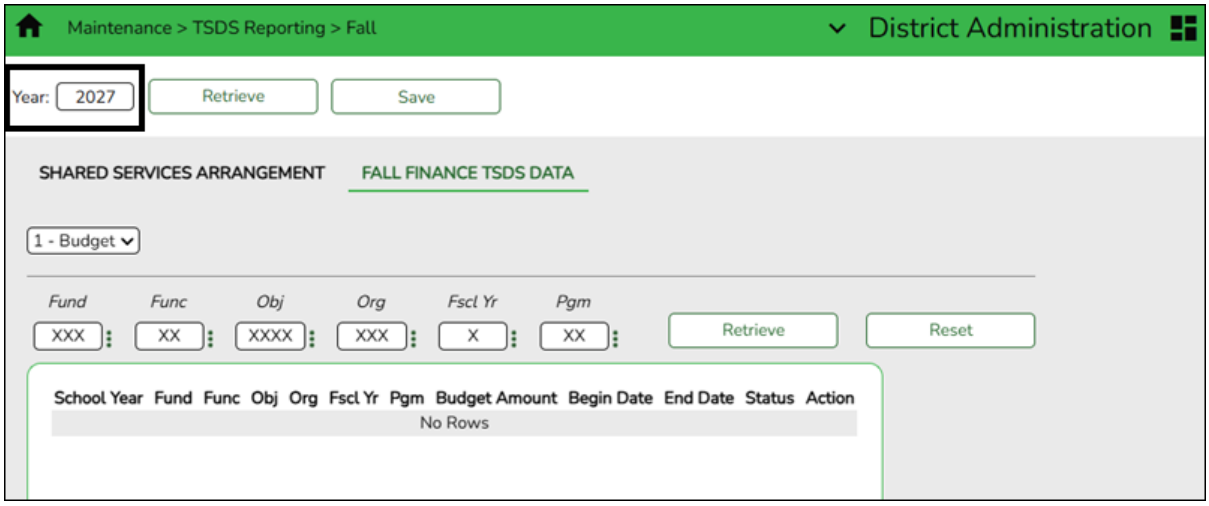



- Verify that the **Submission Year** is correct.
- Click **Extract**.

Access the ASCENDER DataConnect (ADC).

- Schedule a run to transfer the changes to the IODS, and if applicable, to the EODS.

Budget




❑ Click ⌄ to select *1 - Budget*.

❑ Make any necessary budget corrections (such as account code or amount changes) to the Budget data in the TSDS staging tables.

❑ Click **Save**.

**Notes**:

**Budget Data with an ODS ID**

- To delete a previously submitted record, set its amount to zero and insert a new record with the correct data. This will mark the record for deletion and resubmission.
- Account codes (rows) are validated to prevent duplicate records.

| Change | Original Record | New Record |
|---|---|---|
| **Account Code** or **Begin Date** | **Status** = *R - Resubmit*, **Action** = *D - Delete* | **Status** = *N – New*, **Action** = *I - Insert* |
| **Amount** or **End Date** | **Status** = *R - Resubmit*, **Action** = *U – Update* | |
| **Amount** = 0 (zero) | **Status** = *R – Resubmit*, **Action** = *D - Delete* | |

**Records without an ODS ID**

- Changes will not affect the **Status** or **Action** (**Status** = *N - New*, **Action** = *I - Insert*).

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Payroll

❑ Click ⌄ to select *2 - Payroll*.




❑ In the **Unique Staff ID** field, type the 10-digit unique staff ID assigned to the staff member by the Texas Education Agency and click **Retrieve**.

❑ Make any necessary payroll corrections (such as account code or amount changes) to the Payroll data in the TSDS staging tables.

❑ Click **Save**.

**Notes**:

**Payroll Data with an ODS ID**

- To delete a previously submitted record, set its amount to zero and insert a new record with the correct data. This will mark the record for deletion and resubmission.
- Account codes (rows) are validated to prevent duplicate records.

| Change | Original Record | New Record |
|---|---|---|
| **Account Code** or **Begin Date** | **Status** = *R - Resubmit*, **Action** = *D - Delete* | **Status** = *N – New*, **Action** = *I - Insert* |

| Change | Original Record | New Record |
|---|---|---|
| **Amount** or **End Date** | **Status** = *R - Resubmit*, **Action** = *U – Update* | |
| **Amount** = 0 (zero) | **Status** = *R – Resubmit*, **Action** = *D - Delete* | |

**Records without an ODS ID**

- Changes will not affect the **Status** or **Action** (**Status** = *N - New*, **Action** = *I - Insert*).

# IV. TSDS Level 1 Errors

If your LEA has migrated to ASCENDER DataConnect (ADC), you must use the ADC to view Level 1 errors and complete TSDS Processing. Reference the ASCENDER DataConnect (ADC): Level 1 Errors Guide for additional information about reviewing Level 1 errors in the ADC.

# V. Data Quality Tips

To easily locate a complete list of valid codes, you can copy and paste the table ID into the **Search For** field on the TWEDS website and click **Search**.

## 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 2027 Budget. If not, create TSDS Crosswalks (Fund to Fund).<br><br>BudgetFund - Table ID C145B |

| ASCENDER Breadcrumb | Step |
|---|---|
| | Click ⋮ to display all functions. Verify all functions are valid for the 2027 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 2027 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 2027 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<br><br>• As of the 2026-2027 fiscal year, the following PICS will be removed from the Financial Accountability Resource Guide (FASRG): PICs 26, 28, 29, and 30.<br><br>• School systems are strongly encouraged to continue using PIC 24 internally for budgeting and tracking to maintain clarity and consistency in local documentation and reporting; however, TEA will consolidate the PIC 24 reported expenditures into PIC 11 for state reporting purposes and Public Education Information Management System (PEIMS) financial reports. |
| | Click ⋮ to display all organization codes. Verify all organization codes are valid for the 2027 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<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 7 for the 2026-2027 fiscal year. (Only applies to funds reported for Fall PEIMS: 199, 240, 420 (Charters), and 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>• **Name (Legal)**<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**. |
| | If the staff member is employed on the Snapshot date, 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 be 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 | The key and secret information is only in ASCENDER for Exchange clients. TEA is now separate and has to be set up in ASCENDER DataConnect (ADC).<br><br>Verify the **API URL**, **Key**, and **Secret** are accurate. |

1.


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# Back Cover