

# Create PSD CSD Files for Submission

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Office of Education Technology: Division of School Technology Services

Questions: [munis@education.ky.gov](mailto:munis@education.ky.gov)

**The instructions in this document will assist you in preparing the PSD and CSD files for submission to KDE.  
The correct format for the files and the steps to submit the files are shown in detail.**

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## OVERVIEW

The PSD and CSD files created in EERP are submitted to KDE through the SEEK Data Web Submission Application. The instructions in this document will assist you in preparing the PSD and CSD files for submission to KDE. The correct format for the files and the steps to submit the files are shown in detail.

The instructions for generating the PSD/CSD files are contained in the following documents:

Professional Staff Data (PSD) Report (PR-STW-4)

Classified Staff Data (CSD) Report (PR-STW-10)

## TRANSFERRING SALARY TABLE, PSD AND CSD FILES TO KDE

Below are the instructions to prepare the PSD/CSD files for submission. These instructions are used after the PSD and CSD records have been created and corrected. There will be three files submitted to KDE during the SEEK Data Web Submission Application process: a Salary Table File (prkygrst0000.txt), a PSD File (kypsdXXX0000.txt) and a CSD File (kycsdXXX0000.txt). The XXX represents the district number and the 0000 represents the file number.

## PREPARE PSD/CSD FILES FOR SUBMISSION

Select:

### ***ASP Admin > Transfer a File***

1. Click on **Download from spool directory**
2. There were several files generated when the PSD/CSD records were created. There will only be three files submitted to KDE (prkygrst, kypsd and kycsd). Choose the prkygrst file (Salary Table File) and make sure it is highlighted.  
***Helpful hint: You can click on File Name to sort the saved files by name.***
3. Highlight the file you want to save and click **Accept**. Then choose "Open File."
4. Then choose File and Save
5. Choose the folder to which you want to save the file. KDE suggests you create a folder "KDE Files for Submission". Select "Make New Folder" if you do not already have this set up.

6. Do not change the name of the file. Click “OK” when you are ready to save the file.
7. Repeat steps 1-5 above to save the PSD (kypsd) and CSD (kycsd) file for submission.
8. You are now ready to proceed with the PSD/CSD web submission.



## PSD/CSD Submission

The PSD/CSD submission process has been incorporated into the SEEK Data Web Submission Application process. Districts will be notified of the errors which must be corrected upon submission. There will also be a listing of the less significant errors which are referred to as Notes.

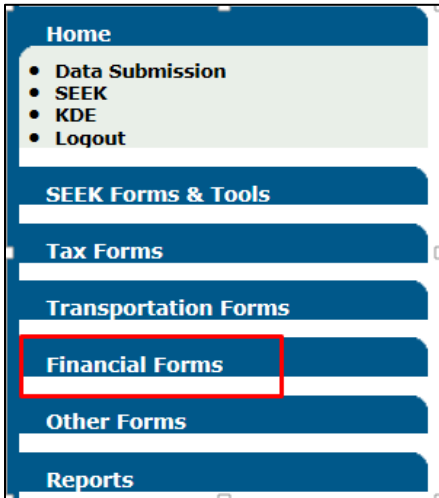
There are three files that encompass a District's complete PSD/CSD submission. The three files are the Salary Table File, Professional Staff Data (PSD) File and Classified Staff Data (CSD) File. The order of submission is flexible between CSD and PSD; however, **the Salary Table File must be submitted prior to the PSD File**. Once a file has been successfully submitted the system will prevent you from submitting that specific file again. For example, if you successfully submit a Salary Table File, but have to attempt multiple PSD File submissions before being successful, a Salary Table File submission is not necessary for each PSD File submission and is actually prevented by the system.

### Submissions Instructions

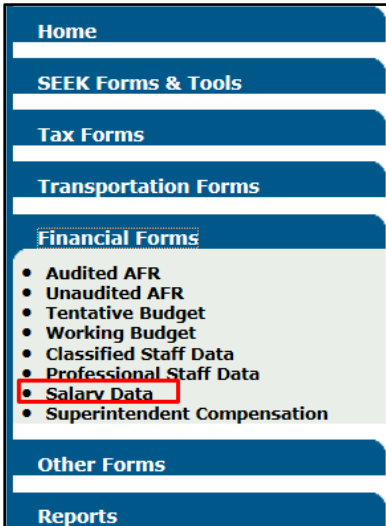
- I. Salary Table File
- II. Professional Staff Data File (PSD)
- III. Classified Staff Data File (CSD)

## Salary Table File Submission

1. Login to the SEEK Web Application. [SEEK Web Application](#)
2. Click on Financial Forms.



3. Select Salary Data form.



### Salary Data

**No superintendent compensation file has been uploaded for this year. Please click the link to the [Superintendent Compensation Upload Page](#) to upload this file.**

**OR**

**I have no superintendent to report.**

Please input the appropriate data and then press 'Submit' when you are finished. For Help, please read the [Instructions](#).

**District:**

**Form History:**

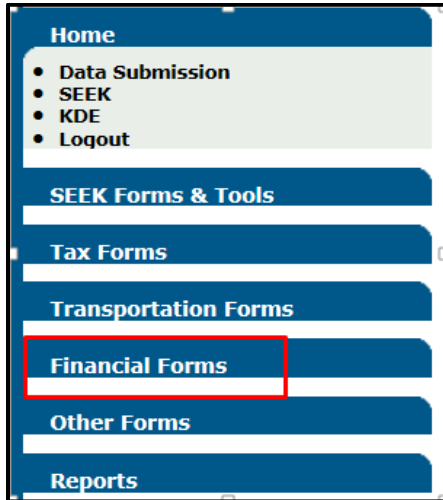
**School Year:**

**Salary Data (KYGR)**

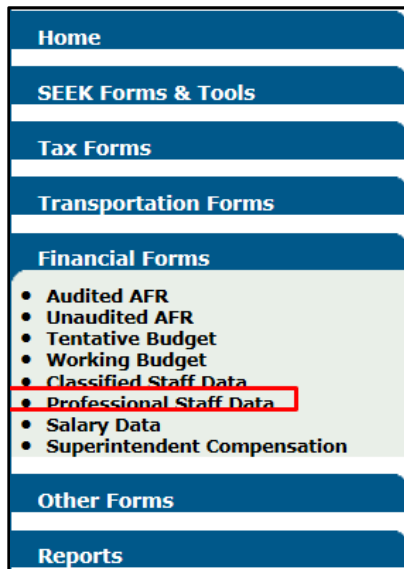
4. If you have a superintendent that has not been hired as of September 15 then there is a check box that you will have to check to load the salary table.
5. Click Browse to locate the Salary Table File created from EERP.
6. Double click the file to select it. The file location will now appear in the **Salary Data (KYGR)** field. Click Submit.
7. You will see a status message(s) on the screen. The submission will either show successful or errors will indicate the specific problems with the file or data within the file. If there are errors, they must be corrected in EERP. After correcting the data in EERP generate and save an updated file and resubmit.
8. If your salary table is set to pending then you will need to contact the [finance.reports@education.ky.gov](mailto:finance.reports@education.ky.gov) mailbox and discuss your salary table submission with a KDE staff person.
9. After the Salary Table File has been submitted successfully you can proceed to the next submission. Once the file has been accepted you will not be able to submit again. If you are required to complete multiple PSD File submissions you do not need to resubmit a Salary Table File again once there is a successful submission.

## PSD File Submission

1. Login to the SEEK Web Application. [SEEK Web Application](#)
2. Click on Financial Forms.



3. Select Professional Staff Data.



**Note:** If you have not successfully completed your Salary File submission you will receive the following message and will be unable to submit your PSD File:

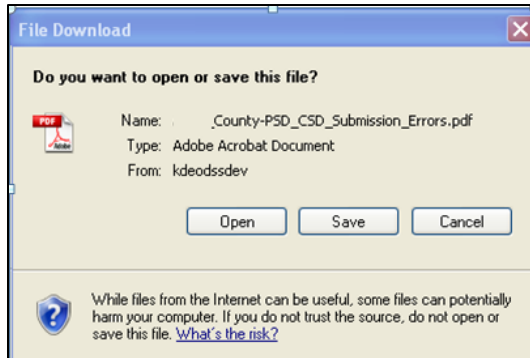


**Salary File has not been loaded. Load Salary Data prior to the Professional Staff Data File.**

4. Click Browse to locate the PSD File.
5. Double click the file to select it. The file location will now appear in the **Professional Staff Data (KYPST)** field. Click Submit.

6. After you submit there are three possible scenarios of results.
    - A. **Scenario 1:**
      - There are Errors that need to be resolved.
- Outcome:**
- You will be redirected to the Reports Manager page where the list of errors will be available for download.
- Steps:**
- Review the report by clicking Run.

- Click Open to review the Errors.




- The Errors will display the 'Indicative Field' and the 'Value' of the data error and are ordered by Type (CSD/PSD) then Error Code. For cases when the error is specific to a person the Indicative Value will be the last four of their SSN's. Correct the data in EERP and resubmit after generating and saving an updated file. (Your errors can also be generated in an Excel format by clicking the box to save as.)

**PSD/CSD Submission Errors**  
 Date Generated: September 2, 2010 3:26:38 PM

Fiscal Year -

Type	Code	Description	Indicative Field	Value
CSD	2.00	Invalid district number:	District	005
CSD	7.00	Last name contains a non-alpha character:	1822	MATTINGLY-MARDI
CSD	17.00	FTE exceeds 1.0	5838	Hours: 05.00 Contract Days: 583.00
CSD	17.00	FTE exceeds 1.0	7255	Hours: 05.00 Contract Days: 583.00
CSD	17.00	FTE exceeds 1.0	1745	Hours: 05.00 Contract Days: 583.00
CSD	17.00	FTE exceeds 1.0	9150	Hours: 05.00 Contract Days: 583.00
CSD	17.00	FTE exceeds 1.0	1408	Hours: 05.00 Contract Days: 583.00
CSD	17.00	FTE exceeds 1.0	5974	Hours: 05.00 Contract Days: 583.00
CSD	17.00	FTE exceeds 1.0	8928	Hours: 05.00 Contract Days: 583.00
CSD	17.00	FTE exceeds 1.0	2821	Hours: 05.00 Contract Days: 583.00
CSD	17.00	FTE exceeds 1.0	9351	Hours: 05.00 Contract Days: 583.00
CSD	17.00	FTE exceeds 1.0	4984	Hours: 05.00 Contract Days: 583.00
CSD	17.00	FTE exceeds 1.0	7709	Hours: 05.00 Contract Days: 583.00

Office of District Support Services  
 15th Floor, Capital Plaza Tower  
 500 Hero Street  
 Frankfort, KY 40601

  
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**B. Scenario 2:**

- There are no Errors, but there are Note responses that are required.

**Outcome:**

- The page will refresh and the specific issues that need to be responded to will be displayed.

**Steps:**

- Click on the first Note displayed. Your notes on the PSD report will be identified as PSD notes, the example just shows CSD.

Submission	Code	Description	Field
PSD	124.00	Finance Officer not reported for district:	001
PSD	45.00	The number of Highly Qualified Paraeducator	0

Please remember to 'Save' or 'Submit' your form when you are finished adding all information.

- The screen will dynamically update based on the response needed for the Note selected. It will require either a drop down selection or an open response.

**Drop Down Example:**

Submission	Code	Description	Field
PSD	124.00	Finance Officer not reported for district:	001
PSD	45.00	The number of Highly Qualified Paraeducator	0

Hire date is after 5 ▾

Please remember to 'Save' or 'Submit' your form when you are finished adding all information.

**Open Response Example:**

Submission	Code	Description	Field
PSD	124.00	Finance Officer not reported for district:	001
PSD	45.00	The number of Highly Qualified Paraeducator	0

Please remember to 'Save' or 'Submit' your form when you are finished adding all information.

- Select or enter the response and click Update and proceed to the next Note in the list. If you do not complete a Note, the system will not permit you to proceed.
- When you have responded to each **Note**, click **Submit** to complete your submission. You will receive an on screen notification of your submission.

**C. Scenario 3:**

- There are no Errors and no Notes requiring responses.

**Outcome:**

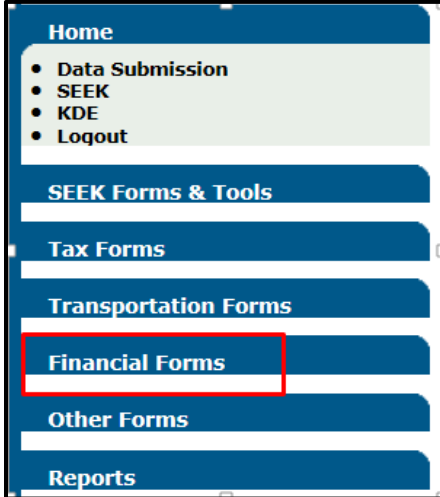
- You will receive a submission confirmation.

**Steps:**

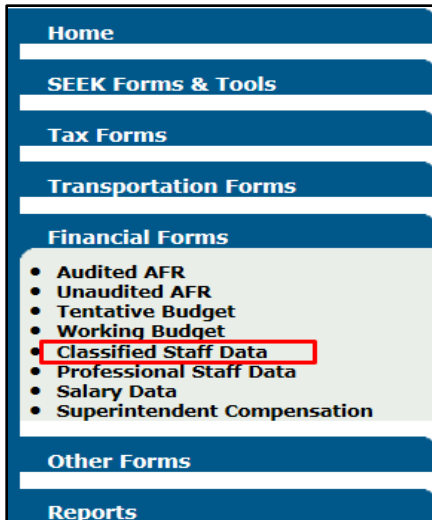
- No further action required for this submission.

## CSD File Submission

1. Login to the SEEK Web Application. [SEEK Web Application](#)
2. Click on Forms.



3. Select Classified Staff Data.



4. Click Browse to locate the CSD File.
5. Double click the file to select it. The file location will now appear in the Classified Staff Data (KYCSD) field. Click Submit.

6. After you submit there are three possible scenarios of results.

**A. Scenario 1:**

- There are Errors that need to be resolved.

**Outcome:**

- You will be redirected to the Reports Manager page where the list of errors will be available for download.

**Steps:**

- Review the report by clicking Run.

- Click Open to review the Errors.

- The Errors will display the 'Indicative Field' and the 'Value' of the data error and are ordered by Type (CSD/PSD) then Error Code. For cases when the error is

specific to a person the Indicative Value will be the last four of their SSN's.  
 Correct the data in EERP and resubmit after generating an updated file. (Your errors can also be generated in an Excel format by clicking the box to save as.)

**PSD/CSD Submission Errors**

Date Generated: September 2, 2010 3:26:38 PM

**001 - Adair County**

**Fiscal Year - 2010 - 2011**

Type	Code	Description	Indicative Field	Value
CSD	2.00	Invalid district number:	District	005
CSD	7.00	Last name contains a non-alpha character:	1822	MATTINGLY-MARDI
CSD	17.00	FTE exceeds 1.0	5838	Hours: 05.00 Contract Days: 583.00
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**Steps:**

- Click on the first Note displayed.

Note Details

Submission	Code	Description	Field
CSD	124.00	Finance Officer not reported for district:	001
CSD	45.00	The number of Highly Qualified Paraeducator	0

Please remember to 'Save' or 'Submit' your form when you are **finished** adding **all** information.

Submit Cancel

- The screen will dynamically update based on the response needed for the Note selected. It will require either a drop down selection or an open response.

**Drop Down Example:**

Note Details

Submission	Code	Description	Field
CSD	124.00	Finance Officer not reported for district:	001
CSD	45.00	The number of Highly Qualified Paraeducator	0

Hire date is after:

Please remember to 'Save' or 'Submit' your form when you are **finished** adding **all** information.

Submit Cancel

**Open Response Example:**

Note Details

Submission	Code	Description	Field
CSD	124.00	Finance Officer not reported for district:	001
CSD	45.00	The number of Highly Qualified Paraeducator	0

Please remember to 'Save' or 'Submit' your form when you are **finished** adding **all** information.

Submit Cancel

- Select or enter the response and click Update and proceed to the next Note in the list. If you do not complete a **Note**, the system will not permit you to proceed.
- When you have responded to each **Note**, click **Submit** to complete your submission. You will receive an on screen notification of your submission.



**C. Scenario 3:**

- There are no Errors and no Notes requiring responses.

**Outcome:**

- You will receive an on screen submission confirmation.

**Steps:**

- No further action required for this submission.