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Crosswalks are used to calculate and assign the MONTHLY-MINUTES (E1057) for staff responsibilities in the four weeks preceding the PEIMS Fall snapshot date (the last Friday in October). They are essential for ensuring minutes are reported accurately and consistently across the district.

Logic for Monthly Minutes Assignment

The system determines the Monthly Minutes (E1057) for a course section using the following hierarchy:

1. **Time Fields First**: The system first looks at the **Begin Time** and **End Time** fields for the specific course section. If these fields are populated, the minutes are calculated from this time range.
2. **043 Crosswalk**: If the **Begin Time** and **End Time** fields are blank, the system then checks if the CourseCode (Service ID) is set up on the **043 Crosswalk** (Responsibilities – From Campus/Service ID to Minutes).
3. **042 Crosswalk**: If the **CourseCode** (Service ID) is not set up on the 043 Crosswalk, the system looks at the **042 Crosswalk** (Responsibilities – From Campus/Period to Minutes).

Grade Reporting > Maintenance > Tables > TSDS Crosswalks

NJOTE: minutes for any holidays should be included.

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