



HR's Guide to Ed-Fi: Navigating Staffing Data Submission

November 12, 2024

About Me

Beth Naegeli

bnaegeli@aloesoft.com

- Sales / Support Consultant – OnDataSuite /Aloe Software (2.5 years)
- District PEIMS Coordinator / Region SIS & PEIMS Support (18 years)
- TASBO Region 15 Affiliate President
- TASBO PEIMS Committee Chair
- TASBO Trainer
- TASBO Mentor



Fall Staff - Where to Start???

- Fall Staff Data Collaboration
- Staff Reporting Changes in Ed-Fi
- Staff Data Points Missing or Invalid
- Fall PEIMS Staff Data Verifications

Fall Staff Data Collaboration

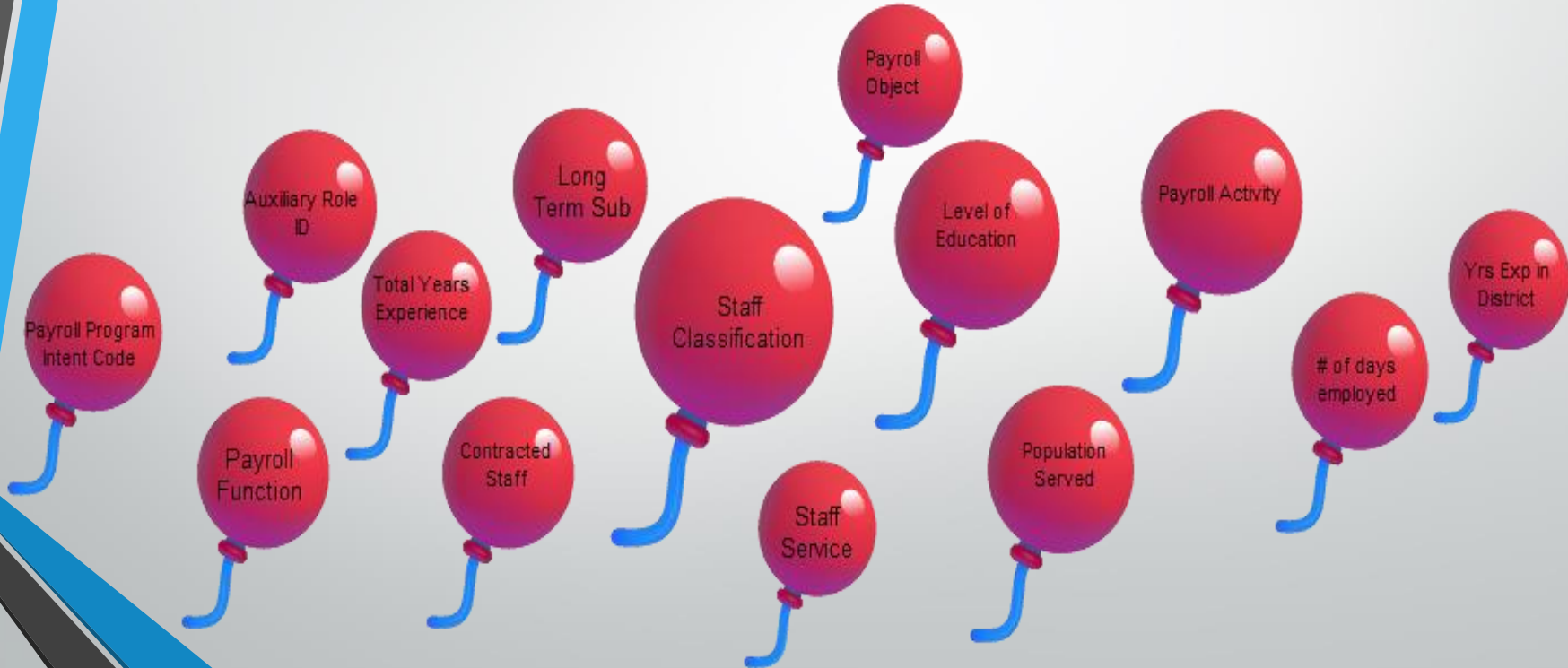
- Collaboration is crucial because....
 - TSDS PEIMS is the collection and reporting of the information – not the owner
 - Program Areas are responsible for the integrity of the data and requirements for reporting
 - Maximize funding
 - Accountability requirements

Staff Reporting Changes in Ed-Fi

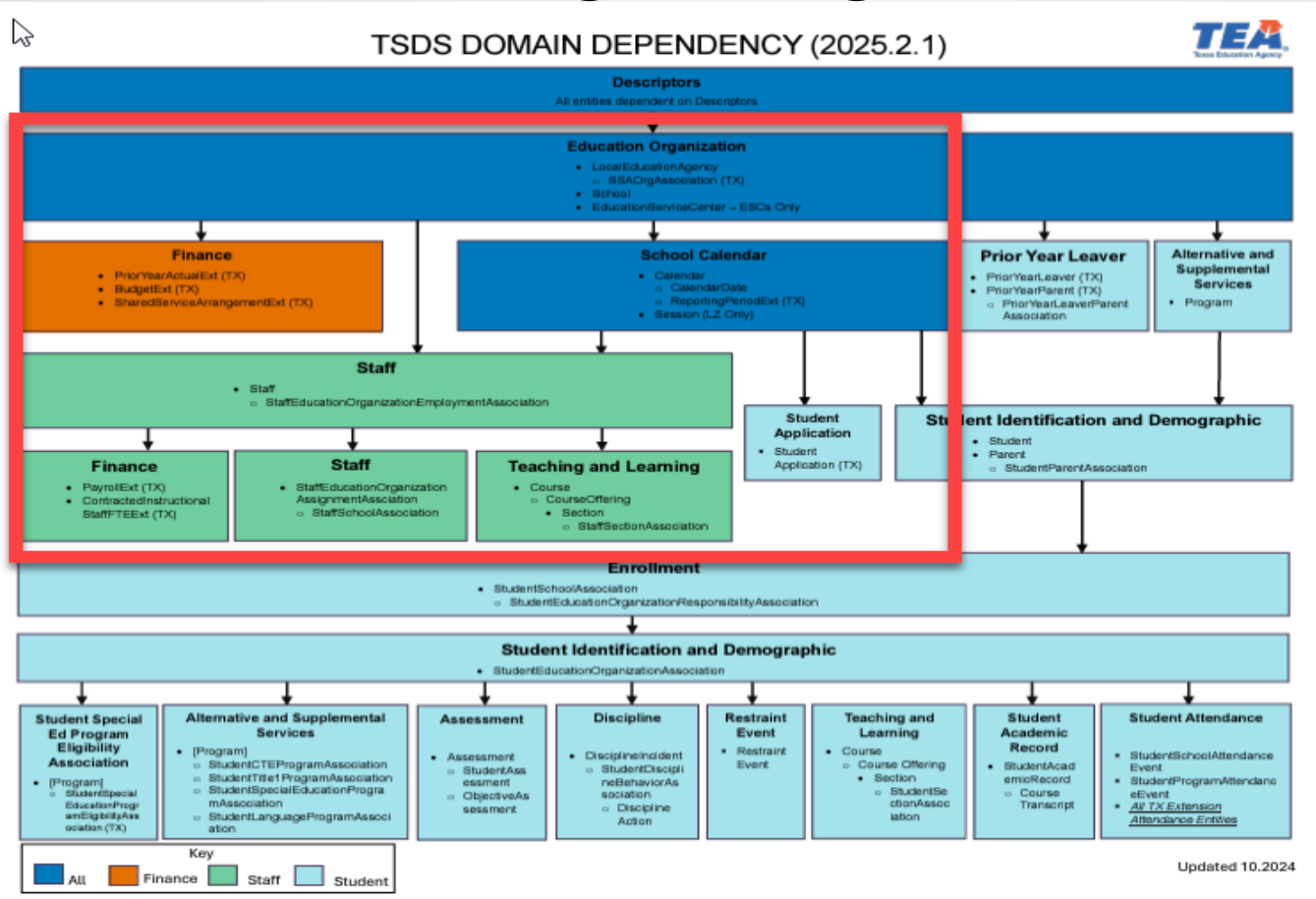
- **Ed-Fi** – the official data standard utilized for submitting PEIMS reportable data to TEA via the TSDS Student Data Portal.
 - Prior to 2024-25 school year, xml interchanges from vendors included all the pieces for each submission. With Ed-Fi, ERP & SIS vendors are sending raw data pieces via an API continually (transactionally) to the TEA IODS for your district
 - It is imperative that this school year with each submission, ALL data is reviewed at the granular level
 - Definition of API (Application Programming Interface) - rules for software applications to communicate with each other
 - JSON is the programming language utilized with Ed-Fi standards
 - ERP & SIS vendors program all these coding changes to prepare the output via API
 - Is all data being sent? Is all data cross-walked appropriately? It is imperative that this school year with each submission, ALL data is reviewed at the granular level
 - [Ed-Fi Data Standard](#)

Fall Staff - Start with the DATA!

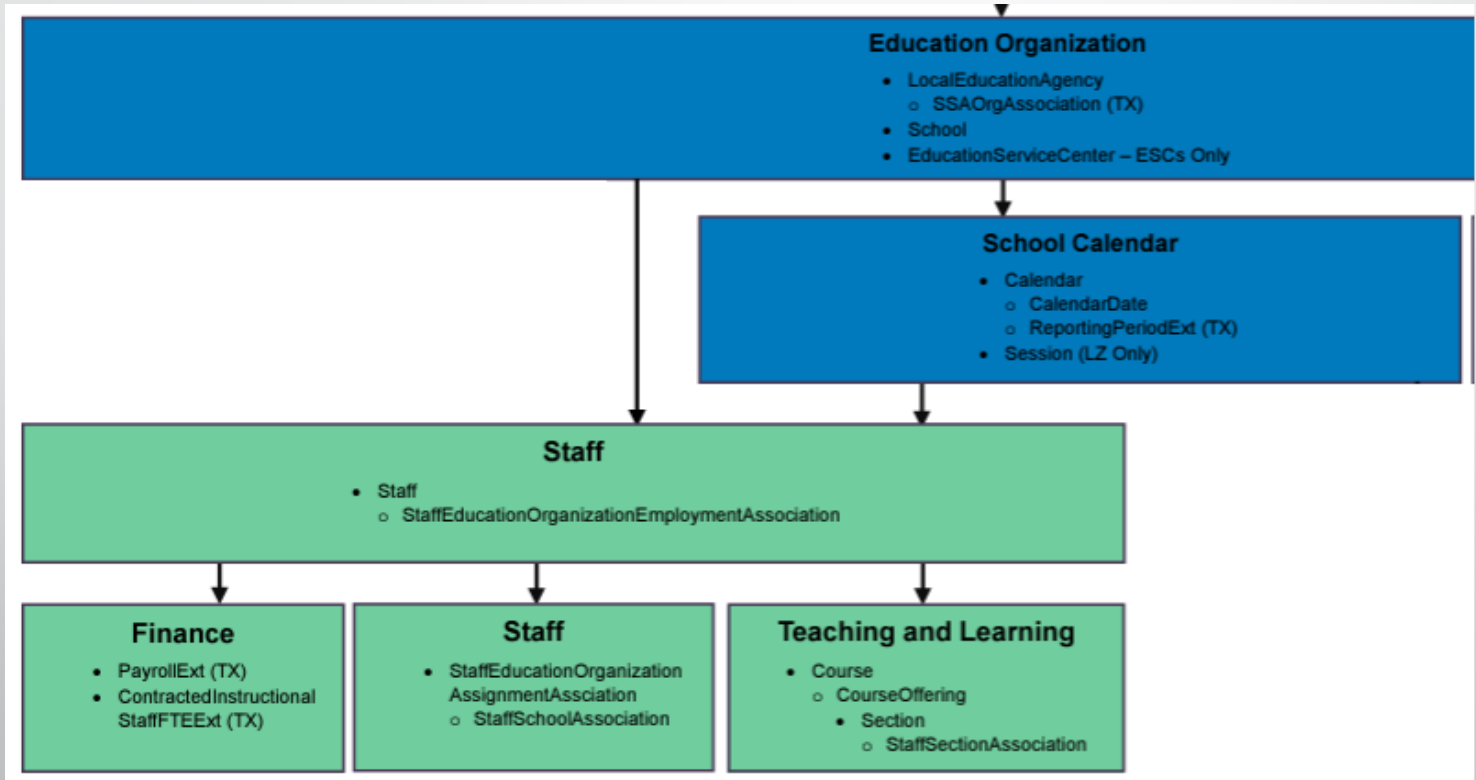
Raw data is sent via API from your ERP & SIS vendor transactionally.
What is the cadence of data production for your district?



Staff Reporting Changes in Ed-Fi



Staff Reporting Changes in Ed-Fi



Staff Reporting Changes in Ed-Fi

Terminology and Reporting Structure – Fall Staff

Reference

[TWEDS 2024-2025 Data Components – Category-Subcategory – Domain-Entity Relationships](#)

TSDS Web-Enabled Data Standards

Search. Drill. Find.

Search For: Search By: **Data Elements**

School Year: 2024-25
Collection: ALL
Submission: ALL
Reset Filter
Published Version: 2025.2.1

Overview **Data Components** Descriptor Tables References Rules Change Logs Early Notice

Data Components
2024-2025 TEDS

- Domain
- Categories
- Entities
- Data Elements

Category-Subcategory-Domain-Entity Relationships

Category	Subcategory (Code)	Domain	Entity
	Residential Facility (10025)	Alternative and Supplemental Services	StudentSpecialEducationProgramAssociation
	SSA Organization Association (10011)	Education Organization	SSAOrgAssociationExt
Finance	Actual (20032)	Finance	PriorYearActualExt
	Budget (20030)	Finance	BudgetExt
	Shared Services Arrangement Actual (20033)	Finance	SharedServiceArrangementExt
Parent	Parent Basic Information (49010)	Student Identification and Demographics	Parent
Staff	Contracted Instructional Staff (30055)	Finance	ContractedInstructionalStaffFTEExt
	Employment Payroll Summary (30050)	Staff	StaffEducationOrganizationEmploymentAssociation
	Payroll (30060)	Finance	PayrollExt
	Responsibility (30090)	Staff	StaffEducationOrganizationAssignmentAssociation
	Responsibility (30090)	Teaching and Learning	StaffSectionAssociation
	Staff Association (30310)	Staff	StaffSchoolAssociation
	Staff Basic Information (30040)	Staff	Staff
	Teacher Class Assignment (30305)	Teaching and Learning	StaffSectionAssociation
Student	Basic Attendance (42400)	Student Attendance	BasicReportingPeriodAttendance

Staff Reporting Changes in Ed-Fi

Begin and End Dates – Fall Staff

Reference

[TWEDS 2023-2024 Begin and End Date Definitions](#)

Resource is reported by Domain (Staff reporting is reflected across 3 Domains – Finance, Staff and Teaching and Learning)

Finance Domain	11
ActualExt	11
BudgetExt	11
PayrollExt	11
Prior Year Leaver Domain	12
PriorYearLeaver	12
School Calendar Domain	13
ReportingPeriod	13
Staff Domain	14
Staff	14
StaffEducationOrganizationAssignmentAssociation	14
StaffEducationOrganizationEmploymentAssociation	15
Student Academic Record Domain	16
StudentAcademicRecord	16
Student Cohort Domain	17
StaffCohortAssociation	17
StudentCohortAssociation	17
Student Identification and Demographics Domain	18
Student	18
StudentEducationOrganizationAssociation	18
Teaching and Learning Domain	24
Section	24
StaffSectionAssociation	24
StudentSectionAssociation	24

Staff Reporting Changes in Ed-Fi

VERIFY Begin and End Dates – Fall Staff *if missing staff on reports*

Utilize the search on [Begin Date in TWEDS under Data Components](#) to identify entities where it is reported

The screenshot shows the TSDS Web-Enabled Data Standards search interface. The search term 'Begin' is entered in the search box. The results page shows the 'Data Components' section for 'BeginDate'.

Search Results:

Data Element ID	Data Element Name	Date Issued	Date Updated
E3010	BeginDate	11/23/2021	03/01/2024

Definition:
Specific definitions for **BeginDate** can be found in the *Data Element Reporting Requirements* section in the entities listed below.

Special Instructions:

Table Identification	Length	Data Type	Domain of Values
	10	Date	YYYY=1900-2025 MM=01-12 DD=01-31

Used in Entities:

- BudgetExt
- PayrollExt
- PriorYearActualExt
- ReportingPeriodExt
- School > CampusEnrollmentTypeSet
- School > NSLPTTypeSet
- Section > SectionSet
- Session
- Staff > ParaprofessionalCertificationSet
- Staff > StaffTypeSet
- StaffCohortAssociation
- StaffEducationOrganizationAssignmentAssociation
- StaffEducationOrganizationEmploymentAssociation > AuxiliaryRoleIdSet
- StaffEducationOrganizationEmploymentAssociation > DaysEmployedSet
- StaffSectionAssociation
- Student > CrisisEventSet
- Student > StudentCensusBlockGroupSet
- StudentCohortAssociation
- StudentCTEProgramAssociation

Key Staff Reporting Element Changes in Ed-Fi

Example 1 of Entity with BeginDate and EndDate reporting added.

- [PayrollExt Entity](#)

TSDS Web-Enabled Data Standards

Search. Drill. Find.

Search For: Search By:

School Year:
Collection:
Submission:
Published Version:

[Overview](#) [Data Components](#) [Descriptor Tables](#) [References](#) [Rules](#) [Change Logs](#) [Early Notice](#)

Data Components
2024-2025 TEDS

- Domain
- Categories
- ▾ Entities**

Summary of Entities by Submission

- ▾ List of Entities
 - Assessment
 - BasicReportingPeriodAttendance
 - BilingualESLProgramReportingPeriodAttendance
 - BudgetExt
 - Calendar
 - CalendarDate
 - ContractedInstructionalStaffFTEExt
 - Course
 - CourseOffering

PayrollExt Entity

Data Element	NP*	Core	PEIMS	Length	Data Type	Descriptor Table	Element ID
LocalEducationAgency							
Staff							
FiscalYear	PF			1	Number		E0974
PayrollAmount	PF			6	Number		E0425
PayrollFund	PF				Descriptor	C145P	E0316P
PayrollFunction	PF				Descriptor	C146P	E0317P
PayrollObject	PF				Descriptor	C159P	E0318P
Organization	PF			3	Number		E0319
PayrollProgramIntent	PF				Descriptor	C147P	E0320P
PayrollActivity	PF				Descriptor	C018	E0424
BeginDate	PF			10	Date		E3010
EndDate	PF			10	Date		E3020

Key Staff Reporting Element Changes in Ed-Fi

Example 2 of Entity with BeginDate and EndDate reporting added.

- [StaffEducationOrganizationEmploymentAssociation Entity](#)

TSDS Web-Enabled Data Standards

Search. Drill. Find.

Search For: Search By:

School Year: 2024-25
Collection: ALL
Submission: ALL
Reset Filter
Published Version: 2025.2.1

StaffEducationOrganizationEmploymentAssociation Entity

Data Element	NP*	Core	PEIMS	Length	Data Type	Descriptor Table	Element ID
Staff							
LocalEducationAgency							
EmploymentStatus			✓			Descriptor	NP009
DaysEmployedSet (may have multiple instances)							
PercentDayEmployed			PF	3	Number		E0760
NumberDaysEmployed			PF	3	Number		E0160
BeginDate			PF	10	Date		E3010
EndDate			PF	10	Date		E3020
AuxiliaryRoleIdSet (may have multiple instances)							
AuxiliaryRoleId			PF		Descriptor	C213	E1594
BeginDate			PF	10	Date		E3010
EndDate			PF	10	Date		E3020
EmploymentPeriod							
HireDate			PF	10	Date		E3032
EndDate			PF	10	Date		E3020

Key Staff Reporting Element Changes in Ed-Fi

Example 3 of Entity with BeginDate and EndDate reporting added.

- [StaffEducationOrganizationAssignmentAssociation Entity](#)

TSDS Web-Enabled Data Standards

Search. Drill. Find.

Search For: Search By: **Data Elements**

School Year: 2024-25
Collection: ALL
Submission: ALL
Published Version: 2025.2.1

Overview **Data Components** Descriptor Tables References Rules Change Logs Early Notice

Data Components
2024-2025 TEDS

- Domain
- Categories
- ▾ Entities
 - Summary of Entities by Submission
 - ▾ List of Entities
 - Assessment
 - BasicReportingPeriodAttendance
 - BilingualESLProgramReportingPeriodAttendance
 - BudgetExt
 - Calendar
 - CalendarDate
 - ContractedInstructionalStaffFTEExt
 - Course
 - CourseOffering
 - CourseTranscript
 - CTEProgramReportingPeriodAttendance
 - DisciplineAction

StaffEducationOrganizationAssignmentAssociation Entity

Data Element	NP*	Core	PEIMS	Length	Data Type	Descriptor Table	Element ID
Staff							
School							
StaffClassification					PF	Descriptor	C021 E0721
Role ID							
BeginDate				10	PF	Date	E3010
EndDate				10	PF	Date	E3020
SharedServiceArrangementStaff					PF	Descriptor	C169 E1015
StaffServiceSet (may have multiple instances)							
StaffService					PF	Descriptor	C343 E3072
SPEDStudentAgeRange					PF	Descriptor	C342 E3059
PopulationServed					PF	Descriptor	C030 E0747
MonthlyMinutes				5	PF	Number	E1057
NumberOfStudentsInClass				3	PF	Number	E0170
StaffServiceBeginDate				10	PF	Date	E3060
StaffServiceEndDate				10	PF	Date	E3061

Staff Data Points Missing or Invalid

- TEA released structural changes within TWEDS 2025.2.1 on 10/4/24
- TEA indicates on the release the TWEDS Change, the API Impact and the IODS Impact
- It is imperative that each district work in coordination with vendors when changes impact the API and/or IODS
- The changes may also impact third party vendors and the data that has previously flowed down stream from the IODS

Staff Reporting Updates as of 10/4/2024

TEA released TWEDS 2025.2.1 on 10/4/2024 in the TEA Ed-Fi environment:



NEWS
FLASH

Reference two of the Staff Reporting changes dependent upon Vendor updates to the TEA IODS

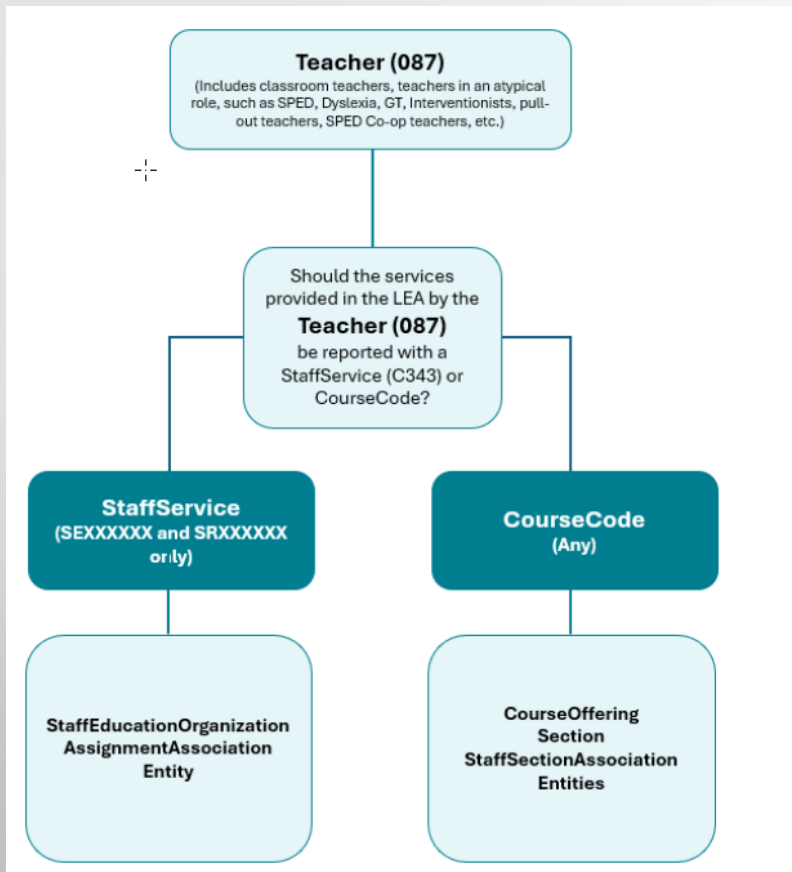
1. StaffEducationOrganizationAssignmentAssociation > StaffServiceSet

1. **TWEDS Change** – Added **SPED StudentAgeRange** as required
2. **API Impact**—If JSON is sent without SPEDStudentAgeRange, the API will throw a level one error because both StaffServiceSet and SPEDStudentRange are required
3. **IODS Impact**—Upon deploying the update (2025 2.0) to TSDS Production, **all data will be deleted** from Staff EducationOrganizationAssignmentAssociation because it would be inconsistent since it does not have all required fields. **All data for the StaffEducationOrganizationAssignmentAssociation will need to be reloaded with the SPEDStudentAgeRange**

2. StaffEducationOrganizationEmploymentAssociation > DaysEmployedSet

1. **TWEDS Change** –Data Elements PercentDayEmployed and NumberDaysEmployed moved to new CommonTypeDaysEmployedSet. DaysEmployedSet may have multiple instances and is required.
2. **API Impact** – If PercentDayEmployed and NumberDaysEmployed are not sent in the new Common Type, the API will throw a **Level One Error**
3. **IODS Impact**—Upon deploying the update to TSDS Production, **the entire entity will be deleted. Vendors must reload the data with the new DaysEmployedSet as a collection for StaffEducationOrganizationEmploymentAssociation.**

- HOT OFF THE PRESS -



(LEA) **MUST** report all professional services provided by teachers (*StaffClassification* 087) at an LEA through the **StaffEducationOrganizationAssignmentAssociation** entity, the **StaffSectionAssociation** entity or both for the Texas Education Agency (TEA) to compute the teacher full-time equivalent (FTE) calculations for the LEA.

If data for a staff member is reported through both entities, TEA will combine the data to accurately reflect the Staff FTE.

Teacher (087)

(Includes classroom teachers, teachers in an atypical role, such as SPED, Dyslexia, GT, Interventionists, pull-out teachers, SPED Co-op teachers, etc.)

StaffService
(SEXXXXXX and SRXXXXXX
only)

**StaffEducationOrganization
AssignmentAssociation
Entity**

Staff Service Set

CourseCode
(Any)

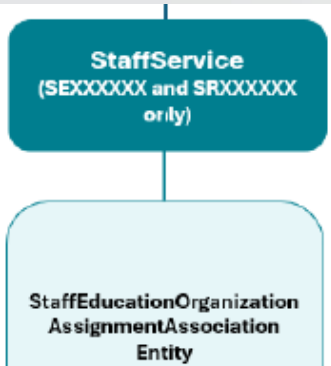
**CourseOffering
Section
StaffSectionAssociation
Entities**

To report the additional responsibilities of teachers (*StaffService* SRXXXXXX) or when the services provided are special education and related services (*StaffService* SEXXXXXX).

All other instructional services provided by *StaffClassification* 087 (teacher) should be reported using the *StaffSectionAssociation*.

- HOT OFF THE PRESS -

Staff Ed Org Assignment Association



StaffEducationOrganizationAssignmentAssociation

Data Element	Cardinality	Descriptor Table
Staff	Required	
School	Required	
StaffClassification	Required	C021
BeginDate	Required	
EndDate	Optional	
SharedServiceArrangementStaff	Optional	C169
StaffServiceSet (may have multiple instances)	Optional	
StaffService	Conditionally Mandatory*	C343
SPEDStudentAgeRange	Conditionally Mandatory*	C342
PopulationServed	Optional	C030
MonthlyMinutes	Optional	
NumberOfStudentsInClass	Optional	
StaffServiceBeginDate	Conditionally Mandatory*	
StaffServiceEndDate	Optional	

*When a StaffServiceSet is reported, data elements listed as Conditionally Mandatory **MUST** be reported.

StaffService	Related Services
Special Education and Related Services	
SE000001	Special Education, Generic
SE000002	Speech Therapy
SE000003	Speech Assessment
SE000004	Adaptive Physical Education
SE000005	Visually Impaired
SE000006	Auditorily Impaired
SE000007	Preschool Program For Children With Disabilities
Additional Responsibilities of Teachers	
SR000001	Discipline Management
SR000003	Study Hall Or Home Room
SR000005	Tutorial (Any Subject)
SR000006	Adult Basic Education
SR000007	Unassigned Professional Classroom Duty
SR000008	High School Equivalency Program (HSEP)
SR000009	Adult Secondary Education
SR000010	Content Mastery
SR000011	Mentoring For Fellow Teachers
SR000012	Head Start
SR000013	Early Head Start
SR000014	Even Start

- HOT OFF THE PRESS -

CourseOffering

Data Element	Cardinality	Descriptor Table
School	Required	
Session	Required	
Course	Required	
LocalCourseCode	Required	

Section

Data Element	Cardinality	Descriptor Table
CourseOffering	Required	
SectionIdentifier	Required	
SectionSet (may have multiple instances)	Optional	
PopulationServed	Optional	C030
SPEDStudentAgeRange	Conditionally Mandatory*	C342
CourseSequence	Conditionally Mandatory*	C135
ClassType	Optional**	C179
BeginDate	Conditionally Mandatory*	
EndDate	Optional	

*When a SectionSet is reported, data elements listed as Conditionally Mandatory **MUST** be reported.

If the ClassroomPosition is Teacher of Record, Assistant Teacher, Support Teacher, and Substitute Teacher and the CourseCode does not start with an "S," ClassType **MUST be reported.

Class Type C179

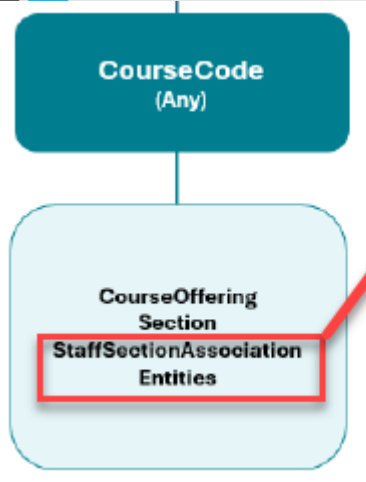
Descriptor	Short Description	Long Description
01	Regular	Regular setting including regular classroom, laboratory, or shop settings.
02	Non-Regular	Classes designed for In-School Suspension, School-Community Guidance Center, Alternative Education School Program for Discipline, Televised Instruction, Non-disciplinary Alternative Education, or Special Education Setting.

CourseCode
(Any)

CourseOffering
Section
StaffSectionAssociation
Entities

Section Set

- HOT OFF THE PRESS -



StaffSectionAssociation

Data Element	Cardinality	Descriptor Table
Staff	Required	
Section	Required	
BeginDate	Required	
EndDate	Optional	
ClassroomPosition	Required	C309
NumberOfStudentsInClass	Optional**	
MonthlyMinutes	Optional**	
NumberDaysTaughtWeek1	Optional	
NumberDaysTaughtWeek2	Optional	
NumberDaysTaughtWeek3	Optional	
NumberDaysTaughtWeek4	Optional	
NumberMinutesTaughtWeek1	Optional	
NumberMinutesTaughtWeek2	Optional	
NumberMinutesTaughtWeek3	Optional	
NumberMinutesTaughtWeek4	Optional	
SharedServiceArrangementStaff	Optional	C169

**If the ClassroomPosition is Teacher of Record, Assistant Teacher, Support Teacher, and Substitute Teacher and the Course does not start with an "S," NumberOfStudentsInClass and MonthlyMinutes, MUST be reported. (30090-0007)

Note: The StaffClassification (C021) values are promoted based on the ClassroomPosition (C309) descriptor values published. Any CourseCode in the CourseCode table is promoted except SAXXXXXX.

ClassroomPosition Reported	Actual Promoted StaffClassification
01 (Teacher of Record)	087 (Teacher)
02 (Assistant Teacher)	087 (Teacher)
03 (Support Teacher)	087 (Teacher)
04 (Substitute Teacher)	047 (Substitute Teacher)

- HOT OFF THE PRESS -

10/4/2024 Critical Reporting Change Example

TSDS Web-Enabled Data Standards

Search. Drill. Find.

Search For:

Search By:

Data Elements

Search

School Year: 2024-25

Collection: ALL

Submission: ALL

Published Version: 2025.2.1

Open

TWEDS XML
2015-2024

Overview Data Components Descriptor Tables References Rules Change Logs Early Notice

Timelines

Data Components 2024-2025 TEDS

Domain

Categories

Entities

Summary of Entities by Submission

List of Entities

- Assessment
- BasicReportingPeriodAttendance
- BilingualESLProgramReportingPeriodAttendance
- BudgetExt
- Calendar
- CalendarDate
- ContractedInstructionalStaffFTEExt
- Course
- CourseOffering
- CourseTranscript
- CTEProgramReportingPeriodAttendance
- DisciplineAction
- DisciplineIncident
- EducationServiceCenter
- ExtendedSchoolYearServicesAttendance
- FlexibleBilingualESLProgramReportingPeriodAttendance
- FlexibleCTEProgramReportingPeriodAttendance

StaffEducationOrganizationEmploymentAssociation Entity

Data Element	NP*	Core	PEIMS	Length	Data Type	Descriptor Table	Element ID
Staff							
LocalEducationAgency							
EmploymentStatus						Descriptor	NP009
DaysEmployedSet (may have multiple instances)							
PercentDayEmployed							E0760
NumberDaysEmployed							E0160
BeginDate				PF 10	Date		E3010
EndDate				PF 10	Date		E3020
AuxiliaryRoleIdSet (may have multiple instances)							
AuxiliaryRoleId				PF	Descriptor	C213	E1594
BeginDate				PF 10	Date		E3010
EndDate				PF 10	Date		E3020
EmploymentPeriod							
HireDate				PF 10	Date		E3032
EndDate				PF 10	Date		E3020

Legend

* NP = "Not Promoted"

Hyperlinked NP data elements are not promoted for this entity, but may be promoted from other entities

10/4/2024 Critical Reporting Change Example

```
{
  "id": "71e5ee39536546acaef64550c4f6b203",
  "educationOrganizationReference": {
    "educationOrganizationId":
    ,
    "link": {
      "rel": "LocalEducationAgency",
      "href": "/ed-fi/localEducationAgencies/4dbab20680534217a396a0fda58b8250"
    }
  },
  "staffReference": {
    "staffUniqueId": ":",
    "link": {
      "rel": "Staff",
      "href": "/ed-fi/staffs/5db9455b45fc46ee9d46025fa05ef64b"
    }
  },
  "employmentStatusDescriptor": "uri://local.texas.gov/employmentStatusDescriptor#LINQ",
  "hireDate": "2017-01-25",
  "_ext": {
    "tx": {
      "auxiliaryRoleIdSets": [],
      "daysEmployedSets": [
        {
          "beginDate": "2024-08-05",
          "endDate": "2025-05-30",
          "numberDaysEmployed": 187,
          "percentDayEmployed": 100
        }
      ]
    }
  },
  "_etag": "5250334770715330371",
  "_lastModifiedDate": "2024-10-18T19:07:08.7942467Z"
}
```

Located on the EducationOrganizationEmploymentAssociation entity

Staff FTE Calculation

Fall Staff reporting determines Staff FTE reporting for the year and is calculated when Fall Staff Promotion occurs. *(This will not be raw data in the TEA IODS – it is reflected on your Fall TSDS PDM reports).*

• **FTE Total** – Utilizes the 30050 (Employee FTE) and 30090 (Partial FTE) Employee FTE determines if full-time or part-time staff based upon 30050 –

StaffEducationOrgEmploymentAssociationExtension>DaysEmployedSet

- If the number of days employed (E0160) is greater than or equal to 187, the FTE is a decimal number created by taking the percent of day employed (E0760) divided by 100
- If the number of days employed is less than 187, the FTE is a decimal number created by taking (percent of the day employed / 100) x (the number of days employed) all divided by 187

• **Partial FTE (PFTE)** is the per 30090-StaffResponsibilitiesExtension FTE calculated as the portion of the Employee FTE that is spent in the specific role. There are four types of PFTE calculations depending upon staff type – Instructional, Non-Instructional and a mixture of the two. Reference TEA [TIPS for Calculating Staff FTEs](#).

Where to verify Staff FTE Total

Review the PDM reports related to Staff FTE once you promote Fall PEIMS – CRITICAL to Compare to prior years.

Texas Education Agency

PDM1-110-004

v24.1.2

*** CONFIDENTIAL ***

LEA: _____

TSDS PEIMS STAFF FTE SUMMARY

LEA-level Data

Campuses: All

2023 - 2024 Fall Collection, Accepted Submission

Monday 11/04/2024 11:42 AM

Page 1 of 5

	FTE	LEA	PERCENT
TOTAL STAFF (FTEs)	3,869.3		100.0%
Teachers	1,687.4		43.6%
Professional Support	400.7		10.4%
Campus Administration	108.4		2.8%
Central Administration	48.7		1.3%
Educational Aides	414.4		10.7%
Auxiliary Staff	1,209.6		31.3%

Staff PFTE Calculation – Monthly Minutes Required

• **IF FTE Total** (defined in slide 24) is missing on a **Staff member**, the Role ID may report, however the **Partial FTE (PFTE)** will NOT be calculated.

PFTE is the per 30090-StaffResponsibilitiesExtension FTE calculated as the portion of the Employee FTE that is spent in the specific role.



Critical checkpoints in Ed-Fi : Are Monthly Minutes being reported?

TSDS Web-Enabled Data Standards

Search. Drill. Find.

Search For: Search By: **Data Elements**

School Year: 2024-25
Collection: ALL
Submission: ALL
Reset Filter
Published Version: 2025.2.1

Overview **Data Components** Descriptor Tables References Rules Change Logs Early Notice

Data Components
2024-2025 TEDS

- Domain
- Categories
- Entities
- Data Elements
 - AcademicSubject E1097
 - AcceleratedInstructionSubject E3084
 - ActualAmount E0774
 - ActualFunction E0317A
 - ActualFund E0316A
 - ActualLengthOfDisciplinaryAssignment E1008
 - ActualObject E0318A
 - ActualProgramIntent E0320A
 - ADAEligibility E0787
 - AdditionalDaysProgram E1671
 - AdditionalDaysProgramTeacher E1673
 - AddressType E1113
 - AdministrationDate E1396
 - ApartmentRoomSuiteNumber E1115
 - ApplicationDate E3004
 - ApplicationType E3005

Data Element ID	Data Element Name	Date Issued	Date Updated
E1057	MonthlyMinutes	03/02/2009	03/01/2022

Definition
MonthlyMinutes is 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).

Special Instructions

Table Identification	Length	Data Type	Domain of Values
	5	Number	1 – 12000

Used in Entities
StaffEducationOrganizationAssignmentAssociation > StaffServiceSet
StaffSectionAssociation

Used in Domain
Staff , Teaching and Learning

Former Data Element Name

Used in Data Collections/Submissions

<input type="checkbox"/> PEIMS Extended Year	<input type="checkbox"/> CF Child Find	<input type="checkbox"/> ECDS ECDS-KG	<input type="checkbox"/> SELA Special Education Language Acquisition
<input checked="" type="checkbox"/> PEIMS Fall	<input type="checkbox"/> CR Fall	<input type="checkbox"/> ECDS ECDS-PK	<input type="checkbox"/> SPPI-14 SPPI-14
<input type="checkbox"/> PEIMS Mid-Year	<input type="checkbox"/> CR Winter	<input type="checkbox"/> NP Not Promoted	<input type="checkbox"/> UID Enrollment Event
<input type="checkbox"/> PEIMS Summer	<input type="checkbox"/> CSW Charter School Waitlist	<input type="checkbox"/> RFT Residential Facility Tracker	<input type="checkbox"/> UID Enrollment Event

Where do you report Monthly Minutes?

TSDS Web-Enabled Data Standards

Search. Drill. Find.

Search For:

Search By:

Data Elements



Search

School Year: 2024-25



Collection: ALL



Submission: ALL



Reset Filter

Published Version: 2025.2.1

Open

TWEDS XML
2015-2024

Overview Data Components Descriptor Tables References Rules Change Logs Early Notice

Timelines

Data Components 2024-2025 TEDS

Domain

Categories

Entities

Summary of Entities by Submission

List of Entities

- Assessment
- BasicReportingPeriodAttendance
- BilingualESLProgramReportingPeriodAttendance
- BudgetExt
- Calendar
- CalendarDate
- ContractedInstructionalStaffFTEExt
- Course
- CourseOffering
- CourseTranscript
- CTEProgramReportingPeriodAttendance

StaffEducationOrganizationAssignmentAssociation Entity

Data Element	NP*	Core	PEIMS	Length	Data Type	Descriptor Table	Element ID
Staff							
School							
StaffClassification			PF		Descriptor	C021	E0721
BeginDate			PF	10	Date		E3010
EndDate			PF	10	Date		E3020
SharedServiceArrangementStaff			PF		Descriptor	C169	E1015
StaffServiceSet <i>(may have multiple instances)</i>							
StaffService			PF		Descriptor	C343	E3072
SPEDStudentAgeRange			PF		Descriptor	C342	E3059
PopulationServed			PF		Descriptor	C030	E0747
MonthlyMinutes			PF	5	Number		E1057
NumberOfStudentsInClass			PF	3	Number		E0170
StaffServiceBeginDate			PF	10	Date		E3060
StaffServiceEndDate			PF	10	Date		E3061

Where do you report Monthly Minutes?

TSDS Web-Enabled Data Standards

Search. Drill. Find.

Search For: Search By:

School Year:
Collection:
Submission:

Open

Reset Filter
Published Version:

TWEDS XML
2015-2024

[Overview](#) [Data Components](#) [Descriptor Tables](#) [References](#) [Rules](#) [Change Logs](#) [Early Notice](#)

[Timelines](#)

Data Components 2024-2025 TEDS

▸ Domain

▸ Categories

▾ Entities

Summary of Entities by Submission

▾ List of Entities

Assessment

BasicReportingPeriodAttendance

BilingualESLProgramReportingPeriodAttendance

BudgetExt

Calendar

CalendarDate

ContractedInstructionalStaffFTEExt

Course

CourseOffering

CourseTranscript

CTEProgramReportingPeriodAttendance

DisciplineAction

DisciplineIncident

EducationServiceCenter

ExtendedSchoolYearServicesAttendance

StaffSectionAssociation Entity

Data Element	NP*	Core	PEIMS	Length	Data Type	Descriptor Table	Element ID
Staff							
Section							
BeginDate	✓		PF	10	Date		E3010
EndDate	✓		PF	10	Date		E3020
ClassroomPosition	✓		PF		Descriptor	C309	E1454
NumberOfStudentsInClass			PF,PE	3	Number		E0170
MonthlyMinutes			PF	5	Number		E1057
NumberDaysTaught/Week1			PF	1	Number		E1604
NumberDaysTaught/Week2			PF	1	Number		E1605
NumberDaysTaught/Week3			PF	1	Number		E1606
NumberDaysTaught/Week4			PF	1	Number		E1607
NumberMinutesTaught/Week1			PF	4	Number		E1608
NumberMinutesTaught/Week2			PF	4	Number		E1609
NumberMinutesTaught/Week3			PF	4	Number		E1610
NumberMinutesTaught/Week4			PF	4	Number		E1611
SharedServiceArrangementStaff			PF		Descriptor	C169	E1015
AdditionalDaysProgramTeacher			PE		Boolean		E1673

Staff PFTE Monthly Minute Checkpoints

Ed-Fi Rule (Level 2 Fatal Edit 30090-0007)

If ClassroomPosition is "01", "02", "03", or "04", and the Course does not start with an "S", then the following must be provided: NumberOfStudentsInClass, MonthlyMinutes, and ClassType on the corresponding Section.

TEA updated this fatal as of 11/6 to discount Course ID's beginning with "S"

30090-0007

If ClassroomPosition is Teacher Of Record ("01"), Assistant Teacher ("02"), Support Teacher ("03"), or Substitute Teacher ("04"), and the Course is assigned to a specific section (does not start with an "S"), then the following must be provided: NumberOfStudentsInClass, MonthlyMinutes, and ClassType on the corresponding Section.

L2,
L3

PF

ESC,
District,
Campus,
Charter

Where to verify Staff PFTE Total

Review the PDM reports related to Staff PFTE once you promote Fall PEIMS – **CRITICAL** to Compare to prior years at LEA level and at Campus Level.

Texas Education Agency PDM1-110-006		TSDS PEIMS STAFF FTE BY ROLE LEA-level Data All Roles Campuses: All Fall Collection, Accepted Submission			Page 1 of 3
LEA:		Summary FTE	PFTE	Percent	
Total Staff (FTEs):		7,891.1		100.0%	
Teacher		3,923.9		49.7%	
047	Substitute Teacher: A person who serves in a classroom in the absence of a teacher certified for that assignment where the teacher has quit, died, or been terminated; or, a person who is permanently hired to substitute on an as-needed basis.		8.3	0.1%	
087	Teacher: (combination of former codes 025 and 029) A professional employee who is required to hold a valid teacher certificate or permit in order to perform some type of instruction to students		3,915.6	49.6%	
Professional Support		1,022.0		13.0%	
006	Audiologist: The person who provides audiological services to students with hearing impairments		2.0	0.0%	
008	School Counselor: Provides guidance and counseling services to students		166.9	2.1%	
011	Educational Diagnostician: Provides educational diagnostic services and individualized education program development		56.9	0.7%	
013	Librarian: Supervises library/learning resources center, or functions as one of several librarians, or learning resource specialists, on a major campus		69.6	0.9%	
015	Music Therapist: Serves as Music Therapist		16.0	0.2%	
017	Certified Orientation and Mobility Specialist (COMS)		3.9	0.0%	
022	School Nurse: A person that complies with TEC 21.003(b), 'is lic by st agy that lic that prof, [NP, RN, LVNI] is empl/cntr by schi dist, & whose primary job resp		76.4	1.0%	

Fall PEIMS Staff Data Verifications

- TSDS Upgrade Project is equivalent to an ERP / SIS Conversion
- The 2024-25 school year PEIMS Submissions / Collections will need to be reviewed at the granular level
- Reviewing data longitudinally comparing several previous years' data both at the district and campus level is imperative
- Staff data from the Fall Submission will be used in calculations impacting financial and program evaluation data all year long as it relates to FTE calculations

Staff / Payroll / Responsibility Verification

- Salaried Staff paid from Object Code 6119
- Paraprofessional Staff paid from Object Code 6129
- Teachers are StaffClassification (Co21) = 087
- Front Office paraprofessionals have an Auxiliary Role ID, where classroom paras have a StaffClassification of 033 (Educational Aide)
- PayrollExtension reporting:
 - Most Classroom teachers will have ProgramIntentCode(PIC) 11, Object 6119, Activity 80, Function 11
- Educational Aides (*classroom paras*) will have 8400 Monthly Minutes
- Counselors (Staff Classification 008) will have 9600 Monthly Minutes



District Staff

Staff
Classification
(xml – RoleID)

- Identifies the capacity in which a person serves.
- (C021)
- Examples: 087 – Teacher 020 – Principal 008 – School Counselor 013 - Librarian

Auxiliary Role ID

- Identifies the capacity in which a nonexempt auxiliary employee serves.
- (C213)
- Examples: 202 – Campus Office Clerical 206 – Information Technology 213 – Custodial
221 - Transportation

Payroll Object Code

- It indicates the major account group to which a transaction is posted, or the associated monies are related.
- (C159P)


6119
Salaries or Wages –
Teachers and Other
Professional Personnel

- Salaried Staff
- 087 – Teacher, 020 – Principal, 008 – School Counselor, 013 - Librarian

6129
Salaries or Wages For
Support Personnel

- Paraprofessional Staff
- Limited to 2 services:
- 033 – Educational Aide, 036 – Certified Interpreter

- Auxiliary Role IDs
- 202 – Campus Office Clerical, 206 – Information Technology, 221 – Transportation, 213 - Custodial



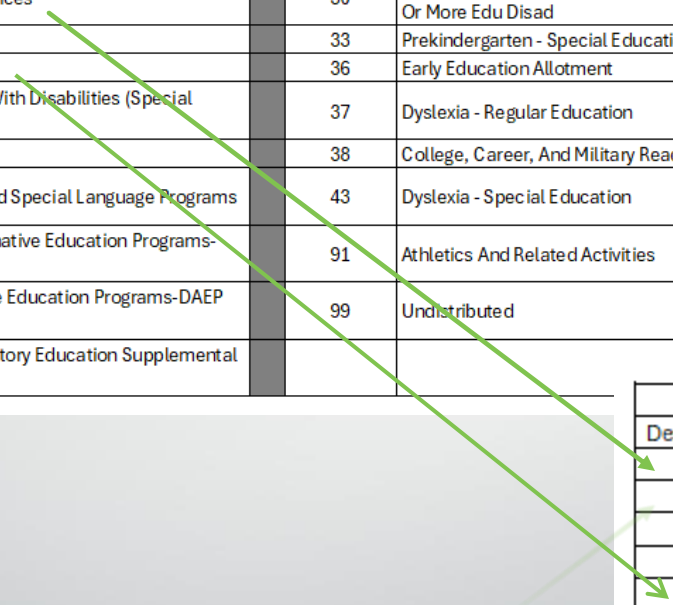
Program Intent to Population Served Connection

- Courses are designed or intended for a specific student population
- Staff responsible for servicing the specific student population in that course has a payroll record that correlates the intent of the course (Program Intent) to the Population Served (Payroll reporting).
- Often, due to changes to staff responsibilities, the payroll record will become mismatched to the courses the staff is assigned to teach
- Mismatches can impact data integrity leading to implications for funding, financial rating, and accountability

Program Intent to Population Served Connection

PayrollProgramIntent - C147P			
Descriptor	Short Description	Descriptor	Short Description
11	Basic Educational Services	30	Title I, Pt A Activities St Comp Ed Costs Campus 40% Or More Edu Disad
21	Gifted And Talented	33	Prekindergarten - Special Education
22	Career And Technical	36	Early Education Allotment
23	Services To Students With Disabilities (Special Education)	37	Dyslexia - Regular Education
24	Accelerated Education	38	College, Career, And Military Readiness
25	Bilingual Education And Special Language Programs	43	Dyslexia - Special Education
26	Non-disciplinary Alternative Education Programs-AEP Services	91	Athletics And Related Activities
28	Disciplinary Alternative Education Programs-DAEP Basic Services	99	Undistributed
29	DAEP State Compensatory Education Supplemental Costs		

PopulationServed - C030	
Descriptor	Short Description
01	Regular Students
02	Bilingual Students
03	Compensatory/Remedial Education Students
04	Gifted and Talented Students
05	Career and Technical Education Students
06	Special Education Students
07	ESL Students
08	Adult Basic Education Students
09	Honors Student
10	Migratory Students



PDM1-111-001 Individual Staff Roster

PAYROLL ACCOUNTING								STAFF RESPONSIBILITIES										
Activity	Fund	Func	Obj	Org	Yr	Prog	Budget Amount	Campus Code	Role ID	Service ID	Pop Serv	Gr	Stu Serv	ESC SSA	Class Type	Class ID	Monthly Minutes	FTE %
80	199	11	6119	007	4	22	\$	061911007	087		05		21		01		900	12.36
								061911007	087		05		6		01		900	12.36
								061911007	087		05		22		01		1,800	24.73
								061911007	087		01		26		01		80	1.10
								061911007	087		05		26		01		900	12.36
								061911007	087		05		14		01		900	12.36
								061911007	087		05		14		01		900	12.36
								061911007	087		05		13		01		900	12.36

Employee Total FTE %

CTE Teacher

PAYROLL ACCOUNTING								STAFF RESPONSIBILITIES										
Activity	Fund	Func	Obj	Org	Yr	Prog	Budget Amount	Campus Code	Role ID	Service ID	Pop Serv	Gr	Stu Serv	ESC SSA	Class Type	Class ID	Monthly Minutes	FTE %
80	199	11	6119	108	4	11	\$	061911108	087		01	02	21		01		1,650	25.00
								061911108	087		01	02	21		01		1,650	25.00
								061911108	087		01	02	21		01		1,650	25.00
								061911108	087		01	02	21		01		1,650	25.00

2nd Grade Teacher

PDM1-111-001 Individual Staff Roster

Texas Education Agency
 PDM1-111-001
 v24.1.3

*** CONFIDENTIAL ***

LEA: 061911 - NORTHWEST ISD

TSDS PEIMS INDIVIDUAL STAFF PROFILES
 LEA-level Data | Category: All Role Group
 Campuses: All
 2023 - 2024 Fall Collection, Accepted Submission

Tuesday 10/15/2024 12:21 PM
 Page 3 of 3,635

Staff Unique ID: [REDACTED]
 Name: [REDACTED]
 [REDACTED]
 [REDACTED]
 [REDACTED]
 [REDACTED]
 [REDACTED]
 Total Years of Experience: 0
 Highest Degree Level : 0
 Years of Experience in LEA: 0
 Auxiliary Role ID: 202
 Number of Days Employed: 220
 Percent Day Employed: 100
 Paraprofessional Certification: 1

Front Office Para

PAYROLL ACCOUNTING							STAFF RESPONSIBILITIES											
Activity	Fund	Func	Obj	Org	Yr	Prog	Budget Amount	Campus Code	Role ID	Service ID	Pop Serv	Gr	Stu Serv	ESC SSA	Class Type	Class ID	Monthly Minutes	FTE %
80	199	23	6129	102	4	99	[REDACTED]											

empty

PDM1-111-001 Individual Staff Roster

Paraprofessional Certification:

PAYROLL ACCOUNTING							STAFF RESPONSIBILITIES									
Activity	Fund	Func	Obj	Org	Yr	Prog	Budget Amount	Campus Code	Role ID	Pop Serv	Gr	Stu Serv	ESC SSA	Class Type	Monthly Minutes	FTE %
80	199	11	6119	113	4	23										
								061911113	087	06	05	2		01	1,650	5.00
								061911113	087	06	05	1		01	1,650	5.00
								061911113	087	06	05	1		01	1,650	5.00
								061911113	087	06	05	2		01	1,650	5.00
								061911113	087	06	05	2		01	1,650	5.00
								061911113	087	06	05	2		01	1,650	5.00
								061911113	087	06	05	1		01	1,650	5.00
								061911113	087	06	05	2		01	1,650	5.00
								061911113	087	06	05	2		01	1,650	5.00
								061911113	087	06	05	1		01	1,650	5.00
								061911113	087	06	05	2		01	1,650	5.00
								061911113	087	06	05	2		02	1,650	5.00
								061911113	087	06	05	2		01	1,650	5.00
								061911113	087	06	05	1		01	1,650	5.00
								061911113	087	06	05	1		01	1,650	5.00
								061911113	087	06	05	2		01	1,650	5.00
								061911113	087	06	05	2		01	1,650	5.00

SpEd Teacher

Staff Demographic Verification

- Most teachers need to report a Highest Degree Level ([HighestCompleteLevelofEducation](#))
 - ❖ Exceptions: CTE courses that do not meet grad requirements for ELA, Science, Math, or Fine Arts (i.e. Cosmetology)
- Verify Total Years of Professional Experience and Years Experience In District – [Staff Entity](#)
- *Why does this matter? - Skews longitudinal review of Average tenure of staff in all roles and evaluation of teachers for recommendation for Teacher Incentive Allotment.*

Verify Staff Payroll Reporting

- Analyze the Data
- Review Level 1 errors in your ERP/HR and SIS systems as it applies to Staff Data
 - Level 1 errors prevent data from flowing into the TEA IODS
- Review Monitor Validation Reports in TSDS
- Compare record counts to OnDataSuite File Center for the Fall Submission.
 - Longitudinal comparisons are crucial for this 24-25 Ed-Fi transition.
- Look for missing data dependencies based on TEA's Dependency Chart
- Review Ed-Fi Rules in OnDataSuite and Level 2/3 errors in TSDS
- Utilize OnDataSuite both Staff Validation Reports / Staff Custom Reports
- Review JSON raw data at the Unique Staff ID level to identify missing data, incorrect descriptor codes or cross-walked data

Verify Staff Payroll Reporting

- Analyze the Data
- Utilize OnDataSuite both Staff Validation Reports / Staff Custom Reports

Staff Data Validation

- ☒ Fall CTE Class Service ID's With Less Than 45 Minutes
- ☒ Inaccurate Role ID Reporting to PEIMS
- ☒ Payroll to Responsibility Campus Mismatch
- ☒ Payroll PIC to Responsibility Pop Served Mismatch
- ☒ Responsibility Pop Served to Payroll PIC Mismatch
- ☒ Special Education Grade Level Staff Verification

Staff Custom Reports

- Class Roster
- Staff Certifications (ECOS)
- Staff Detail Reports
 - ☒ Staff Employment - Payroll Review
- Staff Ethnicity/Gender
- Staff FTE Reports
- Staff Responsibilities
 - ☒ Fall Staff Role ID Review
 - ☒ Responsibility Record List (Most Recent Year)
 - ☒ Staff Responsibility Review
 - ☒ Staff Total Monthly Minutes
- Staff Summary Reports
- Teacher Incentive Allotment (TIA) Reporting
- Teacher Summary Reports

Verify Staff Payroll Reporting

- Analyze the Data
- Run CSV downloads from TSDS Reports or Search Data functions
 - ❖ Both Staff Classification and Auxiliary Role ID are not blank
 - ❖ Only Object 6119 and not an Auxiliary Role ID
 - ❖ Only Object 6129 and an Auxiliary Role ID or Only Staff Classification (equal to 033 or 036)

TEA
Texas Education Agency

Data Management Center

Monitor Validations Admin View Reports Search Data

Home >> Export Data

View LEA Reports

CSV Export

Last Run Time: 11/11/2024 5:32 AM

Last Run Time: 11/11/2024 5:32 AM

Download Selected

Search Table:

XLSX Print

<input type="checkbox"/>	Entity ↑	Data Last Updated ↓
<input type="checkbox"/>	PriorYearLeaver	11/07/2024 6:14 PM
<input type="checkbox"/>	PriorYearLeaverParent	11/09/2024 1:52 AM
<input type="checkbox"/>	Staff	11/09/2024 12:41 AM
<input type="checkbox"/>	StaffEducationOrganizationAssignmentAssociation	No data
<input type="checkbox"/>	StaffEducationOrganizationEmploymentAssociation	11/09/2024 12:47 AM
<input type="checkbox"/>	Student	11/09/2024 1:16 AM
<input type="checkbox"/>	StudentApplication	No data
<input type="checkbox"/>	StudentEducationOrganizationAssociation	11/09/2024 1:34 AM
<input type="checkbox"/>	StudentSchoolAssociation	11/09/2024 1:31 AM

TSDS Ed-Fi Promotion Logic

- All discussions are based upon review through the lens of TEA's latest published [Promotion Logic](#).

24-25 Fall Promotion Logic is coming soon