

TSDS Days Employed Set - HRS3150

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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:

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.

A list of employment records for the employee is displayed.

Field	Description
Percent Day Employed	Displays the **Percent Day Employed** value from the Personnel > Maintenance > 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.
TSDS # Days Employed	Displays the actual number of at-work days within the school year that the employee is scheduled to work. This number excludes non-workdays such as holidays, weekends, or any other days the employee is not scheduled to work. This value must be greater than zero to avoid TSDS errors.
Begin Date	Displays the begin date of the specific employment record. This field can be edited if a correction is needed.
End Date	Displays the end date of the specific employment record. This field can be edited if a correction is needed.
Update DTS	Displays a date timestamp indicating when the record was created.
Module	Displays the module within the system where the update originated.

❑ 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.