



Years of Service Notes

Table of Contents

Years of Service Notes i

Service record examples

According to the teacher service record guidelines, the actual experience should be recorded by Sept 1 of the school year meaning that the current school year is not included in the total years of service.

Example 1:

John graduated in 2021. He began working at the LEA in August 2021. As of Sept 1, 2021, he has not yet completed a year of service so his record will indicate zero years of experience for 2021-2022.

Example 2:

Amy worked as a certified teacher’s aide in 2012-2013, 2013-2014, and 2014-2015. Then, she earned a degree and teaching certificate and began working as a teacher during her years of service. Section 53. 1021, Section M indicates that Amy can receive up to two years of creditable service applied for salary increment purposes. So Amy should show eight years of experience on the 2022 line of her service record (2013 does not count toward the service, 2014 = 0, 2015 = 1, 2016 = 2....2022 = 8) and she should be on step 9 for salary purposes (only two years of credit for aide job, not three) for 2023. She will be on step 10 for 2022-2023. We recommend adding a note indicating that she was given two years of credit for salary increment purposes and therefore was paid on step 8 for 2022.

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

Service Record Field	ASCENDER Field	ASCENDER Page
Years Experience	<p>Total Professional for TRS Position Codes:</p> <p>01 (<i>Professional</i>) 02 (<i>Teacher, Librarian</i>) 05 (<i>Nurse, Counselor</i>)</p> <p>The selected Non-Professional Total or In District for all other position codes.</p>	<p>Personnel > Maintenance > Employment Info</p>
District Type	<p>District Type</p> <p>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.</p> <p>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.</p>	<p>District Administration > Tables > District Information</p>
Full Semester	<p>Termination section, Full Semester check box</p>	<p>Personnel > Maintenance > Employment Info</p>
State Sick/Personal Leave	<p>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.</p>	<p>Payroll > Maintenance > Staff Job/Pay Data > Leave Balance</p>
Notes	<p>Notes section or Maintenance>Staff Demo</p>	<p>Personnel > Maintenance > Staff Demo > Service Record or Personnel > Utilities > Extract Teacher Service Record</p>