



# TSDS Best Practices for Terminated Employee Records



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This guide provides best practices for terminated employee records in ASCENDER for TSDS reporting. The steps are presented in sequential order, so it is important to complete them as listed. Use this document as a reference when adding new employees specifically for TSDS reporting purposes.

\* A red asterisk indicates that field should be completed only if it is applicable.

## I. Personnel

### 1. [Personnel > Maintenance > Employment Info](#)

Complete the following:

- **Termination Date**
- **Extract for TSDS**
- **Termination Reason**
- **\*Auxiliary Role ID End Date**
- **\*Paraprofessional Certification End Date**

### 2. [Personnel > Maintenance > Staff Demo > Responsibility](#)

Complete the following:

- **End Date**

### 3. [Personnel > Maintenance > TSDS Days Employed Set](#)

Complete the following:

- **End Date**

## II. Payroll

### 1. [Payroll > Maintenance > Staff Job/Pay Data > Pay Info](#)

Complete the following:

- \***Extra Duty Pay**

Other recommended:

- **Extra Duty/Business Allowance Remain Pymts**

2. [Payroll > Maintenance > Staff Job/Pay Data > Job Info](#)



**Do not** change the **Remaining Pymts** field on this tab. The **Payoff Date** determines the payoff. Modifying the remaining payments can negatively impact taxes and TRS.

Complete the following:

- **Contract Total** (est annual \$ for hourly)
- **Contract End Date**
- **# of Days Empld**

Other recommended:

- **Contract Balance**
- **Payoff Date**

3. [Payroll > Maintenance > Staff Job/Pay Data > Distributions](#)

Complete the following:

- Adjust **Contract Totals** (if necessary)

4. [Payroll > Maintenance > Staff Job/Pay Data > Deductions](#)

Complete the following:

- Adjust **Remain Pymts** (if necessary)