District Administration

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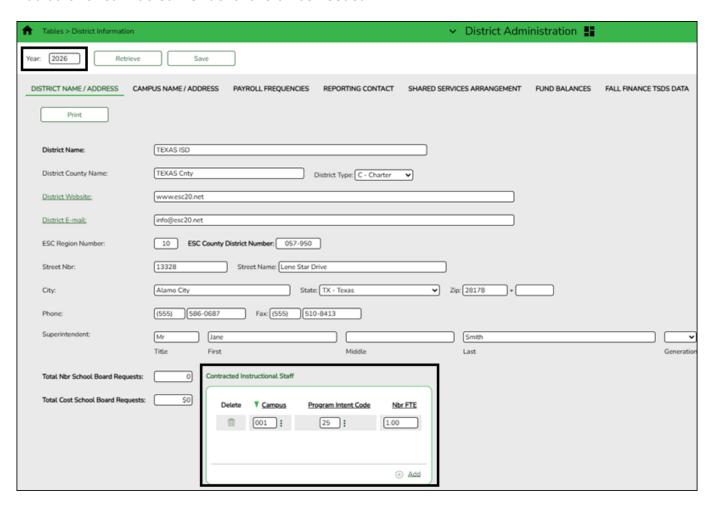
District Administration

District Administration > Tables > District Information > District Name/Address
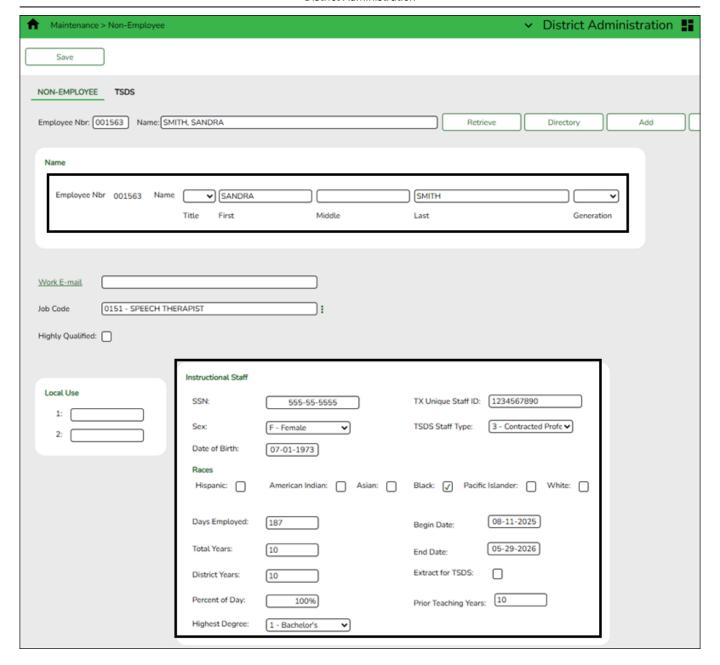
Add data for contracted instructional staff as needed.

❏ In the **Year** field, type the four-digit school year for which you want to add or retrieve data and click **Retrieve**.

❏ Under **Contracted Instructional Staff**, add records and complete the following fields:

- **Campus**
- **Program Intent Code** - Identifies the cost of instruction and other services directed toward a particular need of a specific set of students. The intent (the student group toward which the instructional or other service is directed) determines the CIStaffProgramIntent, not the demographic makeup of the students served.
- **Number of FTEs** - A standard measurement of the portion of professional contracted instructional staff expressed as a multiple of the standard workday, such as 7.7 FTEs. When calculating contracted instructional staff FTEs, the following items must be considered:
- The percent of the day worked (the number of hours worked divided by the number of work hours in the standard day).
- The percent of days per week worked (the number of days worked divided by 5).
- The percentage of weeks worked (the number of weeks worked divided by the number of weeks in the work year).

For example, Mrs. Jones is hired on a contracted instructional staff basis to teach the tuba to three tuba players. Her contract specifies that she will work two hours each Monday and each Friday for the entire school year. Her FTE is 0.25 (two hours worked divided by the eight-hour work day in the district) multiplied by 0.40 (two days divided by five days) multiplied by 1.0 (36 weeks worked divided by the 36-week instructional year), for a reported FTE of 0.10.

Note: For information regarding Full-Time Equivalent (FTE) calculations, please refer to the TWEDS website.

District Administration > Maintenance > Non-Employee

For contracted instructional staff, complete all fields under **Instructional Staff**.

☐ Be sure to select a **TSDS Staff Type** code for all non-employees who have a start date within the PEIMS school year that you are currently working in.

• Select *3 - Contracted Professional Staff* if the staff member is a Contracted Professional (instructional and non-instructional).

• Select *4 - In-District Charter Prtnr Campus Teacher* if the staff member is a teacher employed at an In-district Charter Partner Campus.

Notes:

- Typically for staff paid out of Finance, not Payroll.
- A non-employee cannot have the same Social Security Number and Texas Unique Staff ID as an active employee in Personnel or Payroll.

Full-time equivalents (FTEs) are calculated in the following manner:

- If *NumberDaysEmployed* is greater than or equal to 187, then FTE = *PercentDayEmployed* divided by 100.
- If *NumberDaysEmployed* is less than 187, then FTE = (PercentDayEmployed divided by 100) X (NumberDaysEmployed)/187

Base Salary is the total of all *PayrollAmount* where *PayrollActivity* is 80 (Base Salary).

FTE Salary is Base Salary divided by FTE.

District Administration > Maintenance > Non-Employee > TSDS

Create TSDS/Responsibility records for non-employees. Note that any updates made to the Non-Employee tab will not create new records on this tab.

Note: Non-Employees can have multiple responsibility records for the same year, provided that each record has a different **Staff Service** value.