



Human Resources Snapshot Collection Guide

Collection Steps

Contents

Identity Management System (idM)	2
Identity Management System	2
Staff Interchange Roles	2
Human Resources Snapshot	2
Staff Profile Interchange File	2
Staff Interchange Website	2
Staff Assignment Interchange File	4
Staff Interchange Website	4
Creating Human Resources Snapshot	6
Validating Human Resources Snapshot Data	7
Verifying that your snapshot records are complete and accurate.	7
Submitting Human Resources Snapshot Data	8
Final Step to get your Human Resources Snapshot data submitted.	8

Identity Management System (idM)

Identity Management System

Local Access Managers (LAM's) assign roles to data respondents in CDE's IdM system. Human Resources Snapshot collection data respondent needs staff interchange roles and Human Resource Snapshot roles depending on collection responsibilities. Below are the roles and description of what each role can do with Data Pipeline. Only one role under each category must be given. If you have more than one role under each bolded category, you could get locked out of Data Pipeline

Staff Interchange Roles

STF-LEAUSER-upload and modify staff interchange files (Staff Profile, Staff Assignment used in Human Resources, Special Education December count collections).

STF-LEAVIEWER-view only staff interchange files

Human Resources Snapshot Roles

HRD-LEAAPPROVER-creates Human Resources snapshot, approves Human Resource snapshot data, and can view Snapshot

HRD-LEAUSER-creates Human Resources snapshot, views Snapshot data

HRD-LEAVIEWER-views Human Resources snapshot data only

Human Resources Snapshot

The Human Resources collection contains all general education staff information as of the official staff count date (December 1st). This data combined with Special Education December count is used for school staff demographics, average salaries by position and education level, and turnover rates published.

Two staff interchange files make up the Human Resources snapshot data. Staff Profile, this file contains all staff and their demographics data. Staff Assignment, this file contains each staff's assignment.

Staff Profile Interchange File

[Staff Interchange Website](#)

[Staff Profile File Layout](#)

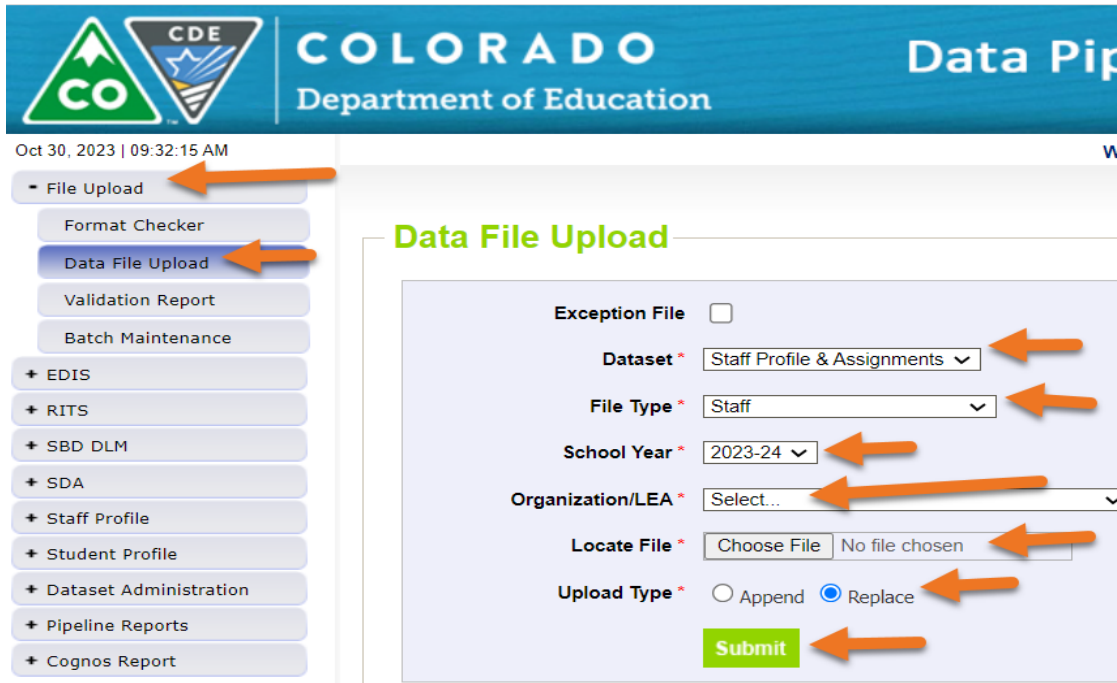
Staff Profile file contains one record for each staff member. LEAs Administrative unit (AU) creates Special Education December count data. LEAs that use a staff information system will exact the staff profile from their system. Or LEAs can enter staff profile information in a blank staff profile template. The template can be found on the staff interchange webpage, under template. The file layout is the key to this file. The file layout contains all information and valid codes for the data elements.

The interchange file must contain all staff, including special education staff providing services to students within your LEA. Non-special education staff pull into your Human Resources snapshot data, and special education staff pull into your Special Education December count collection.

Staff Profile (file includes all staff providing services) + Staff Assignment (including all assignments for the staff in the staff profile=LEA creates Human Resources Snapshot (data contains all non-Special Education staff) Administrative Units create Special Education December Count Snapshot (data contains all Special Education staff)

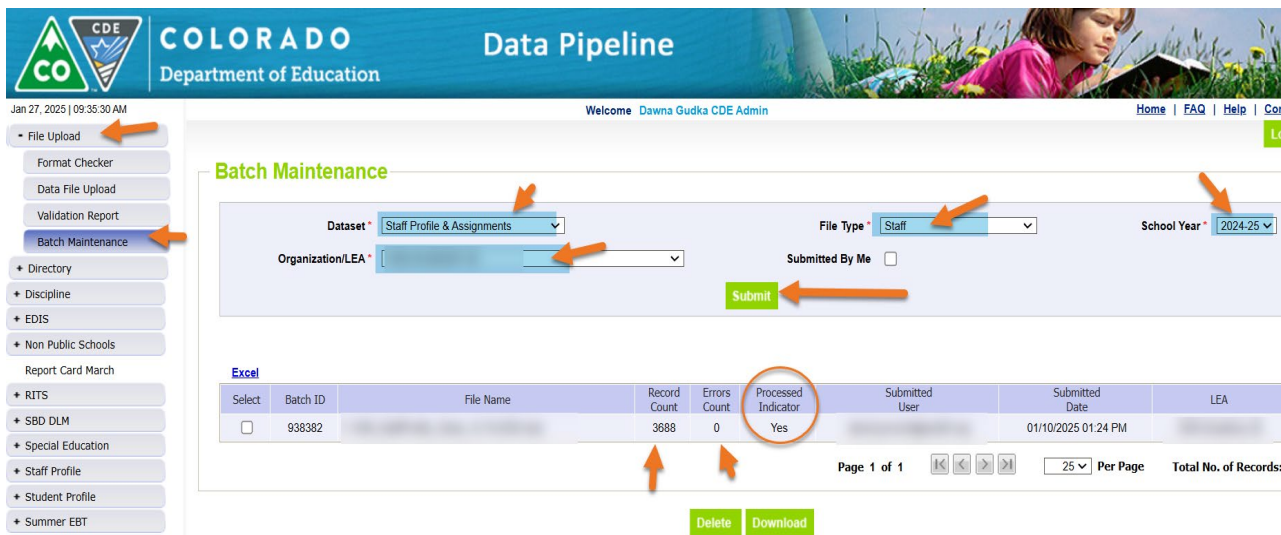
Upload Staff Profile File into Data Pipeline, this file must be your first interchange file that you upload to complete the Human Resources Snapshot Collection.

To upload file:



Once the file has been uploaded into Data Pipeline, you will receive an email from Data Pipeline. Check for record count and errors in this email.

You can also check batch maintenance in Data Pipeline to see if your file is processed. To utilize the batch maintenance:



Checking for errors and warnings,

- + Directory
- + Discipline
- + EDIS
- + Non Public Schools
- Report Card March
- + RITS
- + SBD DLM
- + Special Education
- + Staff Profile
- + Student Profile
- + Summer EBT
- + Teacher Student Data link
- + Dataset Administration
- Pipeline Reports
- 2 Error Report**

Error Report

3 Dataset *

5 School Year *

7 Error Type *

4 File Type *

6 Organization/LEA *

8

Clicking on view details will give you the error in detail,

[Select All](#) | [Deselect All](#) | [Excel](#)

Select	Error Code	Error Type	Error Message	Count
<input checked="" type="checkbox"/>	ST314	W	If highest level of education is reported with codes 16, 17, 18, 19 or 20 then the subject area of degree 1 should be reported with a valid code and not 0000 or 2100 (no degree).	1

Error Types:

W=warning after verifying your data when your data is correct you can ignore the warning

E=all errors must be resolved

Downloading the excel file of errors click on excel.

Next steps correct your staff information system and extract your staff profile file again and repeat the above process. Once you are error free on your staff profile interchange file move to the next step of uploading your staff assignment file.

Staff Assignment Interchange File

[Staff Interchange Website](#)

[Staff Assignment File Layout](#)

Upload Staff Assignment File into Data Pipeline, this file must be your second interchange file that you upload to complete the Human Resources Snapshot Collection.

To upload file:

Oct 31, 2023 | 05:16:44 PM

File Upload

- Format Checker
- Data File Upload**
- Validation Report
- Batch Maintenance

+ EDIS

+ RITS

+ SBD DLM

+ SDA

+ Staff Profile

+ Student Profile

+ Dataset Administration

+ Pipeline Reports

+ Cognos Report

Data File Upload

Exception File

Dataset *

File Type *

School Year *

Organization/LEA *

Locate File *

Upload Type * Append Replace

Once the file has been uploaded into Data Pipeline, you will receive an email from Data Pipeline. Check for record count and errors in this email.

You can also check batch maintenance in Data Pipeline to see if your file is processed. To utilize the batch maintenance:

Checking for errors and warnings: (clicking on view details will show you your errors in detail)

Select	Error Code	Error Type	Error Message	Count
<input checked="" type="checkbox"/>	ST062	E	Teaching Subject Area is an invalid code for general education staff (special education assignment flag = 0).	1
<input checked="" type="checkbox"/>	ST110	E	Teaching Subject Area is mandatory if Job Class Code is 201-206, 222 or 223.	4
<input checked="" type="checkbox"/>	ST151	E	Teachers teaching grades 7th or above must report teaching subject area other than General Elementary (0010).	1
<input checked="" type="checkbox"/>	ST189	E	Number of classes taught must be greater than zero and less than 40 for any records with jobclass code between 201 and 206	8
<input checked="" type="checkbox"/>	ST199	W	Teachers are to be assigned to schools and not to 9980 (district wide).	25
<input checked="" type="checkbox"/>	ST224	E	If special education flag = 1 and grade level is marked as PreK, then Administrator/Instructional Area must be 0035 (Early Childhood/Prekindergarten) unless the job class code is 211 (counselor).	1
<input checked="" type="checkbox"/>	ST227	E	Grant/Project Funding Source of 3131 (State Share Special Education Preschool Grant) may only be used for PK grade level and special education flag must be 1.	1
<input checked="" type="checkbox"/>	ST319	E	The Administrative/Instructional Area Code must be 0035 (Early Childhood/Prekindergarten) is required when jobclass code = 202 (Special Education Teacher), Grade PK= 1 and Teaching Subject Area is in the 1700's (Special Education).	1
<input checked="" type="checkbox"/>	ST331	W	If grade level is marked PreK, then Administrator/Instructional Area must be 0035 (Early Childhood/Prekindergarten) for special education staff (special education flag marked with 1).	1
<input checked="" type="checkbox"/>	ST358	W	If special education status is coded as 1 (special education) and employment status code is reported with codes: 14 (Active employment in education but outside of the district) 15 (voluntary exit for unknown reason), 17 (retirement), 18 (dismissed), 19 (non-renewed), 20 (district-based layoff), 21 (formal study or research), or 22 (deceased), or 27 (on leave and replaced) the record will not be included in the special education December Count snapshot.	12
<input checked="" type="checkbox"/>	ST359	W	If special education status is coded as 0 (not special education) and employment status code is reported with codes: 14 (Active employment in education but outside of the district) 15 (voluntary exit for unknown reason), 17 (retirement), 18 (dismissed), 19 (non-renewed), 20 (district-based layoff), 21 (formal study or research), or 22 (deceased), or 27 (on leave and replaced) the record will not be included in the Human Resources snapshot.	35

Error Types:

W=warning after verifying your data when your data is correct you can ignore the warning

E=all errors must be resolved

Downloading the excel file of errors click on excel.

Next steps correct your staff information system and extract your staff assignment file again and repeat the above process. Once you are error free on your staff assignment interchange file move to the next step of creating a Human Resources Snapshot.

Creating Human Resources Snapshot

Creating a Human Resources Snapshot is a simple task of clicking on create snapshot. To create a Human Resources Snapshot,

- + Directory
- + Discipline
- + EDIS
- + Non Public Schools
- Report Card March
- + RITS
- + SBD DLM
- + Special Education
- Staff Profile **1**
 - Status Dashboard
 - Add Record
 - Edit Record
 - 2 Snapshot**

HR Snapshot (2024-25) : 1040-Academy 20

3 File Type* Human Resources Snapshot **4** School Year* 2024-25 **5** Organization/LEA*

Fields marked with * are mandatory

6 Search **7** Create Snapshot

When you click on create snapshot, Data Pipeline merges your staff profile and staff assignment files together to create a Human Resources Snapshot.

Once a snapshot has been created, you will receive an email from Data Pipeline. Check for record count and errors in this email.

You can also check the status of the snapshot by going to Status Dashboard. To check your status using Status Dashboard,

Colorado Data Pipeline
Department of Education

Jan 27, 2025 | 10:56:42 AM

Welcome Dawna Gudka CDE Admin

Status Dashboard

3 File Type* Human Resources Snapshot **4** School Year* 2024-25 **5** Organization/LEA*

6 Submit

Please note: Not all data issues are presented as warnings or errors. Review Cognos data reports for additional analysis regarding data quality.

LEA	Data Exists	Total Records	Validation Errors	Ignore Errors	Overall Status	Data Locked
	Y	3291	4	N	P	N

Check for errors,

Colorado Data Pipeline
Department of Education

Jan 27, 2025 | 11:00:16 AM

Welcome Dawna Gudka CDE Admin

Home | FAQ | Help | Contact | Logout

Error Report

3 Dataset* Staff Profile & Assignments **4** File Type* Human Resources Snapshot

5 School Year* 2024-25 **6** Organization/LEA*

7 Error Type* Errors and Warnings **8** Search

Select All | Deselect All | Excel

Select	Error Code	Error Type	Error Message	Count
<input checked="" type="checkbox"/>	HR002	E	Base Salary divided by FTE must be less than 310,000.	1
<input checked="" type="checkbox"/>	HR013	W	Schools can only report one Principal.	3
<input checked="" type="checkbox"/>	HR054	W	Highest Level of Education Completed should be 16-20 (Bachelor's or higher) if Job Class Code is 100-299	7
<input checked="" type="checkbox"/>	HR201	E	The subject area of degree 1, 2 or 3 does not match the teaching subject area reported for this teacher. Without this, the 'Demonstrates In-Field Status 1' cannot be reported with code 02 for Degree in Subject Area. Either update the reported Subject Area of Degree 1, 2 or 3 fields in the Staff Profile file or update the 'Demonstrates In-Field Status 1' field to a different code (03=36 Semester Hours; 04=Passed Exam; 05=HQ via 24 Semester Hours or 05=Out of Field).	2
<input checked="" type="checkbox"/>	HR230	E	The Educator Shortage Survey has not yet been indicated as completed. This will be updated every Thursday evening. To complete the Educator Shortage Survey: https://cdeedtalent.qualtrics.com/jfe/form/SV_cSKTjEoHCdJPn8	1

9 View Details

For support or suggestions, please email administrator at: datapipeline.support@cde.state.co.us
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Title IX Accessibility Disclaimer Privacy

Release Information: V_20250121_9222

Next steps correct your staff information system and extract your staff profile and or staff assignment file depending on which files your errors were on. Repeat the above process of uploading your interchange files. Every time you upload a new interchange file you must create a new snapshot. The snapshot is looking at your data at the time the snapshot is taken. Once you are free on your Human Resources Snapshot move to the next step of validating your data.

Validating Human Resources Snapshot Data

Verifying that your snapshot records are complete and accurate.

There are several ways to validate your snapshot records. The interchange files alone do not get reported to CDE. Only the records that pull into the snapshot get reported to CDE. Human Resources snapshot records pull in non-Special Education staff only. This staff has a Special Education flag equal to 0 in your staff assignment interchange file. Special Education staff get pulled into the Special Education December count snapshot records. This staff has a special Education flag equal to 1 in your staff assignment interchange file.

Using Snapshot records to validate your data

Pull your snapshot records from Data Pipeline and verify all non-Special Education staff and their assignments are accounted for in your snapshot records.

To pull snapshot records from Data Pipeline,

Using Cognos Reports to validate your data

There are several Cognos reports to use:

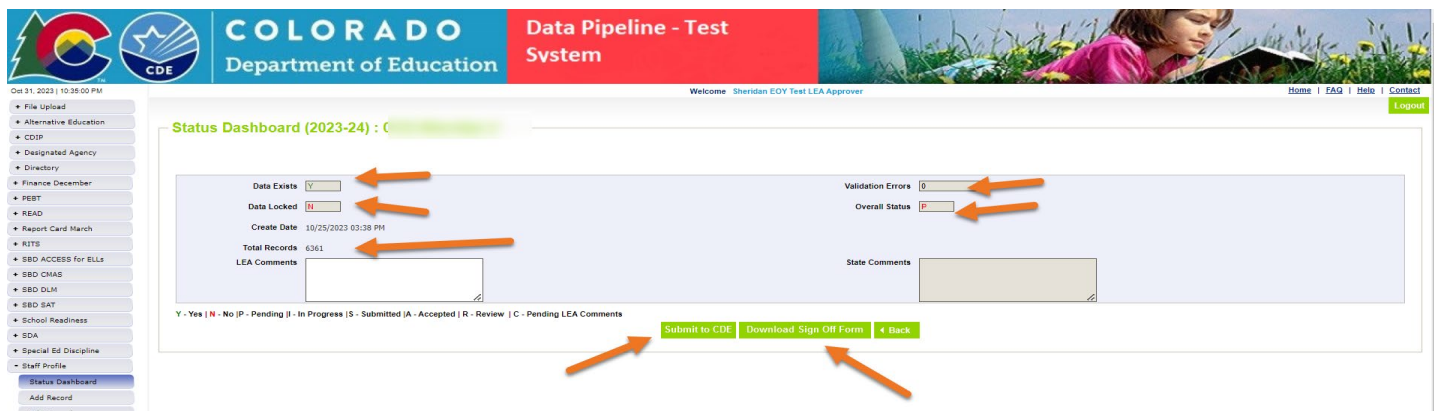
1. Click on Cognos Reports from Data Pipeline
2. Use the magnifying glass to search Human Resources Cognos Reports,

All available data reports populate. You can view and download all reports that are helpful to help you verify that all your non-Special Education staff pull into your Human Resources Snapshot. Once you have verified (validated) your snapshot records are correct you can move to the final steps to complete the Human Resources Snapshot collection.

Submitting Human Resources Snapshot Data

Final Step to get your Human Resources Snapshot data submitted.

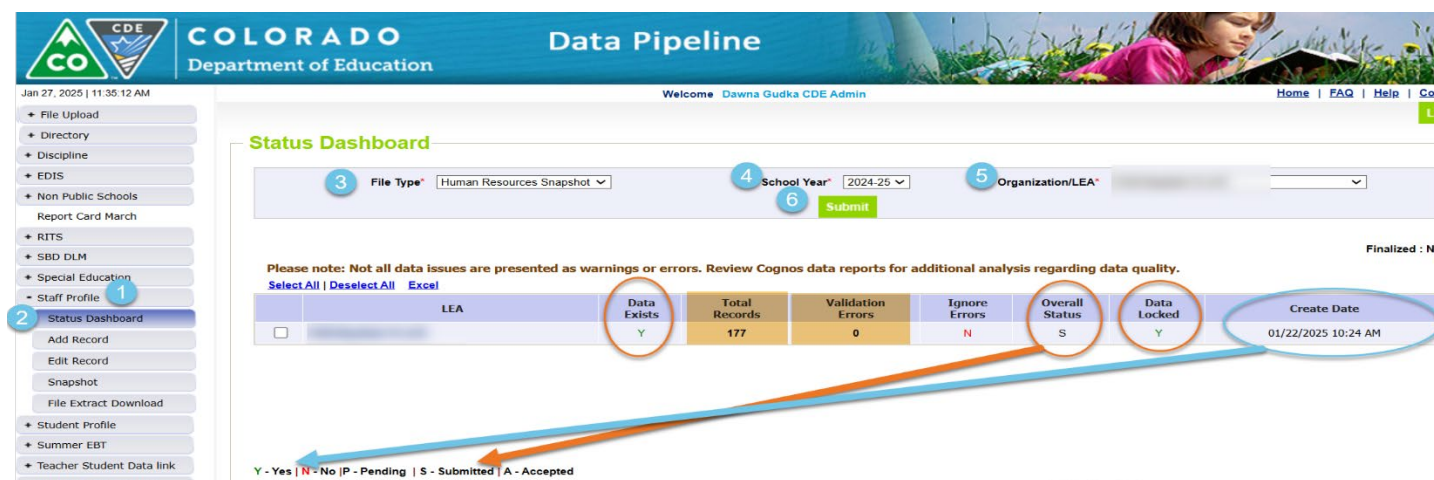
To submit your Human Resources Snapshot data,



1. From Data Pipeline, choose Staff Profile
2. Choose file type: Human Resources Snapshot, year, LEA
3. Click on submit (this submit does not submit your data)
4. Choose to submit to CDE to submit your data
5. Click on Download sign off form

Once you have submitted your data, download the sign off form. Get this sign off form signed by your superintendent. Then email the signed form to HumanResourcesData@cde.state.co.us

To verify that your Human Resources snapshot data has been submitted, check the status dashboard,



Your data has been submitted, and you are finished with the collection.

If you have any questions, regarding this process, please do not hesitate to reach out for assistance, HumanResourcesData@cde.state.co.us or you can call Dawna Gudka at (303) 598-7901.