

2016-2017 Timeline: Human Resources Snapshot

Date	Event
Thursday, September 1, 2016	Staff Profile and Assignment Interchange files may be uploaded in Data Pipeline
Thursday, November 3, 2016	Snapshot open and available
Thursday, November 17, 2016	Date by which you must have uploaded the following interchange files at least once: <ul style="list-style-type: none"> <input type="checkbox"/> Staff Profile <input type="checkbox"/> Staff Assignment
Thursday, December 1, 2016	Official Annual Count Date
Thursday, December 8, 2016	Date by which a Human Resources Snapshot needs to be created at least once by all Districts, to ensure appropriate access has been granted and data from interchange files meets expected criteria.
Thursday, December 15, 2016	All Staff data included in the interchange files are error free at the interchange level. <i>If you anticipate that you will not be able to meet this deadline, please contact Annette Severson at severson_a@cde.state.co.us</i>
Thursday, January 19, 2017	Date by which a Human Resources snapshot needs to be created again in 2017 at least once.
Thursday, January 19, 2017 – Thursday, January 26, 2017	Review Special Education Staff Report via Cognos (in the Human Resources folder) for accuracy to ensure all special education staff reported within your district is appropriate. Collaborate with Administrative Unit during this process.
Thursday, February 2, 2017	Date by which you must have a complete Human Resources Snapshot. Complete Human Resource Snapshot means: <ul style="list-style-type: none"> <input type="checkbox"/> All staff interchange errors are resolved <input type="checkbox"/> All Human Resources snapshot errors are resolved <input type="checkbox"/> All staff that must be reported are accurately reported
Thursday, February 2, 2017 – Thursday, February 16, 2017	Final Snapshot Report Review – This is your opportunity to review reports in detail and make any data corrections you deem necessary to make sure you are reporting valid and reliable data. All data corrections must be completed during this time.

Thursday, February 16, 2017

Required to have HR snapshot error free and finalized before or on this date. Human Resources closed and final report is signed and provided to CDE via fax 303-866-6888 or email Severson_a@cde.state.co.us.