Fall PEIMS Staff Data Review

September 30, 2025

Agenda

OnDataSuite (ODS) Introduction

Overview of PEIMS Staff Data Elements

Overview of Ed-Fi / File Loading to ODS

Staff Data Reporting
- *Staff Data Validations – getting ready for Fall PEIMS*
- *Custom Reports*
- *Teacher Retention Allotment*

Resources for ODS Staff
- Upcoming trainings
- Knowledge Base
- Help Tickets

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25-26 : TSDS Staff Reporting

Staff Entity

Data Element	NP*	Core	PEIMS	Length	Data Type	Descriptor Table	Element ID
StaffUniqueId			PF	10	String		E1524
BirthDate			PF	10	Date		E0006
HighestCompletedLevelOfEducation			PF		Descriptor	C015	E0730
HispanicLatinoEthnicity			PF		Boolean		E1064
Race *(may have multiple instances)*			PF		Descriptor	C304	E3050
Sex			PF		Descriptor	C013	E0004
GenerationCode			PF		Descriptor	C012	E0706
TotalYearsProfExperience			PF	2	Number		E0130
YearsExperienceInDistrict			PF	2	Number		E0161
YearsTRATeachingExperience			PF	2	Number		E3129
StaffId			PF	9	String		E0505
LEADeterminedTRAEligibility			PF		Boolean		E3130
StaffTypeSet *(may have multiple instances)*							
StaffType			PF		Descriptor	C181	E1073
BeginDate			PF	10	Date		E3010
EndDate			PF	10	Date		E3020
ParaprofessionalCertificationSet *(may have multiple instances)*							
ParaprofessionalCertification			PF		Boolean		E1670
BeginDate			PF	10	Date		E3010
EndDate			PF	10	Date		E3020
Name							
FirstName			PF	75	String		E0703
MiddleName			PF	75	String		E0704
LastSurname			PF	75	String		E0705

Legend

PEIMS:

PF-FALL Submission

* NP = "Not Promote
Hyperlinked NP d
may be promoted
Non-hyperlinked

Data Elements will come from HR System

https://tealprod.tea.state.tx.us/TWEDSAPI/30/0/0/Overview?IntroductionId=952

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25-26 : TSDS Staff Reporting

NEW

Data Element ID	Data Element Name	Date Issued	Date Updated
E3130	LEADeterminedTRAEligibility	09/02/2025	

Definition

LEADeterminedTRAEligibility indicates 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.

Special Instructions

TEA will calculate the FTE for all teachers using the *MonthlyMinutes* (E1057) reported in the PEIMS Fall Submission. The *LEADeterminedTRAEligibility* indicator will be compared to the TEA FTE calculation, and the final TRA allotment determination will be made based on what the LEA reports in this data element.

Data Element ID	Data Element Name	Date Issued	Date Updated
E3129	YearsTRATeachingExperience	09/02/2025	

Definition

YearsTRATeachingExperience indicates the number of verifiable years of teaching experience as a classroom teacher as described in TEC §48.158.

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25-26 : TSDS Staff Reporting

StaffEducationOrganizationAssignmentAssociation Entity

Data Element		NP*	Core	PEIMS	Length	Data Type	Descriptor Table	Element ID
Staff								
School								
StaffClassification	Formally Role ID			PF		Descriptor	C021	E0721
BeginDate				PF	10	Date		E3010
EndDate				PF	10	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	Counselors, Instructional reports with SE or SR Service ID			PF	5	Number		E1057
NumberOfStudentsInClass				PF	3	Number		E0170
StaffServiceBeginDate				PF	10	Date		E3060
StaffServiceEndDate				PF	10	Date		E3061

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25-26 : TSDS Staff Reporting

StaffEducationOrganizationEmploymentAssociation Entity

Data Element		NP*	Core	PEIMS	Length	Data Type	Descriptor Table	Element ID
Staff								
LocalEducationAgency								
DaysEmployedSet *(may have multiple instances)*								
PercentDayEmployed	Used for FTE/TRA			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

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25-26 : TSDS Staff Reporting

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	3	Number		E0170
MonthlyMinutes			PF	5	Number		E1057
NumberDaysTaughtWeek1			PF	1	Number		E1604
NumberDaysTaughtWeek2			PF	1	Number		E1605
NumberDaysTaughtWeek3			PF	1	Number		E1606
NumberDaysTaughtWeek4			PF	1	Number		E1607
NumberMinutesTaughtWeek1			PF	4	Number		E1608
NumberMinutesTaughtWeek2			PF	4	Number		E1609
NumberMinutesTaughtWeek3			PF	4	Number		E1610
NumberMinutesTaughtWeek4			PF	4	Number		E1611
SharedServiceArrangementStaff			PF		Descriptor	C169	E1015

Used for TRA

Built from the Master Schedule - Student Information Systems

25-26 : TSDS Staff Reporting - Staff Classifications

Instructional	Non-Instructional
Teachers (087)	Principals (020)
Instructional Aides (033)	Assistant Principals (008)
Speech Therapists (036)	Department Heads (054)

Auxiliary
Electrician (218)
Campus Office Clerk (202)
Child Nutrition (204)

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25-26 : TSDS Staff Reporting - FTE and PFTE

- **FTE (Full-Time Equivalent)**

Formula (generalized):

$$\text{FTE} = \left(\frac{\text{Days Employed}}{\text{Standard Work Days}} \right) \times \text{Percent Days Employed}$$

- **Days Employed (E0160)** – number of days staff is employed.
- **Percent Days Employed (E0760)** – proportion of full contract (e.g., 0.5 for half-time).
- **Standard Work Days** – usually 187 for teachers or district standard.

- **PFTE (Personnel Full-Time Equivalent)**

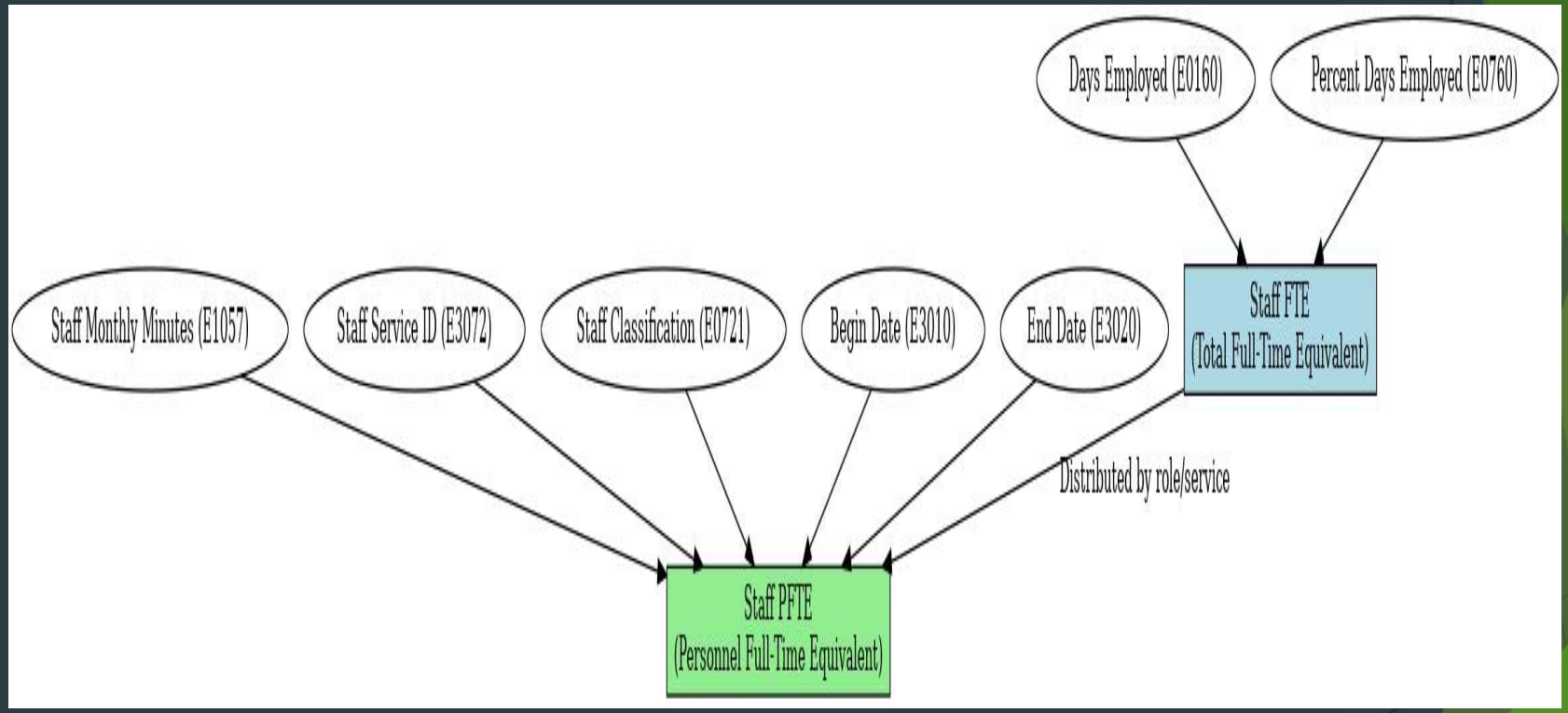
Formula (generalized):

$$\text{PFTE for Role/Service} = \frac{\text{Staff Monthly Minutes for Role}}{\text{Standard Monthly Minutes}}$$

- **Staff Monthly Minutes (E1057)** – minutes assigned to that specific service (e.g., teaching, counseling).
- **Standard Monthly Minutes** – usually based on 40 hrs/week × 21 days ≈ **8,400 minutes per month**, or district-defined baseline.
- **Staff Service ID (E3072)** – identifies which role/service the minutes apply to.
- **Staff Classification (E0721)** – distinguishes between teacher, counselor, librarian, etc.

The sum of all PFTEs across a staff member's roles = their **total FTE**.

25-26 : TSDS Staff Reporting – FTE and PFTE



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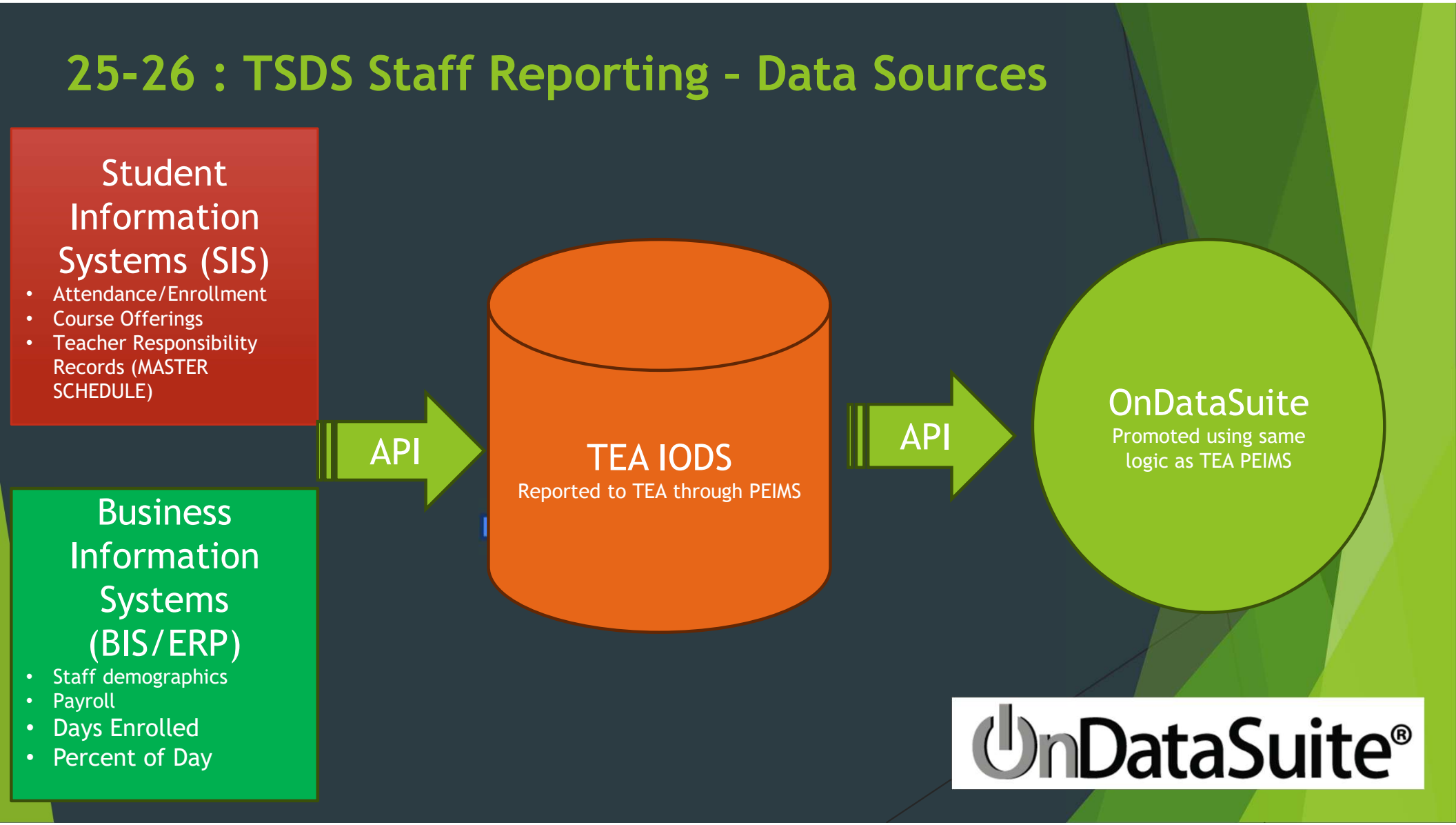
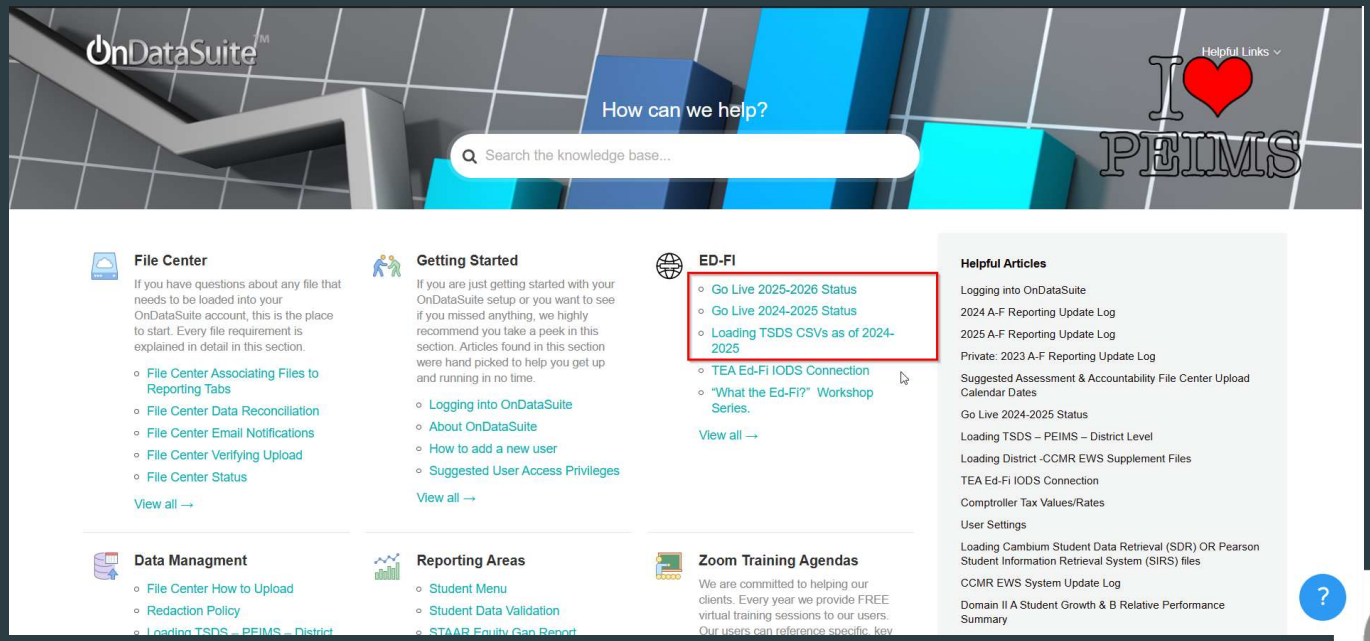
25-26 : TSDS Staff Reporting - Data Sources



OnDataSuite Resources - Ed-Fi Status

Documentation References: https://kb.ondatasuite.com *Note: same menu accessible from Help option in OnDataSuite.



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ODS 25-26 Staff related reporting status

How to identify latest Ed-Fi “promoted” data

Lower Right footer Latest TEA Ed-Fi Pull: data/time stamp

Every ODS page has a black footer and if TEA Ed-FI data is flowing it is noted on the lower corner

For details on the last 30 days related to Ed-Fi pulls, drill into the link:

Latest TEA Ed-Fi iODS Pull Log

Date	IODS Year	Pull Time	Pull Type
09/15	24-25, 25-26	Next Schedule @ 1:15 AM	Automated/Scheduled
09/14	25-26	1:15 AM - 1:22 AM	Automated/Scheduled
09/14	24-25	1:15 AM - 1:30 AM	Automated/Scheduled
09/13	25-26	1:15 AM - 1:46 AM	Automated/Scheduled Full Pull
09/13	24-25	1:15 AM - 1:59 AM	Automated/Scheduled
09/12	25-26	2:29 PM - 2:45 PM	Full
09/12	25-26	1:15 AM - 1:21 AM	Automated/Scheduled
09/12	24-25	No Changes Found in TEA IODS	Automated/Scheduled
09/11	24-25	No Changes Found in TEA IODS	Automated/Scheduled
09/11	25-26	1:15 AM - 1:17 AM	Automated/Scheduled
09/09	24-25	No Changes Found in TEA IODS	Automated/Scheduled
09/09	25-26	1:55 AM - 1:58 AM	Automated/Scheduled
09/08	25-26	1:55 AM - 2:00 AM	Automated/Scheduled
09/08	24-25	1:55 AM - 2:05 AM	Automated/Scheduled
09/07	25-26	1:55 AM - 2:00 AM	Automated/Scheduled
09/07	24-25	1:55 AM - 2:05 AM	Automated/Scheduled
09/06	24-25	No Changes Found in TEA IODS	Automated/Scheduled
09/06	25-26	1:55 AM - 1:56 AM	Automated/Scheduled

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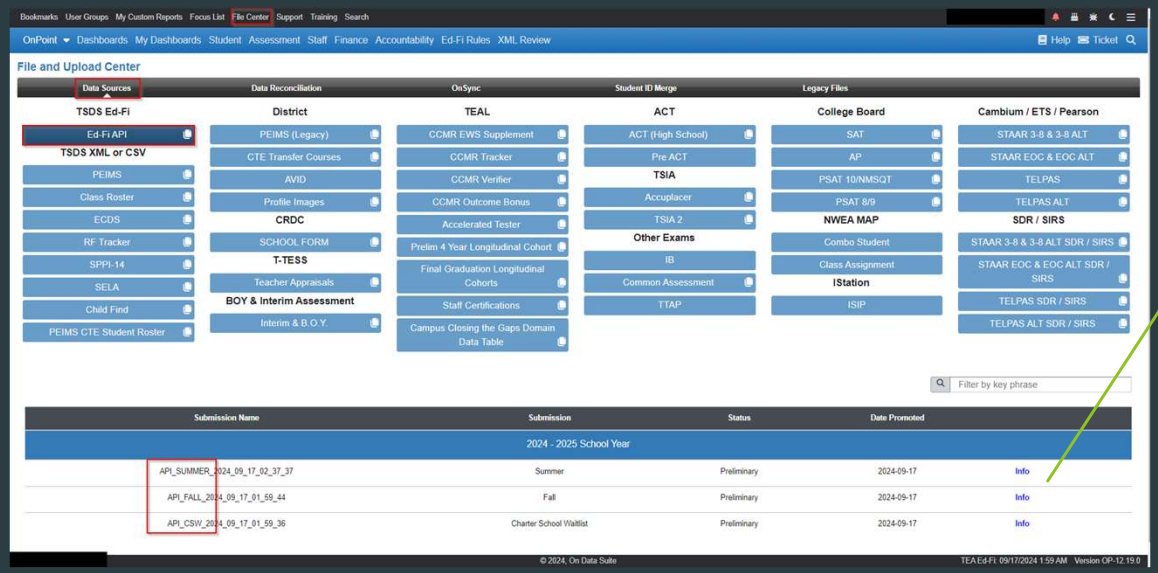
ODS 25-26 Staff related reporting status

How to identify latest Ed-Fi "promoted" data

- For specific submission details – reference the File Center
- File Center – Data Sources – TSDS Ed-Fi section:



Use the Info link on the individual submission for details on the Category – Sub-category – Domain – Entity as reported (**Records**) to TEA IODS and **Promoted** (in OnDataSuite)

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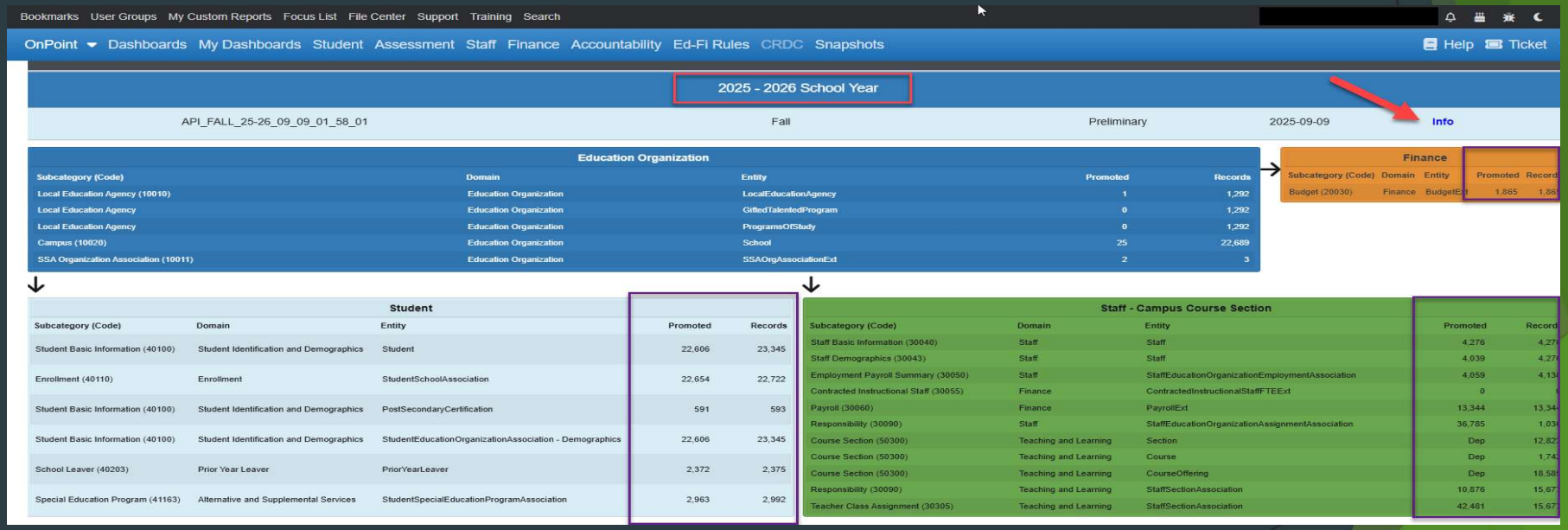
ODS 25-26 Staff related reporting status

How to identify latest Ed-Fi "promoted" data

- File Center _ TSDS Ed-Fi *_API_FALL Info Ex:*



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Finalize 24-25 Data

For the highest level of accuracy, it is strongly recommended to load TSDS CSV files to ODS. Until Ed-Fi promotion is stabilized and current for all submissions, this will ensure that the information in ODS is reflective of the information submitted to TEA for 24-25.

PEIMS Coordinator will be able to generate a CSV file in TSDS for all the PEIMS submissions (Fall, MidYear, Summer, Extended) and load directly to OnDataSuite. NOTE: TSDS does not provide the option to download CSV files for Core Collections

https://kb.ondatasuite.com/knowledge-base/loading-tsds-csvs-as-of-2024-2025/

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Finalize 24-25 Data

File Name	Submission	Status	Uploaded By	Date Uploaded	Reload Date
2024 - 2025 School Year					
015915_2025_Fall_484_250905123508.xml	Fall	Final		2025-09-05	Info
015915_2025_Mid-Year_484_250905123307.xml	Mid Year	Final		2025-09-05	Info
015915_2025_Extended_484_250904084353.xml	Extended	Final		2025-09-04	Info
015915_2025_Summer_484_250807093844.xml	Summer	Final		2025-08-10	Info

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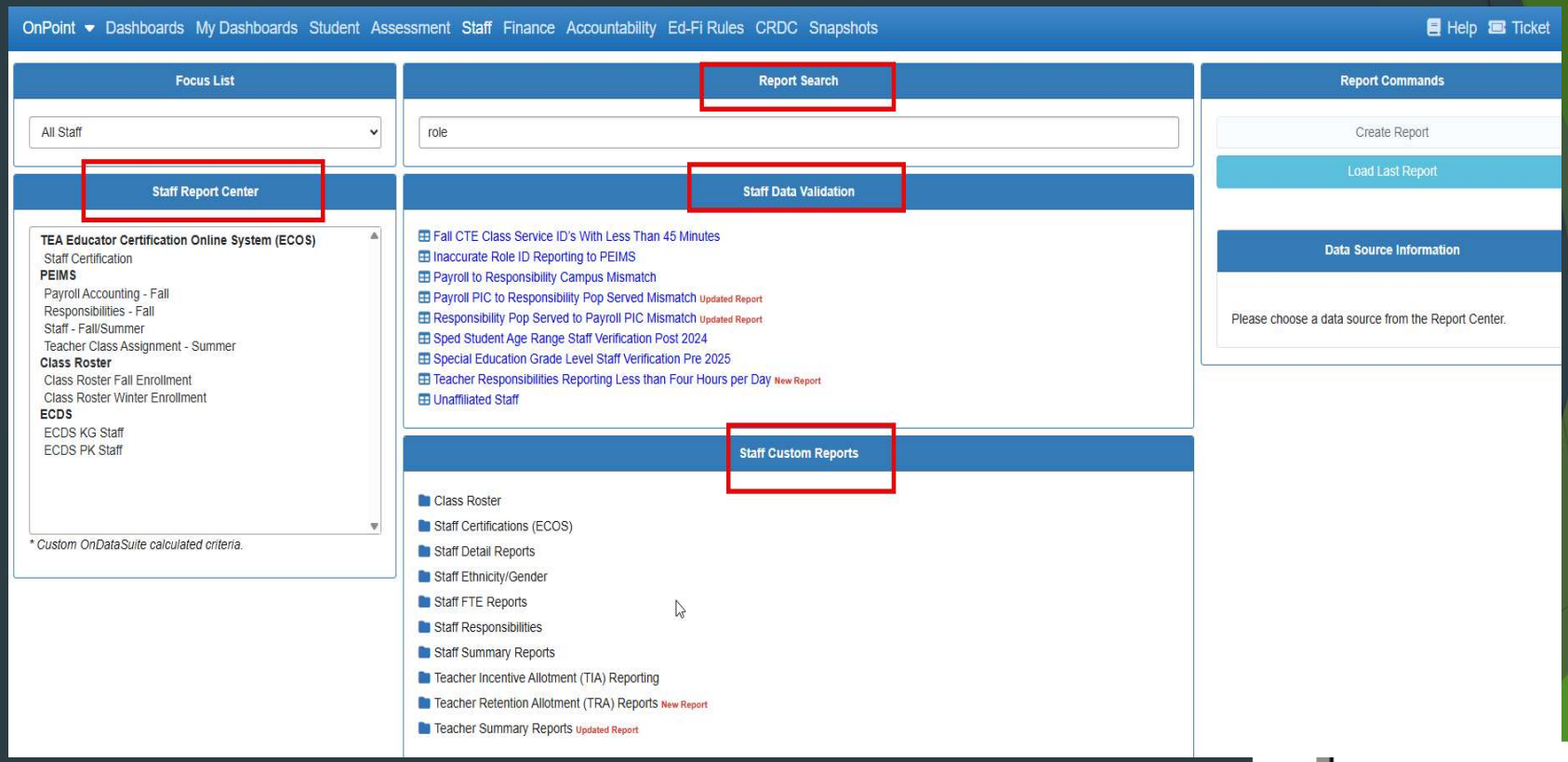
Resources for ODS Staff Reporting



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Create Your Own Reports to Verify Data

Staff Report Center (Ad-Hoc Reporting)

Create reports for Staff/Payroll data

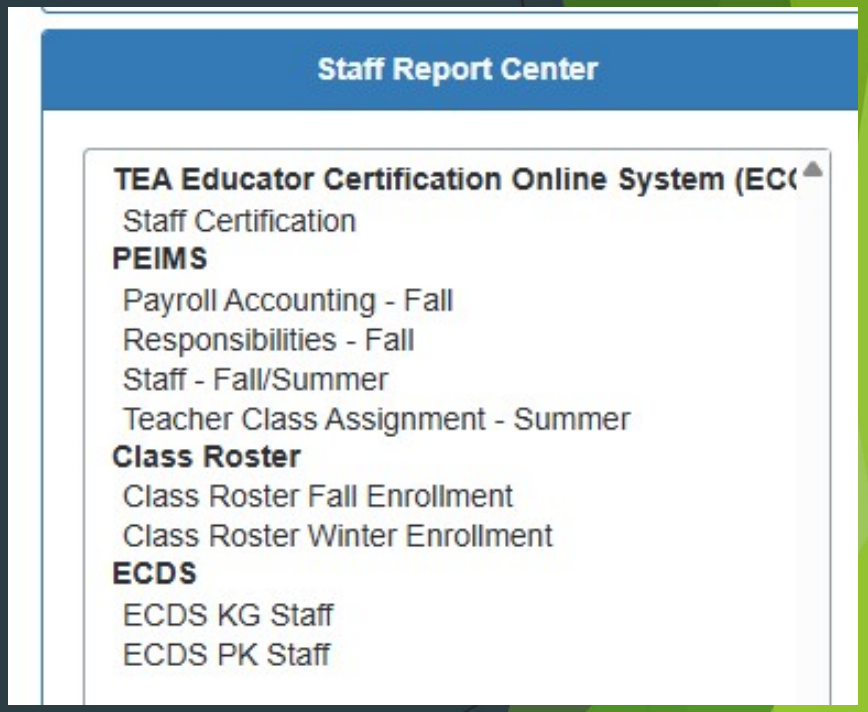
Add Charts!

Filter Data!

Bookmark and Share Data!

Export to Excel!

Join us at 3:00 PM Today for a deeper dive!



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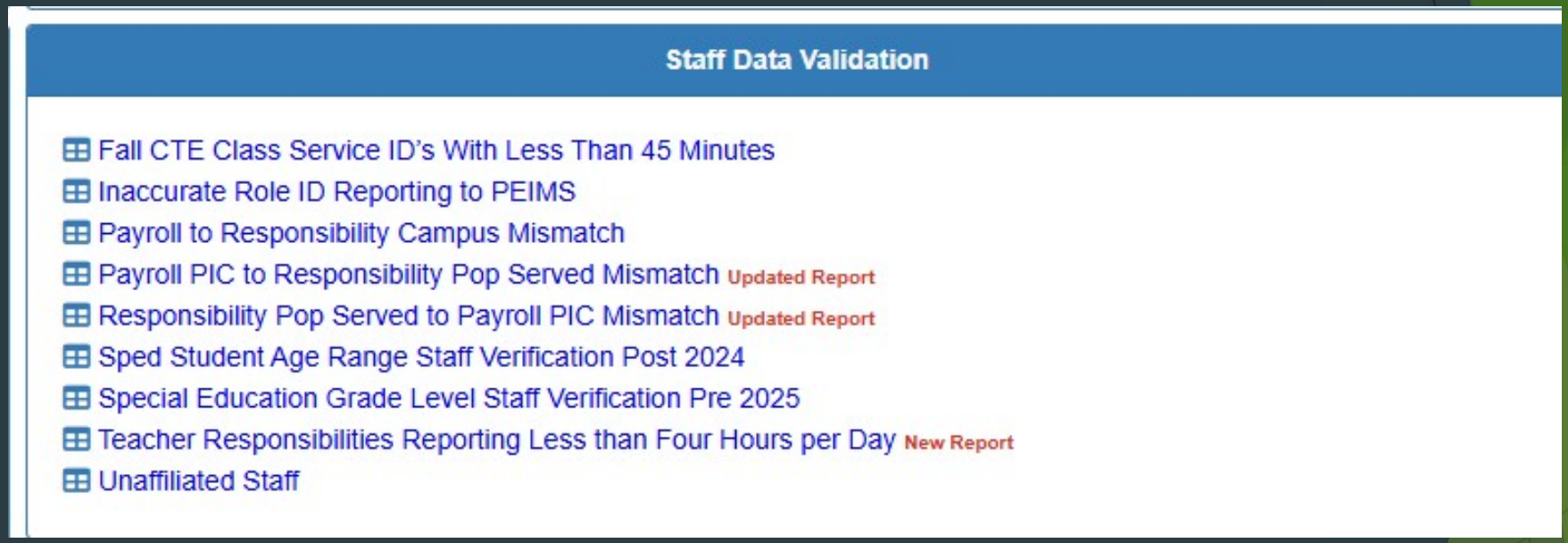
Staff Data Validation



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Staff Data Validation

Fall CTE Class Service ID's With Less Than 45 Minutes for 2025 - 2026

Display 25 records per page Search:

District	Campus	TX Unique Staff ID	Staff Name	Service ID	Class ID	Minutes Per Day	Monthly Minutes
				(13000200) - Principles of Agriculture, Food, and Natural Resources -	00000000835035	0	0
				(13000400) - Small Animal Management -	00000000833655	0	0
				(13000700) - Advanced Animal Science -	00000000809390	0	0
				(13001800) - Floral Design -	00000000793451	0	0

To determine the CTE V-code to assign to the CTE course, LEA personnel must use the following chart.

CTE Course's Average Minutes per Day	CTE Code
45–89	V1
90–134	V2
135–180+	V3

https://tea.texas.gov/finance-and-grants/financial-compliance/saah/saah-2526-proposed.pdf

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Staff Data Validation

Inaccurate Role ID Reporting to PEIMS 2025 - 2026 for All Campuses

Show 25 entries | Column Options | Focus List | SQL | D | Search:

Teacher	TX Unique Staff ID	Last Name	First	Mid	Gender	Eth / Race	Date of Birth	Campus	Staff Type	Object	ROLE ID (Fall)	Auxiliary Role ID
25-26	25-26	25-26	25-26	25-26	25-26	25-26	25-26	25-26	25-26	25-26	25-26	25-26
									1	6119, 6129		
									1	6119, 6129	(008) - School Counselor Provides guidance and counseling services to students	
									1	6119, 6129	(087) - Teacher	

Table ID	Name
C159P	PayrollObject

Descriptor	Short Description
6112	Salaries Or Wages For Substitute Teachers And Other Professionals
6119	Salaries Or Wages-Teachers And Other Professional Personnel
6121	Extra Duty Pay/Overtime-Support Personnel
6122	Salaries Or Wages For Substitute Support Personnel
6129	Salaries Or Wages For Support Personnel
6131	Contract Buyouts
6139	Employee Allowances
6147	Pension Expense
6149	Employee Benefits

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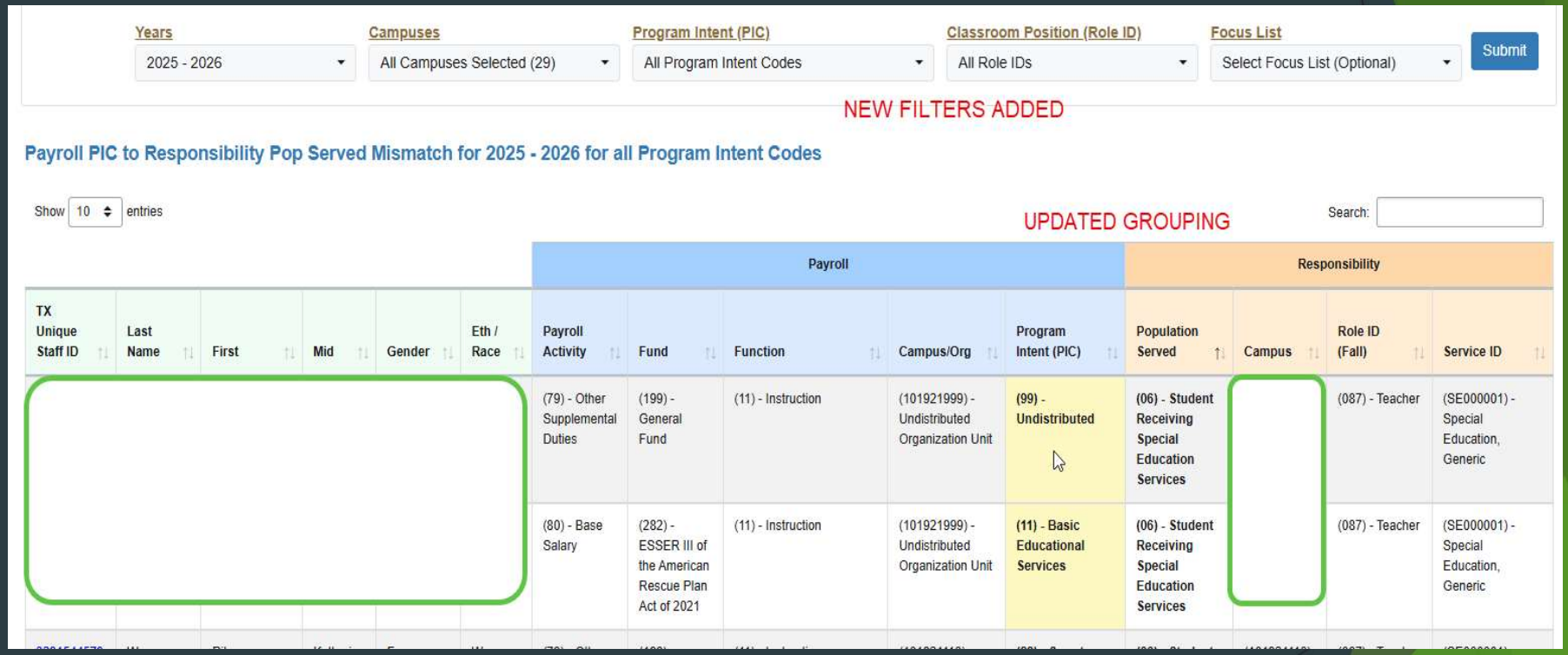
Staff Data Validation



UPDATED!

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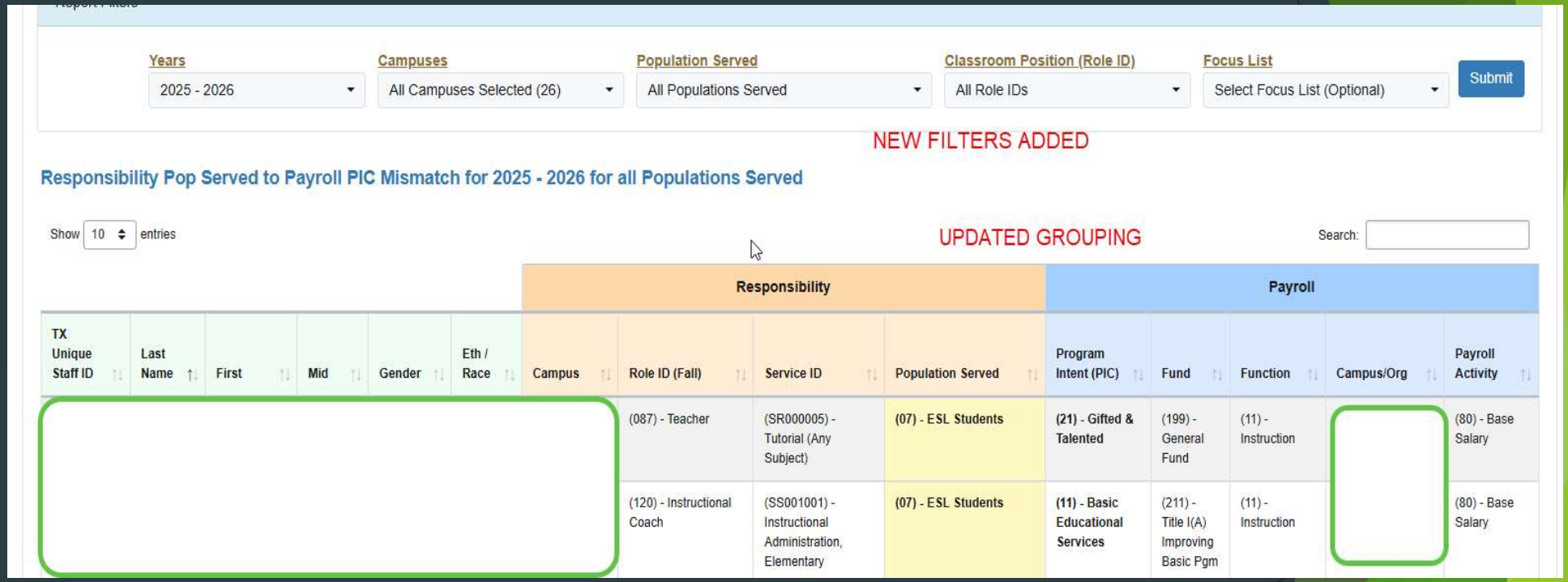
Staff Data Validation



UPDATED!

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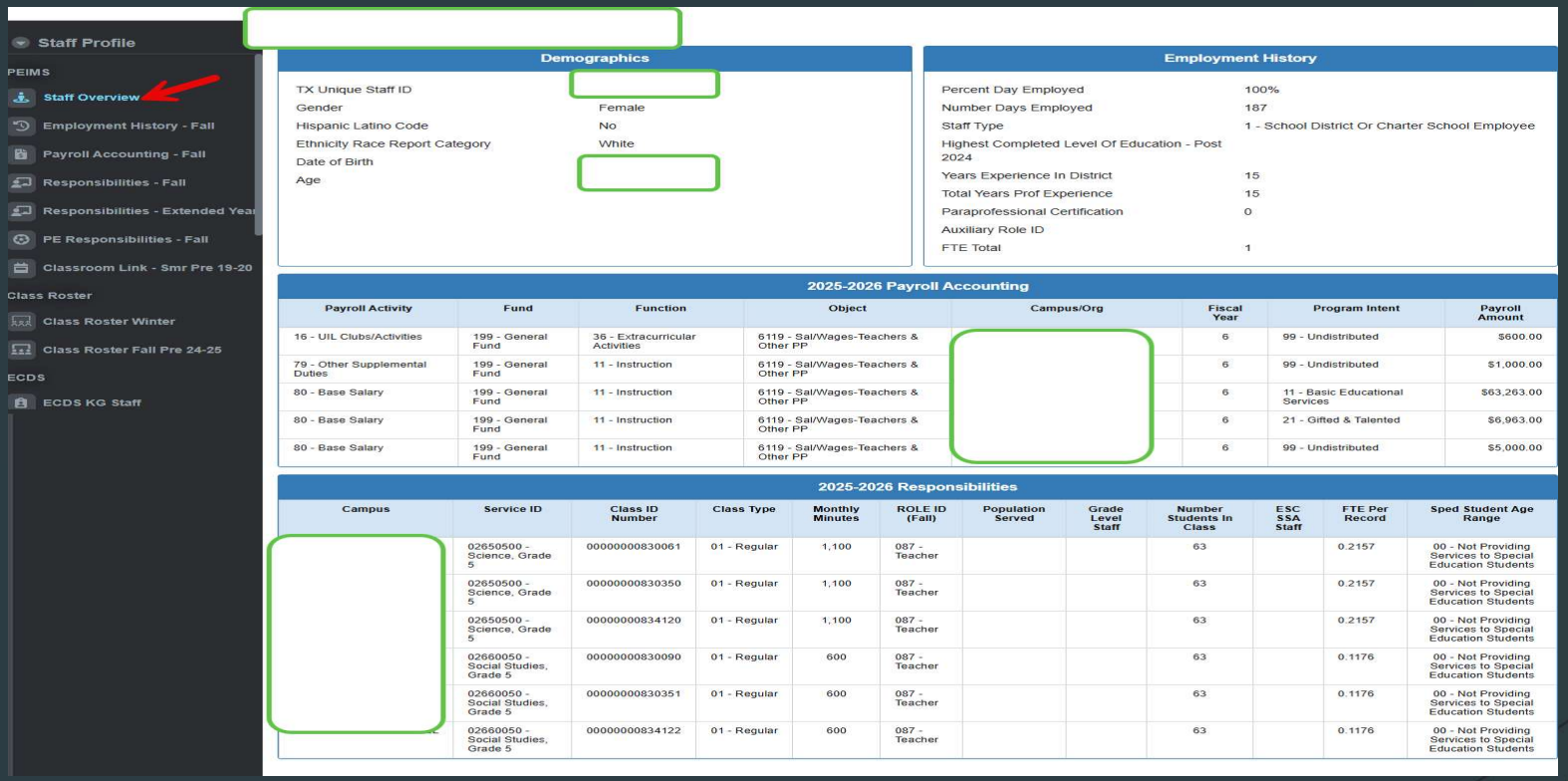
Staff Data Validation



CLICK VIEW PROFILE TO SEE THE COMPLETE RECORDS

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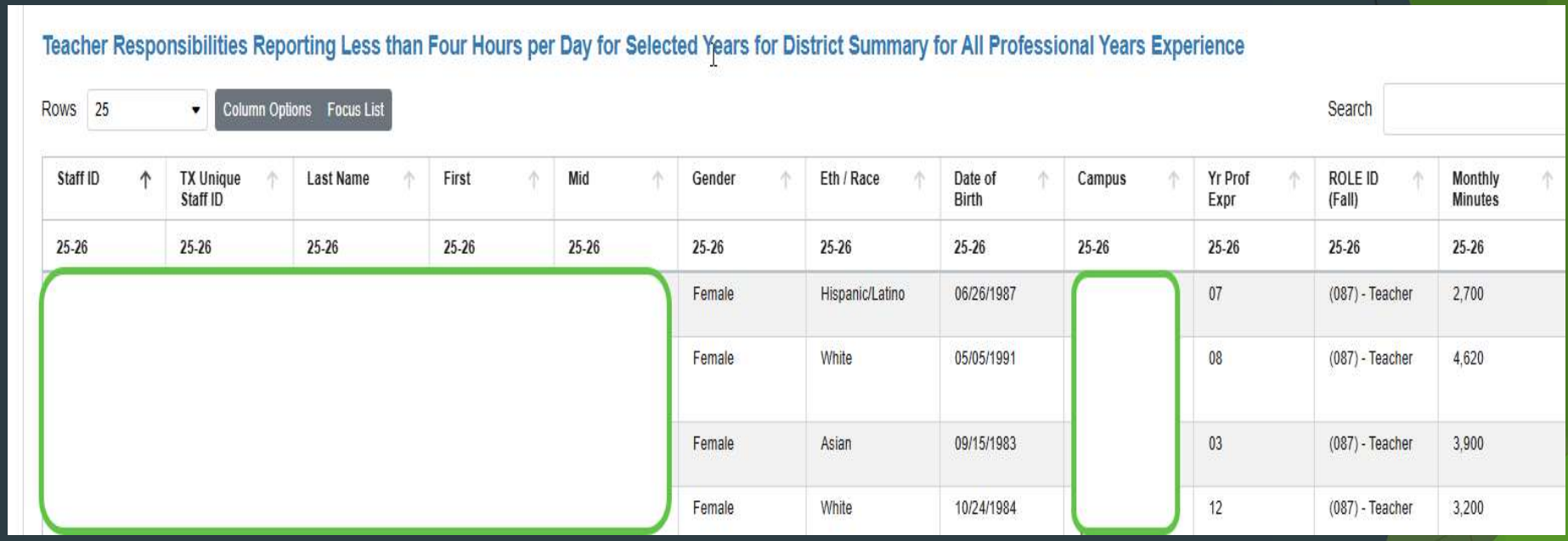
Staff Data Validation



Teacher Responsibilities Reporting Less than Four Hours per Day for Selected Years for District Summary for All Professional Years Experience

Rows 25 | Column Options | Focus List | Search

Staff ID	TX Unique Staff ID	Last Name	First	Mid	Gender	Eth / Race	Date of Birth	Campus	Yr Prof Expr	ROLE ID (Fall)	Monthly Minutes
25-26	25-26	25-26	25-26	25-26	25-26	25-26	25-26	25-26	25-26	25-26	25-26
					Female	Hispanic/Latino	06/26/1987		07	(087) - Teacher	2,700
					Female	White	05/05/1991		08	(087) - Teacher	4,620
					Female	Asian	09/15/1983		03	(087) - Teacher	3,900
					Female	White	10/24/1984		12	(087) - Teacher	3,200

This report can be used to verify Teacher Retention Allotment

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Staff Custom Reports

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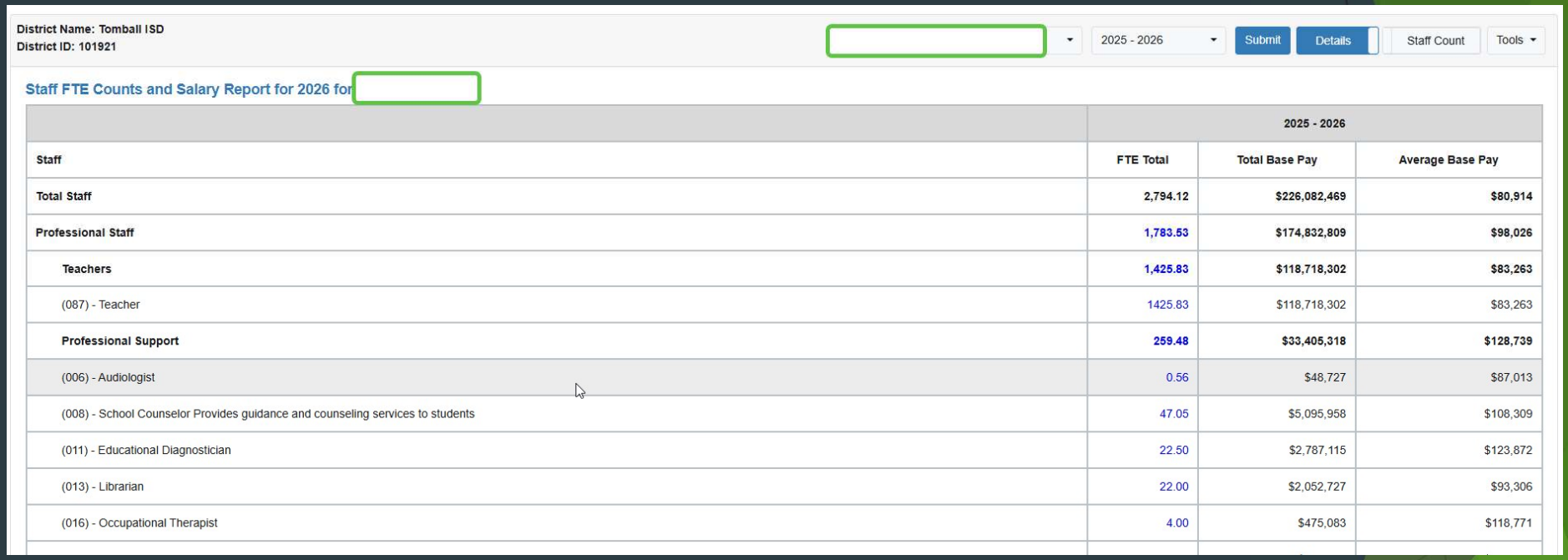
Staff Custom Reports



	2025 - 2026		
Staff	**FTE Total**	**Total Base Pay**	**Average Base Pay**
Total Staff	**2,794.12**	**$226,082,469**	**$80,914**
Professional Staff	**1,783.53**	**$174,832,809**	**$98,026**
Teachers	**1,425.83**	**$118,718,302**	**$83,263**
(087) - Teacher	1425.83	$118,718,302	$83,263
Professional Support	**259.48**	**$33,405,318**	**$128,739**
(006) - Audiologist	0.56	$48,727	$87,013
(008) - School Counselor Provides guidance and counseling services to students	47.05	$5,095,958	$108,309
(011) - Educational Diagnostician	22.50	$2,787,115	$123,872
(013) - Librarian	22.00	$2,052,727	$93,306
(016) - Occupational Therapist	4.00	$475,083	$118,771

Staff Count
Turn Details Off
Salary access is necessary for Average Base Pay

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Staff Custom Reports

All Campuses | All Funds | 2025–2026 | Submit | Tools

2025 - 2026 FTE by Role District Report for All Available Funds for All Campuses

(101921) - Tomball ISD

Role ID	Total FTE	Student/Staff Ratio	Enrollment
(002) - Art Therapist	ND	NP	23,249
(003) - Assistant Principal	43.82	530.56	23,249
(004) - Assistant/assoc/deputy Super	8.00	2,906.13	23,249
(006) - Audiologist	0.56	41,516.07	23,249
(007) - Corrective Therapist	ND	NP	23,249
(008) - School Counselor Provides Guidance And Counseling Services To Students	47.05	494.13	23,249
(011) - Educational Diagnostician	22.50	1,033.29	23,249
(012) - District Instructional Program Dir/executive Director	13.00	1,788.38	23,249
(013) - Librarian	22.00	1,056.77	23,249
(016) - Occupational Therapist	4.00	5,812.25	23,249
(017) - Certified Orientation And Mobility Specialist (Coms)	2.00	11,624.50	23,249

Filter on Fund

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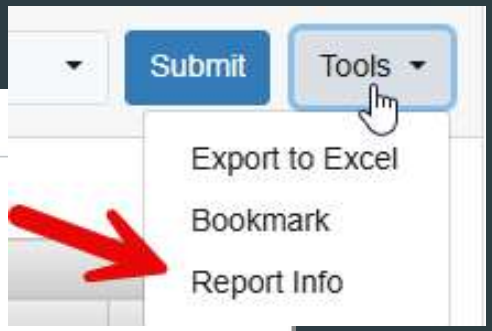
Staff Custom Reports



Report Information

Data Source(s): Fall PEIMS records

- InterchangeStaffAssociation
  - Staff Education Org Employment Association Extension Complex Type – 30050
  - Payroll Extension Complex Type – 30060
  - Responsibilities Extension Complex Type – 30090
- InterchangeStudent
  - Student Extension Complex Type – 40110

Definitions:

- Enrollment – Total student enrollment reported on Fall PEIMS Snapshot

Calculations:

- FTE – Sum of all FTEs reported with that role id (E0721)
- FTE Calculation is a two step process for FTEs by Role ID:
  - First, **Employee FTE** determines if full-time or part-time staff based upon 30050 – StaffEducationOrgEmploymentAssociationExtension
    - 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 (E0160) 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
  - **FTE by Role ID** is the Partial FTE (PFTE) calculation and 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.
- Student/Staff FTE Ratio – Total Student Enrollment / Total Staff

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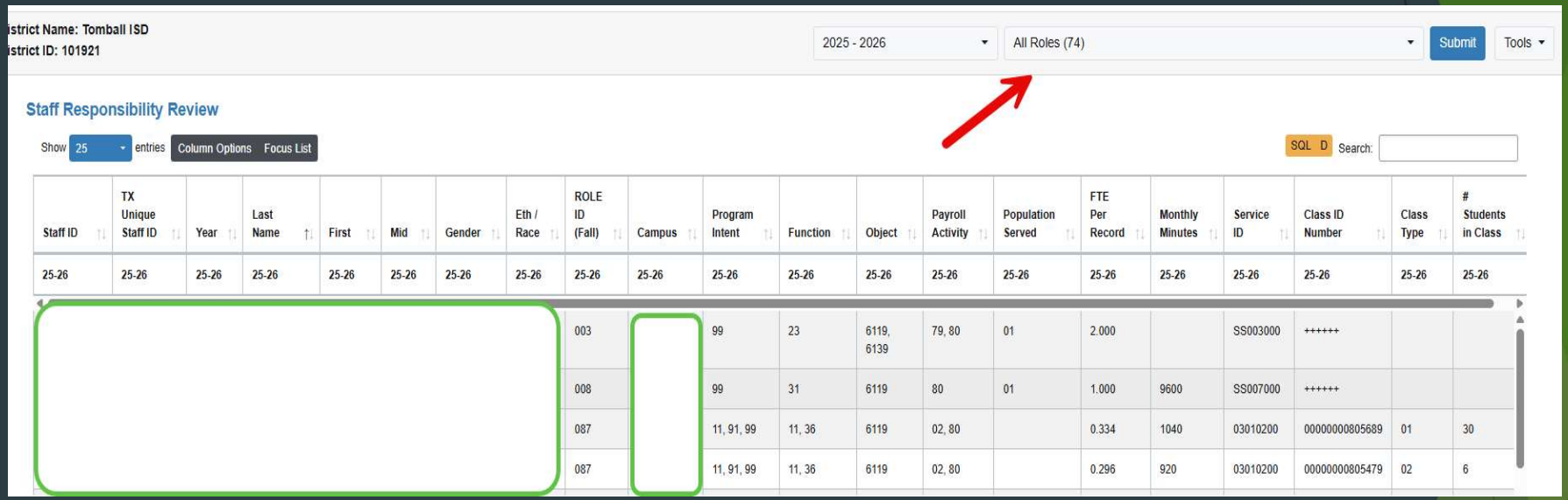
Staff Custom Reports



Filter on Role ID
Bookmark to others that may need to review

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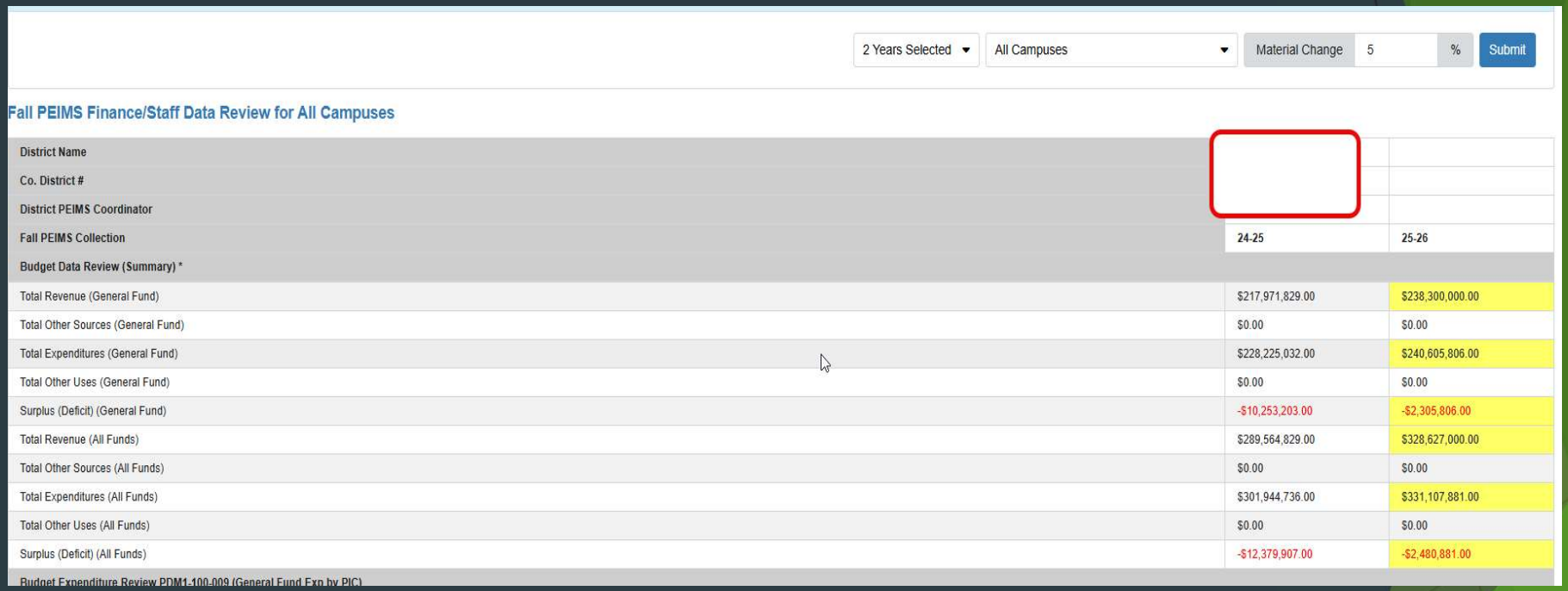
Staff Custom Reports



2 Years Selected | All Campuses | Material Change 5 % Submit

Fall PEIMS Finance/Staff Data Review for All Campuses

District Name		
Co. District #		
District PEIMS Coordinator		
Fall PEIMS Collection	24-25	25-26
Budget Data Review (Summary) *		
Total Revenue (General Fund)	$217,971,829.00	$238,300,000.00
Total Other Sources (General Fund)	$0.00	$0.00
Total Expenditures (General Fund)	$228,225,032.00	$240,605,806.00
Total Other Uses (General Fund)	$0.00	$0.00
Surplus (Deficit) (General Fund)	-$10,253,203.00	-$2,305,806.00
Total Revenue (All Funds)	$289,564,829.00	$328,627,000.00
Total Other Sources (All Funds)	$0.00	$0.00
Total Expenditures (All Funds)	$301,944,736.00	$331,107,881.00
Total Other Uses (All Funds)	$0.00	$0.00
Surplus (Deficit) (All Funds)	-$12,379,907.00	-$2,480,881.00
Budget Expenditure Review PDM1-100-009 (General Fund Exp by PIC)		

Multi-year selection
Adjust the Material Change Percentage

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HB2 Teacher Retention Allotment – Staff Detail Reports

Reports are designed to check the Teacher Retention Allotment eligibility for Fall PEIMS identification

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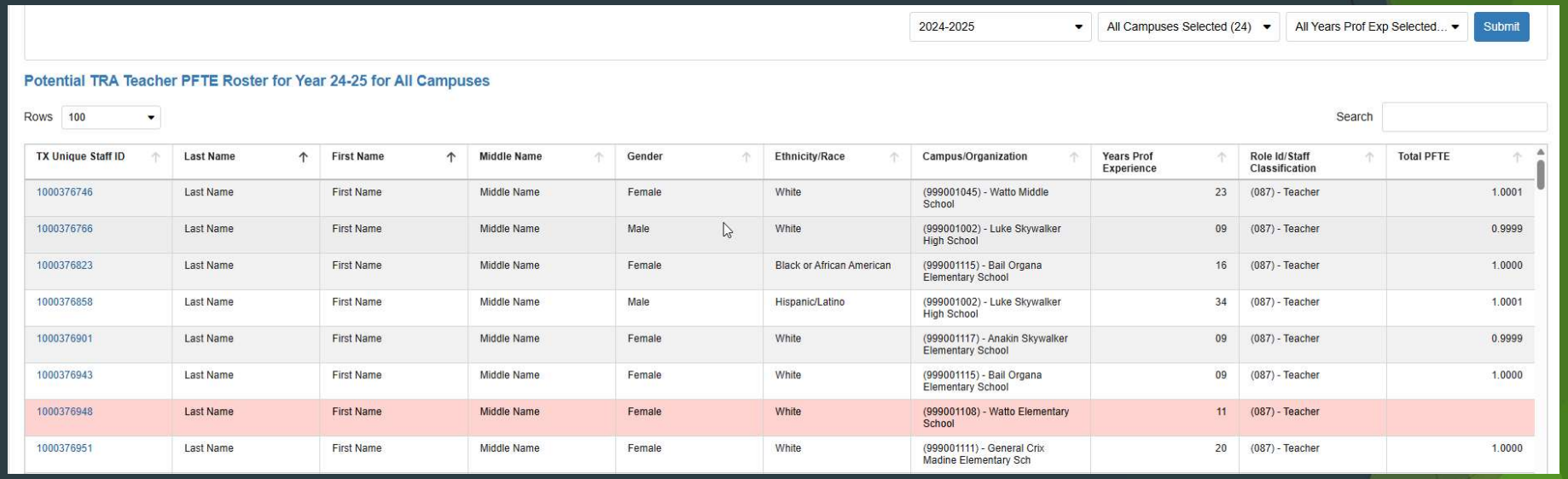
HB2 Teacher Retention Allotment – Staff Report Example



2024-2025 | All Campuses Selected (24) | All Years Prof Exp Selected... | Submit

Potential TRA Teacher PFTE Roster for Year 24-25 for All Campuses

Rows 100 Search

TX Unique Staff ID	Last Name	First Name	Middle Name	Gender	Ethnicity/Race	Campus/Organization	Years Prof Experience	Role Id/Staff Classification	Total PFTE
1000376746	Last Name	First Name	Middle Name	Female	White	(999001045) - Watto Middle School	23	(087) - Teacher	1.0001
1000376766	Last Name	First Name	Middle Name	Male	White	(999001002) - Luke Skywalker High School	09	(087) - Teacher	0.9999
1000376823	Last Name	First Name	Middle Name	Female	Black or African American	(999001115) - Bail Organa Elementary School	16	(087) - Teacher	1.0000
1000376858	Last Name	First Name	Middle Name	Male	Hispanic/Latino	(999001002) - Luke Skywalker High School	34	(087) - Teacher	1.0001
1000376901	Last Name	First Name	Middle Name	Female	White	(999001117) - Anakin Skywalker Elementary School	09	(087) - Teacher	0.9999
1000376943	Last Name	First Name	Middle Name	Female	White	(999001115) - Bail Organa Elementary School	09	(087) - Teacher	1.0000
1000376948	Last Name	First Name	Middle Name	Female	White	(999001108) - Watto Elementary School	11	(087) - Teacher	
1000376951	Last Name	First Name	Middle Name	Female	White	(999001111) - General Crix Madine Elementary Sch	20	(087) - Teacher	1.0000

Staff members under PFTE .5 will be highlighted in RED

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HB2 Teacher Retention Allotment

HB2 Teacher Retention Allotment Estimates for Year 2024 - 2025

Total Fall Student Enrollment: 20,257

		2024 - 2025 School Year					
District/Campus	Years of Professional Experience	Number of Eligible Teachers	Eligible Teachers Total PFTEs	Per Teacher Allotment	Total Allotment	Total Base Salary	Average Base Salary
Learning ISD	0 - 2	125	123.197	$0.00	$0.00	XXX	XXX
Learning ISD	3- 4	156	154.842	$2,500.00	$390,000.00	XXX	XXX
Learning ISD	5 or more	920	906.836	$5,000.00	$4,600,000.00	XXX	XXX
Total					**$4,990,000.00**	**XXX**	**XXX**

Provides estimates for TRA based Fall PEIMS Responsibility Record Data – current estimates based upon 2024-25 prior to TEA release of new TRA PEIMS elements and reporting guidance:

TEA released TWEDS updates of new TRA elements for 25-26 – Sept 2.
TSDS updates incorporating the new elements related to this reporting projected in the TEA IODS in October.
ODS updates will be incorporated once the new elements are being reporting in the TEA IODS.

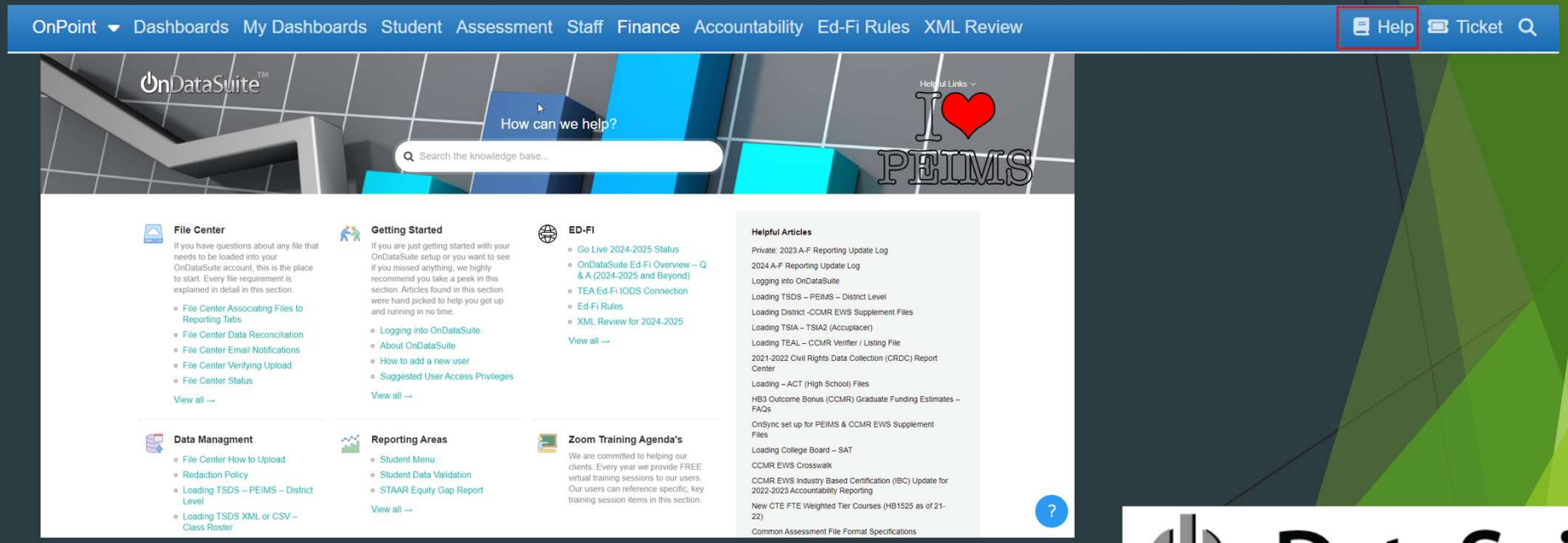
Salary columns will populate based on user permissions

Additional TRA validation reports are available in STAFF> Teacher Retention

ODS HELP Resources

Utilize the Help Center Resource!

Found in upper right-hand corner of the screen



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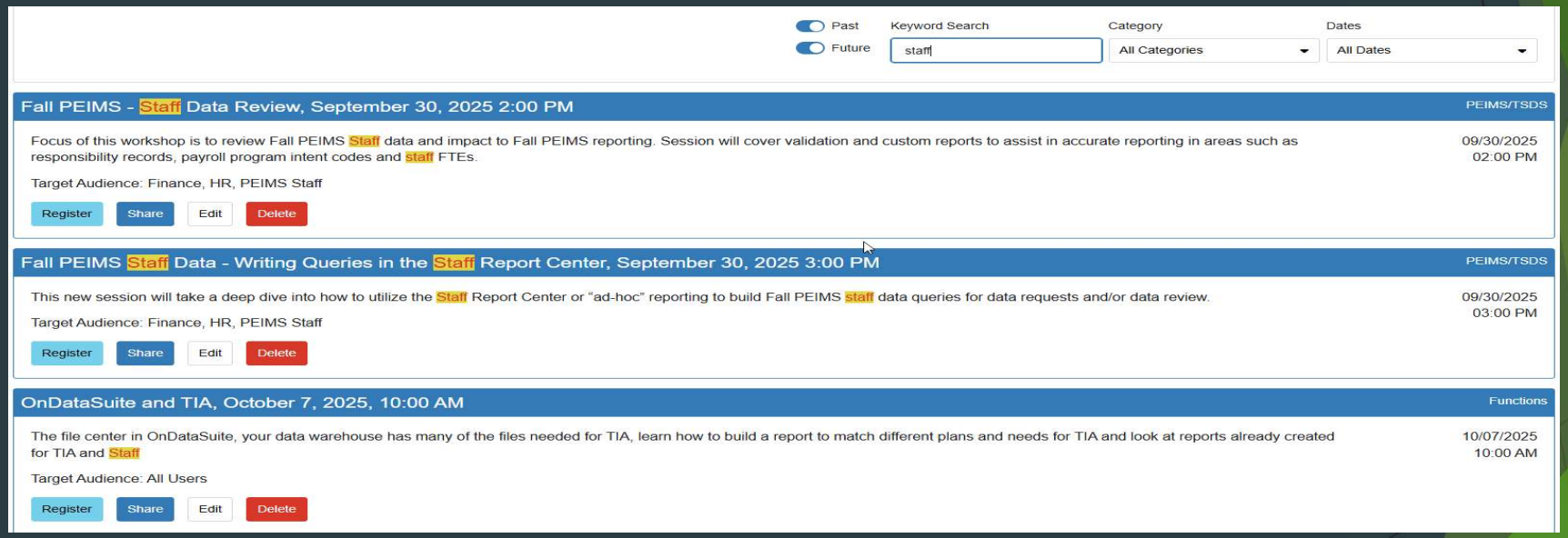
Upcoming Finance Sessions

Additional deep dives into specific Staff area reporting are scheduled.
Use the Training – Webinars (Future search for Staff) to identify sessions.



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Impacts of Staff Reporting

PIC Codes on Payroll determine fund allocation.
- *Can impact district FIRST rating*
- *CTE Funding*
- *Early Education*

Teacher Retention Allotment – allotment will be determined based on information from Fall PEIMS Staff reporting

Percent of overall expenditures is Payroll

Class Count for staffing

Who works with this information?
- *Establish a review plan with HR, Payroll, Position Control*

Don't forget the Master Schedule!

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Q&A / Follow-Up

We thank you for your time today and appreciate your feedback.

Utilize the ODS Ticket System for on-going follow-up/questions/issues/requests!

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