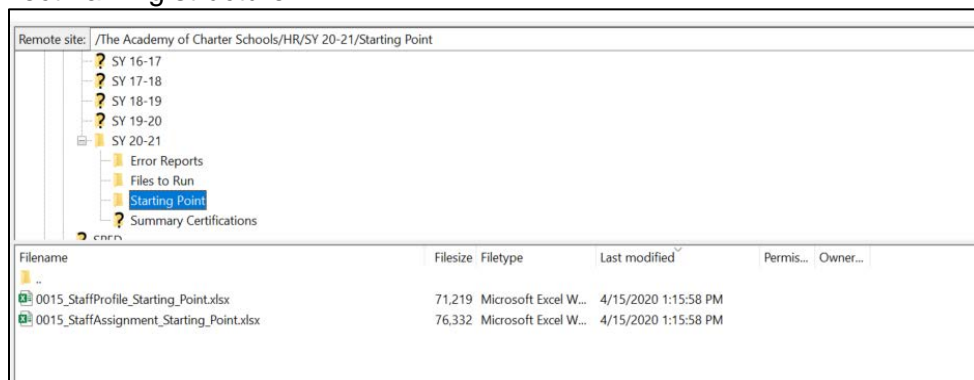


## Purpose

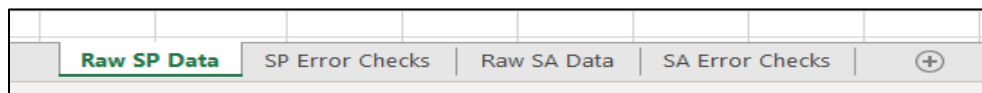
The purpose of the HR Record Checker Tool is to allow schools to review missing data and see potential errors on both the Staff Profile (SP) and Staff Assignment (SA) prior to initial submission for Human Resources Collection. These errors can be corrected within your Starting Point files or HR System, which will lead to less errors upon initial submission. The goal behind this Excel spreadsheet is to identify common errors or areas where data entry may have not been completed and is not designed to flag every potential error the files may receive. If used in conjunction with the Data Validation Strategies Checklist, the school should receive less errors upon initial submission leading to less submissions to error clearance and less time spent on the overall collection. The instructions below describe the steps necessary to utilize this resource successfully.

## Instructions

1. Extract both the SP and SA from your HR System or utilize the Starting Point files in FileZilla and make the necessary updates for the current year. For instructions on necessary updates, see the HR Collection trainings. Save the file to your computer with the correct naming structure.



2. Once files are both saved correctly and opened, navigate to the CSI HR website or resource email that contains the Excel conditionally formatted Record Checker template and open. This template contains five tabs with two being for the raw data files that were just opened.



3. Once all three files are opened, navigate to the SP file and click on the triangle in the upper left corner to highlight all data on the worksheet and copy.
4. Expand the HR Record Checker and paste all data into the Raw SP Data tab, which should be the first worksheet listed.
5. Next, copy the entirety of your SA file and paste that into the corresponding Raw SA Data tab within the templated document.
6. Once both are pasted, you can begin the review process of each file by first going to the "SP Error Checks" worksheet. This tab contains prebuilt conditional formatting that will highlight any field that will potentially cause an error once file is submitted and processed. The file is designed to check several of the fields for issues, for example:



10. Upon completion, new files can be extracted, or Starting Point files can be submitted to CSI for processing. Submit the files to FileZilla and email the Submissions Inbox ([submissions\\_csi@csi.state.co.us](mailto:submissions_csi@csi.state.co.us))