



extractteachersvicerecord

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Human Resources > Utilities > Extract Teacher Service Record

This page is used to extract information from stored employee data and create a service record. The service record detail can then be accessed by school year on the Service Record tab. No labels are created, and you can wait to print the employee service record until such time as the employee leaves the district. The TEA Teacher Service Record guidelines can be found on http://tea.texas.gov/Texas_Educators/Salary_and_Service_Record/Teacher_Salary_and_Service_Information/.

See Service Record Checklist.

Notes:

- If there are no employees that match the extract criteria, no service record is created, and the system issues the following message: "No Service Data Extracted."
- The Service Record Extract extracts all job records, but leave information applies to the primary job only.

Extract service records:

[Select a student](#)

The following receiving options selected on the Options > Purchasing Options page in District Administration determine how information is displayed as well as if certain requisition items can be received on this page.

- If **Use Blind Receiving** is selected, order quantities are not shown on this page.
- If **Allow Partial Receiving** is not selected, only complete requisition items can be received.
- If **Allow Receiving Overage** is not selected, only the original item quantity ordered or less can be received.

/*Inline folded include*/

Field	Description
Campus ID	
Pass/Fail	

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.