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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

NOTE: minutes for any holidays should be included.

Crosswalk Type	Purpose and Usage
042 – Responsibilities – From Campus/Period to Minutes	For campuses with a set bell schedule, use Crosswalk 042 Responsibilities – From Campus/Period to Minutes to assign MonthlyMinutes (E1057) based on the period. Only enter the Time Begin and Time End fields for the few, specific course sections that do not follow the standard bell schedule.
043 – Responsibilities – From Campus/Service ID to Minutes	For course sections where daily subject minutes may fluctuate, such as elementary teachers whose subject times vary, use Crosswalk 043 (Responsibilities – From Campus/Service ID to Minutes) to assign MonthlyMinutes (E1057) based on the CourseCode, formerly known as SERVICE-ID.
044 – PE Responsibilities – Campus/Crs/Sec	Use Crosswalk 044 (PE Responsibilities – Campus/Crs/Sec) to enter the number of days and minutes in which the PE teacher provides physical education instruction each week at the campus for the four weeks in October that include the last Friday in October. This is required for all teachers of record for course-sections associated with specific physical education (PE) CourseCodes.