

2017-2018 Timeline: Human Resources Snapshot

Date	Event
Wednesday, September 6, 2017	Staff Profile and Assignment Interchange files may be uploaded in Data Pipeline
Wednesday, November 1, 2017	Human Resources Snapshot open and available
Thursday, November 16, 2017	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
Friday, December 1, 2017	Official Annual Count Date
Thursday, December 14, 2017	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 21, 2017	All Staff data included in the interchange files are error free at the interchange level. If you anticipate that you will not be able to meet this deadline, please contact Annette Severson at severson_a@cde.state.co.us
Thursday, January 18, 2018	Date by which a Human Resources snapshot needs to be re-created to have most recent Special Education Staff Data to review in Cognos Report.
Thursday, January 18, 2018 – Thursday, January 25 February 1, 2018	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 8 15, 2018	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 8 15, 2018 – Thursday, February 15 22, 2018	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 15 22, 2018	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 .