



Years of Service Notes

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How are years of service determined?

Service record fields in ASCENDER

Service Record Field	ASCENDER Field	ASCENDER Page
School Year	School Year	Finance > Tables > District Finance Options > Finance Options
Position Held Description	Job Code description	Payroll > Maintenance > Staff Job/Pay Data > Job Info
School Grades Taught	Grade(s) Taught	Personnel > Maintenance > Employment Info
% Day Employed	Percent Day Employed	Personnel > Maintenance > Employment Info
# of Days Employed	Calendar/Local Info section: # of Days Empld minus Svc Rec Days Ded	Payroll > Maintenance > Staff Job/Pay Data > Job Info Payroll > Maintenance > Leave Account Transaction > Leave Adjustment
Service Begin and End Dates	Calendar/Local Info section: Begin Date and End Date	Payroll > Maintenance > Staff Job/Pay Data > Job Info
Years Experience	Total Professional for TRS Position Codes: <i>01 (Professional)</i> <i>02 (Teacher, Librarian)</i> <i>05 (Nurse, Counselor)</i> The selected Non-Professional Total or In District for all other position codes.	Personnel > Maintenance > Employment Info
District Type	District Type If <i>P - Private</i> is selected, the District Type field defaults to <i>Private</i> on the Maintenance > Staff Demo > Service Record tab in Personnel. If <i>I - Independent</i> or <i>C - Charter</i> are selected, the District Type field defaults to <i>Public</i> on the Maintenance > Staff Demo > Service Record tab in Personnel.	District Administration > Tables > District Information
Full Semester	Termination section, Full Semester check box	Personnel > Maintenance > Employment Info
State Sick/Personal Leave	Begin, Earned, Used, and Balance amounts for the selected leave codes in the Leave Code for State Sick and Leave Code for State Personal fields on the Payroll > Tables > District HR Options page.	Payroll > Maintenance > Staff Job/Pay Data > Leave Balance

Service Record Field	ASCENDER Field	ASCENDER Page
Notes	Notes section or Maintenance>Staff Demo	Personnel > Maintenance > Staff Demo > Service Record or Personnel > Utilities > Extract Teacher Service Record