



Personnel Report

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This report allows you to verify demographic, responsibilities, salary, and account data for employees, one employee per page.

Use the **Include Reports** parameter to select *Personnel*, *Job*, *Responsibility*, and *Distributions*.



TIP: You can also generate user-created reports to assist you in verifying data.

The screenshot displays the configuration page for the 'HRS1250 - Employee Data Listing' report. On the left, there is a list of 'Personnel Reports' including HRS1000 through HRS1750. The main area contains a table for configuring report parameters. A dropdown menu for the 'Include Reports' parameter is open, showing a list of report types with checkboxes. The 'Include Reports' parameter in the table has a value of 'Y,N,Y,N,N,N,N,N,Y,Y,N'. An arrow points from the dropdown menu to the 'Include Reports' parameter in the table.

Parameter Description	Value
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	A
Include Reports (Select From List)	Y,N,Y,N,N,N,N,N,Y,Y,N
Include SSN on Report? (Y/N)	N
Include Number of Days Employed / in Contract on Report? (Y/N)	Y
From Last Name (3 letters)	
To Last Name (3 letters)	
Pay Status Active (A), Inactive (I), or blank for ALL	
Pay Type 1-4, or blank for ALL	
Select Pay Campus(es), or blank for ALL	
Select Primary Campus(es), or blank for ALL	
Select Extract ID(s), or blank for ALL	
Select Employee(s), or blank for ALL	
E-mail Subject	
E-mail Message	
From Pay Date (MMDDYYYY), or blank for ALL	
To Pay Date (MMDDYYYY), or blank for ALL	
Select Frequency	

Job Information											
Job Code:	0056 - MMS OFFICE/CLERICAL			Calendar Info				State Info			
Primary Job:	<input checked="" type="checkbox"/>			Calendar:	10 216 DAYS			TRS Year:	<input checked="" type="checkbox"/>		
Incr Pay Step:	<input checked="" type="checkbox"/>			Begin Date:	07-14-2025			State Step:			
Primary Campus:	101 - ASCENDER Middle School			End Date:	06-19-2026			TRS Mbr Pos:	03 - Support staff		
Job Dept:				Payoff Date:	07-24-2026			Yrs in Career Ladder:	0		
Percent Assigned:	100%			Nbr of Days Empld:	216			Retiree Exception:	-		
Pay Grade:	417			Contract Info				Accrual Info			
Pay Step:	05			Contract Amt:	34,904.00			Accrue Code:			
Sched:				Contract Balance:	31,995.33			Accrual Rate:	.000		
Max Days:	216			Nbr of Annual Pymts:	12			State Min Salary			
Nbr Days Off:	.0			Remaining Pymts:	11			Percent Assigned:	100%		
Hrs/Day:	8.000			Nbr of Months in Contract:	11			State Min Salary:	.00		
EEOC:	15 - Clerical/Sec staff			Nbr of Days in Contract:	0			Standard Pay Rate			
Pay Type:	2 - Non-contracted emp			Daily Rate				Pay Rate:			
Reg Hrs Worked:	.00			Daily Rate of Pay:	161.593			2,908.67			
Exempt Status:	<input type="checkbox"/>										
Account Distribution Information											
0056 - MMS OFFICE/CLERICAL											
Account Code	Description	Amount	Percent	Account Type	Extra Duty	Activity Code	TRS Grant	WC Code	Exp 373	Emplr Contr	Perf Pay
199-23-6129.00-101-611000	SUPPORT SALARIES	34,904.00	1.000	G - Standard		80 - Base Salary		B	N	Y	N
Staff Responsibilities											
Campus	Staff Classification	Co-op/ SSA LEA	Pop Srvd	SPED Student Age Range	Nbr Stu	Monthly Minutes	ESC / SSA	Job Code	Begin Date	End Date	School Year
001 - ASCENDER High School	033		01			08000			07-08-2024		2026
End of Report											



TIP: All new staff should be entered in Personnel and Payroll on the same day by 6pm (if possible). If the required staff data is not available or cannot be entered the same day, the recommended best practice is to set the **Employee Status** field to *0 - Pending* to prevent the record from being included in the overnight extract with incomplete information. Be sure to review [TSDS Best Practices for New Employee Records](#).

Personnel

[Personnel](#) > [Maintenance](#) > [Staff Demo](#) > [Demographic Information](#)

Maintenance > Staff Demo Personnel

Save

Employee: Retrieve Directory Add Emp TSDS Unique ID

DEMOGRAPHIC INFORMATION CREDENTIALS VERIFICATION INSURANCE SERVICE RECORD RESPONSIBILITY

Staff ID/SSN: Texas Unique Staff ID: Last Change: 08-02-2024

Name

Legal: Maiden Name

Former:

Title First Middle Last Generation

Sex: Citizenship Driver's License: DL State:

DOB: Marital Stat: Deceased DL Expir Date: Other Language

Ethnicity Hispanic/Latino

Race (check all that apply; must select at least one)

American Indian Alaskan Native Native Hawaiian Pacific Islander

Asian White

Black African American

When adding new Personnel and Payroll records in ASCENDER, **it is highly recommended** to create the records on the same day. This allows the **Begin** and **End Dates** to be extracted correctly during the automatic extract at 6 PM. Verify that the following fields are complete:

- **Staff ID/SSN**
- **Texas Unique Staff ID**
- **First, Middle, and Last Name**
- **Generation**
- **Sex**
- **DOB**
- **Ethnicity** (if applicable)
- **Race (check all that apply; must select at least one)**



TIP: Before running a mass update, enter an **End Date** on the responsibility records for any employees who have been terminated or reassigned. This prevents ended responsibilities from being copied forward.

[Personnel > Utilities > Mass Update > Responsibility](#)

Under **Parameters**, select the appropriate parameters for the employees whose responsibility data is to be updated.

Under **Copy**, in the **School Year** field:

From	Type the school year from which you want to copy responsibility records in the YYYY format.
To	Type the school to which you want to copy responsibility records in the YYYY format.

Note: The **From School Year** is the prior year and the **To School Year** is the current year.

Click **Execute** to execute the process. A preview report is displayed. The report only lists available responsibilities to be copied based on the set parameters. Duplicates are not allowed. [Review the report.](#)

Click **Process** to proceed.

A message is displayed indicating that the process was completed successfully.

[Personnel > Maintenance > Staff Demo > Responsibility](#)

Maintenance > Staff Demo Personnel

Save

Employee: 001604 : STEWART, SHARON ELISABETH Retrieve Directory

DEMOGRAPHIC INFORMATION CREDENTIALS VERIFICATION INSURANCE SERVICE RECORD RESPONSIBILITY

Delete	Details	Year	Campus	Staff Classification	Staff Service
		2026	001 - ASCENDER High School	033 - Educational Aide	SA000003
		2025	001 - ASCENDER High School	033 - Educational Aide	SA000003

[Add](#)

School Year for PEIMS Codes: 2026

Job Code:	<input type="text"/>	Staff Service:	SA000003 - Instructional Educational Aide
Campus:	001 ASCENDER High School	SPED Student Age Range:	00 Not Providing Services to Special Education Students
Co-op/SSA LEA:	<input type="text"/>	Pop Served:	01 Regular Students
Staff Classification:	033 - Educational Aide	Monthly Minutes:	08000
ESC/SSA:	School District Employee	# of Students:	000
		Begin Date:	07-14-2025
		End Date:	00-00-0000

Notes:

- Employees can have multiple responsibility records for the same year, provided that each record has a different **Staff Service** value.
- Verify that the **School Year for PEIMS Codes** is the current PEIMS school year that you are working in. If the **School Year for PEIMS Codes** field needs to be updated, changes can be made on the [Personnel > Tables > District HR Options](#) page.

- **Campus**
- **Co-op/SSA LEA** - Co-op staff should be reported by the fiscal agent. Type the nine-digit ID (six-digit district ID + three-digit campus ID) to identify the LEA (district and campus) where the SSA/Co-op employees has work assignment records if other than their home district/campus. If this field is populated, then the **Campus** field should be blank and vice versa.
- **Staff Classification** - This field is previously known as **Role ID** and identifies the capacity in which a person serves.
- **ESC/SSA** - This field can be blank if it is not applicable.
- **Staff Service** - Refers to the services supplied by staff.
- **SPED Student Age Range**
- **Pop Served**
- **Monthly Minutes** - The total minutes devoted to a particular service in a standard month. A standard month is the four weeks in October, including the PEIMS Fall snapshot date (last Friday in October). For example, a class taught for one hour every day would report 1,200 monthly

minutes (60 minutes x 5 days x 4 weeks). This field cannot be blank, default value is 00000.

- **# of Students** (in class) - This field cannot be blank, default value is 0.
- **Begin Date**
- **End Date**- An end date is not required for the 2025 record unless the employee is terminated, no longer in the position, or the record should be excluded from the Mass Update process.
 - If an **End Date** is entered, the record will not be copied from 2025 to 2026 during the year-to-year Mass Update.
 - If the employee is continuing in the same position, create a 2026 record so it will be included in the submission.

TIPS:



- Responsibility records with a Staff Service that begins with SE must have **Pop Served** set to 06.
- Responsibility records for aides must have **Number of Students** set to 0.

Personnel > Maintenance > Employment Info

To ensure that an employee's TSDS Days Employed Set is calculated correctly and to prevent employees from being included on the Unaffiliated Staff list in TSDS, verify that the following fields are complete:

- **Employee Status** - Staff records with a pay type of 1-5, A are extracted for TSDS reporting if the **Employee Status** is 1 - *Active professional*, 2 - *Active auxiliary per*, 3 - *Retired*, 4 - *Resigned*, 5 - *On Leave*, or A - *Long Term Substitute*.
- **Original Emp Date** - The original date on which the individual was employed by the LEA.
- **Latest Re-Employ Date** - Complete this field if the employee worked for the LEA, left the LEA, and then returned. **Note:** Do not delete the **Original Emp Date** but do delete **Termination Date** and **Termination Reason**.
- **Termination Date** - Type the date that the termination of the employee went into effect. The termination date and reason are used to exclude the employee from TEA reporting.
- **Termination Reason** - Click to select the reason the employee was terminated. The termination date and reason are used to exclude the employee from TEA reporting.
- **Extract for TSDS** - Select to include the employee in TSDS Staff Domain extracts regardless of their employment status. This allows those individuals with a **Not Employed** status to be included in the TSDS extract process. This option is useful for job abandonment instances where a termination date must be entered.
- **Percent Day Employed** - Type the percentage of a standard district workday for which the employee is hired to work. For an employee on contract, the percentage can be determined directly from the contract: full-time = 100, half-time = 050, and so on. For a non-contract employee, the percentage can be determined as follows. For example, the standard workday for the LEA is 7 hours. An employee is hired to work for 4 hours per day. This data element is coded as 057 for the employee because $4/7 = .571$ is rounded down. Employees such as cafeteria workers and bus drivers who work only a few hours each day should not be reported as 100 in this field. Consider the number of hours worked in relation to the standard LEA workday, not the job. The field can be a maximum of three digits.
- **Pct Day Employed Effective Date** - Reflects the employee's start date or date of hire or the effective date of when an employee's percent day employed is changed.
- **Employment Type** - If the employee is retired, ensure the **Retiree Information** section is completed.
- **Highest Degree**
- **Total Years Professional Experience**
- **Total Years Experience In District** (professional staff only)
- **Auxiliary Role ID, Begin Date and End Date**, if applicable (TSDS = Staff Classification)- Complete this field for auxiliary staff (not aides) paid from 6129. For TSDS reporting, leave the **End Date** field blank until the role officially ends. The end date should reflect the first day after the last day a non-exempt auxiliary staff was assigned to the AuxiliaryRoleId descriptor (i.e., the day after the last day the employee held the position).

Note: Professional and paraprofessional staff may also be reported with an Auxiliary Role ID if they serve the LEA in a non-professional or non-paraprofessional role. A classroom teacher (Staff Classification 087) who also drives a bus route for the school would require an Auxiliary Role ID to be reported. In this case, the employee would have at least two payroll accounting entries; one with object code 6119 and one with object code 6129.

As there may be duplication between Staff Classification and Auxiliary Role ID, the LEA must use its discretion in determining if the employee is serving in a professional or non-professional capacity.

- **Paraprofessional Certification, Begin Date and End Date**, if applicable - For TSDS reporting, leave the **End Date** field blank until the certification expires. The end date should reflect the day after the last day a para-professional staff was certified (i.e., the day after the last day that the certification was valid).

[Personnel > Maintenance > TSDS Days Employed Set](#)

This page is used to keep a record of the number of days an employee has been employed for TSDS reporting purposes and manage begin/end dates if corrections are necessary.

This page only applies to employees with **Employee Status** 1, 2, 3, 4, 5, or A as listed on the [Personnel > Maintenance > Employment Info](#) page. Each record displays the percent of day employed, the TSDS number of days employed, the begin and end dates, a date timestamp indicating when the record was created, and the module within the system where the update originated. A record is created whenever the number of days employed or percent of day employed is changed. Only one record without an end date is allowed.

This information is reported in the TSDS StaffEducationOrganizationEmploymentAssociation>DaysEmployedSet and records the percent and number of days employed by the employee as well as the begin date and end date associated with the *PercentDaysEmployed* and *NumberDaysEmployed* data elements.

Percent Day Employed	TSDS # Days Employed	Begin Date	End Date	Update DTS	Module
100%	226	11-09-2004	-	2024-10-28 21:36:10.103	