



Staff Data - Writing Queries

September 30, 2025

Resources for ODS Staff Reporting

OnPoint ▾ Dashboards My Dashboards Student Assessment Staff Finance Accountability Ed-Fi Rules CRDC Snapshots

Help Ticket

Focus List

All Staff ▾

Staff Report Center

TEA Educator Certification Online System (ECOS)
Staff Certification
PEIMS
Payroll Accounting - Fall
Responsibilities - Fall
Staff - Fall/Summer
Teacher Class Assignment - Summer
Class Roster
Class Roster Fall Enrollment
Class Roster Winter Enrollment
ECDS
ECDS KG Staff
ECDS PK Staff

* Custom OnDataSuite calculated criteria.

Report Search

role

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 Updated Report

Responsibility Pop Served to Payroll PIC Mismatch Updated Report

Sped Student Age Range Staff Verification Post 2024

Special Education Grade Level Staff Verification Pre 2025

Teacher Responsibilities Reporting Less than Four Hours per Day New Report

Unaffiliated Staff

Staff Custom Reports

Class Roster

Staff Certifications (ECOS)

Staff Detail Reports

Staff Ethnicity/Gender

Staff FTE Reports

Staff Responsibilities

Staff Summary Reports

Teacher Incentive Allotment (TIA) Reporting

Teacher Retention Allotment (TRA) Reports New Report

Teacher Summary Reports Updated Report

Report Commands

Create Report

Load Last Report

Data Source Information

Please choose a data source from the Report Center.

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!



Writing Custom Reports

Focus List

All Staff

Staff Report Center

TEA Educator Certification Online System (ECOS)

Staff Certification

PEIMS

Payroll Accounting - Fall

Responsibilities - Fall

Staff - Fall/Summer

Teacher Class Assignment - Summer

Class Roster

Class Roster Fall Enrollment

Class Roster Winter Enrollment

Staff Criteria Filters

Staff - Fall/Summer School Years

Select one or more years

☐ 13-14 ☐ 15-16 ☐ 16-17 ☐ 17-18 ☐ 18-19 ☐ 19-20 ☐ 20-21 ☐ 21-22 ☐ 22-23 ☒ 23-24 ☒ 24-25

Add Criteria ...

Use search to find data elements

hig

Highest Completed Level Of Education - Post 2024

Highest Degree Level - Pre 2025

Writing Custom Reports

Staff - Fall/Summer School Years

☐ 13-14 ☐ 15-16 ☐ 16-17 ☐ 17-18 ☐ 18-19 ☐ 19-20 ☐ 20-21 ☐ 21-22 ☐ 22-23 ☒ 23-24 ☒ 24-25

Criteria 1 Highest Completed Level Of Education - Post 2024

Display Filters Per Page

Search:

Select All/None: ☐

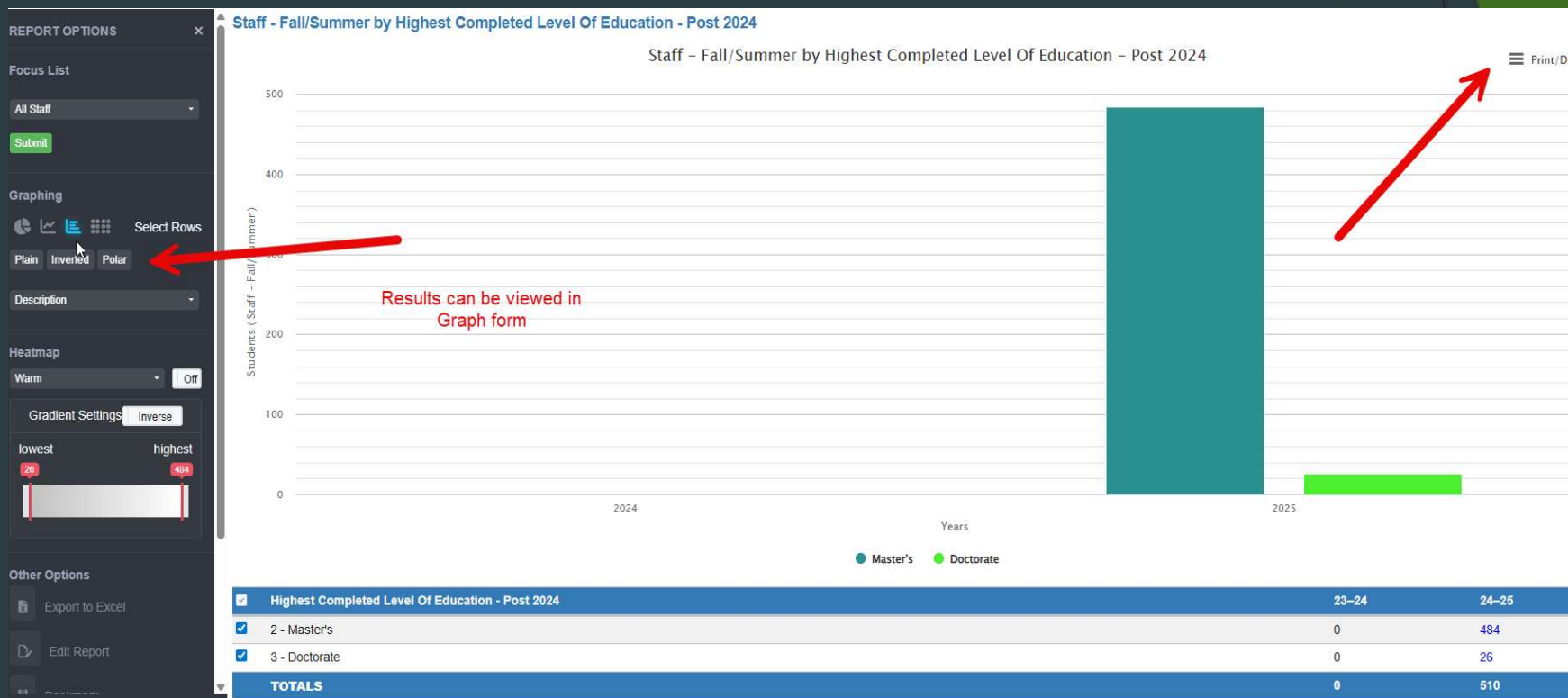
	Code	Description
<input type="checkbox"/>	!	Null or Missing Code
<input type="checkbox"/>		No Bachelor's degree or higher
<input type="checkbox"/>	1	Bachelor's
<input checked="" type="checkbox"/>	2	Master's
<input checked="" type="checkbox"/>	3	Doctorate

Showing 1 to 5 of 5 Filters

First Previous **1** Next Last

Filter down to the available codes

Writing Custom Reports

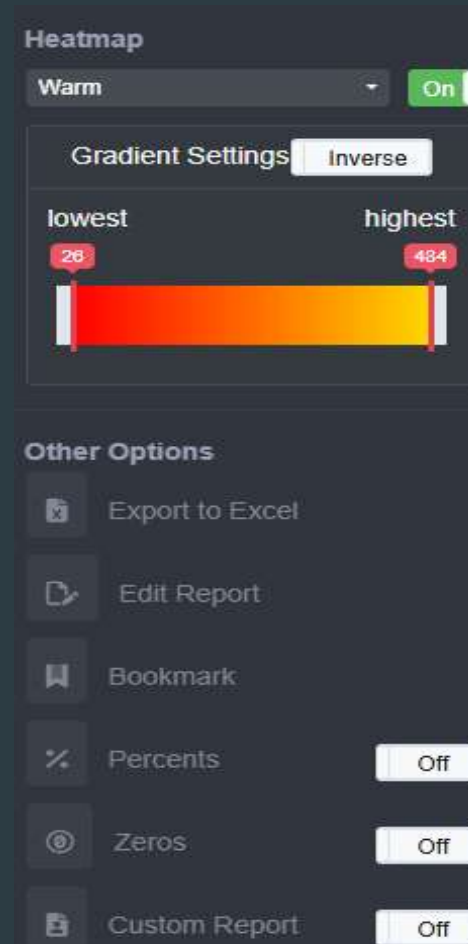


Writing Custom Reports

Additional options on the left side panel for your query output results.

Export to Excel - results will be static

Bookmark will save selects and can send to other ODS users - results will be dynamic



Save Custom Reports

Bookmarked reports will automatically align to users' access.

Ex: Campus staff will only see results for their campus

Bookmark Report

Name Rename title if you choose

Staff - Fall/Summer by ROLE ID (Fall) by Highest Completed Level Of E

☆ Add to the My Dashboards Favorite List

Folder

My Reports

Share With Select from other users.

Michelle Berlinger

mid

Select All Deselect All

Users

- Michelle Berlinger ✓
- Michelle Berlinger
- Michelle Berlinger
- Mickey Mouse

1 - Bachelor's

Error Message

REPORT NOTICE: No Results Returned

Your report returned no results. Please Return to the previous page and select different report options.

Report Notice - when selection cannot be retrieved. No damage - just try again!

Customize Existing Reports

Role ID (003) - Assistant Principal 2024 - 2025 for All Campuses

On report output select Column Options to customize

Rows 25 [Column Options](#) [Focus List](#) Search

Staff ID	TX Unique Staff ID	Last Name	First	Mid	Gender	Eth / Race	Date of Birth	Campus	ROLE ID (Fall)	Yr Expr
24-25	24-25	24-25	24-25	24-25	24-25	24-25	24-25	24-25	24-25	24-25
View Profile	1000385478	Last Name	First Name	Middle Name	Male	White	07/28/1983	(999001043) - Paul Polasek Middle School	(003) - Assistant Principal	08
View Profile	1000390352	Last Name	First Name	Middle Name	Male	White	12/08/1975	(999001002) - Luke Skywalker High School	(003) - Assistant Principal (087) - Teacher	09
View Profile	1000390357	Last Name	First Name	Middle Name	Male	White	10/19/1979	(999001105) - Gonk Elementary School	(003) - Assistant Principal	07
View Profile	1000390358	Last Name	First Name	Middle Name	Male	White	10/27/1973	(999001045) - Watto Middle School	(003) - Assistant Principal	07
View Profile	1000390467	Last Name	First Name	Middle Name	Female	Hispanic/Latino	05/13/1992	(999001043) - Paul Polasek Middle School	(003) - Assistant Principal (087) - Teacher	07
View Profile	1000395966	Last Name	First Name	Middle Name	Female	White	02/06/1985	(999001115) - Bail Organa Elementary School	(003) - Assistant Principal	06
View Profile	1000396274	Last Name	First Name	Middle Name	Female	White	01/03/1975	(999001116) - Admiral Kendal Ozzel Elementary School	(003) - Assistant Principal	06

Customize Existing Reports

Add Column

Data Set: Staff

Record: Staff - Fall/Summer

Column: Highest Completed Level Of Education - Post 2024

Year: 24-25

☐ Create a column for each year

Cancel Add

Select from available data elements. Can create a new column for multiple years

Customize Existing Reports

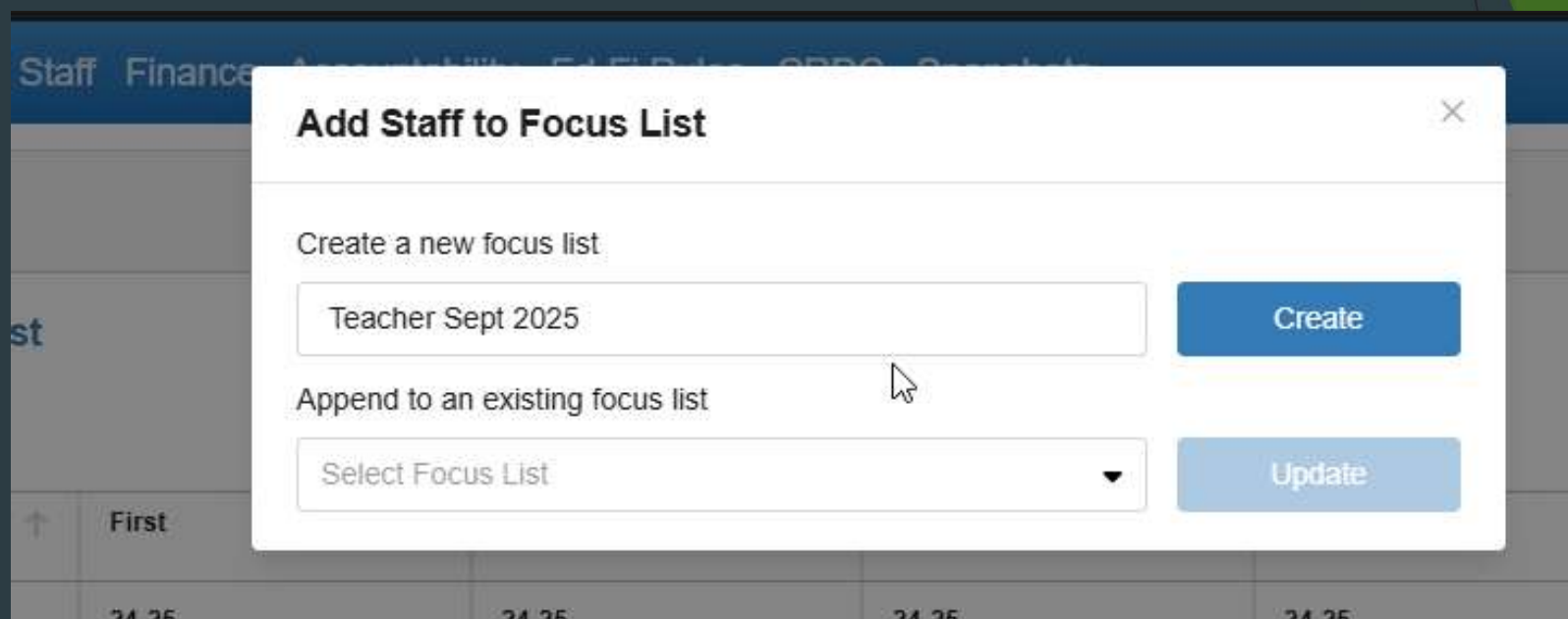
[Cancel](#)
[Add New Column](#)
[Load Column Set](#)
[Save Column Set](#)
[Manage Saved Column Sets](#)
[Submit Change](#)

Move	Delete	Title	Year	Data Set	Record	Submission	SIRS/SDR	Display Type	Hidden	Grouping	Filtered	Save
		Staff ID		Staff	Staff - Fall/Summer				<input type="checkbox"/>			
=	🗑️	TX Unique Staff ID	24-25	Staff	Staff - Fall/Summer			Code	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
=	🗑️	Last Name	24-25	Staff	Staff - Fall/Summer			Code	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
=	🗑️	First	24-25	Staff	Staff - Fall/Summer			Code	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
=	🗑️	Mid	24-25	Staff	Staff - Fall/Summer			Code	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
=	🗑️	Gender	24-25	Staff	Demographic			Description	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
=	🗑️	Eth / Race	24-25	Staff	Demographic			Description	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
=	🗑️	Date of Birth	24-25	Staff	Demographic			Code	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
=	🗑️	Campus	24-25	Staff	Responsibilities - Fall			Code - Description	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
				Staff	Responsibilities - Fall				<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Report Filters

Customize also includes delete, change year, display and grouping

Focus Lists



The screenshot shows a web application interface with a modal dialog box titled "Add Staff to Focus List". The dialog has a close button (X) in the top right corner. It contains two sections: "Create a new focus list" and "Append to an existing focus list". The first section has a text input field containing "Teacher Sept 2025" and a blue "Create" button. The second section has a dropdown menu with "Select Focus List" and a light blue "Update" button. A mouse cursor is hovering over the dropdown menu. The background shows a blurred view of the application's main interface with tabs for "Staff", "Finance", "Assets", "HR", "SPPG", and "Reports".

Add Staff to Focus List

Create a new focus list

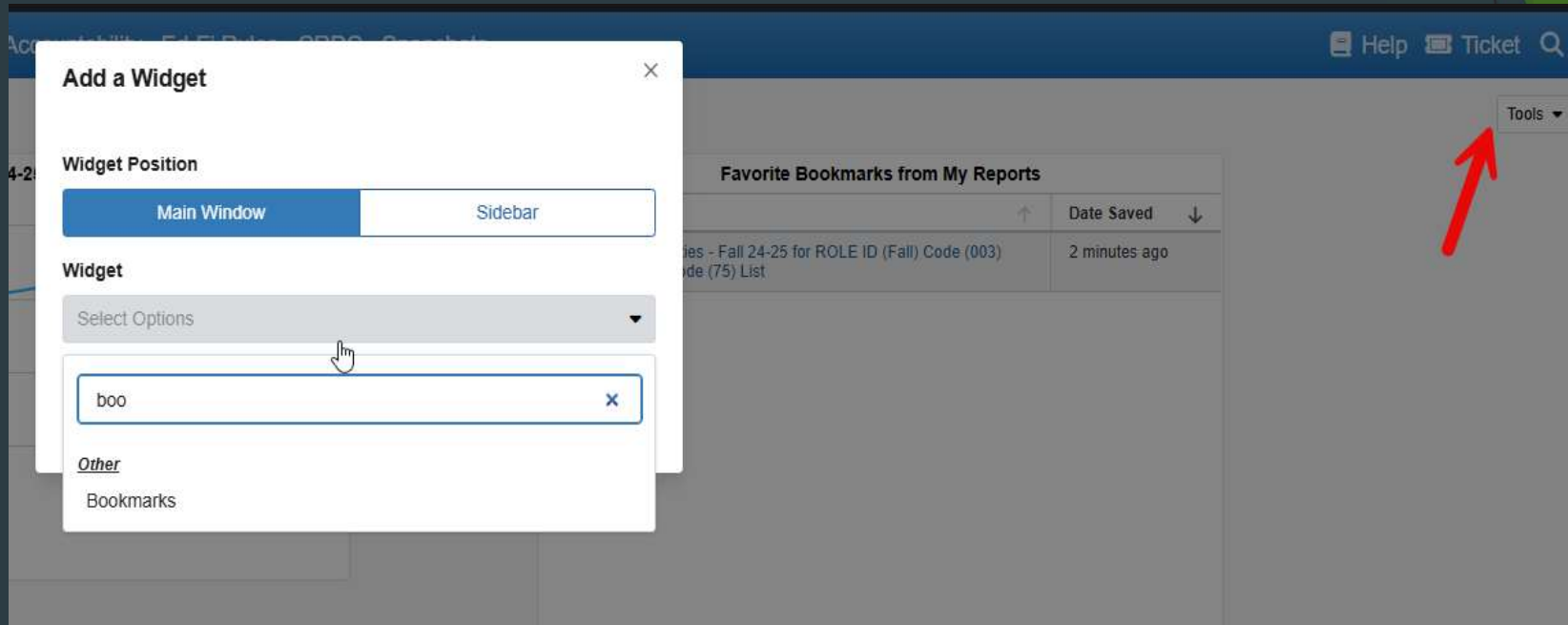
Teacher Sept 2025 **Create**

Append to an existing focus list

Select Focus List **Update**

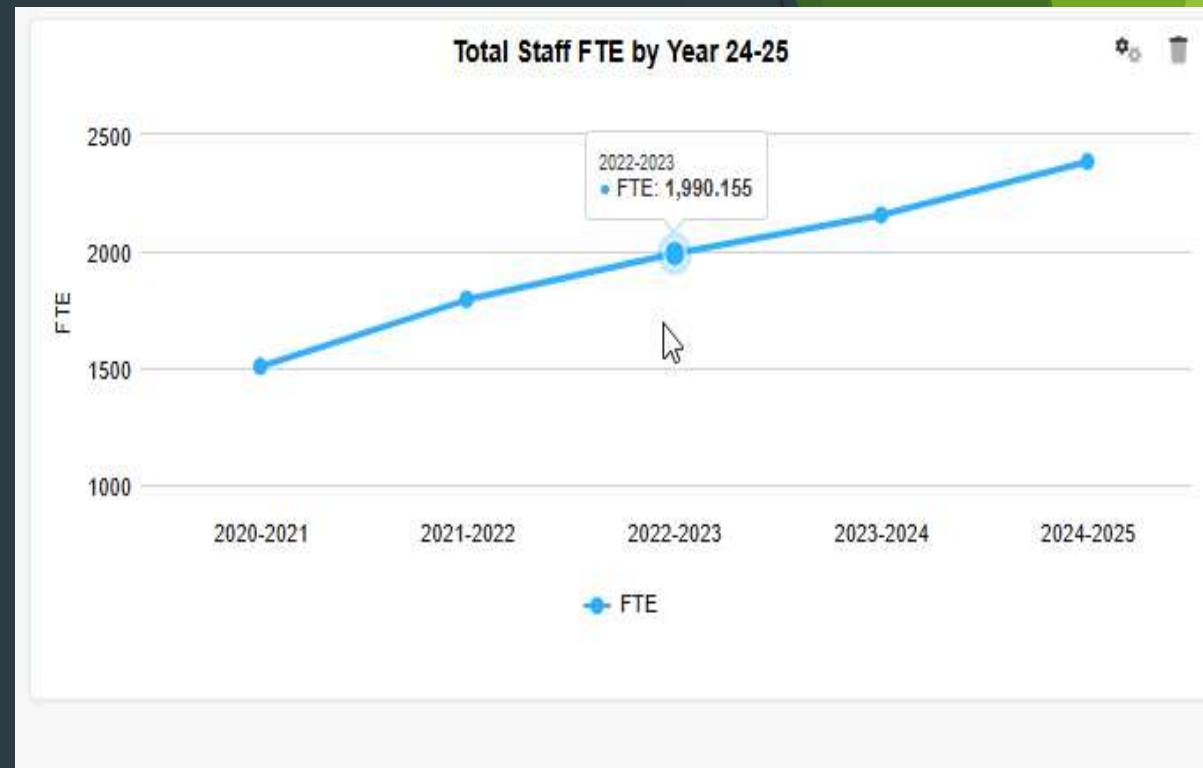
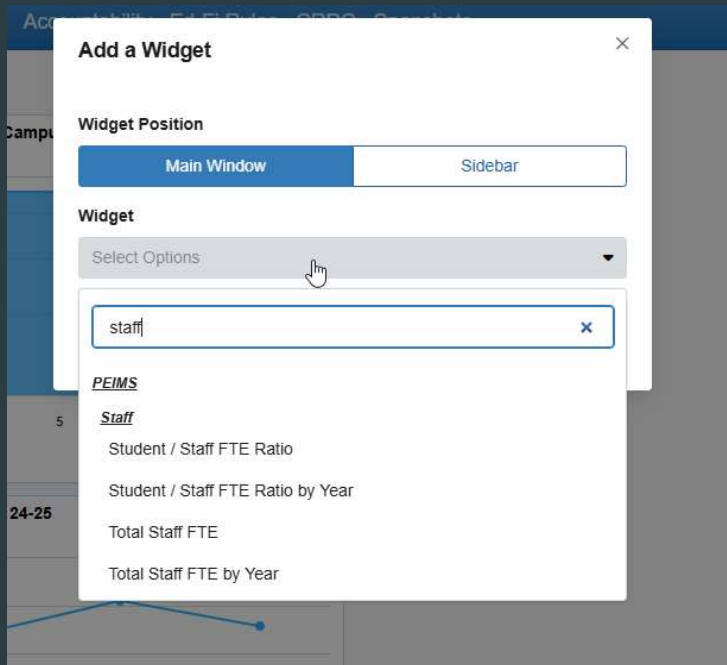
Focus Lists will be static so recommend a name with time it was run.
Can also upload CSV files.
Search articles for assistance!

My Dashboard



Add Bookmarks widget to My Dashboard

My Dashboard



Can also track certain Staff statistics

ODS HELP Resources

Utilize the Help Center Resource!

Found in upper right-hand corner of the screen

OnPoint ▾ Dashboards My Dashboards Student Assessment Staff Finance Accountability Ed-Fi Rules XML Review

Help Ticket

OnDataSuite™

How can we help?

Search the knowledge base...

I ❤️ PEIMS

File Center

If you have questions about any file that needs to be loaded into your OnDataSuite account, this is the place to start. Every file requirement is explained in detail in this section.

- File Center Associating Files to Reporting Tabs
- File Center Data Reconciliation
- File Center Email Notifications
- File Center Verifying Upload
- File Center Status

[View all →](#)

Getting Started

If you are just getting started with your OnDataSuite setup or you want to see if you missed anything, we highly recommend you take a peek in this section. Articles found in this section were hand picked to help you get up and running in no time.

- Logging into OnDataSuite
- About OnDataSuite
- How to add a new user
- Suggested User Access Privileges

[View all →](#)

ED-Fi

- Go Live 2024-2025 Status
- OnDataSuite Ed-Fi Overview – Q & A (2024-2025 and Beyond)
- TEA Ed-Fi IODS Connection
- Ed-Fi Rules
- XML Review for 2024-2025

[View all →](#)

Data Management

- File Center How to Upload
- Redaction Policy
- Loading TSDS – PEIMS – District Level
- Loading TSDS XML or CSV – Class Roster

Reporting Areas

- Student Menu
- Student Data Validation
- STAAR Equity Gap Report

[View all →](#)

Zoom Training Agenda's

We are committed to helping our clients. Every year we provide FREE virtual training sessions to our users. Our users can reference specific key training session items in this section.

Helpful Articles

- Private: 2023 A-F Reporting Update Log
- 2024 A-F Reporting Update Log
- Logging into OnDataSuite
- Loading TSDS – PEIMS – District Level
- Loading District – CCMR EWS Supplement Files
- Loading TSIA – TSIA2 (Accuplacer)
- Loading TEAL – CCMR Verifier / Listing File
- 2021-2022 Civil Rights Data Collection (CRDC) Report Center
- Loading – ACT (High School) Files
- HB3 Outcome Bonus (CCMR) Graduate Funding Estimates – FAQs
- OnSync set up for PEIMS & CCMR EWS Supplement Files
- Loading College Board – SAT
- CCMR EWS Crosswalk
- CCMR EWS Industry Based Certification (IBC) Update for 2022-2023 Accountability Reporting
- New CTE FTE Weighted Tier Courses (HB1525 as of 21-22)
- Common Assessment File Format Specifications

OnDataSuite®

Upcoming Staff Sessions

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

<input checked="" type="radio"/> Past	Keyword Search	Category	Dates
<input checked="" type="radio"/> Future	<input type="text" value="staff"/>	All Categories	All Dates

Fall PEIMS - Staff Data Review, September 30, 2025 2:00 PM	PEIMS/SDS
<p>Focus of this workshop is to review Fall PEIMS Staff data and impact to Fall PEIMS reporting. Session will cover validation and custom reports to assist in accurate reporting in areas such as responsibility records, payroll program intent codes and staff FTEs.</p> <p>Target Audience: Finance, HR, PEIMS Staff</p> <p>Register Share Edit Delete</p>	09/30/2025 02:00 PM
Fall PEIMS Staff Data - Writing Queries in the Staff Report Center, September 30, 2025 3:00 PM	PEIMS/SDS
<p>This new session will take a deep dive into how to utilize the Staff Report Center or "ad-hoc" reporting to build Fall PEIMS staff data queries for data requests and/or data review.</p> <p>Target Audience: Finance, HR, PEIMS Staff</p> <p>Register Share Edit Delete</p>	09/30/2025 03:00 PM
OnDataSuite and TIA, October 7, 2025, 10:00 AM	Functions
<p>The file center in OnDataSuite, your data warehouse has many of the files needed for TIA, learn how to build a report to match different plans and needs for TIA and look at reports already created for TIA and Staff.</p> <p>Target Audience: All Users</p> <p>Register Share Edit Delete</p>	10/07/2025 10:00 AM



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!

