

# 2018-2019 Timeline: Human Resources Snapshot

Date	Event
Wednesday, September 5, 2018	Staff Profile and Assignment Interchange open and files may be uploaded in Data Pipeline
Thursday, November 1, 2018	Human Resources Snapshot open and available
Wednesday, November 28, 2018	Date by which you must have uploaded the following interchange files at least once: <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">Staff Profile</a></li> <li><input type="checkbox"/> <a href="#">Staff Assignment</a></li> </ul>
<b>Saturday, December 1, 2018</b>	<b>Official Annual Count Date</b>
Thursday, December 20, 2018	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 <a href="mailto:severson_a@cde.state.co.us">severson_a@cde.state.co.us</a>
Wednesday, January 23, 2019	Date by which a Human Resources snapshot must be created at least once.
Thursday, January 24, 2019 – Thursday, January 31, 2019	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 14, 2019	Date by which you must have a complete Human Resources Snapshot. Complete Human Resource Snapshot means: <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">All staff that must be reported are accurately reported</a></li> <li><input type="checkbox"/> <a href="#">All staff interchange errors are resolved</a></li> <li><input type="checkbox"/> <a href="#">All Human Resources snapshot errors are resolved</a></li> </ul>
Friday, February 15, 2019 – Thursday, February 21, 2019	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 21, 2019	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 <a href="mailto:Severson_a@cde.state.co.us">Severson_a@cde.state.co.us</a> .