



guide_summer_verify_txeis_data_staff_association_extension

Table of Contents

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

Save

Employee: 006313 : SAENZ, RICARDO DANIELLE Retrieve Directory Add Emp

Demographic Information Credentials Verification Insurance Service Record Responsibility

Staff ID/SSN: 653-37-1190 Texas Unique Staff ID: 5858441269 Last Change: 12-07-2017

Name

Legal: RICARDO DANIELLE SAENZ Maiden Name

Former: Title First Middle Last Generation

Addresses

Mailing: Number Street/P.O. Box Apt City State Zip Country
77721 DUBLIN CIRCLE Alamo City TX TEXAS 47778 UNITED STATES

Alternate: Address Country Delivery Name

Supplemental: Address Country Delivery Name

Sex: F Female Citizenship: ☒ Driver's License: 25112364 DL State: TX TEXAS

DOB: 08-30-1993 Marital Stat: S Single Deceased: ☐ DL Expir Date: 08-30-2018 Other Language: ☐

Ethnicity ☒ Hispanic/Latino

Race (check all that apply; must select at least one)

American Indian Alaskan Native ☐ Native Hawaiian Pacific Islander ☐

Asian ☐ White ☒

Black African American ☐

☐ 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: ☐ Employment Type:

1095 Elec Consent: ☐ ERS Retiree Health Elig: ☐ Retiree Employment Type:

NY ERS Retiree Health Elig: ☐ 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	<input checked="" type="checkbox"/>	100%	Contracted employee

Rows: 1 of 1 + Add

Primary Campus: 005 005 S
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 t

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	
	PR1	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
	S Standard ▼	04-25-2010	GM - GRADES EC - 4	BG3 - BIL GEN SPAI	04-24-2020			
	2 Professional ▼	07-01-2010	S2 - EARLY CHILD E	PK1 - EARLY CHILD	06-30-2020			

Rows: 1 of 2 + Add

Permit

Delete	Details	Permit Type	Date	Issue Status	Ren #	Renew Date	Renew Status
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☐ 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.

Delete	Teaching Spec Code	Teaching Description	PEIMS PK Teacher Requirement
	01	PK 01	01 Certification offered through an AMI or MACTE accredited center
	02	PK 02	
	03	PK 03	
	04	PK 04	
	05	PK 05	
	06	PK 06	

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-Emplyd 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	Sem Hrs	Special Credentials Year	Classroom Hrs
000207	ALVARADO, ALICE JANE GAIL	F - Professional 07-01-2010	52 - EARLY CHILD EDUCATIO 06-30-2020		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 ▼		Original Emp. Date:	08-07-1997	
Highest Degree:	1 Bachelor's ▼		Latest Re-Employ Date:	08-14-2009	
Percent Day Employed:	100%		Retirement Date:	00-00-0000	
Eligible for Re-hire:	<input type="checkbox"/>		Take Retiree Surcharge:	<input type="checkbox"/>	

□ 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

Code	Primary	% Assigned	Pay Type
43 - PRE-KINDER BILINGUAL TEACHER	<input checked="" type="checkbox"/>	100%	Contracted employee

Primary Campus: 106 106 Sc
 Dept:

+ Add

employee ▼	Pay Grade: T01 ▼	Pay Step: 09 ▼	Sched ▼	Max Days: <input type="text"/>	Hrs Per Day: 0.0
Balance: 4,902.12	# of Annual Pymts: 12	Remaining Pymts: 1	Concept: Use hourly/daily rate table		
10	State Min Days: 187 Valid basic days in contract ▼	Base Annual: 55,475.42			

70	= Contract Total: 58,825.00	/ # of Days Empld: 187	# Days Off: 0.0	Vacant Job
08	= Contract Total: 58,825.00	/ # Annual Pymts: 12	Payoff Date: 12-31-2017	Wkly Hrs 9
00	OVTM Elig: <input type="checkbox"/>	OVTM Rate: 0.00	Hrly Rate: 0.00	Exempt Status: <input checked="" type="checkbox"/> EEOC: 05 Elem classrm

Career Ladder: ▼	TRS Year: <input type="checkbox"/>	TRS Member Pos: 02 Teacher, librarian ▼	Wholly Sep Amt: 0.
080.00	= Foundation Daily Rate: 198.289	X % Assigned: 100%	X # of days Empld 187

<input type="text"/>	Begin Date: 08-12-2016	End Date: 06-02-2017	# of Days Empld: 187
<input type="text"/>	Local Contract Days: 187		

☐ **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													
<input type="text"/> Title <input type="button" value="Retrieve"/>															
Section	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	<input type="checkbox"/>	N	<input type="checkbox"/>		00
sh 1	02	022	23	1	23	1	21	1	21	1	<input type="checkbox"/>	N	<input type="checkbox"/>		00
sh 1	03	028	29	7	27	5	25	6	25	6	<input type="checkbox"/>	N	<input type="checkbox"/>		00
sh 1	04	022	23	7	24	6	20	5	20	5	<input type="checkbox"/>	N	<input checked="" type="checkbox"/>		00
sh 1	05	028	25	10	27	4	29	4	29	4	<input type="checkbox"/>	N	<input type="checkbox"/>		00
sh 1	06	022	20	5	21	4	23	4	23	4	<input type="checkbox"/>	N	<input type="checkbox"/>		00
sh 1	07	028	28	3	29	3	31	2	31	2	<input type="checkbox"/>	N	<input type="checkbox"/>		00
sh 1	08	022	21	4	20	9	24	5	24	5	<input type="checkbox"/>	N	<input type="checkbox"/>		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
 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		Program: HRS1250	
Cnty Dist: 001-901		TXEIS ISD		Page: 1 of 2	
				Frequency: 6	
Emp Nbr: 006313		Emp Name: SAENZ, RICARDO DANIELLE			
Payroll Name & Primary Address			Former Name & Alternate Address		
Last: SAENZ			Last: 		
First: RICARDO			First: 		
Middle: DANIELLE			Middle: 		
Title: Gen: 			Title: Gen: 		
Street: 77721 DUBLIN CIRCLE			Street: 		
City/St: Alamo City, TX			City/St: 		
Zip Cd: 47778			Zip Cd: 		
Country: UNITED STATES			Country: 		
Phone: (555) 436-1550 Cell: (555) 436-1550			Bus Ph: () Bus Ext: 		
Wk E-mail: 			Hm E-mail: 		
Supplemental Address: 			Hispanic/Latino <input checked="" type="checkbox"/> Black/African American <input type="checkbox"/>		
Country: 			Asian <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/>		
Delivery Name: 			White <input checked="" type="checkbox"/> Native Hawaiian/Other Pacific Isl <input type="checkbox"/>		
Emergency Contact: DHY DL			Bilingual: 		
Phone: (555) 482-2535 Ext: 			Relation: GRANDMOTHER		
Emergency Notes: CERTIFIED TDRD			Citizen: Y		
Personnel Information					
Employee Status: 1 - Active professional		Original Emp. Date: 02-11-2015		Primary Job Code: 0050 - HIGH SCHOOL TEACHER	
Highest Degree: 1 - Bachelor's		Latest Reemploy Date: 08-13-2015		Primary EEOC: 06 - Scond classrm teach	
Percent Day Employed: 100%		Retirement Date: 		Percent Assign: 100%	
Eligible for Rehire: <input type="checkbox"/>		Take Retiree Surcharge: <input type="checkbox"/>		Employment Type: F - Half-Time or more	
Extract ID: TEA - TEACHER 187		NY Take Retiree Surcharge: <input type="checkbox"/>		Retiree Employment Type: 	
W-2 Elec Consent: 		Year Round: <input type="checkbox"/>		NY ERS Retiree Health Elig: <input type="checkbox"/>	
1095 Elec Consent: 		ERS Retiree Health Elig: <input type="checkbox"/>			
Experience		Contract Information		Extended Leave	
Professional Non-Professional 		Class: PT - PROBATIONARY (ALL)		Begin: 	
Total: 03 Total: 		Term: 03 - 3RD YEAR IN CONTRACT		Date: 	
In District: 03 In District: 		Year: 03 - 3RD YEAR IN CONTRACT		Reason: 	
Grade(s) Taught: 7-8		Begin: 08-17-2018		Full Semester: <input type="checkbox"/>	
		End: 06-06-2019			
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	
						Frequency: 6	
Employee: ALVARADO, ALICIA ALAN							
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
001 - Agarita High School	087	SE000001	SE GENER - SPED	06	000	00169610000000	02
							07600



Back Cover