fall_extract_staff

Table of Contents

If you will be manually entering the staff responsibility data on the TSDS maintenance pages, skip the following steps.

Import Staff Data (for Student-only Districts)

Districts that do not use TxEIS Business applications can import basic staff demographic data to be used for the TSDS Staff Interchange records (i.e., to join the unique staff ID with a teacher/staff record). The import adds "non-employee" data to HR that will be read by the extract, along with data from TxEIS Grade Reporting. **This utility must be run before running the staff extract.**

State Reporting > Utilities > Import Staff File

File layout

The utility accepts data from a comma-delimited text or CSV file (e.g., provided by a third-party business application vendor) and inserts the records into HR tables which allows you to maintain this data in the ASCENDER TSDS application.

The values must be inserted in this order:

Field	Validation
Unique staff ID	Must be ten digits.
Staff ID/SSN	Must be nine digits. Required. First character must be S or 0-8. First three characters must not be 000. Middle characters (3rd-4th digit) must not be 00. Last four characters must not be 0000. First seven characters must not be the same.
Last Name	Required
First Name	Required
Middle Name	Required
Gender	One character (M or F)

Field	Validation
Legal Generation	One character 1 = Jr 2 = Sr 3 = II 4 = III 5 = IV 6 = V 7 = VI 8 = VII 9 = VIII A = I B = IX C = X
DOB	Required; format YYYYMMDD
Hispanic Ethnicity	One character (Y or N)
Race American	One character (Y or N) At least one race indicator is required.
Race Asian	One character (Y or N)
Race Black	One character (Y or N)
Race Native Hawaiian Pacific Islander	One character (Y or N)
Race White	One character (Y or N)
Highest Degree	One character 0 = No Bachelor's 1 = Bachelor's 2 = Master's 3 = Doctorate
Prior Teach Experience	Two characters, values 0-99
Original Emp Date	Format YYYYMMDD
Term Date	Format YYYYMMDD

Example:

0133884198,422514579,Bacon,Jason,Donald,M,1,19801023,N,Y,N,N,N,Y,1,10,20150801,20200101
0133884199,422514563,Hannover,Renee,Keen,F,1,19601024,N,Y,N,N,N,Y,1,12,20150801,20200104
0133884189,422514549,Nimitz,Clark,Mason,M,1,19701022,N,Y,N,N,N,Y,1,15,20150801,20200105
0133884179,422514769,Hernandez,Joe,Lee,M,1,19811028,N,Y,N,N,N,Y,1,10,20150801,20200106

File	Click **Browse** to locate and select the file to import.

❏ Click **Import**.

The results of the import are displayed, including a count of records with errors, and total records read, updated, and imported.

Print Report	Print the error report. If errors occurred, the line number in the file will correspond to the record that caused the error. **Review the report using the following buttons**: Click [First] to go to the first page of the report. Click ◀ to go back one page. Click ▶ to go forward one page. Click [Last] to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click 📄 to save and print the report in PDF format. Click 📄 to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click ✖ to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

Before Extracting Staff Data:

❑ Verify and correct data in the master schedule as described in the **Verify Master Schedule Data** section of this guide.

❑ Ensure that all inactive employees have a termination date entered **(Termination - Date** and **Reason** fields on *Human Resources > Maintenance > Staff Job/Pay Data > Employment Info*). If the **Reason** field is blank, the employee is not extracted.

❑ Ensure that all Type 3 (hourly) employees have one of the following:

- A payroll activity code with a budget number and estimated amount (**Estimated Annual Salary** (**Hourly Employees Only** fields on *Human Resources > Maintenance > Staff Job/Pay Data > Employment Info*)

- An annual salary (*Human Resources > Maintenance > Staff Job/Pay Data > Job Info*)

The fall Staff Extract page extracts data for the StaffAssociationExtension interchange, including staff demographic, payroll accounting, and responsibility data from the master schedule and the Human Resources (HR) application. You can extract subsets of data, multiple times. You can extract from HR only, master schedule only, or both at the same time.

Districts with contracted instructional staff serving as classroom teachers (i.e., PEIMS type 2) will also enter data on *TxEIS District Administration > Maintenance > Non-Employee*.

NOTE:

When extracting from the master schedule, class ID is set to the course number (four to eight digits) + two-digit section number + one-digit semester number + padding with zeros.

- Class ID is only repeated if more that one instructor is assigned to the same course-section (e.g., assistant or support teacher).

- If **Class Type** is blank in the district master schedule, the extract will use 01 - Regular.

Monthly minutes are determined as follows:

- If **Time Begin** and **Time End** on *Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Section* contain values, monthly minutes are calculated from the begin and end times, days of week, and weeks of month code.

- If **Time Begin** and **Time End** are blank, monthly minutes are set to the value in the *Campus/Service ID* crosswalk table.

- If **Time Begin** and **Time End** are blank and the *Campus/Service ID* crosswalk table does not exist, the monthly minutes are set to the value in the *Campus/Period* crosswalk table.

- If **Time Begin** and **Time End** are blank and neither the *Campus/Service ID* crosswalk table nor the *Campus/Period* crosswalk table exist, an error message is displayed.

- See the Verify Master Schedule Data section of this guide for more information.

If a district has responsibility data in both HR and the master schedule, and the options to extract from both sources are selected, the following occurs:

- Existing staff responsibility records in TSDS are deleted (unless you selected the option to update class counts only).

- Staff responsibility records are extracted from the master schedule.

- Staff responsibility records are extracted from Human Resources. Only new records are added. If a record with the same key already exists in TSDS, the record from HR is not written, an error is displayed the summary report for the Human Resources record.

Back Cover