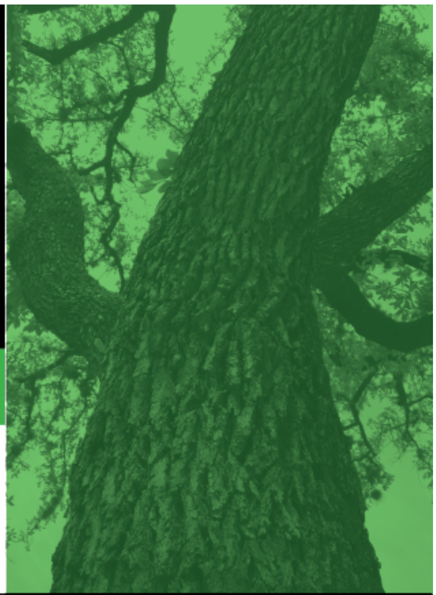
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

ASCENDER GUIDES



employmentinfo

Table of Contents

Employment Info - HRS3100

Human Resources > Maintenance > Staff Job/Pay Data > Employment Info

This tab is used to maintain basic employment information for an employee. The data includes employment dates, job assignments, contract information, and job termination dates. Before using this tab, each employee must have a demographic record.

Add employment data::

Retrieve an existing record.	Search for a record. Begin typing the employee name or number. As you type the data, a drop-down list of corresponding data is displayed. Select an employee and click **Retrieve**. Or, click **Directory** to perform a search in the Employees directory.

Field	Description
Employee Status	Click to select one of the following one-character codes indicating the employee's status. This field is required. When extracting for TSDS reporting, staff records with a pay type of 1-3 are extracted if the **Employee Status** is *1 - Active professional*, *2 - Active auxiliary per*, *3 - Retired*, *4 - Resigned*, *5 - On Leave*, or *A - Long Term Substitute*. *0 - Pending* - An employee with a pending status indicates that the employee is new or inactive with a demo record. The employee does not need to be active to have payroll records set up in CYR or NYR. However, for NYR budget purposes, the employee must have payroll records in NYR. And, for CYR payroll purposes, the employee must have payroll records in CYR. • *1 - Active professional* • *2 - Active auxiliary per* • *3 - Retired* • *4 - Resigned* • *5 - On Leave* • *6 - Substitute* • *7 - Substitute retired* • *8 - Temporary* • *9 - Other* • *A - Long Term Substitute*
Highest Degree	Click to select the highest degree the employee received from a certified learning institution.
Percent Day Employed	Type the percentage of each day for which this individual is employed. For example, if the employee works half-time, type 50. If he works full-time, type 100. The field can be a maximum of three digits.
Eligible for Re-hire	Select if the employee is eligible for rehire.
Extract ID	Type a three-character, locally assigned code (e.g., En1 = English 1, AL2 = Algebra 2, HI4 = History 4) for grouping employees, or click to select an extract ID. These codes are used to tag employee records for a batch process (e.g., copy or extract).

Field	Description
W-2 Elect Consent	Click to select whether or not the employee provided consent to receive the W-2 form electronically rather than receive a printed, mailed copy. This field is updated to reflect any changes made by the employee in EmployeePortal. If the **W-2 Electronic Consent** field is not selected on Payroll > Tables > District EP Options > EmployeePortal Options tab, then this field is not applicable. • If *Yes* is selected, the employee must log on to EmployeePortal to print the W-2. • If *No* is selected, the employee will receive a printed, mailed copy from the LEA. **Note**: Inactive employees can continue to view and print their W-2 information in EmployeePortal depending on the LEA. If the LEA opts to restrict inactive employee access (changes the EmployeePortal password or deletes the user's access), the employee will receive a printed, mailed copy of their W-2.
1095 Elect Consent	Click to select whether or not the employee provided consent to receive his Form 1095 electronically rather than receive a printed, mailed copy.
Original Emp. Date	Type the original date on which the individual was employed by the district in the MMDDYYYY format. This date does not change if the employee left the district, and then returned.
Latest Re-Employ Date	Type the date the employee began his current period of employment in the MMDDYYYY format. The field applies only to employees who worked for the district, left the district, and then returned. If the employee never left the district, the field is left blank.
Retirement Date	Type the date of retirement for the employee in the MMDDYYYY format.
Take Retiree Surcharge	Select if the district should pay the TRS surcharges for retirees. When selected, the TRS retiree pension surcharge (based on gross pay) is calculated, and the TRS-Care surcharge (RI deduction code) are assessed during payroll calculations. Therefore, extreme care should be taken to make sure that the check box is set accurately for the process being performed.
NY Take Retiree Surcharge	Select if the district should pay the TRS surcharges for retirees for next year processes. When selected, the TRS retiree pension surcharge (based on gross pay) is calculated, and the TRS-Care surcharge (RI deduction code) is assessed during the Interface NY Payroll to NY Budget extract.
Year Round	Select if the employee is employed on the year-round calendar. When the field is selected, it populates the **Year-Round Teacher** field on the TRAQS MD40 record for the employee.
ERS Retiree Health Elig	Select if the employee is an Employment Retirement System of Texas (ERS) retiree, and is eligible to receive health coverage for the current year through ERS. If selected, the employee does not pay the Member Insurance Contribution (IN), and the employer does not pay the Reporting Entity TRS-Care payment (RI) or Federal TRS-Care (FI).
NY ERS Retiree Health Elig	Select if the employee is an Employment Retirement System of Texas (ERS) retiree, and is eligible to receive health coverage for the next year through ERS.
Employment Type	Required TRS reporting field. Click to select the employee's employment type code. • *F - Half-Time or more* • *M - Temporary* • *P - Less than Half-Time* • *S - Substitute*

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Retiree Employment Type</td><td>Required TRS reporting field. (for retirees)

Click to select the retired employee's retiree employment type code.
• C - Combination of Substitute and Half-Time or less
• F - Full-Time
• H - Half-Time or less
• S - Substitute</td></tr>
<tr><td>PEIMS Auxiliary Role ID</td><td>
<table>
<tr><td>Auxiliary Role ID</td><td>Click to select the employee's auxiliary role ID, which indicates the capacity in which a non-exempt auxiliary employee serves. This must be reported for all employees who serve in a non-professional or non-paraprofessional role. Employees reported with an Auxiliary Role ID are reported with the base pay associated with object code 6129.

For TSDS reporting purposes, multiple auxiliary roles can be entered without an end date.</td></tr>
<tr><td>Begin Date</td><td>Type the effective date of the employee's selected auxiliary role ID in the MM-DD-YYYY format, or select a date from the calendar. This date is required if the Auxiliary Role ID field is added or changed.</td></tr>
<tr><td>End Date</td><td>Type the end date of the employee's selected auxiliary role ID in the MM-DD-YYYY format, or select a date from the calendar. An end date should only be entered when the position has ended.</td></tr>
</table>

Notes:

The drop-down options are populated based on the year in the School Year for PEIMS Codes field on the Tables > District HR Options page.

This data is part of the StaffEducationOrgEmploymentAssociationExtension complex type collected in PEIMS Submission 1.

Professional and paraprofessional staff may also be reported with an Auxiliary Role ID if they serve the LEA in a non-professional or non-paraprofessional role. A classroom teacher (Role ID 087) who also drives a bus route for the school would require an Auxiliary Role ID to be reported. In this case, the employee would have at least two payroll accounting entries: one with object code 6119, and one with object code 6129. Because there may be duplication between Role ID and Auxiliary Role ID, the LEA must use its discretion in determining if the employee is serving in a professional or non-professional capacity.</td></tr>
<tr><td>Sub Type</td><td>Click to select the type of substitute teacher. This field is only displayed if the Pay Type field is set to 4 (Substitute) on the Job Info tab.</td></tr>
</table>

Under **Years Experience**:

In the **Professional** column:

Total	Type the total years of professional experience for the employee. The field can be a maximum of two digits.
In District	Type the total years of professional experience for the employee in the district. The field can be a maximum of two digits.

In the **Non-Professional** column:

Total	Type the total years of non-professional experience for the employee. The field can be a maximum of two digits.
In District	Type the total years of non-professional experience for the employee in the district. The field can be a maximum of two digits.

Note: When extracting teacher service records, the Years Experience fields are populated based on the TRS **Member Pos** field from the Job Info page, and the **Years Experience** fields from the Employment Info page. See Extract Teacher Service Record.

Click **Save**.

**NOTE:

Other functions and features:

	Delete a row. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.