

Louisiana Believes

Profile of Educational Personnel (PEP)
August 2020

DISCLAIMER

- Individual/group trainings are much more effective for PEP, and these can be scheduled at virtually any time in the year.
- On-site or at the comfort of your home from Zoom.
- *Note: Please don't wait until 2 weeks before a collection is closing to ask for help!*

Email Michael.Zanovec@la.gov and Jara.Bode@la.gov for support.

Agenda

System Overview

- Gaining Access
- What is collected
- How collected data are used
- Link to other LDE systems
- Description of Data Collection Timeline

Hands-on Session

- Uploading/Entering Data
- Generating/Viewing Reports
- FAQ
- Coding Procedures

Objectives

At the conclusion of this session, participants should be able to:

- describe the overall functionality of PEP.
- navigate the steps for online and batch submissions.
- understand how to view and generate reports in PEP and how to use these reports to check your data submission.
- explain error reports and make error corrections .
- extract PEP data files.
- meet data reporting timelines.

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Role of the Security Coordinator

- LEAs and CMOs are required to designate a local **LEA Security Coordinator** who is responsible for granting authorized users access to LDOE Application Systems.
- The LEA Security Coordinator should contact [LDOE Security](#) to request the *Security Coordinator Designee form* to complete and return so authorized access can be granted
- The LEA Security Coordinator grants local authorized users access to LDOE Application Systems using the [Totally Automated Security System \(TAS\)](#).
- The LEA Security Coordinator is the point of contact for the [eScholar FTP](#) and [Data Management FTP](#) sites and determines who in their LEA may share the login credentials for accessing these sites.
- Security issues that cannot be resolved by the LEA Security Coordinator should be referred to SecurityDOE@la.gov.

User Access Rights and Authorization

- To request access to LDOE application systems, users should contact their local LEA Security Coordinator.
- For authorized users, a unique User ID and initial password will be established.
 - Each User IDs follows a set standard which identifies and associates the user with a 3-digit Sponsor Code.
- User IDs for LDEO application systems are not to be shared among users.
 - User IDs may be revoked in any of the following circumstances:
 - After five unsuccessful sign-on attempts
 - After five resource access denials in one terminal session
 - At the scheduled end of temporary engagements
 - During an investigation of an actual or suspected security violation requested by management
 - Upon management request and/or direction due to termination

Assigning & Establishing User Passwords

- Users should reset their initial password using the self-service [Password Reset System \(PRS\)](#). This site can also be used to change or reset a password at any time.
- Users should use the Password Reset User Guide (located [here](#)) or their local LEA Security Coordinator when having difficulties with their password.
- Passwords must follow specific rules:
 - Minimum length: 8 characters
 - Must contain at least 3 of the 4 complexity categories as follows:
 - Upper case characters (A-Z)
 - Lower case characters (a-z)
 - Numeric digits (0-9)
 - Non-alphanumeric characters (e.g., %, &, \$)
 - Cannot be the same as any of the previous 5 passwords
 - Cannot contain the user's ID or parts of the user's full name that exceeds two consecutive characters

Minimum Computer System Requirements

Minimum computer system requirements to access the LDOE Application Systems:

- **Browser:** LDOE Application Systems are optimized for Internet Explorer Version 9.0 or lower or later versions using Compatibility Mode
- **Screen Resolution:** The optimum screen setting is 1024 x 768 or higher
 - To adjust your resolution, right-click on your desktop, click Properties, then Settings
 - Adjust the slider to a screen resolution of 1024 x 678 or higher, and then click OK
- **Software:** WinZip (preferred), PKZip (permitted)

Setting up Internet Explorer

Users should check the following *Internet Explorer* (IE) options:

- Go to Tools >> Internet Options >> Security>> Custom Level.
- Make sure the “Allow script-initiated windows without size or position constraints” option is enabled
- Also, make sure the “Display mixed content” option is enabled
- Go to Tools >> Internet Options >>Privacy >> Pop-Up Blocker Settings
- Enter leads3.doe.louisiana.gov in the “Address of Web site to allow” field
- Go to Tools>>Pop Up Blocker Settings>>choose “Turn off Pop-up Blocker”

Setting up Internet Explorer

For **IE versions 8 through 10**, users must enable compatibility view by clicking the “Compatibility View” icon to the right of the address bar to access LDOE systems properly:

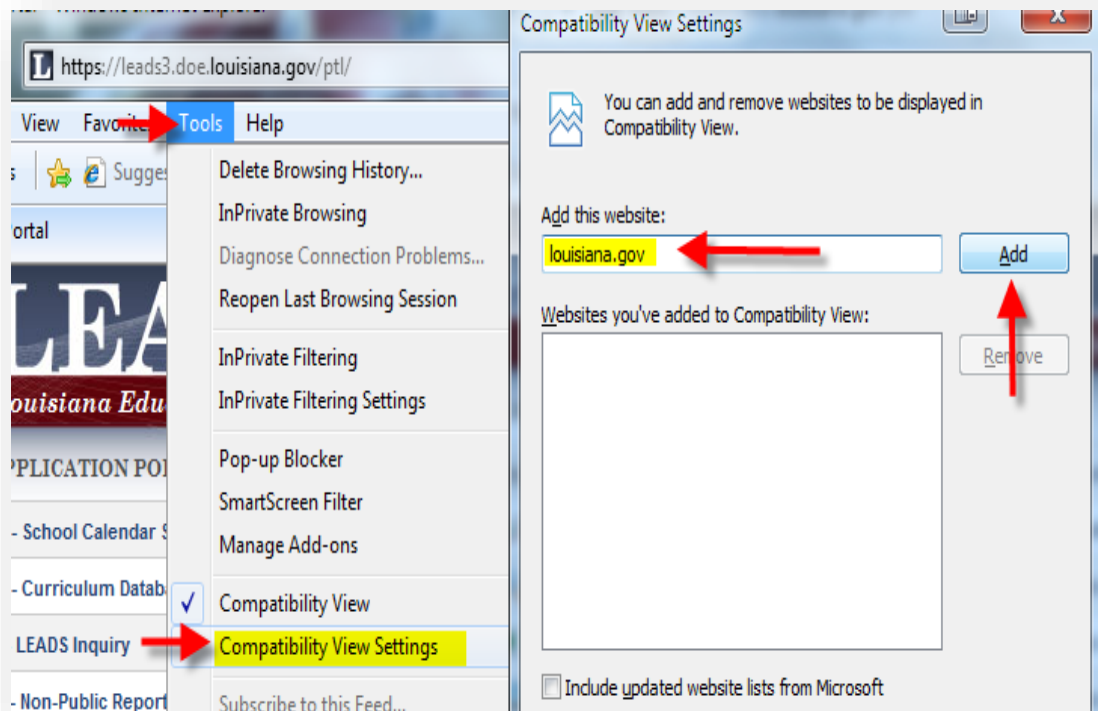


The browser should reload the page and begin displaying the page in compatibility view mode.

Setting up Internet Explorer

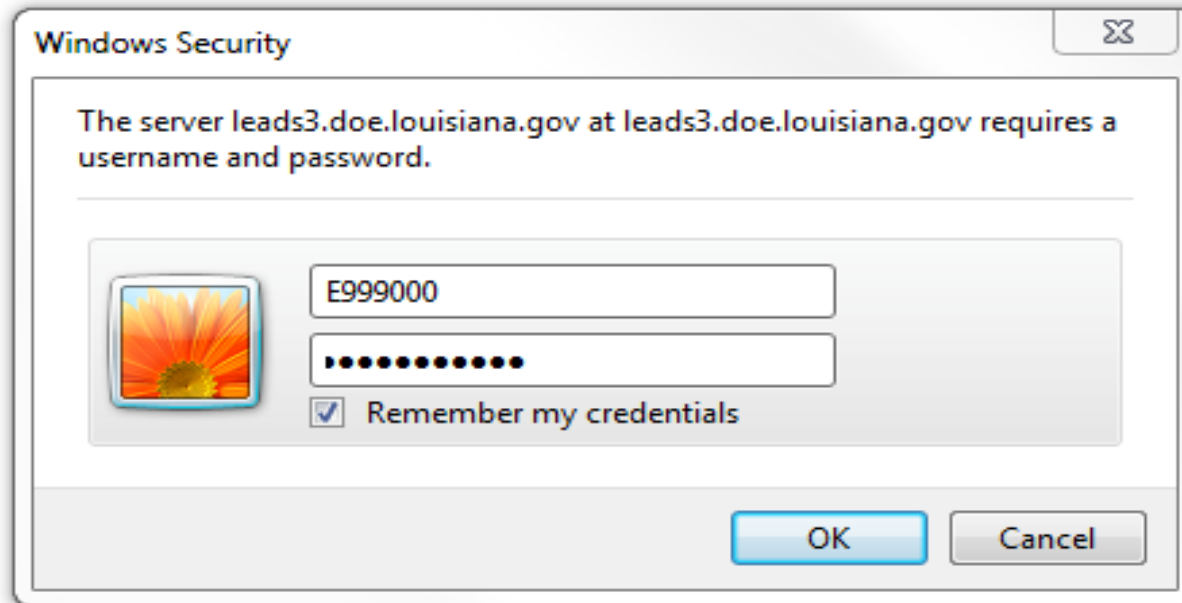
For IE version 11,

- Click the “Tools” button on the menu bar, and then select the “Compatibility View Settings” option
- Then, in the text box under “Add this website”, enter Louisiana.gov and click the “Add” button
- Finally, close the Compatibility View Settings dialog box and close IE 11. Restart IE



Accessing LDOE LEADS

- Authorized users also have the ability to access LDOE Application Systems directly through the LEADS Portal at <https://leads3.doe.louisiana.gov/ptl/>
- Authorized users must enter a **User ID** and **Password** on the **LDOE login screen**



Protocol for Addressing Security Issues

- For authorization access and security issues, users should first contact their **local LEA Security Coordinator**
- If the problem cannot be resolved, contact SecurityDOE@la.gov
- For additional information regarding security and how to access the LDOE application systems, users can be referred to this training module **Module 1 LDOE Data Systems Security and Access** located on the [System Support Page](#).

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What is Collected in PEP?

Demographics:

- Gender
- Race/Ethnicity
- Name
- SSN

Background:

- District hire date
- Years experience
- Highest degree

Job-specific:

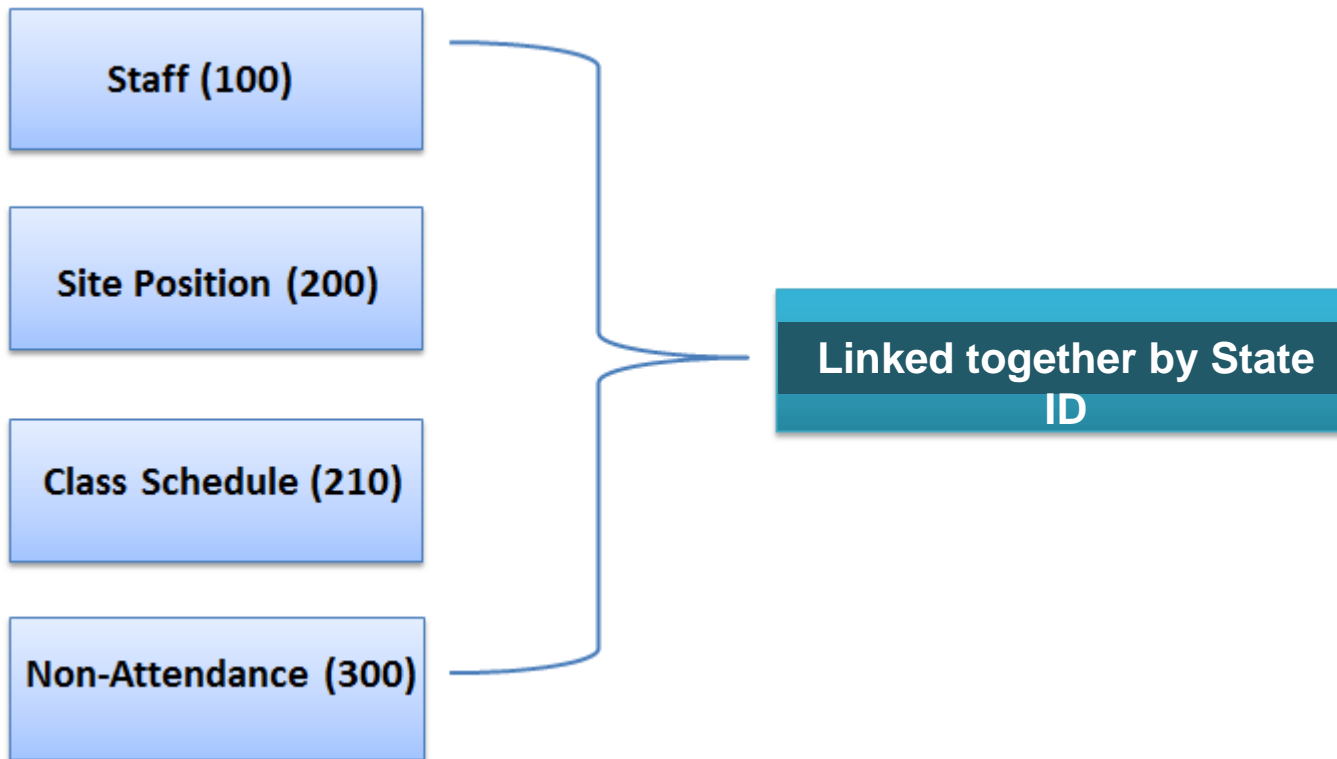
- Object and function code
- Site employment dates (start and end)
- Contract days
- Workday minutes
- Full-time / part-time
- Salary (amount, type, fund account)

Other:

- Certificate
- Retirement system
- Non-attendance
- Class schedules
- Tenure
- Demand/performance pay
- Sabbatical leave (or other extended leave)
- Retiree return to work
- Salary reductions
- Extra compensation
- PIP salary

What is Collected?

The PEP data contain staff records, site-position records, teacher class schedule records, and non-attendance records.

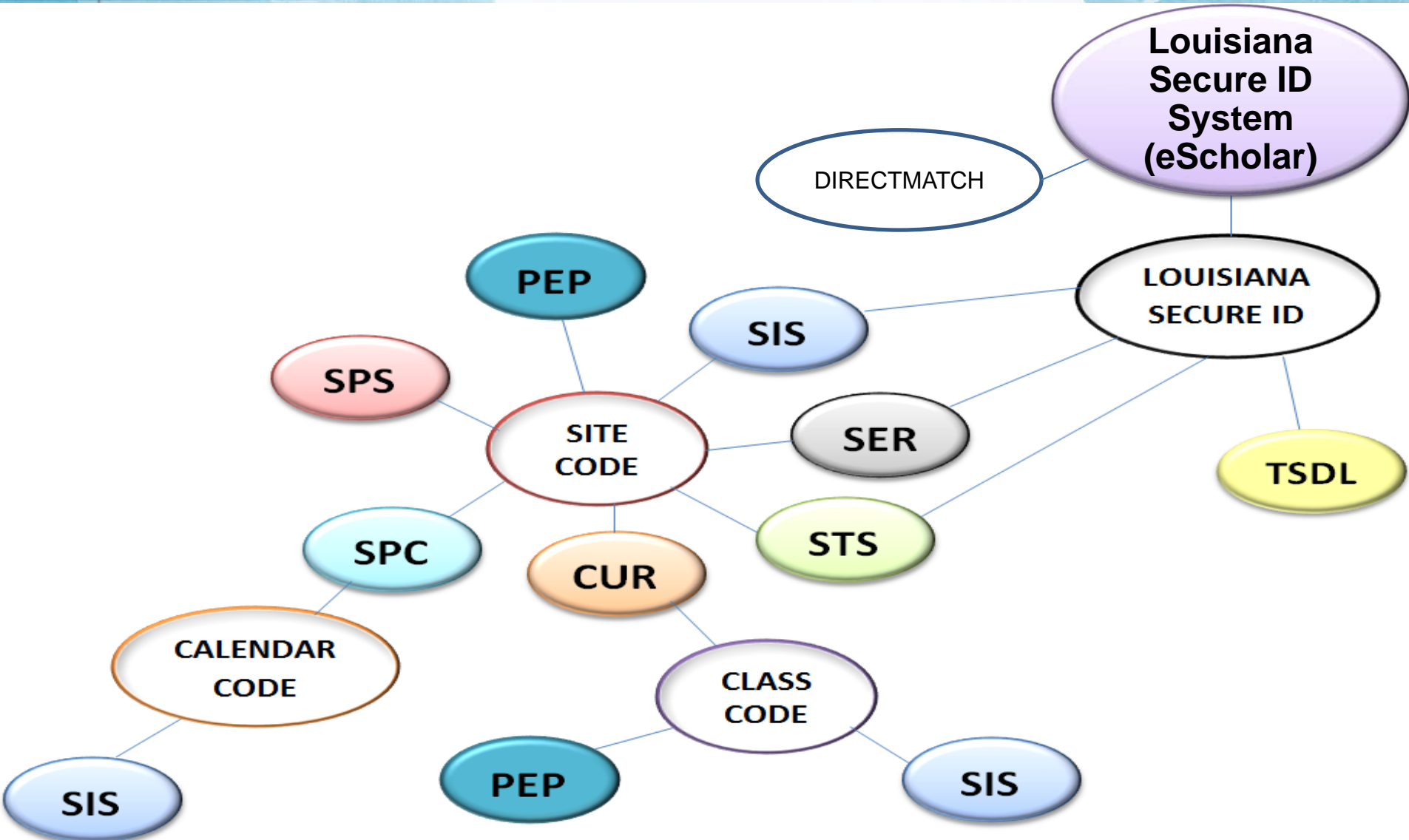


How are PEP Data Used?

The purpose of the Profile of Educational Personnel (PEP) is to collect staff data on public school personnel, including Charter and State schools. Data are collected via electronic batch files or using online entry. The collection of personnel data by individual records through PEP has made public school personnel data much more accessible to the Legislature, the Board of Elementary and Secondary Education (BESE), the Department, and district administrators. Additionally, these data are used for publication in Bulletin 1472: The Annual Financial and Statistical Report.

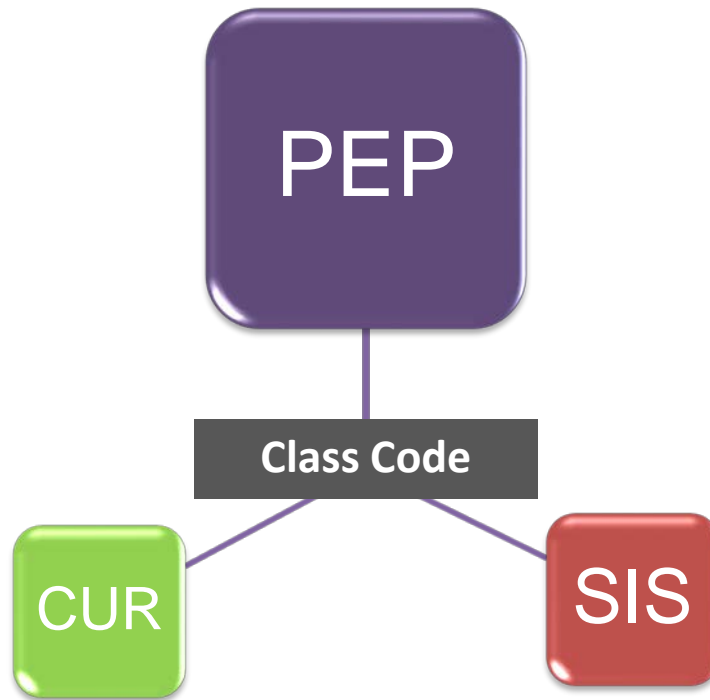
The data collected is used for state and federal reporting purposes. All data collected in the PEP system is only to be used in accordance with the rules and regulations provided by FERPA.

LDOE Application Systems Linkage



Link to Other LDOE Systems

PEP, CUR, and SIS are linked together by class code. The unique class code allows LDE to link students to teachers and then both to course data through the CUR database.



Data Collection Timeline

Collection Period	Action
Budgeted (as of Oct 1) July 1 - October 1 Mid August – Mid December	LEA staff counts and salaries 100 and 200
CLASS (as of Oct 1) July 1 – October 1 Mid August– Mid December	Class schedules 100, 200, and 210
Actual (End-Of Year/EOY) July 1 – June 30 Early May – Mid August	LEA staff counts, salary 100, 200, 300

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Accessing PEP

- PEP is accessed from the LEADS Portal, which is the gateway to all LDOE Web applications.
- The URL of the LEADS Staging Portal is: <https://leads3.doe.louisiana.gov/ptl>

LEADS Portal

The screenshot shows a web browser window with the address bar containing `http://leads4tst.doe.louisiana.gov/ptl/`. The page title is "LEADS Portal". A yellow callout box on the left contains the text: "Log into the LEADS Portal with the USER ID and password that you have been assigned." An arrow points from this box to a "Windows Security" dialog box that is open over the browser. The dialog box contains the following text: "The server leads4tst.doe.louisiana.gov at leads4tst.doe.louisiana.gov requires a username and password." and "Warning: This server is requesting that your username and password be sent in an insecure manner (basic authentication without a secure connection)." Below the text are input fields for "User name" and "Password", and a checkbox for "Remember my credentials". At the bottom of the dialog are "OK" and "Cancel" buttons.

LEADS Portal

LEADS
Louisiana Educational Accountability Data System

Test User04
LOGOFF

LEADS APPLICATION PORTAL

User Guides Annual Financial Report View

AFR - Annual Financial Report	TBL - Reference Tables
SPC - Calendar	SCS - School Choice Scholarships
CUR - Curriculum Database	SEE - Scholarships for Educ. Excellence
GAP - Grant Award Program	SER - Special Education Reporting
TAP - LaTAAP	SPS - Sponsor-Site
LIQ - LEADS Inquiry	SIS - Student Information System
LTS - Louisiana Textbook Adoption System	STS - Student Transcripts
NPS - Non-Public Schools Data Collection	SRA - Survey Administration
PEP - Profile of Educational Personnel	TID - Title I, Part D
PKP - PreK Checklist	

ADDITIONAL LINKS

- LEADS News
- Timelines
- Security Request Form
- Contact Us
- Check Response Time
- Browser Popularity
- OnBase - Hyland ActiveX Control Software Installer

You are in the TEST environment.

Show all systems.

Welcome to the LEADS Portal!

Click PEP-Profile of Education Personnel

PEP Home Opening Page

The screenshot shows a web browser window with the address bar displaying "http://leads4tst.doe.louisiana.gov/ - Profile of Educational Personnel Database - Windows Internet Explorer". The page header includes the Louisiana Department of Education logo, the title "PROFILE OF EDUCATIONAL PERSONNEL", and a "Close | Restart" link. Below the header is a navigation menu with buttons for "Home", "File Processing", "Online Staff Processing", and "Reports & Files". The "Opening Page" button is highlighted. The main content area contains a welcome message and a table of messages.

Welcome to the Louisiana Department of Education's **Profile of Educational Personnel (PEP)** web based data collection system. This system is used for the collection of public school employees' personnel data. The data collected is used for state and federal reporting purposes. All data collected in the PEP system is only to be used in accordance with the rules and regulations provided by Family Educational Rights and Privacy Act (FERPA). This data will be used to assist in improving academic performance for all students, help to eliminate achievement gaps and prepare students to be effective citizens in a global market.

Important messages and updates related to the PEP system will be displayed below.



	PEP Message Center	Posted Date
->	225-342-9133.	-----
1		

Submission Types

Users are able to submit data to PEP two ways:

- Batch upload: Users (or vendors) create a file in a specified format to upload all records at once. The file format needed can be found in the PEP user guide.
- Online staff processing: Users enter and/or update records one at a time by typing the information online.

Batch Submission



PROFILE OF EDUCATIONAL PERSONNEL

Close | Restart

Home | File Processing | Online Staff Processing | Reports & Files

Upload

██████████ Parish

Beginning School Session Year: 2011

Processing Period: Oct. 1 (Budgeted)

Delete all Data? No Yes

Validate only? No Yes

File to upload:

UPLOAD MY FILE NOW **VIEW UPLOAD STATUS**

- Be sure that file has '.zip' or '.txt' as its suffix
- Click 'Browse' to select the file you want to upload, and then click 'upload my file now'.
- Your file is now uploading to the Louisiana Department of Education (LDE). It may take a few moments, so please be patient.

REFRESH

History

Load Begin	User ID	Records	File Size	Records In Error	Records Loaded	Status	Upload End
11/9/2011 9:20:03 AM	apptst04		1277			Abnormal termination	11/9/2011 9:20:03 AM
11/9/2011 8:42:04 AM	apptst04	15	1277	9	0	Complete	11/9/2011 8:42:05 AM
11/9/2011 8:40:16 AM	apptst04	15	1277	9	0	Complete	11/9/2011 8:40:18 AM
11/9/2011 8:34:00 AM	apptst04		1277			Abnormal termination	11/9/2011 8:34:00 AM

Batch Submission View Upload Status

PROFILE OF EDUCATIONAL PERSONNEL Close | Restart

Home | File Processing

Upload

017 East Baton Rouge Parish

Beginning School Session Year:

Processing Period:

Delete all Data?

Validate only?

File to upload:

Load Begin	User	End
11/9/2011 9:20:03 AM	ap	11/9/2011 9:20:03 AM
11/9/2011 8:42:04 AM	ap	11/9/2011 8:42:05 AM
11/9/2011 8:40:16 AM	ap	11/9/2011 8:40:18 AM
11/9/2011 8:34:00 AM	ap	11/9/2011 8:34:00 AM

http://leads4tst.doe.louisiana.gov/ - ViewStatus - Windows Internet Explorer

User: apptst04

Beginning Schl Sess Yr: 2010

Processing Period Cd: Oct. 1 (LEADS)

Sponsor: East Baton Rouge Parish

Begin Date/Time: 11/9/2011 8:42 AM

End Date/Time: 11/9/2011 8:42 AM

File Size (Bytes): 1277

Total Records: 15

Records Copied To Holding: 15

Records Matching Database: 0

Records Validated: 15

Minimum Number of Records In Error: 9

Total Errors/Warnings Found: 15

Records Loaded to Database: 0

Staff Records Deleted from Database:

Status: Complete.

Batch Submission View Input Data

https://leads3.doe.louisiana.gov/ - ViewInput - Windows Internet Explorer

Sponsor: _____ Beginning School Session Year: 2013

Load Begin: _____ Processing Period Code: 9

Total records: 12083

Page 1 of 484 Or choose page number: 1

Rec Num	Status	Sys Ind	Trans Code	Beg Yr.	Sch Yr.	Spon	Site	SSN	30	40	50	60	70	80	90	100
1	Error	PEP	100	2013	006				THI		KA		L	F	PARA	020701 00000
2		PEP	200	2013	006	006009			07012013115121206302014009000010527011001592012000000					000000	000000	Y
3		PEP	100	2013	006				KRY		LI		M	F		020901 00000
4		PEP	200	2013	006	006006			07012013115121606302014009000010653011001592012000000					000000	000000	Y
5		PEP	300	2013	006				0829201303082320130010							
6		PEP	300	2013	006				0830201303083020130010							
7		PEP	300	2013	006				1018201303101820130005							
8		PEP	300	2013	006				1108201303110820130010							
9		PEP	300	2013	006				0106201403010620140010							
10		PEP	300	2013	006				0110201403011020140010							
11		PEP	300	2013	006				0121201403012120140010							
12		PEP	300	2013	006				0122201403012220140010							
13		PEP	300	2013	006				0123201403012320140010							
14		PEP	100	2013	006				MAR		AN			M B	067623 083204	00000
15		PEP	200	2013	006	006002			07012013112121206302014009000041866011002614012000000					000000	000000	Y
16		PEP	300	2013	006				0930201303093020130010							
17		PEP	300	2013	006				1016201303101620130010							
18		PEP	300	2013	006				0127201403012720140010							
19		PEP	300	2013	006				0214201403021420140010							
20		PEP	300	2013	006				0224201403022420140010							
21		PEP	300	2013	006				0227201403022720140010							
22		PEP	300	2013	006				0331201403033120140010							
23		PEP	300	2013	006				0407201403040720140010							
24		PEP	100	2013	006				SAN		RA		S	M B	063981 092801	00000
25		PEP	200	2013	006	006004			07012013112113006302014010002051255011002614012000000					000000	000000	Y

Correcting Errors

- After submitting batch files to PEP, users may notice error counts on the submission load status table on the upload screen.
- If errors occur, an error report is automatically created by the PEP system.
- Each error in the report is assigned a specific code and description that helps the user correct the problem.

View Errors

http://leads4tst.doe.louisiana.gov/ - Profile of Educational Personnel Database - Windows Internet Explorer

PROFILE OF EDUCATIONAL PERSONNEL Close | Restart

Home | File Processing | Online Staff Processing | Reports & Files

Upload

023 Iberia Parish

Beginning School Session Year: 2011

Processing Period: Oct. 1 (Budgeted)

Delete all Data? No Yes

No Yes

File to upload: Browse...

UPLOAD MY FILE NOW | VIEW UPLOAD STATUS | **VIEW ERRORS** | View Upload Progress

REFRESH History

Load Begin	User ID	Records	File Size	Records In Error	Records Loaded	Status	Upload End
6/3/2008 3:54:10 PM	apptst17	2	247	0	2	Complete	6/3/2008 3:54:10 PM
6/3/2008 3:53:40 PM	apptst17	2	247	1	0	Abnormal termination	6/4/2008 12:00:00 AM

1

Chose one file

Then, click view error to check your errors

Error Report Error Type

Users can select the type of error they wish to view on the report.

https://leads3.doe.louisiana.gov/ - ErrorReport - Windows Internet Explorer

Profile of Educational Personnel Louisiana Department of Education

Load Begin: 5/16/2014 12:32:42 PM

LEA: 006 Beauregard Parish

PEP ERROR CORRECTION REPORT FOR DATA AS OF 1/1/0001
DETAIL SUMMARY
SCHOOL YEAR: 2013 - 2014

CRITICAL ERRORS

Show Key Data for All

ALL
ALL
Critical Errors
Errors
Warnings

LEA Summary

STAFF NAME	SSN	SITE CD	PEP DATA IN ERROR	EDIT NUMBER AND MESSAGE
ALLEMA				999: Data for SSN Not Added to DB due to Errors
ARCHER				999: Data for SSN Not Added to DB due to Errors
ASHWOF				999: Data for SSN Not Added to DB due to Errors
AUSTIN,				999: Data for SSN Not Added to DB due to Errors
AUSTIN,				999: Data for SSN Not Added to DB due to Errors

Correct Error

http://leads4tst.doe.louisiana.gov/ - ViewErrors - Windows Internet Explorer

Sponsor: Iberia Parish
Load Begin: 6/3/2008 3:53:40 PM

Go to PEP user guide to find the error code and solution.

GENERATE ERROR REPORT REFRESH
EXPORT ERRORS

Rec #	Rec Type	Name	SSN	Site	Data in Error Supplemental Error Information	Error Code	Error Message
1	100				2006	003	Critical: Invalid Beginning School Session Year
2	100					999	Data for SSN Not Added to DB due to Errors

Online Staff Processing Staff View

The screenshot displays the web application interface for the Profile of Educational Personnel Database. The browser address bar shows the URL: <http://leads4tst.doe.louisiana.gov/> - Profile of Educational Personnel Database - Windows Internet Explorer. The page title is "PROFILE OF EDUCATIONAL PERSONNEL" with a "Close | Restart" link on the right. The navigation menu includes "Home", "File Processing", "Online Staff Processing" (highlighted with a red arrow), and "Reports & Files". Below this, there are tabs for "Staff List", "Staff", "Site Position", "Salary", "Class Schedule", "Non Attendance", and "Highly Qualified". The "All Processing Periods-View" tab is selected and highlighted with a red arrow, with a sub-tab "Open Processing Periods-Update" next to it. The main content area contains the following form fields:

- Beginning School Year: 2013 (dropdown menu)
- Processing Period: Oct. 1 (Budgeted) (dropdown menu)
- Sponsor: East Baton Rouge Parish (dropdown menu)
- Search on Last Name / SSN: (text input field)
- DISPLAY STAFF LIST (MAX 1000) (button)

Online Staff Processing Staff View

https://leads3.doe.louisiana.gov/ - Profile of Educational Personnel Database - Windows Internet Explorer

PROFILE OF EDUCATIONAL PERSONNEL Close | Restart

Home | File Processing | **Online Staff Processing** | Reports & Files

Staff List | Staff | Site Position | Salary | Class Schedule | Non Attendance | Highly Qualified

All Processing Periods-View | Open Processing Periods-Update

Beginning School Year: 2013 ▾

Processing Period: Oct. 1 (Budgeted) ▾

Sponsor: ▾

Search on Last Name / SSN:

DISPLAY STAFF LIST (MAX 1000)

Enter Last Name or SSN to view staff

SSN	Name	Status	Last Updated
	CLAIRE	SCHOOL BOARD EMPLOYEE	9/25/2013 1:20:19 PM
	DENISE	SCHOOL BOARD EMPLOYEE	9/25/2013 1:20:19 PM
	LEY, ANITA	SCHOOL BOARD EMPLOYEE	9/25/2013 1:20:19 PM
	MELISSA	SCHOOL BOARD EMPLOYEE	9/25/2013 1:20:19 PM
	, KENNETH	CONTRACTED PROFESSIONAL SERVICES PERSONS	9/25/2013 1:20:19 PM
	SUZANNE	SCHOOL BOARD EMPLOYEE	9/25/2013 1:20:19 PM
	ESTELLE	SCHOOL BOARD EMPLOYEE	9/25/2013 1:20:19 PM
	REBECCA	SCHOOL BOARD EMPLOYEE	9/25/2013 1:20:20 PM
	T, ANGELA	SCHOOL BOARD EMPLOYEE	9/25/2013 1:20:20 PM
	. SHEILA	SCHOOL BOARD EMPLOYEE	9/25/2013 1:20:20 PM

1 2 3 4 5 6 7 8 9 10 ...

Online Staff Processing Staff View

https://leads3.doe.louisiana.gov/ - Profile of Educational Personnel Database - Windows Internet Explorer

PROFILE OF EDUCATIONAL PERSONNEL

Home | File Processing | **Online Staff Processing** | Reports & Files

Staff List | **Staff** | Site Position | Salary | Class Schedule | Non Attendance | Highly Qualified

All Processing Periods-View | Open Processing Periods-Update

Beginning School Year: 2013 ▾

Processing Period: Oct. 1 (Budgeted) ▾

Sponsor: ▾

Search on Last Name / SSN:

DISPLAY STAFF LIST (MAX 1000)

Click SSN, then select appropriated tab to view data


Staff selected. Click appropriate tab to view data.

SSN	Name	Status	Last Updated
33333333	ELAIRE	SCHOOL BOARD EMPLOYEE	9/25/2013 1:20:19 PM
3	DENISE	SCHOOL BOARD EMPLOYEE	9/25/2013 1:20:19 PM
	LEY, ANITA	SCHOOL BOARD EMPLOYEE	9/25/2013 1:20:19 PM
	MELISSA	SCHOOL BOARD EMPLOYEE	9/25/2013 1:20:19 PM
	, KENNETH	CONTRACTED PROFESSIONAL SERVICES PERSONS	9/25/2013 1:20:19 PM
	SUZANNE	SCHOOL BOARD EMPLOYEE	9/25/2013 1:20:19 PM
	ESTELLE	SCHOOL BOARD EMPLOYEE	9/25/2013 1:20:19 PM
	REBECCA	SCHOOL BOARD EMPLOYEE	9/25/2013 1:20:20 PM
	IT, ANGELA	SCHOOL BOARD EMPLOYEE	9/25/2013 1:20:20 PM
	, SHEILA	SCHOOL BOARD EMPLOYEE	9/25/2013 1:20:20 PM

1 2 3 4 5 6 7 8 9 10 ...

Online Staff Processing Staff View

https://leads3.doe.louisiana.gov/ - Profile of Educational Personnel Database - Windows Internet Explorer

 **PROFILE OF EDUCATIONAL PERSONNEL** Close | Restart

Home | File Processing | **Online Staff Processing** | Reports & Files

Staff List | **Staff** | Site Position | Salary | Class Schedule | Non Attendance | Highly Qualified

View

STAFF RECORD : VIEW MO EXPORT STAFF DATA

Staff Name: _____ SSN: _____ Last Update: **9/25/2013**

Sponsor: _____

Beg School Session: 2013 Employee Status: SCHOOL BOARD EMPLOYEE Certificate: _____

Proc Period: Oct. 1 (Budgeted) Retirement System: TEACHERS' Educ Level: 2YRS COLLEGE

Gender: FEMALE Cert Exception: _____ Total Salary: \$13689

Empl Type: FULLTIME Sabbatical Status: _____ Workday Min: 390

Years Exp: 01 Retiree Return: _____ Contract Days: 180.00

District Hire Date: 8/1/2012 Salary Reduction: _____ PIP Salary: \$0

Ethnicity: Hispanic: Y N Race: Am Indian Asian Black Pac Islander White

Click on Staff to view staff data

Online Staff Processing Site Position View

https://leads3.doe.louisiana.gov/ - Profile of Educational Personnel Database - Windows Internet Explorer

PROFILE OF EDUCATIONAL PERSONNEL Close | Restart

Home | File Processing | **Online Staff Processing** | Reports & Files

Staff List | Staff | **Site Position** | Salary | Class Schedule | Non Attendance | Highly Qualified

View

STAFF RECORD : VIEW Mode EXPORT STAFF DATA

Staff Name: SSN: Last Update: 9/25/2013

Sponsor:

Beg School Session: 2013 Employee Status: SCHOOL BOARD EMPLOYEE Certificate:

Proc Period: Oct. 1 (Budgeted) Retirement System: TEACHERS' Educ Level: 2YRS COLLEGE

Gender: FEMALE Cert Exception: Total Salary: \$13689

Empl Type: FULLTIME Sabbatical Status: Workday Min: 390

Years Exp: 01 Retiree Return: Contract Days: 180.00

District Hire Date: 8/1/2012 Salary Reduction: PIP Salary: \$0

Ethnicity: Hispanic: Y N Race: Am Indian Asian Black Pac Islander White

SITE-POSITION RECORDS : VIEW Mode

Site: Last Update Date: 9/25/2013

Classification: 115 AIDES 1531 HEAD START Homebase Site Flag: Y Annual Min Worked: 70200

Employment Dates: 7/1/2013 - 6/30/2014

Click on Site Position to view site position data

Online Staff Processing Salary View

https://leads3.doe.louisiana.gov/ - Profile of Educational Personnel Database - Windows Internet Explorer

PROFILE OF EDUCATIONAL PERSONNEL Close | Restart

Home | File Processing | **Online Staff Processing** | Reports & Files

Staff List | Staff | Site Position | **Salary** | Class Schedule | Non Attendance | Highly Qualified

View

STAFF RECORD : VIEW Mode EXPORT STAFF DATA Last Update: 9/25/2013

Staff Name: _____
Sponsor: _____

Beg School Session: 2013 Employee Status: SCHOOL BOARD EMPLOYEE Certificate: _____
Proc Period: Oct. 1 (Budgeted) Retirement System: TEACHERS' Educ Level: 2YRS COLLEGE
Gender: FEMALE Cert Exception: _____ Total Salary: \$13689
Empl Type: FULLTIME Sabbatical Status: _____ Workday Min: 390
Years Exp: 01 Retiree Return: _____ Contract Days: 180.00
District Hire Date: 8/1/2012 Salary Reduction: _____ PIP Salary: \$0

Ethnicity: Hispanic: Y N Race: Am Indian Asian Black Pac Islander White

SALARY RECORDS : VIEW Mode Last Update Date: 9/25/2013

Site:	Classification: 115	AIDES	1531	HEAD START	Salary Type: BASE	Salary Amt: 13689
Employment Begin Date:	7/1/2013			Fund: FEDERAL		

Click on Salary to view salary data

Online Staff Processing Class Schedule View

PROFILE OF EDUCATIONAL PERSONNEL Close | Restart

Home | File Processing | **Online Staff Processing** | Reports & Files

Staff List | Staff | Site Position | Salary | **Class Schedule** | Non Attendance | Highly Qualified

View

STAFF RECORD : VIEW Mode EXPORT STAFF DATA
Last Update: 11/11/2013

Staff Name: | Sponsor: |
Beg School Session: 2013 Employee Status: SCHOOL BOARD EMPLOYEE Certificate:
Proc Period: Oct. 1 (LEADS) Retirement System: TEACHERS' Educ Level: BACHELOR'S
Gender: MALE Cert Exception: Total Salary: \$45107
Empl Type: FULLTIME Sabbatical Status: Workday Min: 420
Years Exp: 03 Retiree Return: Contract Days: 200.00
District Hire Date: 8/1/2008 Salary Reduction: PIP Salary: \$0

Ethnicity: Hispanic: Y N Race: Am Indian Asian Black Pac Islander White

CLASS SCHEDULE RECORDS : VIEW Mode

Site: () in High School	Last Update Date: 11/11/2013
Class Code: ()	Twelve Hour Flag: N
Total Class Time Pct: :	
Site: () in High School	Last Update Date: 11/11/2013
Class Code: ()	Twelve Hour Flag: N
Total Class Time Pct: :	
Site: () in High School	Last Update Date: 11/11/2013
Class Code: ()	Twelve Hour Flag: N
Total Class Time Pct: :	
Site: () in High School	Last Update Date: 11/11/2013
Class Code: ()	Twelve Hour Flag: N
Total Class Time Pct: :	
Site: () in High School	Last Update Date: 11/11/2013
Class Code: ()	Twelve Hour Flag: N
Total Class Time Pct: :	

Click on class schedule to
view class schedule data

Online Staff Processing Non Attendance View

PROFILE OF EDUCATIONAL PERSONNEL Close | Restart

Home | File Processing | **Online Staff Processing** | Reports & Files

Staff List | Staff | Site Position | Salary | Class Schedule | **Non Attendance** | Highly Qualified

View

STAFF RECORD : VIEW Mode

Staff Name: [Redacted]
Sponsor: [Redacted]
Beg School Session: 2013
Proc Period: Oct. 1 (LEADS)
Gender: MALE
Empl Type: FULLTIME
Years Exp: 03
District Hire Date: 8/1/2008

Employee Status: SCHOOL
Retirement System: TEACHERS
Cert Exception:
Sabbatical Status:
Retiree Return:
Salary Reduction:

EDUC LEVEL: BACHELOR'S
Total Salary: \$45107
Workday Min: 420
Contract Days: 200.00
PIP Salary: \$0

ORT STAFF DATA
ate: 11/11/2013

Ethnicity: Hispanic: Y N Race: Am Indian Asian Black Pac Islander White

NON ATTENDANCE RECORDS : VIEW Mode

Click on Non-Attendance to view non-attendance data

Online Staff Processing Staff Update

PROFILE OF EDUCATIONAL PERSONNEL Close | Restart

Home | File Processing | **Online Staff Processing** | Reports & Files

Staff List | Staff | Site Position | Salary | Class Schedule | Non Attendance | Highly Qualified

All Processing Periods-View | **Open Processing Periods-Update**

Beginning School Year: 2013 ▾

Processing Period: June 30 (Actual) ▾

Sponsor: 002 Allen Parish ▾

Search on Last Name / SSN:

DISPLAY STAFF LIST (MAX 1000)

SSN to Add Staff: **CLICK TO ACCEPT NEW SSN**

Click here to update data

Online Staff Processing Staff Update

https://leads3.doe.louisiana.gov/ - Profile of Educational Personnel Database - Windows Internet Explorer

PROFILE OF EDUCATIONAL PERSONNEL Close | Restart

Home | File Processing | **Online Staff Processing** | Reports & Files | Data Administration

Staff List | **Staff** | Site Position | Salary | Class Schedule | Non Attendance | Highly Qualified

Update | View

STAFF EXPORT STAFF DATA COMPLETE VALIDATION & UPDATE DATABASE

7/3/2014 12:07 PM

First: Middle: Last: Suffix:

Sponsor: SSN: Last Update: **7/3/2014**

Beg School Session: 2013 Employee Status: SCHOOL BOARD EMPLOYEE

Proc Period: June 30 (Actual) Retirement System: TEACHERS'

Gender: FEMALE Cert Exception: -- none --

Empl Type: FULLTIME Sabbatical Status: -- none --

Years Exp: 02 Retiree Return: -- none --

District Hire Date: 1/12/2006 Salary Reduction: -- none --

Certificate:

Educ Level: H.S.

Total Salary: 18387

Workday Min: 420

Contract Days: 200.00

PIP Salary: 0

Ethnicity: Hispanic: Y N Race: Am Indian Asian Black Pac Islander White

Record Updated In Hold Area

ADD STAFF | DELETE STAFF | CHANGE SSN | CANCEL | VALIDATE

Click on staff to update staff data

Online Staff Processing Site Position Update

https://leads3.doe.louisiana.gov/ - Profile of Educational Personnel Database - Windows Internet Explorer

PROFILE OF EDUCATIONAL PERSONNEL Close | Restart

Home | File Processing | **Online Staff Processing** | Reports & Files

Staff List | Staff | **Site Position** | Salary | Class Schedule | Non Attendance | Highly Qualified

Update | View

STAFF RECORD : VIEW Mode EXPORT STAFF DATA Last Update: 6/30/2014

Staff Name: _____
Sponsor: _____
Beg School Session: 2013
Proc Period: June 30 (Actual)
Gender: FEMALE
Empl Type: FULLTIME
Years Exp: 02
District Hire Date: 1/12/2006

Employee Status: SCHOOL BOARD EMPLOYEE
Retirement System: TEACHERS'
Cert Exception:
Sabbatical Status:
Retiree Return:
Salary Reduction:

Certificate:
Educ Level: H.S.
Total Salary: \$18387
Workday Min: 420
Contract Days: 200.00
PIP Salary: \$0

Ethnicity: Hispanic: Y N N Race: Am Indian Asian Black Pac Islander White

SITE-POSITION RECORD : UPDATE Mode 1 of 1 ADD NEW SITE-POSITION RECORD VALIDATE
DELETE THIS SITE-POSITION RECORD

Site: _____ Last Update Date: 6/30/2014
Classification: 114 CLERICAL/SEC. 2400 SCHOOL ADMINISTRATION
Employment Dates: 7/1/2013 - 6/30/2014 Homebase Site Flag: Y N Annual Min Worked: 84001

Click on site position to update site position data

Online Staff Processing Salary Update

https://leads3.doe.louisiana.gov/ - Profile of Educational Personnel Database - Windows Internet Explorer

PROFILE OF EDUCATIONAL PERSONNEL Close | Restart

Home | File Processing | **Online Staff Processing** | Reports & Files

Staff List | Staff | Site Position | **Salary** | Class

Update | View

STAFF RECORD : VIEW Mode EXPORT STAFF DATA Last Update: 6/30/2014

Staff Name: _____
Sponsor: _____

Beg School Session: 2013 Employee Status: SCHOOL BOARD EMPLOYEE Certificate: _____
Proc Period: June 30 (Actual) Retirement System: TEACHERS' Educ Level: H.S.
Gender: FEMALE Cert Exception: _____ Total Salary: \$18387
Empl Type: FULLTIME Sabbatical Status: _____ Workday Min: 420
Years Exp: 02 Retiree Return: _____ Contract Days: 200.00
District Hire Date: 1/12/2006 Salary Reduction: _____ PIP Salary: \$0

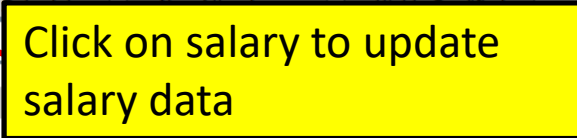
Ethnicity: Hispanic: Y N Race: Am Indian Asian Black Pac Islander White

SITE-POSITION RECORD : VIEW Mode 1 of 1

Site: _____ Last Update Date: 6/30/2014
Classification: 114 CLERICAL/SEC. 2400 SCHOOL ADMINISTRATION
Employment Dates: 7/1/2013- 6/30/2014 Homebase Site Flag: Y Annual Min Worked: 84001

SALARY RECORD : UPDATE Mode 1 of 2 NEXT ADD NEW SALARY RECORD VALIDATE
DELETE THIS SALARY RECORD

Fund Account: Salary Type: Salary Amount: Last Update Date: 6/30/2014



Online Staff Processing Class Schedule Update

https://leads3.doe.louisiana.gov/ - Profile of Educational Personnel Database - Windows Internet Explorer

PROFILE OF EDUCATIONAL PERSONNEL Close | Restart

Home | File Processing | **Online Staff Processing** | Reports & Files

Staff List | Staff | Site Position | Salary | **Class Schedule** | Non Attendance | Highly Qualified

Update | View

STAFF RECORD : VIEW Mode EXPORT STAFF DATA Last Update: 6/30/2014

Staff Name:
Sponsor:
Beg School Session: 2013
Proc Period: June 30 (Actual)
Gender: FEMALE
Empl Type: FULLTIME
Years Exp: 02
District Hire Date: 1/12/2006

Employee Status: SCHOOL BOARD EMPLOYEE
Retirement System: TEACHERS'
Cert Exception:
Sabbatical Status:
Retiree Return:
Salary Reduction:

Certificate:
Educ Level: H.S.
Total Salary: \$18387
Workday Min: 420
Contract Days: 200.00
PIP Salary: \$0

Ethnicity: Hispanic: Y N Race: Am Indian Asian Black Pac Islander White

CLASS SCHEDULE RECORD : UPDATE Mode 0 of 0 ADD NEW CLASS SCHEDULE RECORD

Site: Last Update Date:
Class Code: Twelve Hour Flag:
Total Class Time Pct:

Click on class schedule to update class schedule data

Online Staff Processing Non Attendance Update

https://leads3.doe.louisiana.gov/ - Profile of Educational Personnel Database - Windows Internet Explorer

PROFILE OF EDUCATIONAL PERSONNEL Close | Restart

Home | File Processing | **Online Staff Processing** | Reports & Files

Staff List | Staff | Site Position | Salary | Class Schedule | **Non Attendance** | Highly Qualified

Update | View

STAFF RECORD : VIEW Mode

Staff Name: _____
Sponsor: _____
Beg School Session: 2013 Employee Status: SCHOOL BOARD EMPLOYEE Certificate: _____
Proc Period: June 30 (Actual) Retirement System: TEACHERS' Educ Level: H.S.
Gender: FEMALE Cert Exception: _____ Total Salary: \$18387
Empl Type: FULLTIME Sabbatical Status: _____ Workday Min: 420
Years Exp: 02 Retiree Return: _____ Contract Days: 200.00
District Hire Date: 1/12/2006 Salary Reduction: _____ PIP Salary: \$0

Ethnicity: Hispanic: Y N Race: Am Indian Asian Black Pac Islander White

NON ATTENDANCE RECORD : UPDATE Mode 1 of 15

NonAttendance Dates: - Last Update Date: 6/30/2014

Category Code: Day Count:

Click on Non Attendance to update non attendance data

Agenda

System Overview

- Gaining Access
- What is collected
- How collected data are used
- Link to other LDE systems
- Description of Data Collection Timeline

Hands-on Session

- Uploading/Entering Data
- **Generating/Viewing Reports**
- FAQ
- Coding Procedures

PEP Reports

- The PEP system has built-in reports to help LEAs validate and analyze data.
- Reports should be checked after each data submission and before finalizing any collection.



Description of PEP Reports

Extract File/Report Name	Run during: Oct. 1 st (Budgeted)	Run during: Oct. 1 st (CLASS)	Run during: June 30 th (Actual)	Run Year-Round
Oct 1 Budgeted vs. EOY Comparison			X	
Oct 1 Budgeted vs. CLASS Comparison		X		
Data Integrity Report by Class – SISR53		X		
Data Integrity Report by Site – SISR52	X			
Data Verification – LEA Detail				X
Data Verification – LEA Summary				X
Data Verification – State Summary				X
Duplicate Certificate				X
Duplicate SSN				X
Food & Nutrition	X		X	
File Extract – Salary				X
File Extract – Site Position				X
File Extract – Staff				X
LEA HQ Comparison		X	X	
HQ Detail		X	X	
HQ Summary		X	X	
No Data for Site				X
Non-Attendance By Category		X	X	
Non-Attendance		X	X	
Questionable Salary				X
SER Personnel	X			
Staff Roster				X
Non-Matching Ed-Level				X
Statement of Affirmation				X

Note: See Appendix H of user guide for detailed descriptions

Reports & Files View/Export

http://leads4tst.doe.louisiana.gov/ - Profile of Educational Personnel Database - Windows Internet Explorer

  **PROFILE OF EDUCATIONAL PERSONNEL** Close | Restart

Home | File Processing | Online Staff Processing | **Reports & Files**

View / Export | Retrieval | Input File

Data Verification - LEA Summary has been successfully scheduled to run.

Beginning School Year: 2013 ▾

Processing Period: Oct. 1 (Budgeted) ▾

Choose a Report: Data Verification - LEA Summary ▾

Report Format: PDF ▾

Sponsor: Iberia Parish ▾

REQUEST REPORT

Reports & Files Retrieval



The screenshot shows a web browser window with the URL <http://leads4tst.doe.louisiana.gov/>. The page title is "PROFILE OF EDUCATIONAL PERSONNEL". The navigation menu includes "Home", "File Processing", "Online Staff Processing", and "Reports & Files". Under "Reports & Files", there are sub-menus for "View / Export", "Retrieval", and "Input File". A red arrow points to the "Retrieval" menu. Below the navigation, there is a "REFRESH" button and the heading "Reports Retrieval". A warning message states: "* Reports displayed below will be available for 14 days. Please save or print the files before they expire." Below this is a table with the following data:

	Report Name	Status	Create Date	Expire Date
View Save Delete	Data Verification - LEA Summary (PDF)	Finished	7/3/2014 2:09:01 PM	7/17/2014 2:09:01 PM


A red arrow points to the "View" link in the first row of the table.

Reports & Files Input File

https://leads3.doe.louisiana.gov/ - Profile of Educational Personnel Database - Windows Internet Explorer

  **PROFILE OF EDUCATIONAL PERSONNEL** Close | Restart

Home | File Processing | Online Staff Processing | **Reports & Files**

View / Export | Retrieval | **Input File** 

Beginning School Year: 2014 ▾

Processing Period: Oct. 1 (Budgeted) ▾

Sponsor: 001 Acadia Parish ▾

Export Staff Record

Export Site-Position Record

Export Class Schedule Record

Export Non-Attendance Record

Export All Records

Create Fixed-Width Records

Create Comma Separated Value Records

Export Reset Page

Select the desired information and click 'Export' to create your Text File.

Agenda

System Overview

- Gaining Access
- What is collected
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Hands-on Session

- Uploading/Entering Data
- Generating/Viewing Report
- **FAQ**
- Coding Procedures

Frequently Asked Questions

In the next few slides we will cover the most common problems users encounter.

- Incorrect Teaching Certificate
- Incorrect Course Information
- Cannot Login
- Cannot Access Drop-down Menus
- Invalid Contract Day/Work Day Count

Incorrect Certificate in PEP

The codes used in PEP do not always match the coding of the certificate level. Notice below a level 2 non-public teaching certificate is actually coded L4.

Certificate Type Code	Certificate Type Code4	Certificate Type Name	Certificate Type Short
A	A	A	TEACHING CERTIFICATE
B	B	B	TEACHING CERTIFICATE
L3	L3	LEVEL 3	TEACHING CERTIFICATE
AA	AA	A*	NON-PUBLIC TEACHING CERTIFICATE
BA	BA	B*	NON-PUBLIC TEACHING CERTIFICATE
L4	L4	LEVEL 2*	NON-PUBLIC TEACHING CERTIFICATE
L5	L5	LEVEL 3*	NON-PUBLIC TEACHING CERTIFICATE

Incorrect Course Information

Check CUR/PEP/SIS

- Class codes don't match
 - Class code on SIS class schedule record must be identical to class code on CUR class schedule record and the class code on the PEP class schedule record.
- Incorrect course code
 - Only certain courses are counted for CVR

Login or Access Issues

There are generally two reasons a user cannot access PEP and/or features.

Internet explorer browser compatibility issue:

- The LEADS system is only compatible with IE8 or 9
- For other IE version, Microsoft removed the compatibility view button from the address and need to turn on (user guide have each steps to turn on the compatibility)

Password issue:

- Reset the password through this link: <https://password.doe.louisiana.gov/>

Count Error

If the *Contract day Count * Workday Minute Count < 63720* error is received, the user should take the following actions:

- Reflect the partial contract worked in the site position record under the annual minutes worked instead of in the staff record under contract days.
- Even if the staff member is part time, include the actual minutes worked in the site position record but a full time contract day count and workday minute count in the Staff record.

Agenda

System Overview


- Gaining Access
- What is collected
- How collected data are used
- Link to other LDE systems
- Description of Data Collection Timeline

Hands-on Session

- Uploading/Entering Data
- Generating/Viewing Report
- Correcting Errors
- Coding Procedures

Coding Different Worker Types

Certain object/function code combinations require a class schedule submission, some do not.



Object Code	Function Code	Object Descriptions	Function Description	Schedule Record
112	1105	TEACHERS	KINDERGARTEN PROGRAM	Required
112	1110	TEACHERS	ELEMENTARY PROGRAM	Required
111	1110	OFFICIALS/ADMINISTRATORS/MANAGERS	ELEMENTARY PROGRAM	Not Required
111	1130	OFFICIALS/ADMINISTRATORS/MANAGERS	SECONDARY PROGRAM	Not Required

- *Full list of object/function codes are available in the PEP user guide*

Coding Vacant Positions

- For vacant positions, use 999 followed by the 3-digit sponsor code and a 3-digit sequential number as the staff SSN.
- Substitute positions should be coded as vacant positions.
- The layout for staff data, site position data and class schedule record are available in the user guide.

Coding Multiple Positions

If a staff member fills multiple positions in the LEA, please ensure the following are submitted to PEP.

- One record in staff data (100 record)
- Multiple records in site position data (200 record) – one for each job function of the employee
- Job functions indicated by object and function code combinations

Coding AMW & Contract Minutes

- If employee is expected to work a full contract, the sum of AMW projected should meet or exceed the Contract Minutes (Contract days * Workday minute count)
For Oct 1 – AMW = Contract Minutes
For EOY – AMW could exceed Contract Minutes
- The Contract Day Count must always reflect the full time standard contract for the employee class that the employee is a member of.

Coding Annualized Salaries

- Annualized Salary is calculated using the FTE (Fulltime Equivalent) for each position an employee holds. The FTE calculation uses the Annual Minutes Worked (AMW), Contract Minutes, and Actual Salary.
- $FTE = AMW / (\text{Contract days} * \text{workday minutes})$
- $\text{Annualized Salary} = \text{Salary} / FTE$
- Note: Annualized Salary is used to identify the high and low end salaries for a classification and also to identify what may be questionable salaries.

Next Steps

- Review the PEP user guide and submission calendar to ensure compliance with data requirements.
- Begin familiarizing yourself with all data elements collected.
- Get ready for the end-of-year June 30th (Actual) data submission (staff records, site-position records, and non-attendance).

Contact Information

- **Information Management Director:** Rebecca.Lamury@la.gov
- **Manager:** Sherry.Randall@la.gov or email: SystemSupport@la.gov
- **Special Education Reporting (SER) and Teacher Student Data Link (TSDL):**
Bernetta.Sims@la.gov
- **Student Information System (SIS), Calendar (SPC), and Sponsor Site System (SPS):**
Kaylie.Loupe@la.gov
- **Student Transcript System (STS) and Curriculum (CUR):**
Barrett.Adams@la.gov
- **Profile of Educational Personnel (PEP):** Michael.Zanovec@la.gov
- **Louisiana Secure ID and Early Childhood CLASS:** Anantha.Lakkakula@la.gov
- **Annual Financial Reporting (AFR):** Yaxin.Lu@la.gov
- **eScholar email:** LouisianaSecureID@eScholar.com
- **eScholar FTP Site:** <https://LouisianaSecureFTP.escholar.com:444>
- **Data Management FTP Site:** <https://sftp.doe.louisiana.gov/Thinclient/>

For additional links, Refer to the **Useful links** tab on the [LDOE INSIGHT Coordinator Portal](#)