



extended_submission_staff_verify

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Create the following report **in the applicable school year's data** to verify this data.

Personnel > Reports > User Created Reports

Under **Demographic Data** select any fields you'd like included on the report. It is recommended to include:

- Employee Nbr
- Staff ID/SSN
- Texas Unique Staff ID
- First Name
- Middle Name
- Last Name
- Generation
- Sex
- DOB
- Hispanic/Latino
- American Indian
- Asian
- African American
- Pacific Islander
- White

The screenshot shows a web interface for creating reports. At the top are buttons: 'Save', 'Create Report', 'Delete', and 'Reset'. Below is a 'Report Template' section with a text input, a 'Public' checkbox, and 'Retrieve' and 'Directory' buttons. A 'Report Title' section has a text input. Below that is an 'Employee Nbr' input and an 'Employed Only' checkbox. The main section is titled 'Employee Demographic' and contains a grid of checkboxes for various fields. The following table lists the fields shown in the screenshot, with checked fields marked with a checkmark:

Field	Field	Field	Field	Field	Field	Field
☒ Employee Nbr	☒ Staff ID/SSN	☐ Middle Name	☐ Phone Area Cd	☐ Last Change Date	☐ Email Contact	☒ Hispanic/Latino
☒ Texas Unique Staff ID	☐ Address Number	☐ Former Prefix	☐ Phone Nbr	☐ Citizenship	☐ Relationship	☒ American Indian
☐ Name Profile	☐ Street/PO Box	☐ Former First Name	☐ Bus Phone Area	☐ Marital Stat	☐ Email Notes	☒ Asian
☒ First Name	☐ Apt	☐ Former Middle Name	☐ Bus Phone Nbr	☐ Other Language	☐ Email Area Cd	☒ African American
☐ Middle Name	☐ City	☐ Former Last Name	☐ Bus Ext	☐ Local Use 1	☐ Email Phone Nbr	☒ Pacific Islander
☒ Last Name	☐ State	☐ Former Generation	☐ Cell Area Cd	☐ Local Use 2	☐ Email Ext	☒ White
☒ Generation	☐ Zip	☐ Driver's License	☐ Cell Phone Nbr	☐ Email		
☒ Sex	☐ Zip+4	☐ DL State	☐ Local Restriction	☐ Home Email		
☒ DOB	☐ Public Country	☐ DL Expiration Date	☐ Public Restriction	☐ Employee Notes		

Under **Employment** select any fields you'd like included on the report. It is recommended to include:

- Employee Status Code
- Highest Degree Achieved
- Yrs Professional Experience
- Yrs Professional in District
- Original Emp Date
- Latest Re-Employ Date
- Retirement Date
- Termination Date
- Employment Type

Employment					
☒ Employee Status Code	☐ Yrs Non-Professional Experience	☒ Original Emp Date	☐ Take Retiree Surcharge	☐ W-2 Filed Consent	☐ Termination Reason
☒ Highest Degree Achieved	☐ Yrs Non-Professional in District	☒ Latest Re-Employ Date	☐ NY Take Retiree Surcharge	☐ 1095 Elec Consent	☐ Termination Reason Descr
☐ Percent Day Employed	☐ Creditable Year of Service	☒ Retirement Date	☐ Extract ID	☐ ERS Retiree Health Elig	☐ Full Service/der
☐ Est Annual Salary	☐ Contract Class	☒ Termination Date	☐ Fingerprint Status	☐ NY ERS Retiree Health Elig	☐ Auxiliary Role ID
☒ Yrs Professional Experience	☐ Contract Term	☐ Extended Leave Begin	☐ Fingerprint Extract Date	☒ Employment Type	☐ Auxiliary Role Effective Date
☒ Yrs Professional in District	☐ Contract Year	☐ Extended Leave End	☐ Fingerprint Date	☐ Retiree Employment Type	☐ Highly Qualified
☐ Yrs Prior Teaching	☐ Grades Taught	☐ ERS Lock-In Letter	☐ Extract for TSED		☐ Paraprofessional Certification
					☐ Paraprofessional Cert Effective Date

☐ Click **Create Report**

Use the list to verify staff demographic data for reported staff members.