



District Administration

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Add data for contracted instructional staff as needed.

The screenshot shows the 'District Administration' web application interface. At the top, there's a green header with 'Tables > District Information' and 'District Administration'. Below the header, there's a 'Year' field set to '2026' with 'Retrieve' and 'Save' buttons. The main form is titled 'DISTRICT NAME / ADDRESS' and includes various input fields for district information. A 'Print' button is located at the top left of the form. The 'Contracted Instructional Staff' table is highlighted with a red box, showing a single record with the following details:

Delete	Campus	Program Intent Code	Nbr FTE
	001	25	1.00

An 'Add' button is located at the bottom right of the table.

☐ 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**.

Maintenance > Non-Employee District Administration

Save

NON-EMPLOYEE **TSDS**

Employee Nbr: 001563 Name: SMITH, SANDRA Retrieve Directory Add

Name

Employee Nbr 001563 Name ▼ SANDRA ▼ SMITH ▼

Title First Middle Last Generation

Work E-mail:

Job Code: 0151 - SPEECH THERAPIST

Highly Qualified: ☐

Local Use

1:

2:

Instructional Staff

SSN: 555-55-5555 TX Unique Staff ID: 1234567890

Sex: F - Female TSDS Staff Type: 3 - Contracted Profe

Date of Birth: 07-01-1973

Races

Hispanic: ☐ American Indian: ☐ Asian: ☐ Black: ☒ Pacific Islander: ☐ White: ☐

Days Employed: 187 Begin Date: 08-11-2025

Total Years: 10 End Date: 05-29-2026

District Years: 10 Extract for TSDS: ☐

Percent of Day: 100% Prior Teaching Years: 10

Highest Degree: 1 - Bachelor's

☐ 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 $FTE = \text{PercentDayEmployed} \div 100$.
- If *NumberDaysEmployed* is less than 187, then $FTE = (\text{PercentDayEmployed} \div 100) \times (\text{NumberDaysEmployed}) / 187$

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.

Maintenance > Non-Employee
District Administration

Save

NON-EMPLOYEE

TSDS

Employee Nbr: 001563
Name: SMITH, SANDRA

Retrieve

Directory

TSDS Days Employed Set

Percent Day Employed	TSDS # Days Employed	Begin Date	End Date
100	187	08-01-2024	

First
1 / 1
Last

Delete
Details
Year
Campus
Staff Classification

		2026	001 - ASCENDER High School	011 - Educational Diagnostic
		2025	001 - ASCENDER High School	011 - Educational Diagnostic

Add

School Year for PEIMS Codes: 2026

Job Code: 0060 DYSLLEXIA
Campus: 001 ASCENDER High School
Co-op/SSA LEA:
Staff Classification: 011 - Educational Diagnostician
ESC/SSA: School District Employee

Staff Service: SE000001 - Special Education, Generic
SPED Student Age Range: 02 Age 5 (KG) Through 21
Pop Served: 06 Special Ed Students
Monthly Minutes: 08000
of Students: 10
Begin Date: 08-11-2025
End Date: