



## **TSDS Days Employed Set - HRS3150**



# Table of Contents

**TSDS Days Employed Set - HRS3150** ..... i

**TSDS Days Employed Set - HRS3150** ..... 1



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## Personnel > Maintenance > TSDS Days Employed Set

This page is used to keep a record of the number of days an employee has been employed for TSDS reporting purposes and manage begin/end dates if corrections are necessary. Each record displays the percentage of day employed, the total number of TSDS days, the start and end dates, a date timestamp indicating when the record was created, and the module within the system where the update originated. This page only applies to employees with an **Employee Status** of 1, 2, 3, 4, 5, or A.

A record is created for each instance where data changes for the TSDS number of days employed or percent of day employed. Only one record without an end date is allowed.

### Add employment data:

|                                     |   |
|-------------------------------------|---|
| <b>Retrieve an existing record.</b> | 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 <b>Retrieve</b> . Or, click <b>Directory</b> to perform a search in the <a href="#">Employees directory</a> . |
|-------------------------------------|---|

A list of employment records for the employee is displayed.

| Field                | Description  |
|----------------------|--|
| <b>Day Employed</b>  | Displays the <b>Percent Day Employed</b> value from the Employment Info page. This is the percentage of a standard district (LEA) workday for which the employee is hired to work. The percentage must be greater than zero. |
| <b>TSDS Nbr Days</b> | Displays the TSDS number of days employed. This value must be greater than zero to avoid TSDS errors.  |
| <b>Begin Date</b>    | Displays the begin date of the specific employment record. This field can be edited if a correction is needed.   |
| <b>End Date</b>      | Displays the end date of the specific employment record. This field can be edited if a correction is needed.   |
| <b>Update DTS</b>    | Displays a date timestamp indicating when the record was created.  |
| <b>Module</b>        | Displays the module within the system where the update originated.   |

☐ Click **Save**.

### Other functions and features:

|                 |  |
|-----------------|--|
| <b>Retrieve</b> | The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes are lost. |
|-----------------|--|