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TSDS Best Practices for Terminated Employee Records

Table of Contents

TSDS Best Practices for Terminated Employee Records i
TSDS Best Practices for Terminated Employee Records 1

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This guide outlines best practices for entering terminated employee records in ASCENDER for TSDS reporting. The steps are listed in sequential order and must be completed in the order shown.

Use this document as a reference in conjunction with the TSDS PEIMS Fall Submission Data for Business document when terminating employees.

* 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)