Responsibility - HRS3000

Table of Contents

Responsibility - HRS3000

Personnel > Maintenance > Staff Demo > Responsibility

This tab is used to maintain job responsibility records for employees, which is used for state reporting purposes. Although responsibility records retrieve the necessary data from the Master Schedule for most classroom teachers, other employees such as administrators and classroom aides must be manually entered on this tab. Employees who have responsibilities at more than one campus, assume more than one role, and/or perform more than one type of service will have multiple records.

Review the Responsibilities - Quick Reference Chart.

Visit the TSDS Web-Enabled Data Standards website, select the appropriate **School Year**, and review the Data Components > Entities > StaffEducationOrganizationAssignmentAssociation Entity page for additional guidance on entering responsibility records.

Notes:

- Employees can have multiple responsibility records for the same year, provided that each record has a different **Staff Service** value.
- If you need to delete a responsibility record for multiple employees, use the Personnel > Utilities > Mass Delete > Responsibility Data page.

Add responsibility data:

Retrieve an existing 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. **Note**: The employee autosuggest field includes employees whose records were created in Personnel but do not have a Pay Info or Job Info record. If the employee number does not exist in the system, a message is displayed prompting you to create a new employee. Click **Yes**.

Field	Description
School Year for PEIMS Codes	The school year for the PEIMS edit tables as entered on the Payroll/Personnel > Tables > District HR Options page is displayed.

A list of responsibility records for the current **School Year for PEIMS Codes** and the current **School Year for PEIMS Codes** minus one is displayed for the selected employee.

❏ Click **+Add** to add a row.

Fields removed for records with a 2025 school year or greater.

Job Code	Click ⌄ to select the four-character district-defined code that identifies the specific job to which this individual is being assigned during the period indicated. This is not a required field and is not required for state reporting.

Campus	Click to select the code that identifies the campus to which the employee is assigned. If the duties are not related to a particular campus for the responsibility record, select 700 - Administration.
Co-op/SSA LEA	Type the nine-digit ID (six-digit district ID + three-digit campus ID) to identify the district and campus where the employee has work assignment records if other than their home district/campus. If this field is populated, then the **Campus** field should be blank and vice versa.
Staff Classification	This field is previously known as **Role ID**. Click to select the code that identifies the capacity (role) in which a person serves (e.g., teacher, art therapist, or superintendent). If a person's actual classification is not listed in code table C021, choose the closest approximation. Instructional Educational Aides are reported as code 033.
ESC/SSA	Click to select the code that indicates if the staff member works for an educational service center (ESC) only or is also part of an ESC shared service arrangement.
Staff Service	Click to select the eight-digit code that indicates the services supplied by staff.
SPED Student Age Range	Click to select the code indicating the age range of Special Education students supported by the teacher or paraprofessional staff member.
Pop Served	Click to select the two-digit code that identifies the student population for which a service was designed or intended. It does not necessarily identify program eligibility. Only one code can be reported per course section. If intent cannot be determined, use code 01 (i.e., Regular Students).
Monthly Minutes	Type up to five digits for the maximum number of minutes in a month devoted to a particular service. This field cannot be blank, default value is 00000. A standard month is the four weeks in October, including the PEIMS Fall snapshot date (last Friday in October). The total MONTHLY-MINUTES are reported for each service. The four weeks preceding the snapshot date must be considered to calculate the monthly minutes. **Examples**: • A class taught for one hour every day would report 1,200 monthly minutes (60 minutes x 5 days x 4 weeks). • A class taught one hour three times each week would report 720 monthly minutes (60 minutes x 3 days x 4 weeks). • A class taught for different amounts of time each week would be reported with a cumulative monthly minute total. **Note**: Monthly Minutes are required for counselors.
# of Students	Type the number of students for whom the employee is responsible. This field cannot be blank, default value is 0. This is the count of students in membership in the class as of the reporting date. Only the Teacher of Record is reported with this number; all other staff members are reported with NUMBER-STUDENTS-IN-CLASS as 0. The field can be a maximum of three digits.
Begin Date	Type the date that the employee began in the selected staff classification (role ID) in the MM–DD-YYYY format, or select a date from the calendar.

End Date	Type the date that the employee ended in the selected staff classification (role ID) in the MM–DD-YYYY format, or select a date from the calendar. The end date cannot be prior to the begin date.

❏ Click **Save**.

Other functions and features:

Retrieve	The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
	Click to view additional details for a selected row.
Documents	View or attach supporting documentation.
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.