



guide_summer_verify_txeis_data_staff

Table of Contents

For Submission 3, data is reported for staff with ROLE-IDs 033 (Educational Aide assigned to a Prekindergarten Course Section), 047 (Substitute Teacher), and 087 (Teacher).

1. [Interchange: StaffAssociationExtension](#)

Complex Type: StaffExtension

Description: Represents an individual who performs specified activities for any public or private education institution or agency that provides instructional and/or support services to students or staff at the early childhood level through high school completion.

The following elements from the *StaffExtension* complex type are included in Submission 3:

Human Resources > Maintenance > Staff Demo > Demographic Information

The screenshot displays a web form for staff demographic information. At the top, there is a 'Save' button and a text field for 'Employee: 006313 : SAENZ, RICARDO DANIELLE'. To the right are buttons for 'Retrieve', 'Directory', and 'Add Emp'. Below this is a tabbed interface with 'Demographic Information' selected. The form contains several sections: 'Name' with fields for Legal, Former, Title, First, Middle, Last, and Generation; 'Addresses' with fields for Mailing, Alternate, and Supplemental addresses; 'Sex' (F Female), 'Citizenship' (checked), 'Driver's License' (25112364), 'DL State' (TX TEXAS), 'DOB' (08-30-1993), 'Marital Stat' (S Single), 'Deceased' (unchecked), 'DL Expir Date' (08-30-2018), and 'Other Language' (unchecked). At the bottom, there is an 'Ethnicity' section with 'Hispanic/Latino' checked, and a 'Race' section with 'White' checked. The 'Last Change' date is 12-07-2017.

☐ STAFF-ID **Staff ID/SSN** (E0505) is the employee's SSN.

☐ FIRST-NAME **Legal - First** (E0703) is the employee's legal first name. Do not use an initial unless an initial is the legal first name.

☐ MIDDLE-NAME **Legal - Middle** (E0704) is the employee's legal middle name as shown on

the identification documentation used for employment. If the employee has no middle name, the field must be blank. The middle name can be reported as blank for employees only when the employee does not have a middle name on his identification documentation. Do not use text such as NONE or NA.

☐ LAST-NAME **Legal - Last** (E0705) is the employee's legal last name.

☐ GENERATION-CODE **Legal - Generation** (E0706) is a suffix attached to the employee's name. The field can be blank. The field must be blank if the employee does not have a generation suffix on his name based on the identification documentation used for employment.

☐ SEX-CODE **Sex** (E0004) indicates the employee's gender.

☐ DATE-OF-BIRTH **DOB** (E0006) is the month, day, and year of the employee's birth.

☐ HISPANIC-LATINO-CODE **Hispanic/Latino** (E1064) indicates a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

☐ AMERICAN-INDIAN-ALASKA-NATIVE-CODE **American Indian Alaskan Native** (E1059) indicates a person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.

☐ ASIAN-CODE **Asian** (E1060) indicates a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent.

☐ BLACK-AFRICAN-AMERICAN-CODE **Black African American** (E1061) indicates a person having origins in any of the black racial groups of Africa.

☐ NATIVE-HAWAIIAN-PACIFIC-ISLANDER-CODE **Native Hawaiian Pacific Islander** (E1062) indicates a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

☐ WHITE-CODE **White** (E1063) indicates a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Human Resources > Maintenance > Staff Job/Pay Data > Employment Info

Save

Employee: 006313 : SAENZ, RICARDO DANIELLE Retrieve Directory

Employment Info Pay Info Job Info Distributions Deductions Leave Balance

Employee Status: 1 Active professional Original Emp. Date: 02-11-2015 Primary Job Code: 0050 -

Highest Degree: 1 Bachelor's Latest Re-Employ Date: 08-13-2015 Primary EEOC: 06 - Sc

Percent Day Employed: 100% Retirement Date: 00-00-0000 Percent Assigned: 100%

Eligible for Re-hire: ☐ Take Retiree Surcharge: ☐

Extract ID: TEA TEACHER 187 DAYS NY Take Retiree Surcharge: ☐

W-2 Elec Consent: ☐ Year Round: ☐

1095 Elec Consent: ☐ ERS Retiree Health Elig: ☐

NY ERS Retiree Health Elig: ☐

Employment Type:

Retiree Employment Type:

PEIMS Auxiliary Role ID:

Years Experience Contract Information Extended Leave Termination

--Professional-- --Non-Professional--

Total: 03 Total:

In District: 03 In District:

Class: PT PROBATIONARY (ALL)

Term: 03 3RD YEAR IN CONTRACT

Year: 03 3RD YEAR IN CONTRACT

Begin: 00-00-0000

End: 00-00-0000

Date: 00-00-0000

Reason:

Full Semester: ☐

Unemployment Eligibility Fingerprint Information Estimated Annual Salary (Hourly Employees Only)

☐ HIGHEST-DEGREE-LEVEL-CODE **Highest Degree** (E0730) is the highest grade level in school completed or its equivalent, or the highest degree received.

☐ TOTAL-YEARS-PROF-EXPERIENCE **Years Experience (Professional) - Total** (E0130) is the number of verifiable years of creditable experience. Only completed years of professional experience (not including the current year) are counted. This is only reported for professional staff.

☐ YEARS-EXPERIENCE-IN-DISTRICT **Years Experience (Professional) - In District** (E0161) is the number of completed years that a person has been employed in any professional position in the current district or education service center, whether or not there has been any interruption in service.

Human Resources > Maintenance > Staff Job/Pay Data > Job Info

Save

Employee: 006313 : SAENZ, RICARDO DANIELLE

Retrieve Directory

Employment Info Pay Info Job Info Distributions Deductions Leave Balance

Delete	Selected	Job Code	Primary	% Assigned	Pay Type
		0050 - HIGH SCHOOL TEACHER		100%	Contracted employee

Rows: 1 of 1 + Add

Primary Campus: 005 005 \$
Dept:

Contract Info

Pay Type: 1 Contracted employee Pay Grade: T01 Pay Step: 03 Sched: Max Days: 187 Hrs Per Day: 0.0
 Total: 55,025.00 Balance: 36,683.32 # of Annual Pymts: 12 Remaining Pymts: 8 Concept: Use hourly/daily rate table
 # of Months in Contract: 10 State Min Days: 187 Valid basic days in contract Base Annual: 53,025.72 Calculate

Daily Rate: 294.251 Contract Total: 55,025.00 / # of Days Empld: 187 # Days Off: 0.0 Vacant Jo
 Pay Rate: 4,585.42 Contract Total: 55,025.00 / # Annual Pymts: 12 Payoff Date: 08-23-2019 Wkly Hrs
 Reg Hrs Worked: 0.00 OVTM Elig: ☐ OVTM Rate: 0.00 Hrly Rate: 0.00 Exempt Status: ☒ EEOC: 06 Scnd classm

State Info

State Step: 03 Yrs in Career Ladder: TRS Year: ☐ TRS Member Pos: 02 Teacher, librarian Wholly Sep Amt: 0
 State Min Salary: 29,290.00 Foundation Daily Rate: 159.840 X % Assigned: 100% X # of days Empld: 18

Calendar/Local Info

Calendar/Local Options: 04 - Teachers 187 Day Begin Date: 08-17-2018 End Date: 06-06-2019 # of Days Empld: 187
 Years Job Exp: Local Contract Days: 187

Workers' Comp Info

WC Code: WC App Pymts: WC Remain:

☐ STAFF-TYPE-CODE **Pay Type** (E1073) indicates if the staff person is on the district payroll or is a contracted instructional staff person. For Submission 3, all classroom teachers must be reported.

Human Resources > Tables > Credentials > Teaching Specialization

The **PEIMS PK Teacher Requirement** field is used to indicate if a particular teaching specialization code is associated with required additional qualifications for the High Quality Prekindergarten grant.

Save

Major / Minor College Code Certification Type Specialty Area Teaching Specialization Service Record Notes

Retrieve Print

Delete	Teaching Spec Code	Teaching Description	PEIMS PK Teacher Requirement
	PHY	PHYSICS	
	PK1	EARLY CHILDHOOD 01	01 Certification offered through an AMI or MACTE accredited center
	PK2	EARLY CHILDHOOD 02	02 At least 8 yr experience teaching in natl accredited child care pgm
	PK3	EARLY CHILDHOOD 03	03 Employed as PK teacher in district where PK prof development is met
	PK4	EARLY CHILDHOOD 04	04 A grad or undergraduate degree in early childhood ed or early childhood spec
	PK5	EARLY CHILDHOOD 05	05 A Child Development Associate (CDA) credential
	PK6	EARLY CHILDHOOD 06	06 Documented completion of the TSR Comprehensive
	POR	PORTUGUESE	
	PPL	PRINCIPAL	
	PRC	PRINCIPAL	
	PRI	PRINCIPAL (1955-1966)	

Human Resources > Maintenance > Staff Demo > Credentials

Demographic Information Credentials Verification Insurance Service Record Responsibility

Education

Delete	College	Year	Major	Minor	Degree
No Rows					

Refresh College + Add

Certification

Delete	Certification Type	Date	Specialty Area	Teaching Specialization	Date Expire	ExCET Yr	Yrs Taught	Sem Hrs
	5 Standard	04-25-2010	GM - GRADES EC - <	BG3 - BIL GEN SPAI	04-24-2020			
	2 Professional	07-01-2010	S2 - EARLY CHILD E	PK1 - EARLY CHILDI	06-30-2020			

Rows: 1 of 2 + Add

Permit

Delete	Details	Permit Type	Date	Issue Status	Ren #	Renew Date	Renew Status
--------	---------	-------------	------	--------------	-------	------------	--------------

- ☐ PK-TEACHER-REQUIREMENT **PEIMS PK Teacher Requirement/Teaching Specialization** (E1581) indicates how the instructor meets the requirement for prekindergarten certification. This only applies if you have received the High Quality Prekindergarten grant.

RUN REPORT FOR VERIFYING STAFF-EXTENSION COMPLEX TYPE DATA

Human Resources > Reports > HR Reports > Personnel Reports > HRS1600 - Certification Report

HRS1600 allows you to view a list of instructors assigned to a particular teacher specialization code that is associated with the PK teacher certification requirement.

PEIMS PK Teacher Requirement

- 01 Certification offered through an AMI or MACTE accredited center
- 03 Employed as PK teacher in district where PK prof development is met
- 05 A Child Development Associate (CDA) credential
- 06 Documented completion of the TSR Comprehensive
- 07 A degree in early childhood education or a related field
- 08 8+ yrs tchg exp natl accredited child care pgm or Texas Rising Star Pgm
- 09 Contract Entity-2+ yrs tch natl child care pgm/TXRisingStar & CDA/TEA appd EC cred
- 10 Contract Entity-2+ yrs tch natl child care pgm/TXRisingStar & cert aced AMI/MACTE
- 11 Contract Entity-Employd PK teacher that met specific Pre-K prof develop reqmnts
- 12 Contract Entity-A degree in early childhood education or a related field
- 13 Contract Entity-8+ yrs tchg exp natl accred child care pgm or TX Rising Star Pgm

Date Run:		Employee Certification Report				Program: HRS1600	
Cnty Dist: 001-901		TXEIS ISD				Page: 1 of 1	
						Frequency: 6	
Emp Nbr	Employee Name	Certification Type Date Cert	Date Expire	Specialty Area Yrs Taught	Teaching Specialization ExCET Yr	Special Credentials Sem Hrs	Special Credentials Year Classroom Hrs
000207	ALVARADO, ALICE JANE GAIL	F - Professional 07-01-2010	06-30-2020	52 - EARLY CHILD EDUCATIO	PK2 - EARLY CHILDHOOD 02	PDAS - KILLEEN	2003 4.0
Total Employees for District:		1					
End of Report							

Complex Type: StaffEducationOrgEmploymentAssociationExtension

Description: Represents the education organization an employee, contractor, volunteer or other service provider is formally associated with, typically indicated by which organization the staff member has a services contract with or receives their compensation.

Only staff with ROLE-ID 047 (Substitute Teacher) or 087 (Teacher) are required to be submitted in Submission 3.

The following elements from the *StaffEducationOrgEmploymentAssociationExtension* complex type are included in Submission 3:

Human Resources > Maintenance > Staff Job/Pay Data > Employment Info

Employment Info | Pay Info | Job Info | Distributions | Deductions | Leave Balance

Employee Status: 1 Active professional

Highest Degree: 1 Bachelor's

Percent Day Employed: 100%

Eligible for Re-hire: ☐

Original Emp. Date: 08-07-1997

Latest Re-Employ Date: 08-14-2009

Retirement Date: 00-00-0000

Take Retiree Surcharge: ☐

☐ **PERCENT-DAY-EMPLOYED** Percent Day Employed (E0760) is the percentage of a standard district work day for which the employee is hired to work. For an employee on contract, the percentage can be determined directly from the contract: full-time = 100, half-time = 050, and so on. For a non-contract employee, the percentage can be determined as follows.

Example: The standard work day for the district is 7 hours. An employee is hired to work for 4 hours per day. This data element is coded as 057 for the employee because $4/7 = .571$, which is rounded down.

Employees such as cafeteria workers and bus drivers who work only a few hours each day should not be reported as 100 in this field. Consider the number of hours worked in relation to the standard district work day, not the job.

Human Resources > Maintenance > Staff Job/Pay Data > Job Info

The screenshot shows the 'Job Info' tab in a software application. The form displays various fields for employee information, including Code (43 - PRE-KINDER BILINGUAL TEACHER), Primary (checked), % Assigned (100%), Pay Type (Contracted employee), Primary Campus (106 106 So), and Dept. Below these are fields for employee selection, Pay Grade (T01), Pay Step (09), Sched, Max Days, Hrs Per Day (0.0), Balance (4,902.12), # of Annual Pymts (12), Remaining Pymts (1), Concept (Use hourly/daily rate table), State Min Days (187 Valid basic days in contract), Base Annual (55,475.42), and a Calculate button. Further down are fields for Contract Total (58,825.00), # of Days Empld (187), # Days Off (0.0), Vacant Job, Contract Total (58,825.00), # Annual Pymts (12), Payoff Date (12-31-2017), Wkly Hrs, OVTM Elig (unchecked), OVTM Rate (0.00), Hrly Rate (0.00), Exempt Status (checked), EEOC (05 Elem classrm), Career Ladder, TRS Year (unchecked), TRS Member Pos (02 Teacher, librarian), Wholly Sep Amt (0.00), Foundation Daily Rate (198.289), X % Assigned (100%), X # of days Empld (187), Begin Date (08-12-2016), End Date (06-02-2017), Local Contract Days (187), and # of Days Empld (187). The # of Days Empld field is circled in red.

☐ **NUMBER-DAYS-EMPLOYED Calendar/Local Info - # of Days Empld** (E0160) is the actual number of at-work days within the school year the person is scheduled to work in the district. This number does not include holidays, weekends, and any other days the employee is not scheduled to work. If a person does not work the same amount of days as shown on the contract (e.g., the person does not begin work at the start of the school year), the actual number of days the employee will work must be reported. If a workday calendar is set up on **HR > Tables > Workday Calendars**, the **# of Days Empld** field is set according to the

selected calendar. If a calendar is not set up, the **# of Days Empld** field is determined by the **Begin Date** and **End Date** fields on the Job Info tab, or can be manually entered.

Complex Type: TeacherSectionAssociationExtension

Description: Represents a person employed by the LEA or other educational unit engaged in student instruction. These persons are instructional-type staff members.

At least one *TeacherSectionAssociationExtension* record must be submitted in Submission 3 for each reportable unique course-section that was offered during the school year.

The following elements from the *TeacherSectionAssociationExtension* complex type are included in Submission 3:

☐ COURSE-SEQUENCE-CODE (E0948) - Described previously.

Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Section

Section Instructor Copy Course Section

Title

de	Sec	Max Seats	Stu Enroll Sem 1	Stu W/D Sem 1	Stu Enroll Sem 2	Stu W/D Sem 2	Stu Enroll Sem 3	Stu W/D Sem 3	Stu Enroll Sem 4	Stu W/D Sem 4	Multi Svc Ind	Incl UIL Elig	Lock	Dst Lrng	Non Campus Based
sh 1	01	028	26	6	29	6	25	6	25	6	☐	N	☐		00
sh 1	02	022	23	1	23	1	21	1	21	1	☐	N	☐		00
sh 1	03	028	29	7	27	5	25	6	25	6	☐	N	☐		00
sh 1	04	022	23	7	24	6	20	5	20	5	☐	N	☒		00
sh 1	05	028	25	10	27	4	29	4	29	4	☐	N	☐		00
sh 1	06	022	20	5	21	4	23	4	23	4	☐	N	☐		00
sh 1	07	028	28	3	29	3	31	2	31	2	☐	N	☐		00
sh 1	08	022	21	4	20	9	24	5	24	5	☐	N	☐		00

+ Add

sh 1 Svc ID: 03220100 Multi Svc Ind: ☐ Lock: ☐ Include UIL Elig: N

Seats: 022 Enrolled Students Sem 1: 23 Sem 2: 23 Sem 3: 21 Sem 4: 21 Non Campus Based: 00 Dst Lrng:

Restrictions

Crs Seq: Wks/Mnth: PK Curricula: Stu Instr: Home Room Ind: ☐

Type Rstrctn: Team Code: Gender Rstrctn: Grade Rstrctn: +

Course Codes and Credits

Dual Crdt: Adv Tech Crdt: 0 AAR Use: Grad Plan Use: Special Consid: College Credit Hrs Sem 1: 0 Sem 3: 0 Sem 2: 0 Sem 4: 0 OnRamps:

District Information

Crs Seq: Exam/Sem Pat: 2 Gender Rstrctn: Instruct Set: AAR Use: E Self Paced: ☐ Pop Srvd: 01 Grad Plan Use: Class Type: 01 Role ID: 087 Special Consid: ☐ CPR: N Nbr Sem: 4 Incl UIL Elig: ☒ Speech: N OnRamps: ☐

Campus Information

Grade Rstrctn: Rstrctn Addl:

Begin	Per End	Room	Time Begin	Time End	Lckout	Instr ID	Instructor	Class Role	Role ID	CTE	Entry Date	Withdraw Date
05	219					112	GONZALEZ, ISAAC F.	01			08-27-2018	-

☐ CLASS-ROLE **Class Role** (E1067) indicates the role served by an instructor for a class, such as Teacher of Record, Assistant Teacher, or Support Teacher. Only Class Role 01 (Teacher of Record) is reported in the summer submission.

☐ ROLE-ID **Role ID** (E0721) indicates the capacity in which the instructor serves, such as teacher or therapist.

NOTE: The **Role ID** field exists on both the district course and the campus section records. If a code exists on the section record, it is extracted from the section record. If the code is blank on the section record, the code is extracted from the district course record.

☐ ASSIGNMENT-BEGIN-DATE **Entry Date** (E1065) is the date the instructor was assigned, or reassigned, to a particular course-section in the current school year. If more than one instructor is assigned to a course-section during the duration of a course-section, a record is required for each instructor that was assigned to the course-section.

☐ ASSIGNMENT-END-DATE **Withdraw Date** (E1066) is the last date the instructor was

assigned to a particular course-section in the current school year.

RUN REPORTS FOR VERIFYING STAFF-ASSOCIATION-EXTENSION INTERCHANGE DATA

Human Resources > Reports > HR Reports > Personnel Reports > HRS1250 - Employee Data Listing

HRS1250 allows you to verify demographic, responsibilities, salary, and account data for employees, one person per page. For the **Include Reports** parameter, select *Payroll*, *Job*, *Distribution*, and *Responsibility*.

Date Run:		Employee Data Listing TXEIS ISD		Program: HRS1250 Page: 1 of 2 Frequency: 6									
Emp Nbr: 006313 Emp Name: SAENZ, RICARDO DANIELLE													
Payroll Name & Primary Address			Former Name & Alternate Address										
Last: SAENZ First: RICARDO Middle: DANIELLE Title: Gen: Street: 77721 DUBLIN CIRCLE City/St: Alamo City, TX Zip Cd: 47778 Country: UNITED STATES Phone: (555) 436-1550 Cell: (555) 436-1550 Bus Ph: () Bus Ext: Wk E-mail: Hm E-mail: Supplemental Address: Country: Delivery Name: Emergency Contact: DHY DL Relation: GRANDMOTHER Phone: (555) 482-2535 Ext: Emergency Notes: CERTIFIED TDRD			Primary Campus: 005 - 005 School Payroll Campus: 005 - 005 School Info Restrict: N Gender: F - Female Restrict Public: A Marital Stat: S - Single Local Area 1: READ 180 Birth Date: 08-30-1993 Local Area 2: 9-12 Last Chg: 12-07-2017 Drivers Lic#: 25112364 TX DL Expir Date: 08-30-2018 Deceased: N TRS Beg. Dt: 08-13-2015 Citizen: Y Hispanic/Latino: ☒ Black/African American: ☐ Asian: ☐ American Indian/Alaskan Native: ☐ White: ☒ Native Hawaiian/Other Pacific Isl: ☐ Bilingual:										
Personnel Information													
Employee Status: 1 - Active professional Highest Degree: 1 - Bachelor's Percent Day Employed: 100% Eligible for Rehire: ☐ Extract ID: TEA - TEACHER 187 W-2 Elec Consent: 1095 Elec Consent:		Original Emp. Date: 02-11-2015 Latest Reemploy Date: 08-13-2015 Retirement Date: Take Retiree Surcharge: ☐ NY Take Retiree Surcharge: ☐ Year Round: ☐ ERS Retiree Health Elig: ☐		Primary Job Code: 0050 - HIGH SCHOOL TEACHER Primary EEOC: 06 - Sord classrm teach Percent Assign: 100% Employment Type: F - Half-Time or more Retiree Employment Type: NY ERS Retiree Health Elig: ☐									
Experience <table border="1"> <thead> <tr> <th>Professional</th> <th>Non-Professional</th> </tr> </thead> <tbody> <tr> <td>Total: 03</td> <td>Total:</td> </tr> <tr> <td>In District: 03</td> <td>In District:</td> </tr> <tr> <td>Grade(s) Taught: 7-8</td> <td></td> </tr> </tbody> </table>		Professional	Non-Professional	Total: 03	Total:	In District: 03	In District:	Grade(s) Taught: 7-8		Contract Information Class: PT - PROBATIONARY (ALL) Term: 03 - 3RD YEAR IN CONTRACT Year: 03 - 3RD YEAR IN CONTRACT Begin: 08-17-2018 End: 06-06-2019		Extended Leave Begin: End:	
Professional	Non-Professional												
Total: 03	Total:												
In District: 03	In District:												
Grade(s) Taught: 7-8													
		Termination Date: Reason: Full Semester: ☐											
Unemployment Eligibility		Fingerprint Information		Estimated Annual Salary (Hourly Employees)									

Human Resources > Reports > HR Reports > Payroll Information Reports > HRS6350 - Employee Responsibility Data

HRS6350 provides responsibility data entered for employees, one employee per page.

Date Run:		Employee Responsibility Data					Program: HRS6		
Cnty Dist: 020-020		Mockingbird ISD					Page: 10 of 53		
		Employee: ALVARADO, ALICIA ALAN					Frequency: 6		
		Employee Nbr: 000196							
Sex: M	Career Ladder Level: 0	Tot.Yrs Exp: 21	Highest Degree: 2 - Master's	Yrs.Exp Dist: 15					
Campus Name	Role ID	Service ID	Title or Grade Level	Pop Srvd	Nbr Stu	Class ID	Class Type	Monthly Minutes	ES S
001 - Agarita High School	087	SE000001	SE GENER - SPED	06	000	00169610000000	02	07600	



Back Cover