WISEstaff Data Quality Tools

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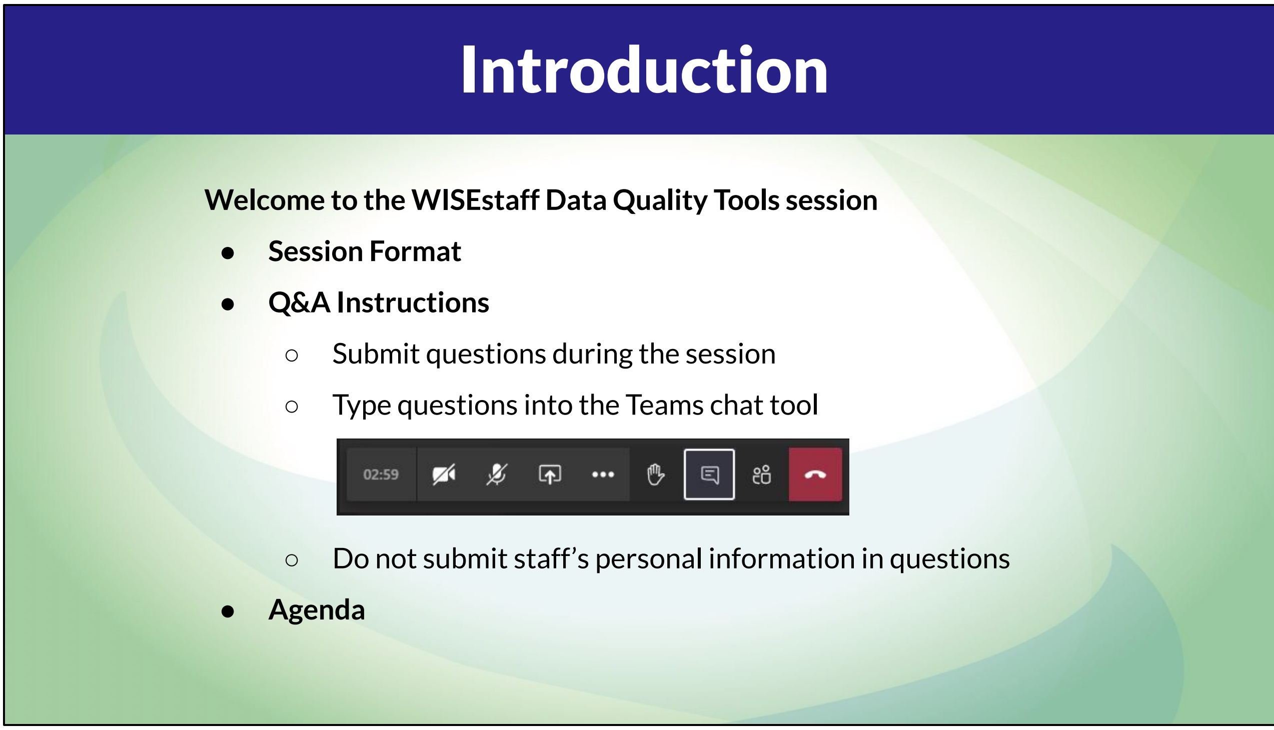
March 17, 2021

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
Carolyn Stanford Taylor, State Superintendent

Good afternoon and welcome to the WISEstaff Data Quality Tools session. My name is Jennifer Janik and I am a member of the WISEstaff development team, along with my co-host Josh Roy. We hope you have enjoyed participating in the conference sessions for the past few days and we are looking forward to sharing tips with you on how to use the data quality tools in WISEstaff to review your staff data and ensure its accuracy.



The slide presentation portion of this session has been pre-recorded and will be followed by time for live Q&A.

I'd like to go over a few guidelines for this virtual conference session before we begin:

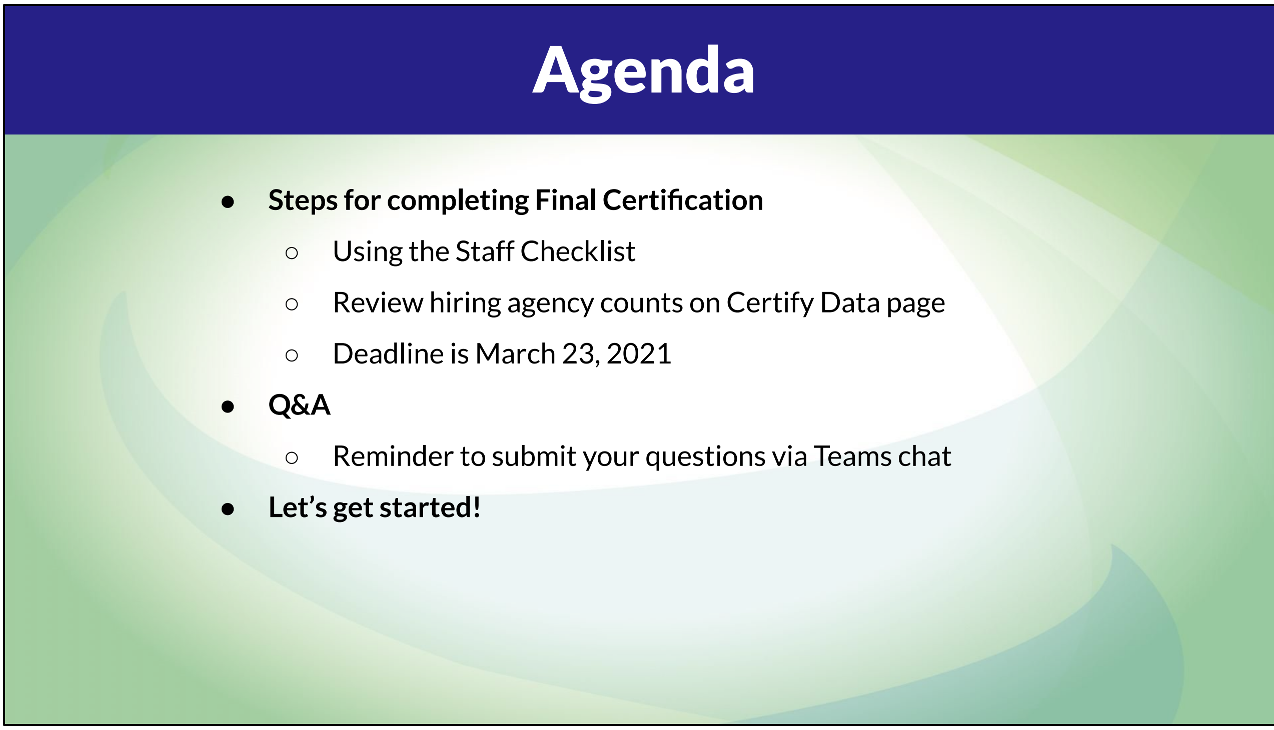
- If you have questions about the material covered or if there's anything we didn't cover that you'd like to know more about, you may submit questions to the hosts at any time during the presentation. You can also ask for a demonstration of a screen or process in WISEstaff if there is something you'd like to see in greater detail. Use the Teams chat feature to submit your question. And please do not include any personal information about a specific staff person when submitting questions since they can be seen by all participants.
- If you are not familiar with using Teams tools, you sound be able to find the chat feature in the toolbar which shows towards the bottom of your screen. If you don't see the toolbar right away, briefly wiggle your mouse to display it. The chat feature looks like a dialog box. When you click it, you should see a panel open on the side of your screen. You can type your question in at the bottom of that panel.
- Questions which have been submitted will be answered after the recorded presentation.

Agenda

- **Usage of staff data and the importance of data quality**
    - Data used in Preliminary vs Final Certification
    - Why should data quality be important to you?
- **Data Quality Goals**
    - What should you be looking for?
- **Data Quality Tools**
    - Data Quality Dashboard
    - Staff Reports
    - Validation Errors and Warnings
    - System Notifications

In our session today we will cover the following topics:

- How staff data is used, including what's important for preliminary certification vs final certification and why data quality matters to all of us.
- We'll talk about Data Quality Goals and what you should be looking for when reviewing your staff data.
- Next, we will review the Data Quality tools available in WISEstaff, including the Data Quality Dashboard, a variety of Staff Reports, data validation errors and warnings, including what they mean and where to get more information, if needed, as well as System Notifications and how they can help you.



Finally, since we are less than one week from our final certification deadline on March 23rd, we will walk through the steps for completing that final certification step. I'll mention that date a few times today - March 23rd - which is next Tuesday. We'll talk about where to look to make sure all your tasks have been completed as well as the process of completing the final certification task.

After the presentation we will have time to answer questions that you can submit through the Teams chat tool at any time during the presentation.

Staff Data Usage: When

Preliminary Certification

- Snapshot of all demographic, assignment, and contract data
- Primarily used for licensing audit of assignments
- Also used for data quality review and outreach by CST to encourage review and completion before final certification
- Preliminary data is not made publicly available
- Errors and omissions can be corrected prior to final certification

Let's begin by talking about how staff data are used throughout the year and during the preliminary and final certification periods. After your preliminary WISEstaff data is entered in the fall, which should include all staff planned for as of the third Friday in September, DPI takes a snapshot of all staff data and stores that for use in the preliminary licensing audit. The audit is run to compare staff assignments against their licenses to make sure each staff person is licensed appropriately for their assignments. If licensing deficiencies are found during the preliminary audit, or if no Entity ID is found for a staff person who holds an assignment requiring a license, they are reported in the preliminary audit results. Audit results are typically available in mid-February and they should be reviewed, especially the Audit Error Report, the Special Education Audit Error Report, and the Reject Report, so that staff who are reported as being without the appropriate license can take action to obtain their license prior to the final audit, which is run in July. Or, if you find that their assignment was reported incorrectly, you have time to adjust the assignment in WISEstaff prior to the final certification deadline on March 23rd.

Another way we use the preliminary staff data is to review it for anomalies and then bring those to your attention so that you can take a closer look and make any corrections that are needed. We have a number of internal reports that our Customer Services Team uses to look at things like teacher salaries and FTE comparison between the current year and the previous year. Leading up to the final certification deadline, Customer Services may contact you to ask that you verify that certain portions of your data are accurate as reported and to make any corrections needed when errors are found.

Staff data is not released publicly until after the final certification deadline; the purpose of this preliminary window and audit is to provide a period when that data can be internally reviewed, analyzed, audited, and then corrected if needed, prior to releasing it to the public after the March snapshot.

When errors are found, or if changes are needed based on preliminary licensing audit results, the time to do that is between the preliminary certification deadline and the final deadline in March. This can include adding staff that you may have originally missed, or removing assignments and contracts for staff you find are not working in your district. Revisions to data can be done through the contract and assignment file uploads, or by manual entry on the Edit Staff page. After the final certification deadline, data can no longer be corrected and what is in place when the final snapshot is taken is what will be used for all state, federal and public reporting.

Staff Data Usage: When

Final Certification

- Final snapshot is taken of demographic, assignment, and contract data
- Final licensing audit based on snapshot assignment data
- Entity IDs can still be added to WISEid records until June and will be used in audit
- Snapshot data is used for all federal/state/public reporting

Once the final certification deadline has passed, DPI takes a snapshot of the staff contract and assignment data and stores that for use in a number of ways. Since the data that we publish in state and federal reports and use in the licensing audit comes from that snapshot, any changes made to data in WISEstaff after the final deadline would not be used, which is why the data there becomes read-only after the snapshot. After that snapshot is run and reviewed, the data there is made available via the public staff reports portal and it is fed into the final licensing audit process. The only thing that can still be updated after the final deadline is an Entity ID number. Those can be entered until June, so if you have any staff who still have not provided Entity IDs prior to the final deadline, you should continue to encourage them to obtain and provide those to you before June. Having all Entity IDs in place before the end of June will ensure a thorough audit of licenses can be conducted.

Staff Data Quality: Why

What happens when staff data is missing or inaccurate?

- Example below from jsonline.com
- Researchers / news reports / salary matching report on data as published in Public Staff Reports

Name	Title	District	Salary	Benefits	Total experience
[redacted]	District Administrator	[redacted]	$192,337	$47,817	1
[redacted]	District Administrator	[redacted]	$200,758	$36,331	2
[redacted]	District Administrator	[redacted]	$195,869	$46,972	4
[redacted]	District Administrator	[redacted]	$188,220	$67,963	3

So why is data quality so important? What happens when staff data is missing or inaccurate? We know that school staff's contract and assignment data are public knowledge, and when things are reported incorrectly, it may create misconceptions about school staff or lead to inaccurate assumptions. Here's an example I found on jsonline.com, the Milwaukee Journal Sentinel online news site. The article reporting Wisconsin teacher salaries for the 2019-2020 school year shows salaries along with years of experience for school district administrators across the state. This data was obtained from DPI's public staff reports, which are generated from the final data snapshot that we take following the final certification deadline. I looked through the list of administrators and found these records, all showing higher-end salaries and low years of experience. As you know, we collect local years of experience, indicating how long a person has worked in their current district, and total years of experience, which should reflect all of their years in an educational assignment, in any educational setting or location. The numbers seen here match the total years of experience reported for these administrators. Someone looking at this data could think that districts are hiring administrators with no or only a few years of experience. Knowing that is very unlikely, I looked at the years of experience for these staff for this year, and saw that the administrator showing one year of experience actually has 28 years of experience. Luckily, this year's data has been corrected to reflect the true years of experience, but last year's data lives on within researchers and reporters' articles.

Staff Data Quality: Why

How to handle errors after deadline

- Assignment and contract data cannot be changed after the final certification deadline
- If errors are found, submit as data errata through WISEadmin portal
    - https://dpi.wi.gov/cst/data-collections/data-errata
        - Link to the WISEadmin Portal user guide
        - Link to WISEstaff-specific data errata

Since staff data cannot be corrected after the final certification deadline, it is important to do everything possible to make sure it is accurate before that deadline. The process of making corrections and contributing to the publication of accurate data is easier than trying to document errors after the deadline.

Knowing that sometimes errors do happen, there is a process to document instances of data errata, so that interested parties can view what the data should be. If you should find errors in your WISEstaff data after the final deadline, you can submit those through the Data Errata process in the WISEadmin portal. You can find instructions and examples of staff data errata from the DPI Data Errata page. Submitting those errata will not change your data in WISEstaff and it won't change the data that is published, but it will be documented on the DPI website, which is available to the public and referenced within the public staff reports website.

Data Quality Goals

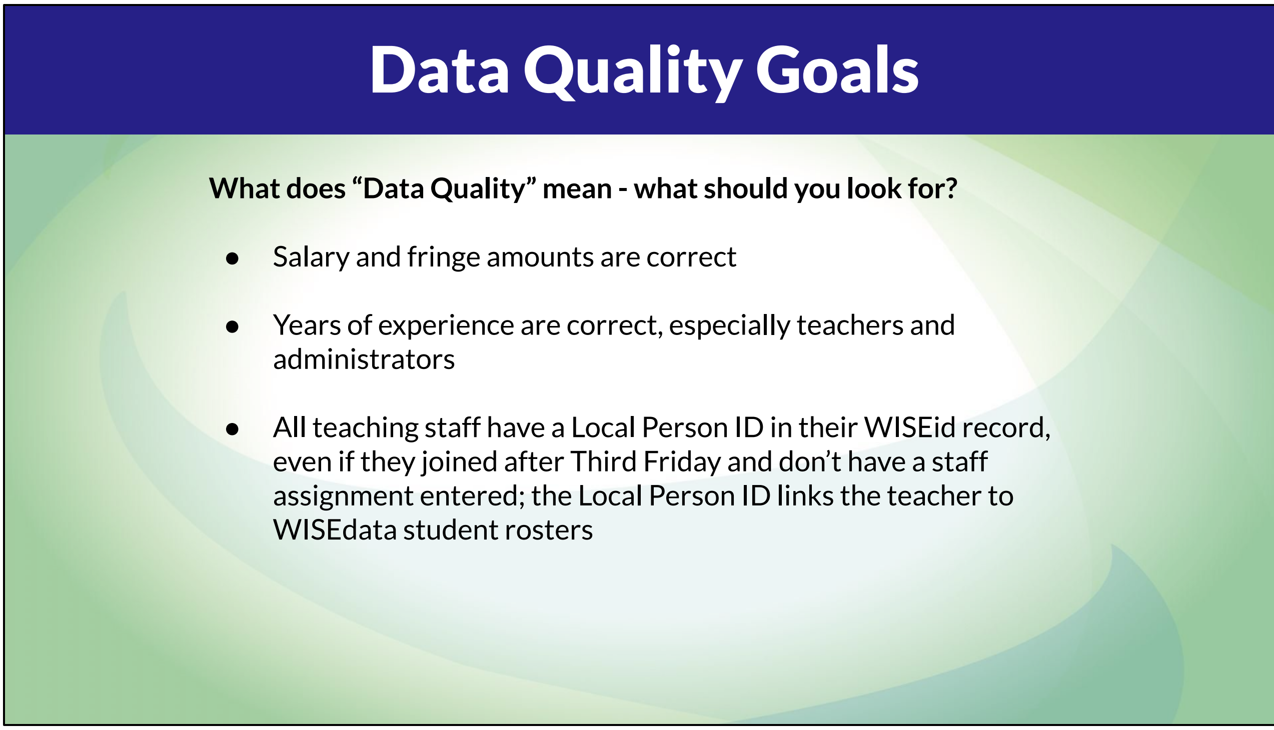
What does "Data Quality" mean - what should you look for?

- All staff are reported (compare FTE and staff #s from previous year)
  - Check out the Guidance & Recommendation Documentation section on the WISEstaff Reporting Information page: dpi.wi.gov/cst/data-collections/staff/data-collection/staff
- All staff with licensed assignments have Entity IDs
  - Refer to the Assignment Code List in the Resources menu in WISEstaff to see which assignments require a license
- Assignment codes are correct - see Assignment Code List
- Assignment FTE is correct

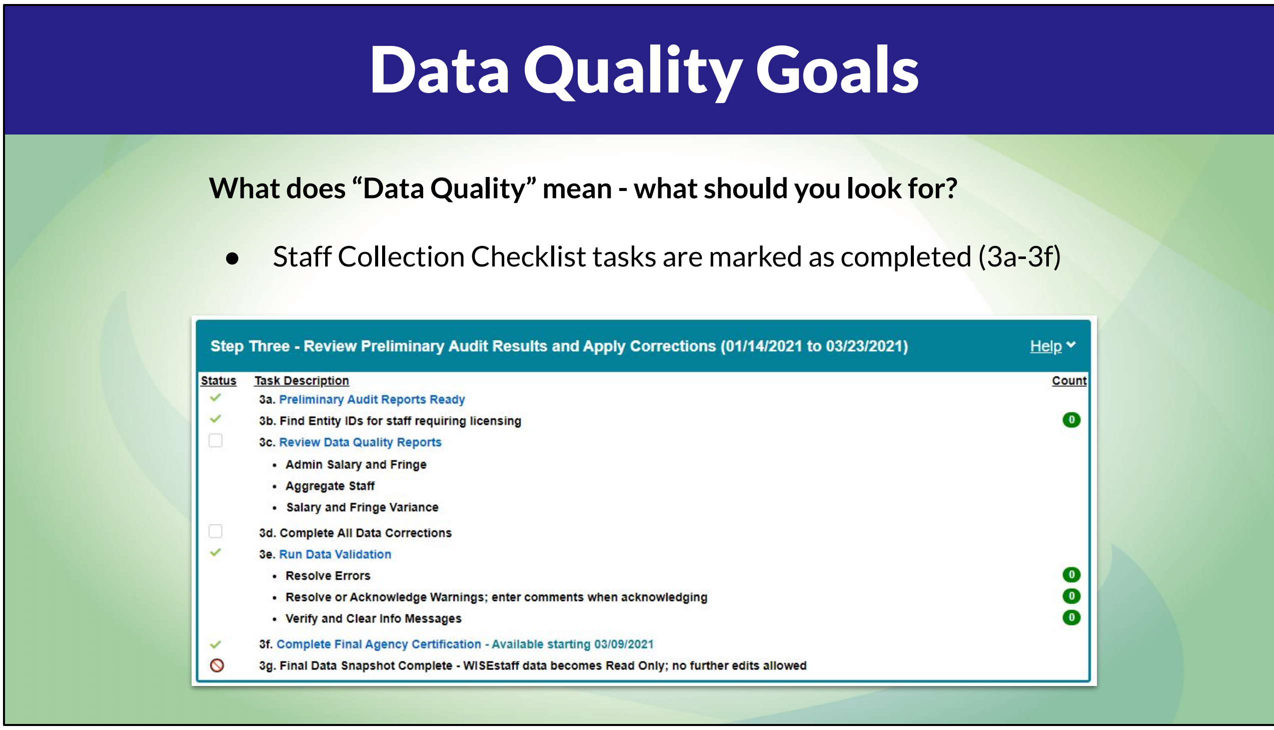
Now that you know how staff data is used and why data quality is important, let's define what data quality really means. What should you be looking for and how can you know when you're ready to certify your data?

The data quality measures we have in place can help find obvious errors and make it easier to confirm all staff are accounted for. Using the tools we'll talk about, here are some things to look for:

- Make sure all staff are reported in WISEstaff. If there are questions about which agency should report subcontracted staff, refer to the Decision Tree document available in the Guidance and Recommendation Documentation section on the WISEstaff Reporting Information page on the DPI website.
- Make sure all staff with licensed assignments have an Entity ID in their WISEid record.The Assignment Code List, available in the WISEstaff Resources menu, will show which assignments require a DPI license.
- Make sure assignment codes are correct. Use the Assignment Code list to make sure the code you're using is most applicable for the assignment.
- Verify that all FTE numbers are correct. If you need help determining what the FTE for a part-time position should be, you can refer back to that Guidance and Recommendation Documentation section on the DPI website and look for FTE guidance.



- Look to see that all salary and fringe amounts are correct, as best you can. This is one of those tasks that it's hard to guarantee one-hundred percent accuracy without a lot of reviews from different sets of eyes, so use the reports and tools in WISEstaff to help find glaring entry errors.
- Also look to see that the years of experience are correct, especially for teachers and administrators, since those numbers are sometimes more scrutinized.
- Make sure all teaching staff have a Local Person ID. It is important to have Local Person IDs in place for all staff, even if they were hired after the third Friday in September and may not have an assignment entered. The Local Person ID connects the educator to your district and to the student rosters in WISEdata.



- And as a final step to complete the certification process, verify that all staff collection checklist tasks 3a through 3e in Section 3 are marked as complete. Some tasks are automatically checked once WISEstaff detects that the task is complete; examples of that are 3a, which is marked as done when your preliminary audit results are ready, 3b, when there are no staff in licensed assignments who are missing Entity IDs, and 3e, when all validation errors, warnings, and info messages have been resolved or acknowledged. Tasks 3c and 3d have a check box for you to check once you have completed those tasks. Here, we can see that 3c and 3d are unchecked, so once the staff reports have been reviewed and all data corrections have been made, I would click those boxes to mark them as complete. Task 3g will be automatically marked as complete by the system once the final data snapshot has been generated, which is typically the day after the final certification deadline.
- You can see in the description of task 3g that after the final certification deadline, WISEstaff becomes read-only. You can still view all of your data for this year, but you can no longer make edits or additions.

With those data quality goals in mind, let's look at how to meet them. We have four groups of tools to help with verifying data quality.

Data Quality Tools

How to use WISEstaff tools to verify data quality:

- Data Quality Dashboard
  - District-wide totals for contracts, assignments, staff FTE
- Staff Reports
  - Focus on staff-specific contract and assignment details
  - FTE Summary is aggregated by position classification
- Validation Errors and Warnings
  - System alerts that indicate data is missing or questionable
- System Notifications
  - Have WISEstaff alert you when data needs reviewing

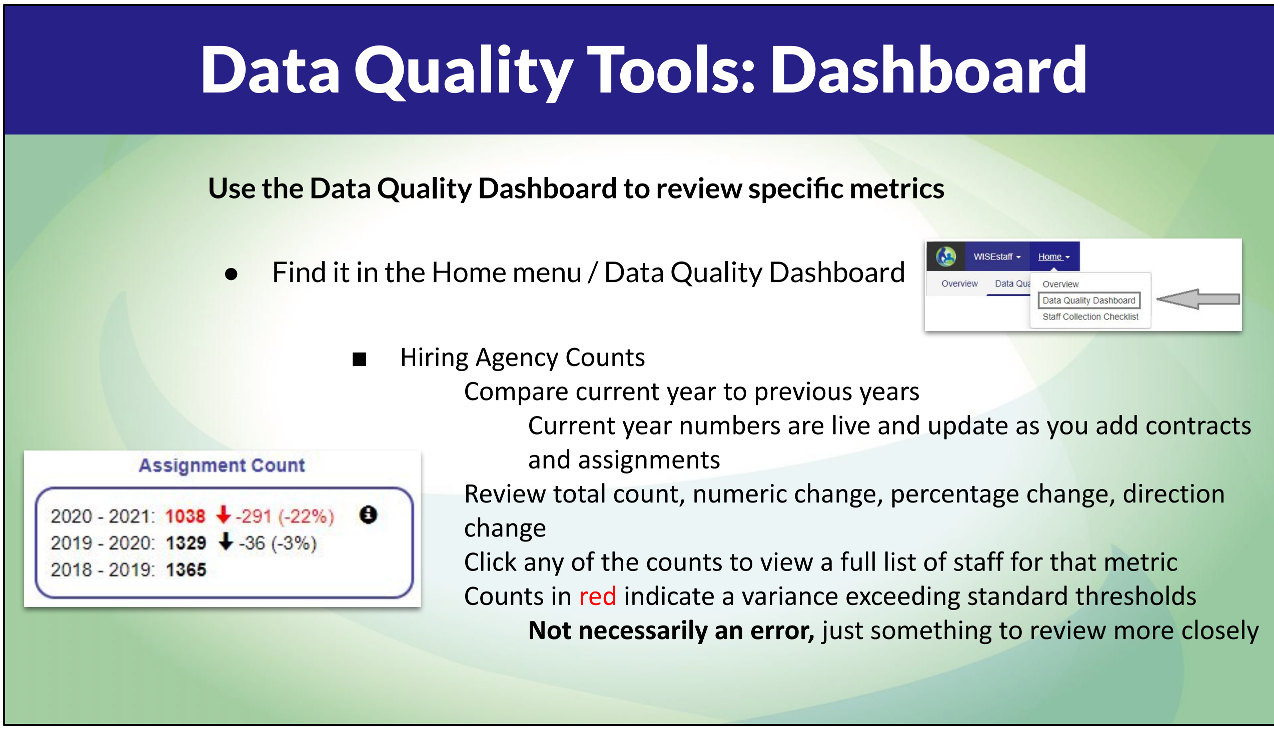
We'll start with a high level summary of the four major tools and then break them down into detail in the upcoming slides.

First up is the Data Quality Dashboard. The dashboard is a summary of some key metrics that can be useful as a quick glance on the overall health of your data quality. You'll see counts of your district's assignments,contracts and staff numbers, as well as some key things to look at regarding teacher salaries.

Next are the staff reports, some of which are called out on the Staff Collection Checklist as part of task 3c - Review Data Quality Reports. These reports will give you the full detail of what's behind those numbers on the dashboard.

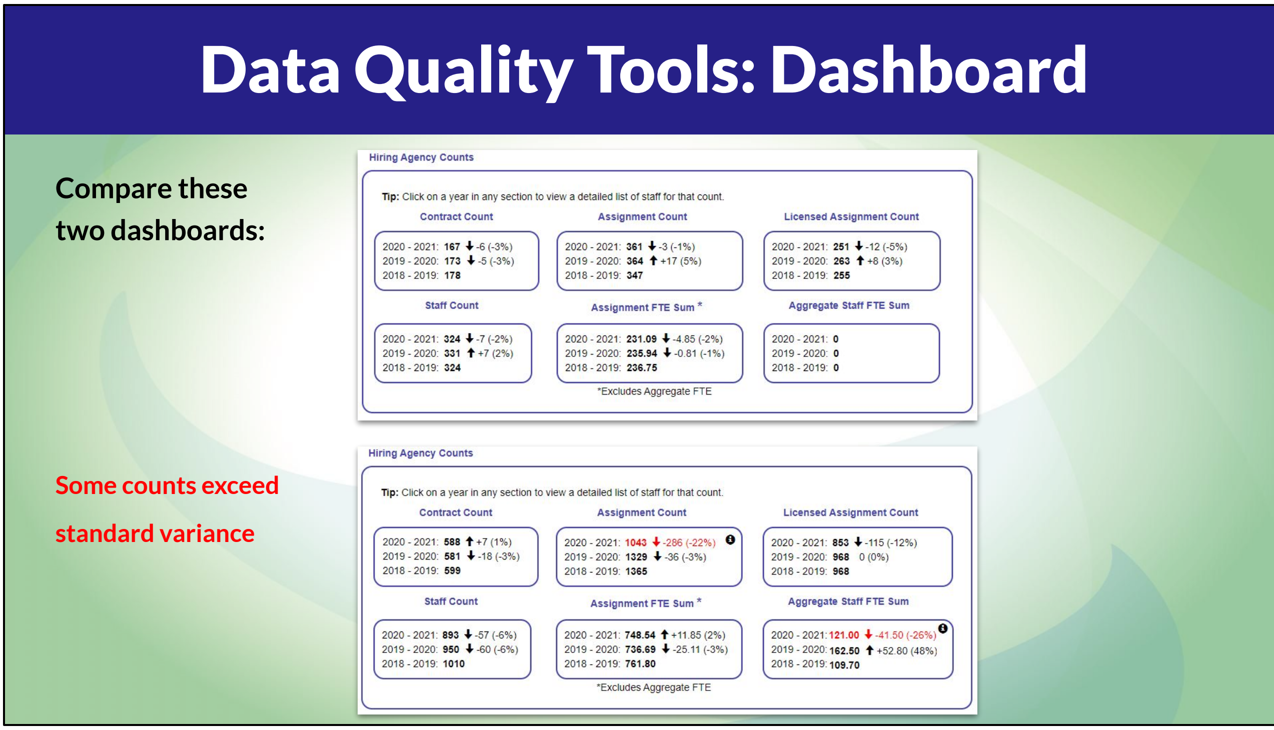
Next are the data validation errors and warnings. WISEstaff runs a "health check" of staff data on a nightly basis and generates errors and warnings when certain criteria are not met or fall short of what's expected. Monitoring those errors and warnings and resolving the reported issues will help to keep staff data in good shape.

Finally, as part of that data validation process that runs, we generate notifications to let you know when there are things that need your attention. We'll talk more about what types of issues the notifications report on as well as how to view the notifications and how to get an email when a new notification exists



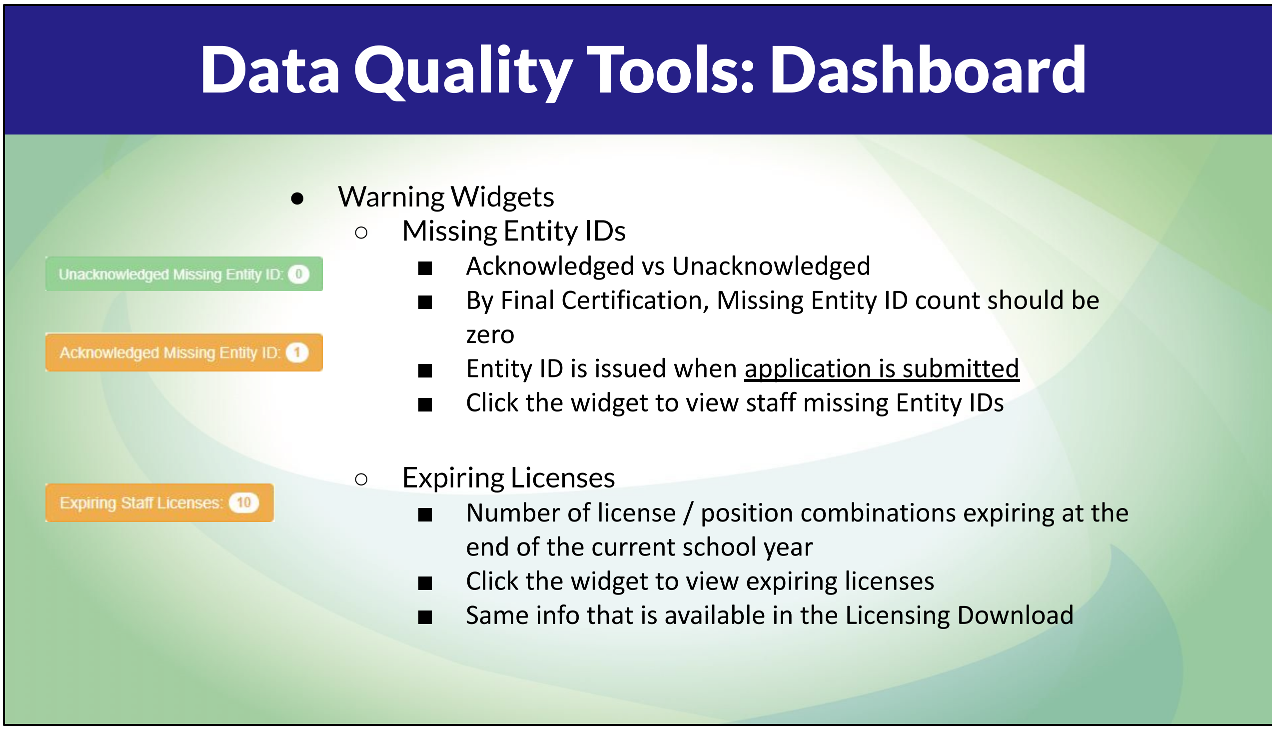
Now, to learn more about those groups of tools, we'll start with the Data Quality Dashboard. Located in the Home menu in WISEstaff, the dashboard is a great way to get a quick glance of how your data is looking. The Hiring Agency Counts section shows you how your numbers for key metrics look this year compared to last year and how last year compared to the previous year. This data is pulling dynamically from the staff data you enter so what you see on your dashboard is current based on your most recent updates.

In each of the tiles, you'll see the number of items for this year and the two previous years, and you'll see a variance (both numeric and percentage) between this year and last year along with an indicator of whether this year's number is higher or lower than last year's. We have tiles for the number of assignments, number of contracts, number of staff as well as total FTE, and FTE for aggregate staff, if that's applicable for your district.



When reviewing the tiles, look for whether this year's numbers are higher or lower than last year's. Is that what you expected to see? Use these numbers to identify areas you should take a closer look at. To help with that, you can click on any of the count numbers to view a list of the staff who comprise that metric. So if you click on the Assignments count for this year, you'll get a list of all staff assignments, including staff with multiple assignments each. If you see a count that's in red, that indicates that the variance from last year to this year exceeds what DPI considers the standard. Numbers that are in red are not necessarily errors; you could very well have a large increase or reduction in staff from year to year. We call those variances out in red to bring them to your attention so that you can review them in more detail to make sure this year's contract and assignment counts are accurate. If the numbers prove to be correct, there's nothing you need to do; having numbers in red will not prevent you from certifying your data.

In this slide we see dashboard views for two districts. The top one has no counts showing red and the bottom one has two counts that are red. In the bottom image, for the assignment count, a decrease of two-hundred eighty six assignments may be appropriate, especially for this year. And the decrease in aggregate staff is probably also accurate, since aggregate staff assignments include bus drivers and cafeteria workers who may not have been contracted for this year. <u>We don't know</u> whether either number is correct, but when seeing them in red, I would confirm that they are accurate against my HR staff records, and then make any adjustments necessary.



Also on the dashboard are the licensing widgets. There are two things we look at when showing these widgets; first is the number of missing Entity IDs, meaning staff with assignments requiring a license who do not have an Entity ID in their WISEid record. Ideally that number is zero so you would see the green “Unacknowledged Missing Entity ID” widget with a count of zero. If you do have staff with missing Entity IDs, you’ll see the orange “Acknowledged Missing Entity ID” widget with a count of the number of missing IDs that you have acknowledged with comments explaining why the staff person is working without a license. You can click the widget to view a list of the staff missing Entity IDs. We also show these counts on the Staff Collection Checklist and as a data validation warning. When working with staff who have not provided an Entity ID, keep in mind that the ID is used when a licensing application is submitted. So an Entity ID is available before a license is issued and there should be no reason a staff person hasn’t submitted their application by this time of the year.

The second widget, which is new this year, is to show staff whose licenses are expiring at the end of this school year. This information is also available in the Licensing Download screen in WISEstaff; but we save you the step of running the report and we do it for you with this widget. As with the missing Entity ID widget, you can click on the Expiring Staff Licenses widget to view the list of staff with licenses expiring in June. This information is provided on the dashboard to help you keep track of staff who need to pursue renewals for next year.

Data Quality Tools: Dashboard

Teacher Salaries

- Review district-wide average salary compared to statewide average for current and previous years
  - How does yearly change in your district compare to statewide average?

The next section on the dashboard includes information about teacher salaries. We all know that teacher salaries can be a hot media topic, so it's important that they are entered correctly so the data is accurately reported to the public. The section on the bottom left of the dashboard is a three-year comparison of the average teacher salary in your district and how it compares to the statewide average. You can also look at how changes in your average salary compare against the statewide change by looking at the percentage number above each bar in the graph. In this example the district's average salary in 2019-2020 increased 4% from the year before but the statewide average increased only 2% from the previous year. The statewide average data pulls from public staff report data, which is published after the yearly snapshot, so it's not yet available for this year.

Data Quality Tools: Dashboard

Teacher Salaries

- Review high and low salary and fringe amounts; do they look correct?
  - If a dollar amount looks wrong, hover over it to view the staff person with that salary or fringe amount
  - Any staff with very low or high salaries?
- Salaries are counted for staff meeting these criteria:
  - Position Code = 53, omitting interns, subcontracted staff, staff hired by a CESA
  - FTE for 53- assignments is .95 or greater
  - Contract days of 160 or greater

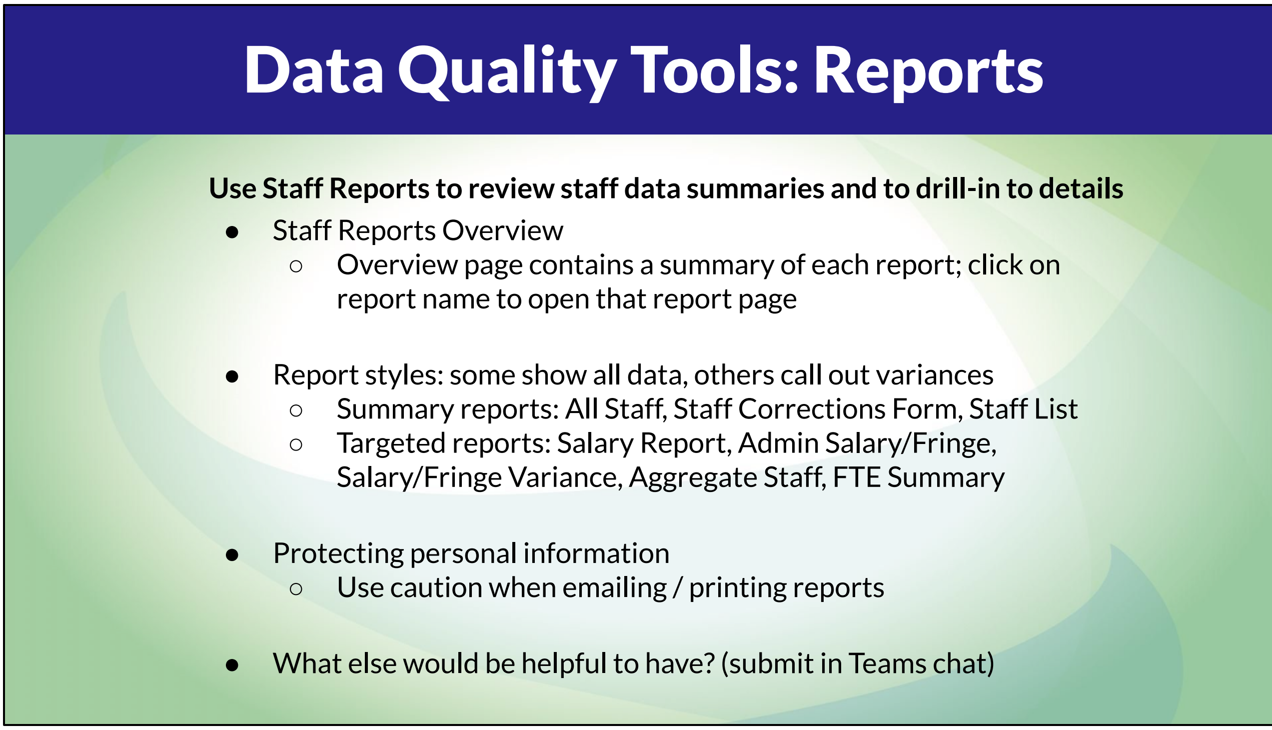
Current Year Teacher Salaries

Current Year Low Salary: $20,479
Current Year High Salary: $110,277
Salaries below $24,000: 1

Current Year Low Fringe: $1,566
Current Year High Fringe: $38,216
Salaries above $90,000: 4

To the right of the average teacher salary graph is another tile that shows high and low salary and fringe amounts for your district. This is a great tool to use to find typos in salary data. If your lowest teacher salary is $7,540, you'd want to look at that staff record to make sure the number is correct. Same thing goes for the high salary. To view the staff person who has the salary shown, just hover over the salary number and you'll see their name and WISEid in a tooltip. In addition to the low and high salary and fringe amounts, we also show you how many salaries you reported that are below an amount considered low for a teacher salary, which is twenty-four thousand dollars, and how many are above a high salary of ninety thousand dollars. To view those staff, you can click on the number of salaries to see a list of staff names. As with the hiring counts tiles, calling out salaries below twenty-four thousand or above ninety thousand does not indicate an error; it indicates something you should look at to confirm.

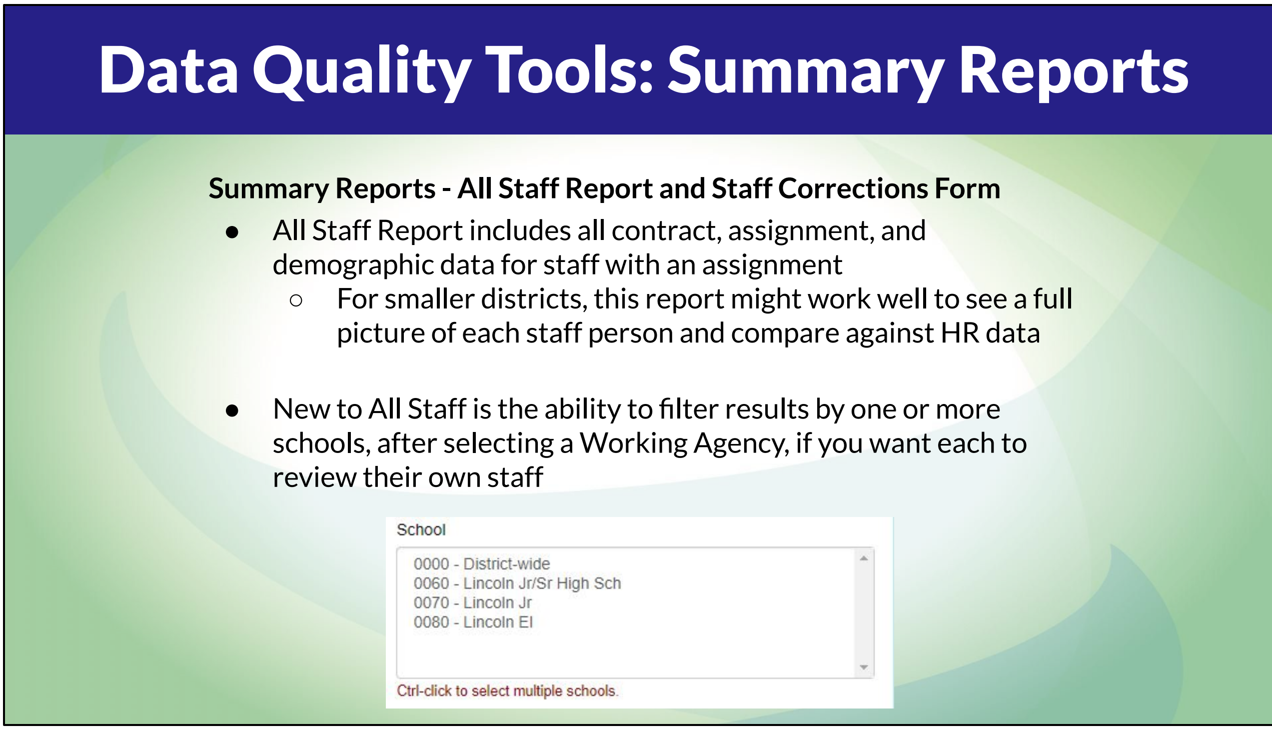
One thing to note with these teacher salaries is understanding what we use to signify a "teacher". This information can be found in the 'About the Data' link that's included in each of the teacher salary sections on the dashboard. When displaying these figures, we use only staff with a position code of 53 for teacher, omitting interns, subcontracted staff and staff hired by a CESA. We further filter out staff with a total teaching FTE that's less than .95 or with contract days fewer than 160. That's done to exclude part-time teachers who may be receiving a lower salary as a result of a lowered workload; we don’t want partial year or part-time salaries to alter the numbers for full-time teachers.



The next group of data quality tools we have are the staff reports. There are a number of reports available, each of which slices and dices your staff data in various ways. A great way to get an understanding of the reports available is to read through the Reports Overview page in WISEstaff. This page includes a summary of each report and you can click the report name to go right to that report page.

Among the reports, we have summaries that are a view of all staff and their data. We also have targeted reports that focus on a specific part of staff data, such as salaries or FTE by position classification. In the next few slides we'll look at examples of each type of report.

Since these reports may contain personally identifiable information, or PII, like WISEid or birth date, please remember that if you choose to print or email staff reports, make sure copies with personal information are handled securely, since that data should be kept private

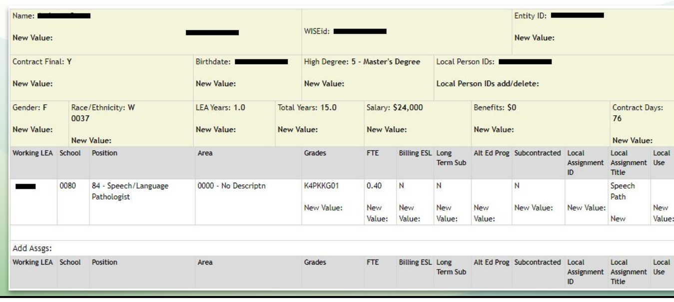


The first group of reports we'll cover are the summary reports, which include a view of all combined staff data, including contract, assignment, and demographic details. The All Staff Report and Staff Corrections Form are examples of summary reports. Both are available in the Reports menu and contain a combination of contract, assignment, and demographic data. Any staff person with an assignment will appear in these reports, even if their assignment does not require that a contract be entered. New to the All Staff Report this year is the ability to filter staff by one or more schools. You'll need to select By Working LEA as the Report Type, then select your LEA in the Working LEA field, then you'll see a list of all schools for your agency. Use control-click to highlight multiple schools in that list.

Data Quality Tools: Summary Reports

Summary Reports - All Staff Report and Staff Corrections Form

- Staff Corrections Form contains the same data as the All Staff Report, plus these features when printed:
    - Shows only one staff person per page
    - Fields contain a space to enter changes, if data is incorrect
- Remember, if distributing to staff, handle reports with care since they contain PII (WISEid, birth date)



Name: [redacted]
New Value: [redacted]
WISEid: [redacted]
Entity ID: [redacted]
New Value:

Contract Final: Y
New Value:
Birthdate: [redacted]
New Value:
High Degree: 5 - Master's Degree
New Value:
Local Person IDs: [redacted]
Local Person IDs add/delete:

Gender: F
New Value:
Race/Ethnicity: W 0037
New Value:
LEA Years: 1.0
New Value:
Total Years: 15.0
New Value:
Salary: $24,000
New Value:
Benefits: $0
New Value:
Contract Days: 76
New Value:

Working LEA	School	Position	Area	Grades	FTE	Billing ESL	Long Term Sub	Alt Ed Prog	Subcontracted	Local Assignment ID	Local Assignment Title	Local Use
[redacted]	0080	84 - Speech/Language Pathologist	0000 - No Descriptn	K4PKKG01 New Value:	0.40 New Value:	N New Value:	N New Value:	New Value:	N New Value:	New Value:	Speech Path New	New Value:

Add Assgs:

Working LEA	School	Position	Area	Grades	FTE	Billing ESL	Long Term Sub	Alt Ed Prog	Subcontracted	Local Assignment ID	Local Assignment Title	Local Use

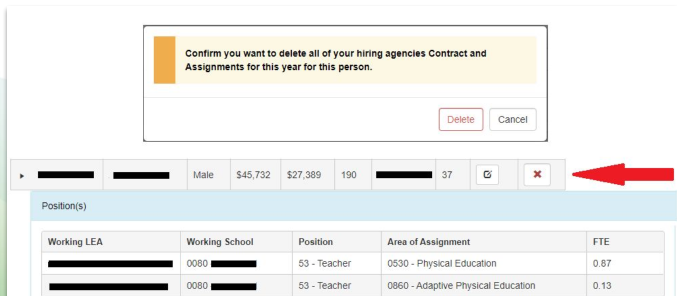
While the All Staff Report and the Staff Corrections Form contain the same set of staff data, the Staff Corrections Form is designed to print one staff record per page, in case you want to distribute the report amongst your staff and have them review their data and write in any corrections needed.

On this redacted view of a staff record from the Staff Corrections Form, you can see the 'New Value' sections in each field where a staff person could write in their corrected information. Again, please use caution when printing and distributing these reports to protect staff's personal information

Data Quality Tools: Summary Reports

Summary Reports - Staff List

- Includes all staff with an assignment or contract
- From Staff List you can open individual staff records to view their assignment and contract
- You can also delete your district's assignments and contracts for a specific person from Staff List



Next up in the summary reports is the Staff List, accessible in the WISEstaff Reports menu. The staff list has a record for each person with a contract or assignment and is a slimmed down version of the All Staff Report in how much data it shows. It has a subset of demographic data, along with a few contract details, like salary, fringe benefits, and contract days. You'll also see assignment information for each staff person in a sub-grid that is displayed by clicking the chevron to the left of the person's WISEid. Each assignment displays in its own row.

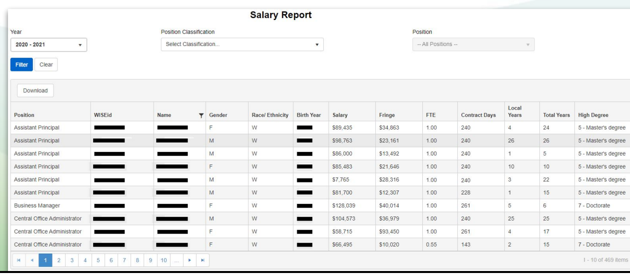
One additional feature of the Staff List is the ability to delete a person's contracts and assignments right from the report. This is useful if you accidentally created an assignment or contract for a person who should not have been working in your district for the current year. To delete the contract and all assignments for your hiring agency for a staff person, click the red x icon on the far right of the staff record, then click delete in the pop-up message to confirm you want to delete the contract and assignments. Use this option only if you want to delete everything for a staff person. If you want to delete only an assignment or a contract, do that on the person's Edit Staff page.

Speaking of the Edit Staff page, you can also go straight there from the Staff List by clicking on a person's WISEid, or on the edit icon to the left of the delete icon.

Data Quality Tools: Targeted Reports

Targeted Reports - Salary Report

- Includes contract data, FTE, and demographic data for all staff with assignments
- Useful for comparing to HR data to verify accuracy
- Staff can be filtered by position classification and position, if desired
- View page by page in WISEstaff or download to Excel
- Pulls from live staff data: re-run the report to view changes made



Salary Report

Year: 2020 - 2021 | Position Classification: Select Classification... | Position: -- All Positions --

Filter | Clear

Download

Position	WISEid	Name	Gender	Race/ Ethnicity	Birth Year	Salary	Fringe	FTE	Contract Days	Local Years	Total Years	High Degree
Assistant Principal	[redacted]	[redacted]	F	W	[redacted]	$89,435	$34,863	1.00	240	4	24	5 - Master's degree
Assistant Principal	[redacted]	[redacted]	M	W	[redacted]	$98,763	$23,161	1.00	240	26	26	5 - Master's degree
Assistant Principal	[redacted]	[redacted]	M	W	[redacted]	$86,000	$13,492	1.00	240	1	5	5 - Master's degree
Assistant Principal	[redacted]	[redacted]	F	W	[redacted]	$85,483	$21,646	1.00	240	10	10	5 - Master's degree
Assistant Principal	[redacted]	[redacted]	M	W	[redacted]	$7,765	$28,316	1.00	240	3	22	5 - Master's degree
Assistant Principal	[redacted]	[redacted]	M	W	[redacted]	$81,700	$12,307	1.00	228	1	15	5 - Master's degree
Business Manager	[redacted]	[redacted]	F	W	[redacted]	$128,039	$40,014	1.00	261	5	6	7 - Doctorate
Central Office Administrator	[redacted]	[redacted]	M	W	[redacted]	$104,573	$36,979	1.00	240	25	25	5 - Master's degree
Central Office Administrator	[redacted]	[redacted]	F	W	[redacted]	$58,715	$93,450	1.00	261	4	17	5 - Master's degree
Central Office Administrator	[redacted]	[redacted]	F	W	[redacted]	$66,495	$10,020	0.55	143	2	15	7 - Doctorate

1 2 3 4 5 6 7 8 9 10 ...

1 - 10 of 469 items

Next up are the targeted reports, which are reports with a specific set of data and meant for a specific purpose.

The first one we'll look at is the Salary Report. This report is good for reviewing all contract data and comparing it to your HR data, since it displays all contract data elements: salary, fringe, contract days, years of experience, and highest degree earned. It also includes FTE and some demographic details. You can filter this report by position classification and specific position, if desired, for example to review all teacher salaries, or all administrator salaries. Within the Salary Report screen, you can sort the data by any of the column headers, and of course you can download the full report into Excel and then sort and filter there however you'd like

Data Quality Tools: Targeted Reports

Targeted Reports - Admin Salary/Fringe Report

- Includes contract and assignment data for staff with administrative assignments; staff can be filtered by position
- Shows current and previous year salary and fringe; % change
- View page by page in WISEstaff or download to Excel

WISEid	Full Name	Contract Days	Current Year Salary	Previous Year Salary	Salary Change %	Current Year Fringe Benefit	Previous Year Fringe Benefit	Fringe Benefit Change %	Fringe as % of Salary	Total FTE	High Degree	Local Years	Total Years
[redacted]	[redacted]	2	$5	$86,012	-99.99 %	$2	$34,173	-99.99 %	40.00 %	0.01	Master's degree	3	22

Assignment Work Cesa	Assignment Work Agency Name	Assignment Work School Name	Assignment Position Code And Title	Is Assignment Subcontracted	Administrative FTE
[redacted]	[redacted] [redacted]	[redacted]	52 - Assistant Principal	N	0.01

The next two reports can help you recognize significant data variances, like the data quality dashboard, to call your attention to data that may be incorrect. The first of these is the Admin Salary/Fringe Report. This report includes contract and assignment data for staff with an administrator position classification. We have seen that these salaries are the most highly scrutinized by researchers and reporters, so we have this report just for administrative salaries. The content is similar to the All Staff Report, but the reason it's a specialized report is that it also includes a comparison to data from the previous year. It's like the Hiring Agency Counts tile on the dashboard, but detailed for every administrator staff person.

If you can see in my screen shot, we've got a staff person with a 99% reduction in salary and fringe benefit amounts for this year compared to last year, which would prompt me to take a second look at their contract and their WISEstaff record. An easy way to find all the records with a high variance percentage would be to download this report to Excel, then sort the data by the Salary Change column, or the Fringe Benefit Change column, and look for numbers higher than what a standard salary change would be from year to year. Anything above that number would warrant a closer look.

Data Quality Tools: Targeted Reports

Targeted Reports - Salary/Fringe Variance Report

- Includes contract data plus FTE for all staff with contracts
- Purpose of report is to highlight significant variances in salary or fringe benefits from year to year
  - Adjust report filters to fit your desired view
- View page by page in WISEstaff or download to Excel
- Pulls from live staff data: re-run the report to view changes made

My favorite report is the Salary/Fringe Variance Report. It is similar to the Admin Salary/Fringe Report in that it includes salary and fringe data for the previous and current year, but it also lets you set your own filters and it highlights records that fall outside your selected variance ranges.

As with the other reports, this shows the most current staff data and can be downloaded into Excel, but I would utilize the highlighting that the report page itself has to draw my attention to records that vary significantly from last year. Let’s take a look at the report page on the next slide

Data Quality Tools: Targeted Reports

Targeted Reports - Salary/Fringe Variance Report

Staff Qualifier Filters:
Default values identify regular full-time employees
FTE >= 0.8
Contract Days >= 145

Data Variance Filters:
Select one or more checkboxes to display staff contract data matching any of the selected variance filters
Salary <= 24000 — Apply Filter
Yearly Salary Variance >= 10 % — Apply Filter
Fringe as % of Salary <= 5 % — Apply Filter
Fringe as % of Salary >= 80 % — Apply Filter
Yearly Fringe Benefit Variance >= 10 % — Apply Filter

Filter Clear

Download

Reporting Year	WISEid	Staff Last Name	Staff First Name	Contract Days	Total Salary	Prev Year Salary	Salary Change %	Total Fringe	Prev Year Fringe Benefit	Fringe Benefit Change %	Fringe as % of Salary	Total FTE*	Hiring Agency	Working Agency
2021	[redacted]	[redacted]	[redacted]	191	$56,838	$50,657	+12.20 %	$31,224	$28,417	+9.88 %	+54.94 %	1.1	[redacted]	[redacted]
2021	[redacted]	[redacted]	[redacted]	191	$61,240	$54,757	+11.84 %	$10,018	$8,250	+21.43 %	+16.36 %	1	[redacted]	[redacted]
2021	[redacted]	[redacted]	[redacted]	191	$61,240	$57,037	+7.37 %	$27,375	$24,337	+12.48 %	+44.70 %	1	[redacted]	[redacted]
2021	[redacted]	[redacted]	[redacted]	252	$110,000	$97,038	+13.36 %	$38,916	$35,049	+11.03 %	+35.38 %	1	[redacted]	[redacted]
2021	[redacted]	[redacted]	[redacted]	191	$85,290	$76,374	+11.67 %	$31,720	$28,747	+10.34 %	+37.19 %	1.11	[redacted]	[redacted]
2021	[redacted]	[redacted]	[redacted]	191	$60,034	$50,657	+18.51 %	$31,708	$28,415	+11.59 %	+52.82 %	1	[redacted]	[redacted]
2021	[redacted]	[redacted]	[redacted]	191	$47,101	$45,054	+4.54 %	$29,744	$7,439	+299.84 %	+63.15 %	1	[redacted]	[redacted]
2021	[redacted]	[redacted]	[redacted]	191	$82,029	$74,464	+10.16 %	$35,075	$32,007	+9.59 %	+42.76 %	1.08	[redacted]	[redacted]
2021	[redacted]	[redacted]	[redacted]	191	$61,240	$50,657	+20.89 %	$31,890	$15,088	+111.36 %	+52.07 %	1	[redacted]	[redacted]
2021	[redacted]	[redacted]	[redacted]	191	$61,240	$58,857	+4.05 %	$31,902	$16,372	+94.86 %	+52.09 %	1	[redacted]	[redacted]

At the top of the page are some staff qualifier filters and data variance filters. It's a lot of fields. I know. We tried to give you a place to start by defaulting some standard values in those fields, but you are more than welcome to adjust them to suit your needs. Our default filters are set to look for full-time staff, by asking for results where the FTE is .80 or higher and the contract days is 145 or higher. The data variance filters are set to search for records that fall outside the standard salary and fringe amounts we see most often across the state. The blue checkboxes indicate I am asking for those filters to be applied. If you don't want to include any of those filters in your report, you can uncheck those boxes, then click the Filter button to refresh your results.

Once the results are displayed, the system outlines any values in red which exceed a filter. In our example here, some records have overages in the salary change and fringe change from last year to this year. Some records have only one overage. And what's been our theme so far with data quality tools on the dashboard? These call-outs don't guarantee there's an error in the data. The red outlining is meant to grab your attention and say "maybe make sure that this educator's fringe benefits this year really are two-hundred ninety-nine percent greater than last year's." And maybe they are. And if so, that's fine. But you checked it, and verified it, and that's all we're asking you to do.

Looking at this screen shot, you can see how it’s helpful to review this data on the page itself, rather than downloading to Excel, but of course that’s your choice. The option to download is there if you want it.

Data Quality Tools: Targeted Reports

Targeted Reports - Aggregate Staff Report

- Shows FTE totals for all aggregate assignments entered; used only when staff are subcontracted through a third party for limited assignments:
  - Bus driver / Special Education bus driver
  - Cafeteria Worker
  - Plant Maintenance and Operation Personnel

- Even more useful is the Enter Aggregate Staff FTE screen itself
  - Shows current year's FTE and last year's - good for comparison

The next targeted report we have is the Aggregate Staff Report, which is something not all of you may use since aggregate staff are those who are subcontracted from a third party for specific positions, like cafeteria worker, bus driver, or plant maintenance. While there is an Aggregate Staff Report available in the Reports menu, I am going to recommend you do your review of aggregate staff FTE on the screen where you entered it rather than using the report.

Data Quality Tools: Targeted Reports

Targeted Reports - Enter Aggregate Staff FTE (Aggregate Staff Report)

Enter Aggregate Staff FTE

Instructions: Enter FTE totals for subcontracted staff when you are not able to obtain enough information to create WISEids and enter individual data. **Note** - The equivalent of one FTE should be entered as "1" to indicate one FTE and not "100" to indicate 100% of an FTE. Example: if you have bus drivers whose combined contracted hours total 10,400, your bus driver total FTE would be 5 (10,400 divided by 2080, which is the number of hours used to define one FTE).

+ Add Assignment

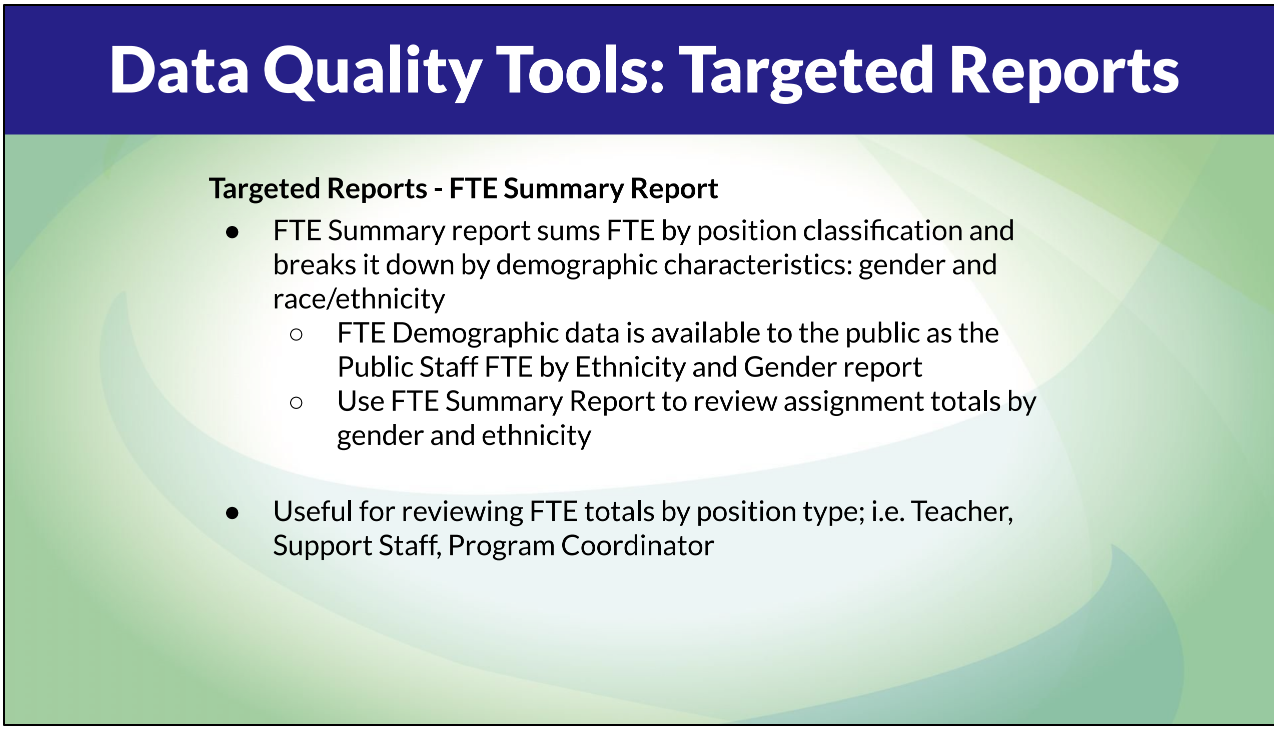
Your hiring agency subcontracted aggregate assignments for the 2020 - 2021 school year

Hiring LEA	Working LEA	Working School	Contracting Agency Name	Position	Area of Assignment	FTE	
[redacted]	[redacted]	0000 - District-wide	ARAMARK	98 - Other Support Staff	9073 - Cafeteria Worker	25.12	
[redacted]	[redacted]	0000 - District-wide	L & A	98 - Other Support Staff	9072 - Plant Maintenance and Operation Personnel	23.4	
[redacted]	[redacted]	0000 - District-wide	RITEWAY	98 - Other Support Staff	0857 - Bus Driver - Special Education	2.5	
[redacted]	[redacted]	0000 - District-wide	RITEWAY	98 - Other Support Staff	9067 - Bus Driver	12.5	
					Total FTE:	63.52	

Previous Year Aggregate Staff FTE (info only)

Year	Hiring LEA	Working LEA	Working School	Contracting Agency Name	Position	Area of Assignment	FTE
2020	[redacted]	[redacted]	0000 - District-wide	RITEWAY	98 - Other Support Staff	9067 - Bus Driver	12.8
2020	[redacted]	[redacted]	0000 - District-wide	RITEWAY	98 - Other Support Staff	0857 - Bus Driver - Special Education	2.5
2020	[redacted]	[redacted]	0000 - District-wide	L & A	98 - Other Support Staff	9072 - Plant Maintenance and Operation Personnel	23.4
2020	[redacted]	[redacted]	0000 - District-wide	ARAMARK	98 - Other Support Staff	9073 - Cafeteria Worker	21.79
						Total FTE:	60.49

And here's why: the Enter Aggregate Staff FTE page now includes last year's entries in addition to this year's entries, which I think makes it more useful because you can compare your contracts between years. If you remember back to an earlier slide, there is a tile on the Data Quality Dashboard that shows you a comparison of aggregate FTE for this year and two previous years, so that's a good place to review the Aggregate FTE number as a whole. This page is a bit better because it shows you the breakdown of which assignments and which contractors you used this year compared to last year. We can see each contracting agency and the assignment areas and FTE for those assignments, and then the total FTE for each year. So this is a great way to make sure aggregate assignments are accounted for. We know this year's plan looks very different from last year's plan, so keep that in mind if things like aggregate FTE are significantly lower this year compared to last year.



Our final report in the grouping of targeted reports is the FTE Summary Report. This report sums assignment FTE by position classification and then breaks it down by gender and race/ethnicity. This data is also available to the public in the Public Staff FTE by Ethnicity and Gender report, so it's helpful to review it prior to final certification to make sure your staff are represented accurately. This report can also be useful to review FTE totals by position type, such as teachers, support staff, program coordinators, et cetera.

Data Quality Tools: Validations

Validation Errors and Warnings

- A nightly process runs to check statewide staff data and identify certain missing values
- Critical issues are reported as errors; other important issues are reported as warnings; minor issues are reported as info messages
- Requirements for final certification:
  - All errors must be resolved
  - All warnings must be resolved or acknowledged
  - Info messages should be read; system will remove them before the snapshot

Our next group of data quality tools are the automated data validations. During the preliminary and final certification periods, WISEstaff runs a nightly data validation process to review all staff data and identify missing or suspect values. The issues are reported as errors, warnings, or informational messages, based on the severity of the issue.

An issue of critical severity, which indicates that data is missing or must be changed because it doesn't follow the standard staff data rules, is reported as an error. An issue of less severity but still important and may be acceptable as is is reported as a warning. A minor issue, typically data that has been entered but is not required based on a person's assignment, is reported as an informational message.

In order to complete your final certification, all errors must be resolved and all warnings must be acknowledged or resolved. Informational messages will be cleared out prior to the final data snapshot so once you've viewed them, you don't need to do anything further with them.

Data Quality Tools: Validations

Validation Errors and Warnings

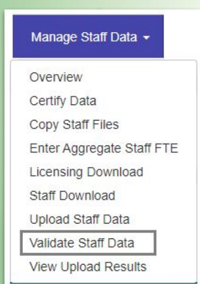
- Counts of validation errors and warnings can be found on the Staff Collection Checklist
- Click on Run Data Validation to view details of the validation messages

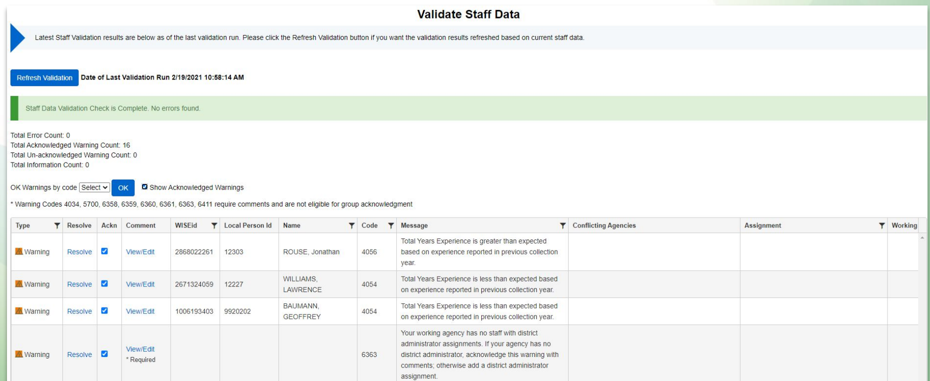
There are several places you can go to view your active validation errors and warnings. You'll see them on the Staff Collection Checklist, under task 3e - Run Data Validation. The number of errors will show in red, indicating they must be resolved before final certification. The number of warnings shows in red when they are active and not yet acknowledged. Warnings that are acknowledged will not show as active warnings on the checklist; only unacknowledged warnings will contribute to the count seen there. Informational messages may show in red, but because they are a low severity, will not prevent you from finishing your final certification step. Within the checklist, you can click on the Run Data Validation task description to go to the Validate Staff Data page to view details of each validation message.

Data Quality Tools: Validations

Validation Errors and Warnings

- Details of validation errors and warnings can be found on the Validate Staff Data page
    - Also accessible in the Manage Staff Data menu



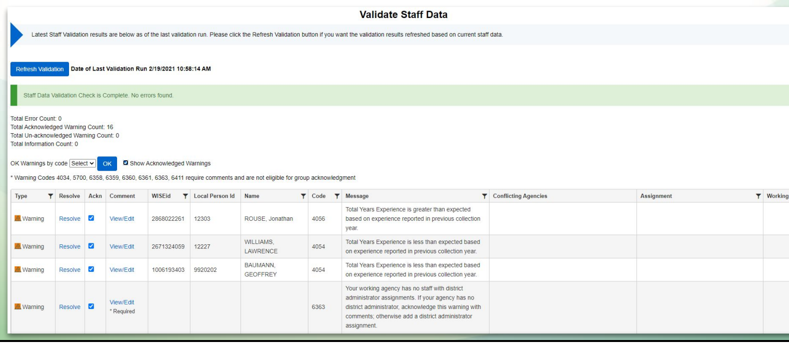


In addition to viewing your validation message counts on the Staff Collection Checklist, you can also go directly to the Validate Staff Data page to view those validation messages in further detail. From the Manage Staff Data menu, select the Validate Staff Data option. This is where you will view the details of the validation message and have the ability to resolve or acknowledge the issue.

Data Quality Tools: Validations

Validation Errors and Warnings

- Read description of the issue in the Message field
- Click the Resolve link to go to the edit staff page and update data
- If a warning can't be resolved or is not an error, click View/Edit to enter a comment, then check the Ackn box to acknowledge the warning



Validate Staff Data

Latest Staff Validation results are below as of the last validation run. Please click the Refresh Validation button if you want the validation results refreshed based on current staff data.

Refresh Validation **Date of Last Validation Run 2/19/2021 10:58:14 AM**

Staff Data Validation Check is Complete. No errors found.

Total Error Count: 0
Total Acknowledged Warning Count: 16
Total Un-acknowledged Warning Count: 0
Total Information Count: 0

OK Warnings by code Select OK Show Acknowledged Warnings

* Warning Codes 4034, 5700, 6358, 6359, 6360, 6361, 6363, 6411 require comments and are not eligible for group acknowledgment

Type	Resolve	Ackn	Comment	WISEid	Local Person Id	Name	Code	Message	Conflicting Agencies	Assignment	Working
Warning	Resolve	☑	View/Edit	2868022261	12303	ROUSE, Jonathan	4056	Total Years Experience is greater than expected based on experience reported in previous collection year.			
Warning	Resolve	☑	View/Edit	2671324059	12227	WILLIAMS, LAWRENCE	4054	Total Years Experience is less than expected based on experience reported in previous collection year.			
Warning	Resolve	☑	View/Edit	1006193403	9920202	BAUMANN, GEOFFREY	4054	Total Years Experience is less than expected based on experience reported in previous collection year.			
Warning	Resolve	☑	View/Edit * Required				6363	Your working agency has no staff with district administrator assignments. If your agency has no district administrator, acknowledge this warning with comments; otherwise add a district administrator assignment.			

The Validate Staff Data screen will show you a running total of errors, warnings, and info messages. The warnings are divided into acknowledged and unacknowledged counts. When you're ready to complete your final certification step, you will need to have zero errors and zero unacknowledged warnings.

To work the errors and warnings, you can review the description of the issue in the Message field and then click the blue resolve link in the resolve column to navigate to the page where you can view and/or resolve the issue. Depending on the type of issue, that link may direct you to the Staff List, in a case where you are missing a certain assignment type, or to a specific staff person's Edit Staff page in a case where their contract information is missing, to name just a few examples.

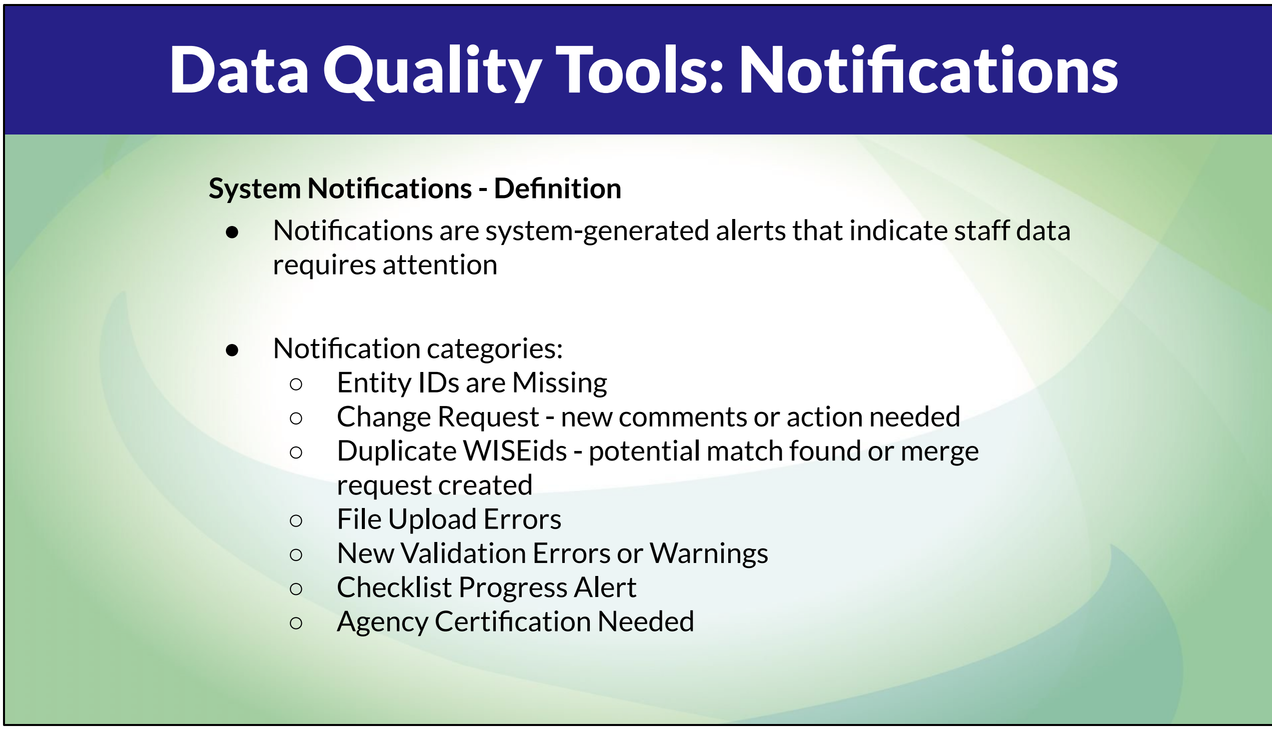
When the issue you are working on is a warning and you cannot fully resolve the issue, you may need to acknowledge it to clear it out of the unacknowledged warnings list. Some warnings require comments to be entered before acknowledging them; those warning codes are listed here on the page. In those cases, you can click the View/Edit link in the Comment column, enter your comment explaining why the issue will not be resolved, and then click the check box in the Acknowledge column, which is abbreviated as Ackn.

Data Quality Tools: Validations

Validation Errors and Warnings - More Information

- Knowledge Base Articles (KBAs) can provide more info
- Goal for 2021-2022 is to link directly to KBAs from validation codes in WISEstaff
- For now, articles are accessible from DPI website, WISEstaff Help page
    - Other Useful Links / Knowledge Base Articles
    - Type a specific validation code (i.e. 4034) into the Search field, or search for WISEstaff to browse related articles

To get more information on why an error or warning was generated or to better understand how to resolve it, check out the knowledge base article repository, which our Customer Services Team has done a great job curating, to document all of our validation codes, including descriptions of why they happen and how to fix them. Our goal for the 2021-2022 school year is to link directly to those KBAs from WISEstaff, but for now you can find them on the DPI website. Search for WISEstaff help, and on that page scroll down to Other Useful Links, then click Knowledge Base Articles.



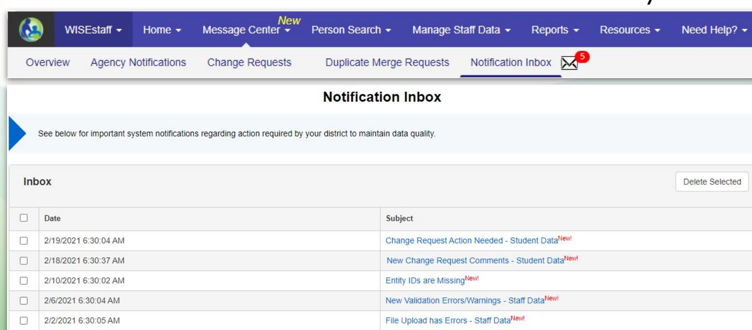
Okay, it's time for our last set of data quality tools: notifications. WISEstaff generates alerts when data is missing or needs your attention. There are two parts to notifications: the alert that shows in WISEstaff which pertains to a specific data set, and the emails that you may receive letting you know that there is a new notification in WISEstaff. We understand that some users may not log in every day to see what's new. In those cases, if a validation is run or another district enters data that may affect your staff, a notification could be generated and waiting in WISEstaff for your review. But if you're not logging in every day, you may not see it, which is why we created the email option. You can opt-in to receive emails that let you know there are items in WISEstaff that need your attention.

The system-generated notifications are designed to review and detect issues with specific data sets. These include when Entity IDs are missing, if a change request for WISEid data has new comments or needs you to approve a change, if a WISEid for a staff person in your district was reported as being a duplicate, if there were errors generated from a recent contract or assignment file upload, if there are new validation errors or warnings, and finally, related to the staff collection checklist, whether you have tasks which are due soon but not yet completed, and if your final certification step is due but has not been completed.

Data Quality Tools: Notifications

System Notifications - How to manage notifications

- Notifications are displayed in the Message Center / Notification Inbox
  - Number of new notifications is displayed in the menu
  - Click on the subject line to navigate to the relevant page
  - Notifications remain in the inbox until manually deleted



We'll start with looking at where you can view these notifications and what you should do with them. All notifications for your district are displayed in the Notification Inbox, which is a link available in the Message Center menu. The inbox looks the same for everyone within a district, so if you and a co-worker both have WISEstaff user roles, you'll both see the same list of notifications. The number of new, unread notifications displays in the secondary menu bar, next to the Notification Inbox link. Within the inbox, you'll see the date and time the notification was generated and a brief description of what the notification relates to. These descriptions are generic, we don't include specific staff details in them, but clicking on the link in the subject column will navigate you to the page where you can view the issue and resolve it.

Notifications will remain in your inbox until you delete them by checking the box on the left and then clicking the Delete Selected button.

Data Quality Tools: Notifications

System Notifications - How to receive emails

- Notification Emails
  - Email indicates that a new notification exists; details of the notification type will be in the Message Center / Notification Inbox
  - System-generated notification emails (mandatory)
    - Used for high priority notifications (i.e. certification is due)
  - Optional - receive an email when new notification exists
    - Opt-in to receive emails on the Message Center / Agency Notifications page
  - Emails are sent only when a new notification is generated

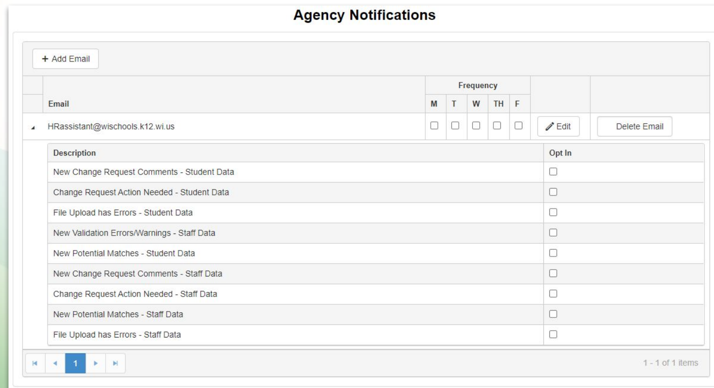
So the notification inbox is great if you're in WISEstaff regularly and can see that there are new notifications that need your attention. But what if you're not in WISEstaff when something pops up? That's where the emails come in. WISEstaff can send you an email to let you know there is a new notification that needs your attention. The details of the notification will need to be viewed in the notification inbox within WISEstaff; the email is meant to alert you to login to view the notifications.

There are two groups of notification types: those that DPI considers high priority, for which we send a mandatory email to alert you, and those that are still important, but of a lesser priority where you can choose to be notified by email. The notifications that you will receive an email for are related to the certification deadlines; when a deadline is approaching and you have tasks not completed, you'll get an email letting you know you should login to WISEstaff and view your tasks.
For the remaining notification types, you can choose to receive emails by opting in within WISEstaff on the Agency Notifications page within the Message Center menu. When you do opt-in, you will receive an email only when a new notification is generated, not every day that an existing notification remains open.

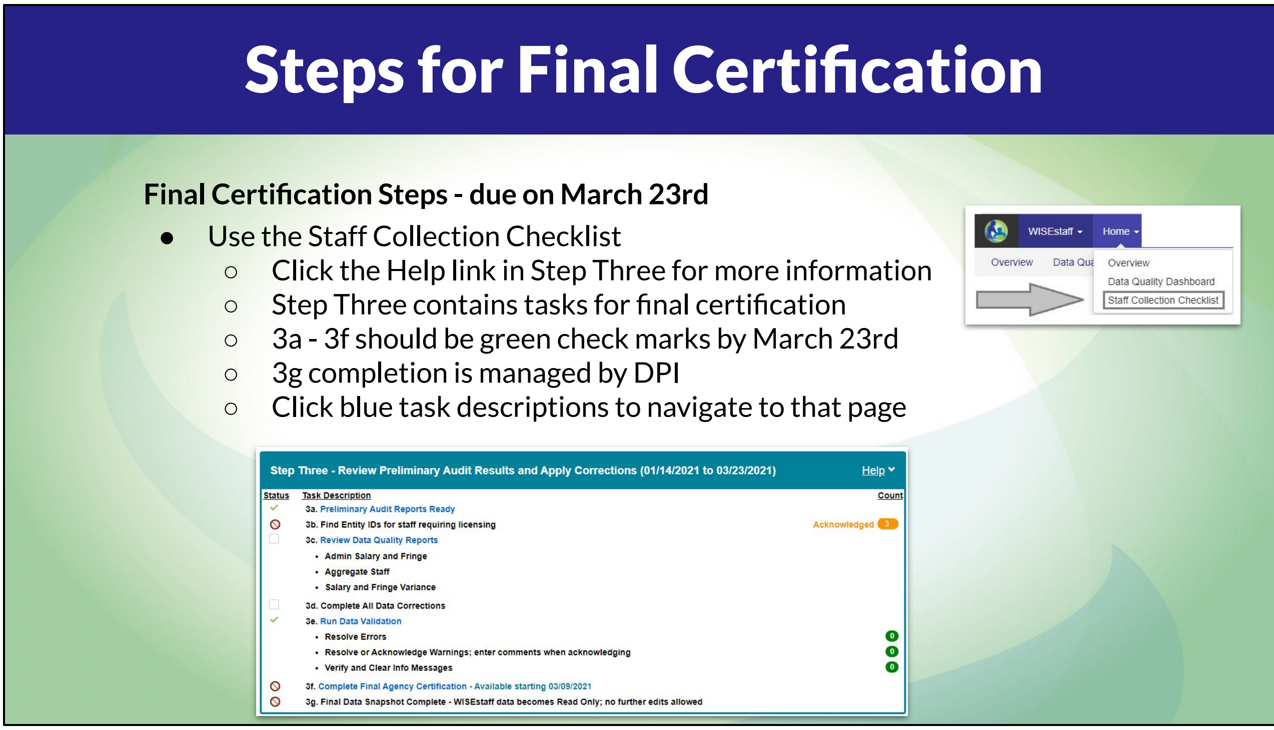
Data Quality Tools: Notifications

System Notifications - Opt-in to notification emails:

- Click Add Email, then enter your email address and click Update
- Next, select the notification types you'd like to receive email for
- Choose day or days of the week you want to receive emails



When you do choose to opt-in to receive emails, you have some choices about which notifications you want to receive and how often. You can start by clicking the Add Email button, then entering your email address and clicking Update. After your email is saved, you can choose which notification types you want to receive and which days of the week you want to receive them. If you are in a larger district and only deal with staff WISEid data, you may want to opt-in only to notifications related to WISEid change requests or reports of duplicate WISEids. If you handle everything for your district, you could choose to get email for all notification types. Choosing a day of the week is an option if you have scheduled time during your week to work on WISEstaff data; the system will save up emails and send them on your designated day of the week.

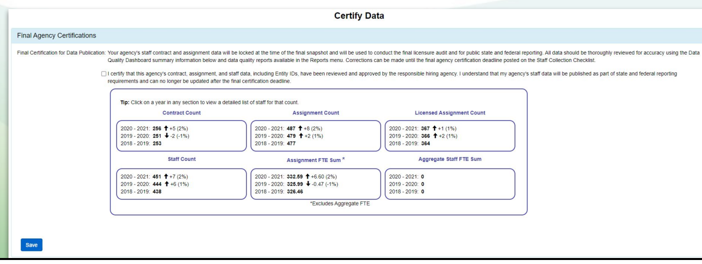


Okay, we're almost done. We've covered a lot of information and it has all led up to this...preparing you to be ready for completing your final certification. March twenty-third is coming up quickly - it's next Tuesday. Hopefully you have learned some new ways to verify your data that you can implement in the next few days to complete your certification on or before March twenty-third. Let's do a review of what's needed. Use the Staff Collection Checklist. It's a great tool to show you where you're at and what still needs to be done. This time of year, for final certification, you should be focused on Step Three: review preliminary audit results and apply corrections. Hopefully you've already been doing that step since late February when the audit results were published. Your goal is to have green check marks on the checklist for tasks 3a through 3e; that will mean you're ready for task 3f, which is certifying your data.

Steps for Final Certification

Final Certification Steps - due on March 23rd

- Review Dashboard tiles - also available on the Certify Data page
- Review staff reports (Step 3c)
- Resolve errors / warnings (Step 3e)
    - Errors must be resolved
    - Warnings must be resolved or acknowledged
    - Info messages do not affect ability to certify
- Acknowledge and certify data (Step 3f)



To recap those steps, there's reviewing the Data Quality Dashboard tiles, which we have a copy of on the Certify Data page just for one final check. Next is reviewing your staff reports, whether you choose to use the summary reports or targeted reports or all of them is up to you. We provide the tools and you determine which ones work best for you. Then you'll make sure all of your validation errors are resolved and warnings are resolved or acknowledged. Now it's time for your last step, and it's probably the easiest one! Navigate to the Certify Data page, available in the Manage Staff Data menu or you can click task 3f on the checklist. There you'll click the checkbox indicating that you certify your data has been reviewed and approved, and click Save and you're done.

Steps for Final Certification

Need help?

- Attend the weekly WISEstaff user group call at 11am on March 23rd to ask questions or get help completing your final certification tasks
  - Find the link to the Teams meeting on the WISEdata Events Calendar: https://dpi.wi.gov/wisedata/events/wisestaff-user-group-webinar-5

Now, if, during this final week you have any questions about what to do or how to resolve an error, or if you need help walking through any of the steps, please reach out to the DPI Customer Services and WISEstaff teams. We've got a user group call next Tuesday at eleven a.m. and we will focus our time on answering questions and walking through demos of these final certification steps. Please join us for that call if there is anything you would like some help with. You can find a link to join the meeting on the WISEdata Events Calendar page on the DPI website. Look for the WISEstaff User Group Webinar link dated March twenty-third, click that, then click the link to join the Microsoft Teams meeting.

Thank you

- Thank you for joining us today!
- Next, we will answer questions that have been submitted

To sum up what we've looked at today, there are a lot of parts that make up the yearly staff data collection and the bigger your district is, the more there is to keep track of. Knowing that it's a large task to manually review every data element you input, we hope these data quality tools will help provide some shortcuts to more easily recognize data that needs correcting.

If you have questions about something from this presentation or a follow-up question to something someone else asked, there is still time to submit those questions using the Teams chat tool. If you have a question about a specific staff person, please do not include personal data in your question. If we aren't able to answer all questions before the end of our time today, we will transcribe the remaining answers and make them available after the conference ends. You can also submit questions in next week's user group call on Tuesday at eleven a.m.

Thank you very much for joining us today and for all of your efforts in ensuring your staff data are complete and accurate. The WISEstaff application is always a work in progress so if you have any suggestions for improvements and ways we can make things easier for you, please let us know. The best way to do that is to submit ideas and vote on others' ideas on the User Voice site, which is accessible from the Resources menu within WISEstaff.

This is the end of the recorded presentation. We will now take questions live from our participants.