



# Years of Service Notes



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Review the following information:



**WARNING:** Service records must be extracted before new contract information is entered into current payroll or rolled in from next year payroll, and prior to updating the **Years Experience** fields on the [Personnel > Maintenance > Employment Info](#) tab for the next school year. This is because the Extract Teacher Service Record page retrieves the employee's contract begin/end dates from the Job Info page in order to create the service record.



Service records should include the completed number of years' experience at the **beginning** of the current school year and the leave balances at the **end** of the current school year.

**Note: It is recommended** that service records are extracted for **ALL** employees after June payrolls have been completed. If all leave for the current year has not been posted for certain employees, you can update those employees by using the **Update Leave Only** option on the [Personnel > Utilities > Extract Teacher Service Record](#) page after leave is posted in July and August.

## 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

The screenshot shows the 'Service Record' tab in the ASCENDER Personnel system. At the top, there are navigation tabs: DEMOGRAPHIC INFORMATION, CREDENTIALS, VERIFICATION, INSURANCE, SERVICE RECORD (selected), and RESPONSIBILITY. Below the tabs is a table with columns: Delete, Details, School Year, Position Held, and Service Begin Date. The table lists several records for 'ELEMENTARY TEACHER' from 2015 to 2021. To the right of the table is a 'Notes' field (callout 11). Below the table are several input fields: School Year (2021, callout 1), Position Held Description (ELEMENTARY TEACHER, callout 2), School Grades Taught (6-8, callout 3), % Day Employed (100, callout 4), # of Days Employed (187.00, callout 5), Service Begin Date (08-03-2020, callout 6), Service End Date (06-04-2021, callout 8), Years Experience (24, callout 7), Full Semester (checkbox, callout 9), and District Type (PUBLIC, callout 8). At the bottom, there are two sections for leave balances: State Sick Leave and State Personal Leave, each with fields for PY Balance, Earned, Used, and EOY Balance. Callout 10 points to the State Personal Leave - PY Balance field.

	Service Record Field in Personnel	ASCENDER Field	ASCENDER Page
1	School Year	School Year	<a href="#">Finance &gt; Tables &gt; District Finance Options &gt; Finance Options</a>
2	Position Held Description	Job Code description	<a href="#">Payroll &gt; Maintenance &gt; Staff Job/Pay Data &gt; Job Info</a>
3	School Grades Taught	Grade(s) Taught	<a href="#">Personnel &gt; Maintenance &gt; Employment Info</a>
4	% Day Employed	Percent Day Employed	<a href="#">Personnel &gt; Maintenance &gt; Employment Info</a>

	Service Record Field in Personnel	ASCENDER Field	ASCENDER Page
5	# 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
6	Service Begin and End Dates	Calendar/Local Info section: Begin Date and End Date	Payroll > Maintenance > Staff Job/Pay Data > Job Info
7	Years Experience	<p><b>Total Professional for TRS Position Codes:</b></p> <p>01 (Professional) 02 (Teacher, Librarian) 05 (Nurse, Counselor)</p> <p>The selected <b>Non-Professional Total</b> or <b>In District</b> for all other position codes.</p>	Personnel > Maintenance > Employment Info
8	District Type	<p><b>District Type</b></p> <p>If <i>P - Private</i> is selected, the <b>District Type</b> field defaults to <i>Private</i> on the Maintenance &gt; Staff Demo &gt; Service Record tab in Personnel.</p> <p>If <i>I - Independent</i> or <i>C - Charter</i> are selected, the <b>District Type</b> field defaults to <i>Public</i> on the Maintenance &gt; Staff Demo &gt; Service Record tab in Personnel.</p>	District Administration > Tables > District Information
9	Full Semester	Termination section, Full Semester check box	Personnel > Maintenance > Employment Info
10	State Sick/Personal Leave	Begin, Earned, Used, and Balance amounts for the selected leave codes in the <b>Leave Code for State Sick</b> and <b>Leave Code for State Personal</b> fields on the <a href="#">Payroll &gt; Tables &gt; District HR Options</a> page.	Payroll > Maintenance > Staff Job/Pay Data > Leave Balance
11	Notes	Notes section	Personnel > Maintenance > Staff Demo > Service Record or Personnel > Utilities > Extract Teacher Service Record