



## Personnel Report



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# 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.

Reports > Personnel Reports > Employee Data Listing Personnel

Preview PDF CSV Clear Options

**Personnel Reports**

- [HRS1000 - Roster of Personnel](#)
- [HRS1050 - Employee Birthday List](#)
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- [HRS1200 - Federal EEOC Report](#)
- [HRS1250 - Employee Data Listing](#)
- [HRS1400 - Teacher Service Record](#)
- [HRS1450 - Employee Mailing Labels](#)
- [HRS1500 - Employee Education Report](#)
- [HRS1550 - New Hire Report](#)
- [HRS1600 - Certification Report](#)
- [HRS1650 - Employee Salary Information](#)
- [HRS1700 - Social Security Number Verification](#)
- [HRS1750 - Teacher Incentive Allotment Designation Report](#)

**HRS1250 - Employee Data Listing**

| 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,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                                               |                     |

**Include Reports** X

☒ Personnel

☐ Payroll

☒ Job

☐ TRS

☐ Calendar YTD

☐ School YTD

☐ Leave

☐ Deduction

☒ Distribution

☒ Responsibility

☐ Permit

OK Cancel

| Employee Data Listing<br>ISD                                |                         |                                                            |  | Program: HRS1250<br>Page: 1 of 2<br>Frequency: 6                                                                   |
|-------------------------------------------------------------|-------------------------|------------------------------------------------------------|--|--------------------------------------------------------------------------------------------------------------------|
| Date Run:                                                   |                         | Employee Data Listing                                      |  | Program: HRS1250                                                                                                   |
| Cnty Dist:                                                  |                         | ISD                                                        |  | Page: 1 of 2                                                                                                       |
| Emp Nbr: 001604                                             |                         | Emp Name: STEWART, SHARON ELISABETH                        |  | Frequency: 6                                                                                                       |
| <b>Payroll Name &amp; Primary Address</b>                   |                         | <b>Former Name &amp; Alternate Address</b>                 |  | <b>Primary Campus:</b> 101 - ASCENDER Middle School                                                                |
| Last: STEWART                                               |                         | Last:                                                      |  | <b>Payroll Campus:</b> 101 - ASCENDER Middle School                                                                |
| First: SHARON                                               |                         | First:                                                     |  | <b>Info Restrict:</b> N <span style="float: right;"><b>Gender:</b> F - Female</span>                               |
| Middle: ELISABETH                                           |                         | Middle:                                                    |  | <b>Restrict Public:</b> N <span style="float: right;"><b>Marital Stat:</b> M - Married</span>                      |
| Title: Gen:                                                 |                         | Title: Gen:                                                |  | <b>Local Area 1:</b> <span style="float: right;"><b>Birth Date:</b> 07-24-1979</span>                              |
| Street: 20300 TRUMAN DR                                     |                         | Street:                                                    |  | <b>Local Area 2:</b> <span style="float: right;"><b>Last Chg:</b> 09-10-2020</span>                                |
| City/St: Alamo City, TX                                     |                         | City/St:                                                   |  | <b>Drivers Lic#:</b> 27512429 <span style="float: right;"><b>TX</b></span>                                         |
| Zip Cd: 28178                                               |                         | Zip Cd:                                                    |  | <b>DL Expir Date:</b> 07-24-2021 <span style="float: right;"><b>Deceased:</b> N</span>                             |
| Country:                                                    |                         |                                                            |  | <b>TRS Beg. Dt:</b> 07-20-2020 <span style="float: right;"><b>Citizen:</b> Y</span>                                |
| Phone: (555) 576-6743 Cell: ( )                             |                         | Bus Ph: ( ) Bus Ext:                                       |  | <b>Hispanic/Latino</b> <input type="checkbox"/> <b>Black/African American</b> <input type="checkbox"/>             |
| Wk E-mail:                                                  |                         | Hm E-mail:                                                 |  | <b>Asian</b> <input type="checkbox"/> <b>American Indian/Alaskan Native</b> <input type="checkbox"/>               |
| Supplemental Address:                                       |                         |                                                            |  | <b>White</b> <input checked="" type="checkbox"/> <b>Native Hawaiian/Other Pacific Isl</b> <input type="checkbox"/> |
| Country:                                                    |                         |                                                            |  |                                                                                                                    |
| Delivery Name:                                              |                         |                                                            |  |                                                                                                                    |
| Emergency Contact: JFFY NDN                                 |                         | Relation: SPOUSE                                           |  | <b>Bilingual:</b>                                                                                                  |
| Phone: (555) 286-1908 Ext:                                  |                         |                                                            |  |                                                                                                                    |
| Emergency Notes:                                            |                         |                                                            |  |                                                                                                                    |
| Personnel Information                                       |                         |                                                            |  |                                                                                                                    |
| <b>Employee Status:</b> 2 - Active auxiliary per            |                         | <b>Original Emp. Date:</b> 07-20-2020                      |  | <b>Primary Job Code:</b> 0056 - MMS OFFICE/CLERICAL                                                                |
| <b>Highest Degree:</b> 0 - No Bachelor's                    |                         | <b>Latest Reemploy Date:</b>                               |  | <b>Primary EEOC:</b> 15 - Clerical/Sec staff                                                                       |
| <b>Percent Day Employed:</b> 100%                           |                         | <b>Retirement Date:</b>                                    |  | <b>Percent Assign:</b> 100%                                                                                        |
| <b>Eligible for Rehire:</b> <input type="checkbox"/>        |                         | <b>Take Retiree Surcharge:</b> <input type="checkbox"/>    |  | <b>Paraprofessional Certification:</b> <input type="checkbox"/>                                                    |
| <b>Extract ID:</b> 216 - 216-DAY                            |                         | <b>NY Take Retiree Surcharge:</b> <input type="checkbox"/> |  | <b>Paraprofessional Cert Effective Date:</b>                                                                       |
| <b>W-2 Elec Consent:</b>                                    |                         | <b>Year Round:</b> <input type="checkbox"/>                |  | <b>Employment Type:</b> F - Half-Time or more                                                                      |
| <b>1095 Elec Consent:</b>                                   |                         | <b>ERS Retiree Health Elig:</b> <input type="checkbox"/>   |  | <b>Retiree Employment Type:</b>                                                                                    |
|                                                             |                         |                                                            |  | <b>NY ERS Retiree Health Elig:</b> <input type="checkbox"/>                                                        |
| <b>Experience</b>                                           |                         | <b>Contract Information</b>                                |  | <b>Termination</b>                                                                                                 |
| <b>Professional</b>                                         | <b>Non-Professional</b> | <b>Class:</b> X - OTHER                                    |  | <b>Begin:</b>                                                                                                      |
| <b>Total:</b>                                               | <b>Total:</b> 05        | <b>Term:</b> NO - NO CONTRACT                              |  | <b>End:</b>                                                                                                        |
| <b>In District:</b>                                         | <b>In District:</b> 05  | <b>Year:</b> NO - NOT APPLICABLE                           |  | <b>Date:</b>                                                                                                       |
| <b>Creditable Year of Service:</b> <input type="checkbox"/> |                         | <b>Begin:</b> 07-14-2025                                   |  | <b>Reason:</b>                                                                                                     |
| <b>Grade(s) Taught:</b>                                     |                         | <b>End:</b> 06-19-2026                                     |  | <b>Full Semester:</b> <input type="checkbox"/>                                                                     |
| <b>Yrs Prior Teaching:</b> 0                                |                         |                                                            |  |                                                                                                                    |

| Job Information                  |                                     |                |          |                               |            |                  |            |                                                |            |             |             |
|----------------------------------|-------------------------------------|----------------|----------|-------------------------------|------------|------------------|------------|------------------------------------------------|------------|-------------|-------------|
| Job Code:                        | 0056 - MMS OFFICE/CLERICAL          |                |          | Calendar Info                 |            |                  |            | State Info                                     |            |             |             |
| Primary Job:                     | <input checked="" type="checkbox"/> |                |          | Calendar: 10 216 DAYS         |            |                  |            | TRRS 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          |            |                  |            | TRRS 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: 2,908.67                             |            |             |             |
| Reg Hrs Worked:                  | .00                                 |                |          | Daily Rate of Pay: 161.593    |            |                  |            |                                                |            |             |             |
| Exempt Status:                   | <input type="checkbox"/>            |                |          |                               |            |                  |            |                                                |            |             |             |
| Account Distribution Information |                                     |                |          |                               |            |                  |            |                                                |            |             |             |
| 0056 - MMS OFFICE/CLERICAL       |                                     |                |          |                               |            |                  |            |                                                |            |             |             |
| Account Code                     | Description                         | Amount         | Percent  | Account Type                  | Extra Duty | Activity Code    | TRRS 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 before data is sent from the ADC. 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: 000XXX-LASTNAME, FIRSTNAME MIDDLENAME Retrieve Directory Add Emp

DEMOGRAPHIC INFORMATION CREDENTIALS VERIFICATION INSURANCE SERVICE RECORD RESPONSIBILITY

Staff ID/SSN: - - Texas Unique Staff ID: Extract for UID Resub ☐ Last Change: 00-00-0000

**Name**

Legal:  Title:  First: FIRSTNAME Middle: MIDDLENAME Last: LASTNAME Generation:  Maiden Name: IF APPLICABLE

Former:

**Addresses**

Mailing: Number: 111 Street/P.O. Box: STREET OR P.O. BOX 33 Apt: City: CITY State: TX Texas Zip: 12345 Country: +

Alternate:       +

Supplemental: Address: 111 ANYSTREET Country: United States Delivery Name:

Travel Commute Distance: 0.0

Sex: F Female  Citizenship: ☒ Driver's License: DL NUMBER DL State: TX Texas

DOB: MM-DD-YYYY Marital Stat: S Single  Deceased: ☐ DL Expir Date: MM-DD-YYYY 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 ☐

Verify that the following fields are complete:

- **Staff ID/SSN**
- **Texas Unique Staff ID**
- **First, Middle, and Last Name** - It is recommended that you have a copy of the employee's Social Security card available. Enter the employee's legal name exactly as it appears on the card.
- **Generation**
- **Sex**
- **DOB**
- **Ethnicity** (if applicable)
- **Race (check all that apply; must select at least one)**



**Beyond TSDS Data: It is highly recommended** that the address is entered correctly to avoid possible errors.



- **Number:** Enter numbers only.
- **Street/PO Box:** Enter the street name without the residential house number. If entering a PO Box, type the entire PO Box and number. (See example in screenshot above.)

Personnel > Utilities > Mass Update > Responsibility

**TIPS:** Before running a mass update:



- Verify that the **School Year for PEIMS Codes** field on the Tables > District HR Options page has been updated to reflect the current school year (2027).
- Verify that responsibility records for employees who have been terminated or reassigned have an **End Date**. This prevents ended responsibilities from being copied forward.

**Utilities > Mass Update** Personnel

**Parameters** Reset

Pay Status: ☐ Active ☐ Inactive ☒ Both

Pay Type:

Job Code:

Accrual Code:

Pay Grade:

Prior Yr Emp Date:

Primary Campus:

Pay Campus:

Contract Begin Date:

Contract End Date:

Contract Months:

Payoff Date:

Frequency:

Salary Concept:

Extract ID:

Employee Nbr:

**EMPLOYEE** **RESPONSIBILITY**

**Copy** Execute

From To

School Year

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

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

|             |                                                                                             |
|-------------|---------------------------------------------------------------------------------------------|
| <b>From</b> | Type the school year from which you want to copy responsibility records in the YYYY format. |
| <b>To</b>   | 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**. 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.](#)

**Note:** After reviewing the report, if you identify any discrepancies, click **Cancel**, make the necessary corrections, then return to execute and process again.

❑ Click **Process**. 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:  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:  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

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

- **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** - Select the code that indicates whether the staff member is a school district employee, or works at an ESC as part of an SSA or not part of an SSA. |
- **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 2026 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 2026 to 2027 during the year-to-year Mass Update.
  - If the employee is continuing in the same position, create a 2027 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 1-3, 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:** Retain original data (**Original Emp Date**, **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.
- **Highest Degree**
- **Total Years Professional Experience**
- **Total Years Experience In District** (professional staff only)
- **TRA Teaching Experience** - Type the two-digit number of verifiable years of teaching experience as a classroom teacher as described in TEC §48.158. The field default is zero.
- **TRA Eligibility** - Select to indicate the local education agency (LEA) has determined the teacher (StaffClassification is 087) is employed by a school system and teaches not less than an average of four hours each day, in an academic instructional setting or a career and technology educational setting.
- **Auxiliary Role ID, Begin Date and End Date**, if applicable (TSDS = Staff Classification)- Complete this field for auxiliary staff (not aides) paid from 6129. Only one auxiliary role should be active at a time. If an employee serves in multiple auxiliary capacities, only the primary duty should be reported.

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). An employee should generally have only one active certification for the current year, though a recently expired certification may still be displayed.

#### TIPS:



- Ensure that all certifications that have ended have an **End Date**. Delete any expired certifications from previous years.
- To keep historical certification records for reference, move them to the [Personnel > Maintenance > Staff Demo > Credentials](#) tab.

[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. Note that the **# of Days Employed** will be calculated each day during the automatic extract at 6 PM even if a manual extract and send is executed in District Administration.

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                  | 08-06-2014 | --       | 2024-07-17 08:50:48.513 |        |