

Personnel Report

Table of Contents

Personnel Report i

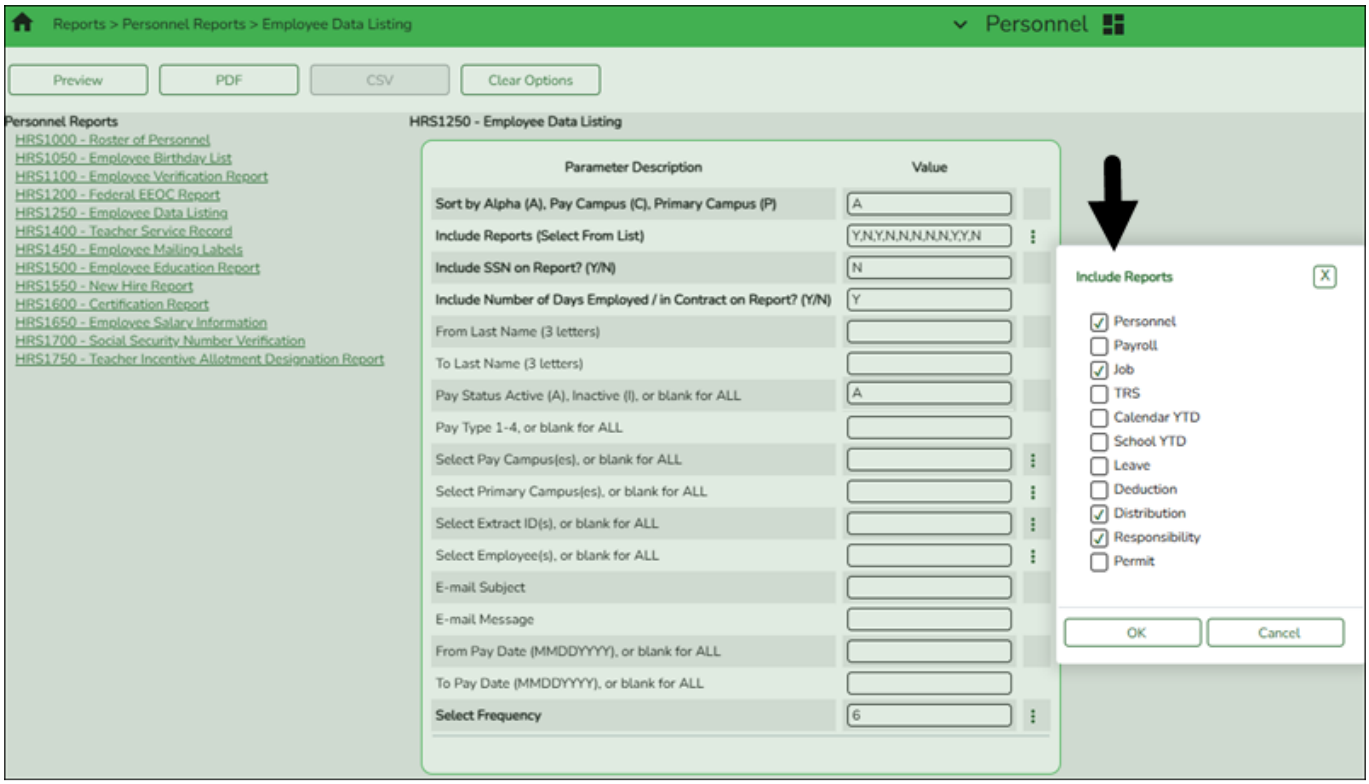
Personnel Report

Personnel > Reports > Personnel Reports > HRS1250 - Employee Data Listing

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.



Date Run: **Employee Data Listing** **Program: HRS1250**
Cnty Dist: **ISD** **Page: 1 of 2**
Frequency: 6

Emp Nbr: 017678 **Emp Name:** ADAMS, BRAD JUSTIN

Payroll Name & Primary Address	Former Name & Alternate Address	
Last: ADAMS	Last:	Primary Campus: 002 - 002 School
First: BRAD	First:	Payroll Campus: 002 - 002 School
Middle: JUSTIN	Middle:	Info Restrict: A
Title: Gen:	Title: Gen:	Restrict Public: A
Street: 74249 BUCK PARK	Street:	Local Area 1:
City/St: Alamo City, TX	City/St:	Local Area 2:
Zip Cd: 47715	Zip Cd:	Drivers Lic#:
Country:		DL Expir Date:
Phone: Cell: (555) 153-9933	Bus Ph: ( ) Bus Ext:	TRS Beg. Dt: 08-03-2022
Wk E-mail:	Hm E-mail:	
Supplemental Address:		
Country:		
Delivery Name:		

Emergency Contact: ELMER FUDD Relation:
Phone: (555) 250-2341 Ext:
Emergency Notes:

Gender:	M - Male		
Marital Stat:	-		
Birth Date:	01-17-1969		
Last Chg:	09-30-2025		
	TX		
Deceased:	N		
Citizen:	Y		
Hispanic/Latino	☑	Black/African American	☐
Asian	☐	American Indian/Alaskan Native	☐
White	☑	Native Hawaiian/Other Pacific Isl	☐

Bilingual:

Personnel Information

Employee Status:	1 - Active professional	Original Emp.Date:	08-03-2023	Primary Job Code:	CT60 - NATEF
Highest Degree:	1 - Bachelor's	Latest Reemploy Date:		Primary EEOC:	
Percent Day Employed:	100%	Retirement Date:		Percent Assign:	100%
Eligible for Rehire:	☐	Take Retiree Surcharge:	☐	Paraprofessional Certification:	☐
Extract ID:	009 - CONVERSION	NY Take Retiree Surcharge:	☐	Paraprofessional Cert Effective Date:	
W-2 Elec Consent:	Y	Year Round:	☐		
1095 Elec Consent:		ERS Retiree Health Elig:	☐	Employment Type:	F - Half-Time or more
				Retiree Employment Type:	
				NY ERS Retiree Health Elig:	☐

Experience

Professional		Non-Professional	
Total:	23	Total:	
In District:	02	In District:	

Creditable Year of Service: ☐
Grade(s) Taught:
Yrs Prior Teaching: 1

Contract Information
Class: T - TERM
Term: 4 - CONTINUING
Year: 4 - CONTINUING
Begin: 08-04-2026
End: 05-29-2027

Extended Leave
Begin:
End:

Termination
Date:
Reason:
Full Semester: ☐

Unemployment Eligibility

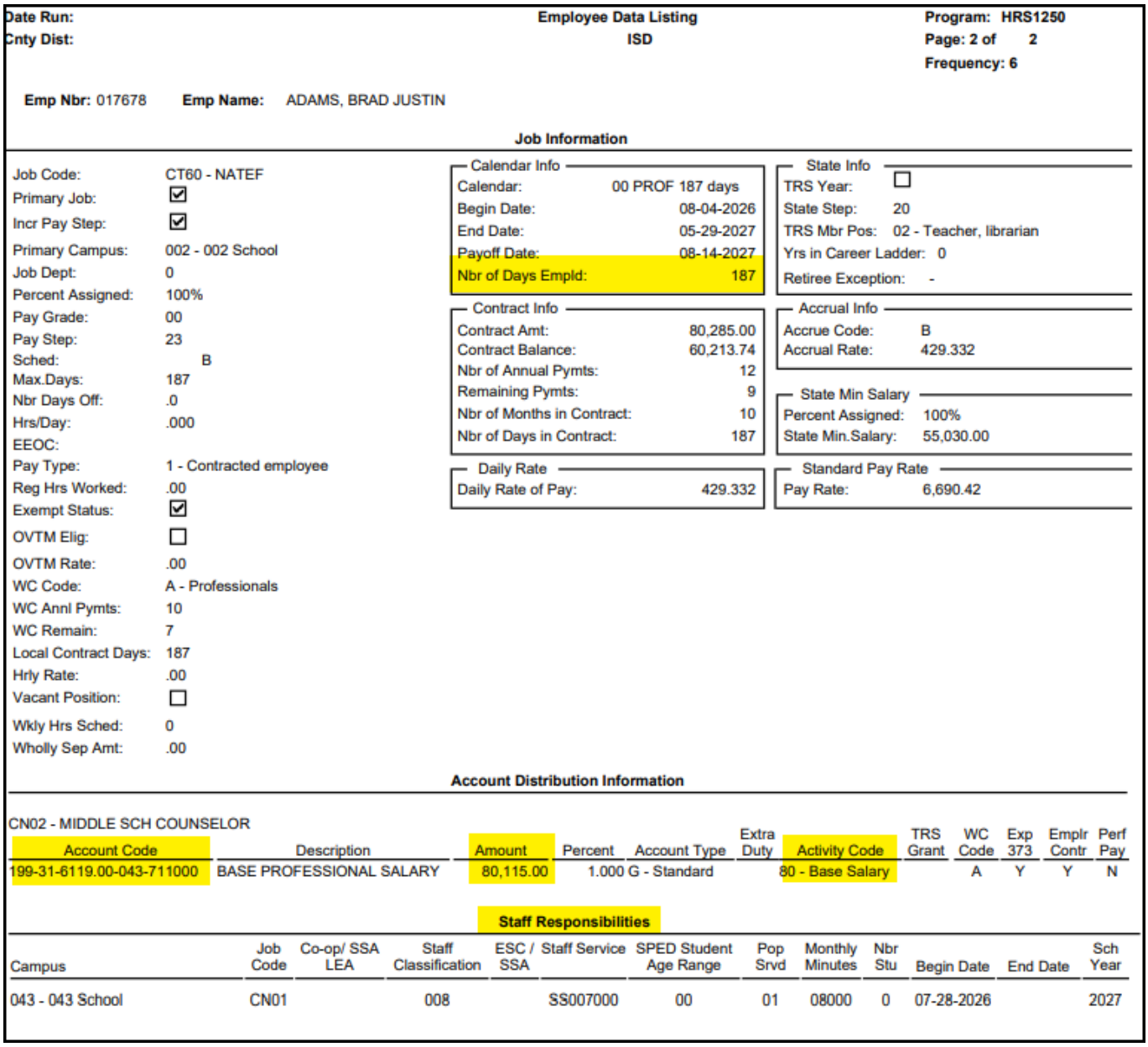
Qtr 1	Qtr 2	Qtr 3	Qtr 4
1: ☑	4: ☑	7: ☑	10: ☑
2: ☑	5: ☑	8: ☑	11: ☑
3: ☑	6: ☑	9: ☑	12: ☑

Fingerprint Information
Status: N - Not extracted
Date Extracted:
Fingerprint Date:

Estimated Annual Salary (Hourly Employees Only)

Activity	Fund	Func	Obj	Org	Prog	Amount

TRA Years Experience
TRA Teaching Experience: 23
TRA Eligibility: ☑



Date Run:
Cnty Dist:

Employee Data Listing
ISD

Program: HRS1250
Page: 2 of 2
Frequency: 6

Emp Nbr: 017678 **Emp Name:** ADAMS, BRAD JUSTIN

Job Information

Job Code:	CT60 - NATEF
Primary Job:	☑
Incr Pay Step:	☑
Primary Campus:	002 - 002 School
Job Dept:	0
Percent Assigned:	100%
Pay Grade:	00
Pay Step:	23
Sched:	B
Max.Days:	187
Nbr Days Off:	.0
Hrs/Day:	.000
EEOC:	
Pay Type:	1 - Contracted employee
Reg Hrs Worked:	.00
Exempt Status:	☑
OVTM Elig:	☐
OVTM Rate:	.00
WC Code:	A - Professionals
WC Annl Pymts:	10
WC Remain:	7
Local Contract Days:	187
Hrly Rate:	.00
Vacant Position:	☐
Wkly Hrs Sched:	0
Wholly Sep Amt:	.00

Calendar Info

Calendar:	00 PROF 187 days
Begin Date:	08-04-2026
End Date:	05-29-2027
Payoff Date:	08-14-2027
Nbr of Days Empld:	187

State Info

TRS Year:	☐
State Step:	20
TRS Mbr Pos:	02 - Teacher, librarian
Yrs in Career Ladder:	0
Retiree Exception:	-

Contract Info

Contract Amt:	80,285.00
Contract Balance:	60,213.74
Nbr of Annual Pymts:	12
Remaining Pymts:	9
Nbr of Months in Contract:	10
Nbr of Days in Contract:	187

Accrual Info

Accrue Code:	B
Accrual Rate:	429.332

State Min Salary

Percent Assigned:	100%
State Min.Salary:	55,030.00

Daily Rate

Daily Rate of Pay:	429.332

Standard Pay Rate

Pay Rate:	6,690.42

Account Distribution Information

CN02 - MIDDLE SCH COUNSELOR

Account Code	Description	Amount	Percent	Account Type	Extra Duty	Activity Code	TRS Grant	WC Code	Exp 373	Emplr Contr	Perf Pay
199-31-6119.00-043-711000	BASE PROFESSIONAL SALARY	80,115.00	1.000	G - Standard		80 - Base Salary		A	Y	Y	N

Staff Responsibilities

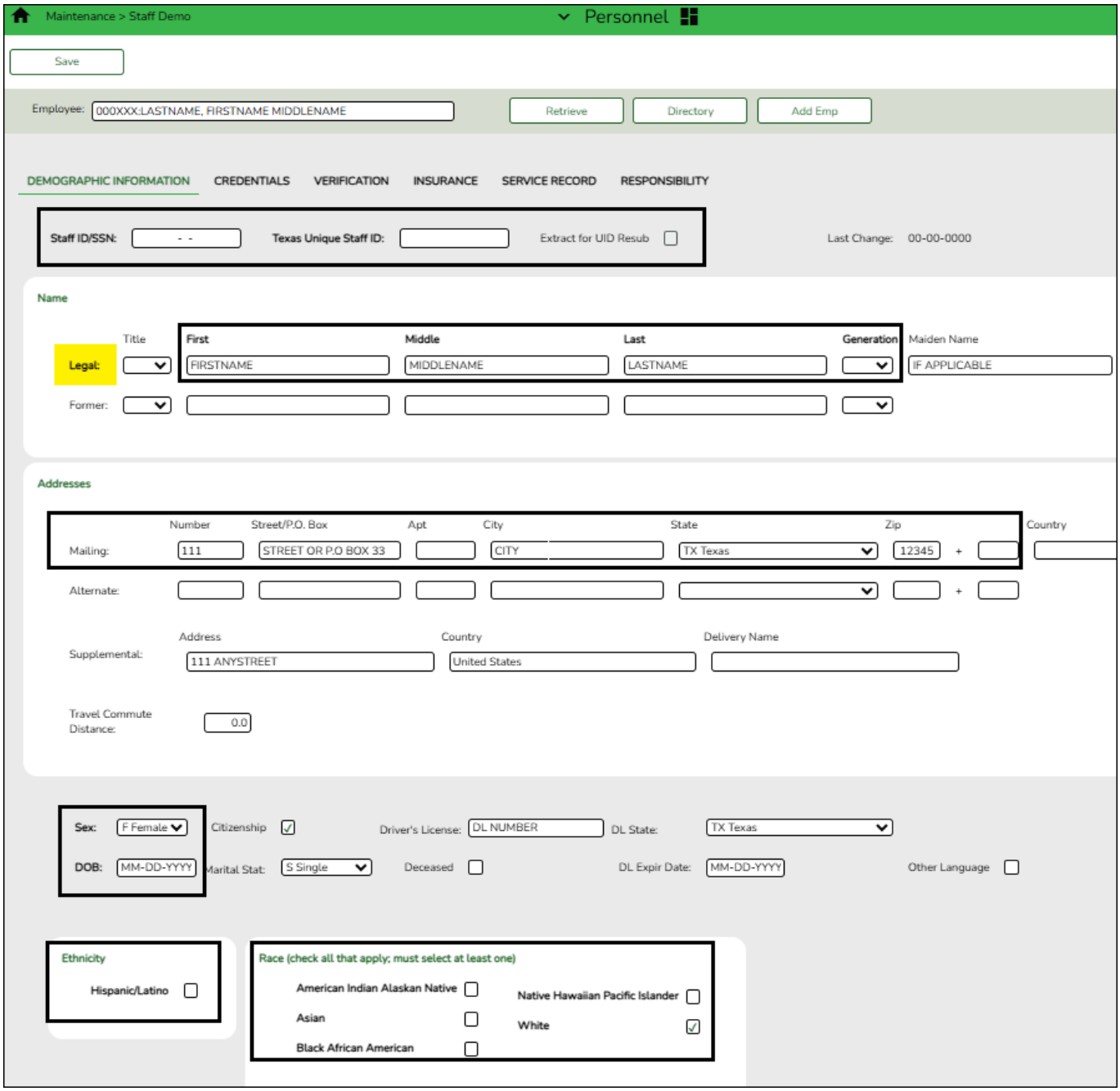
Campus	Job Code	Co-op/ SSA LEA	Staff Classification	ESC / SSA	Staff Service	SPED Student Age Range	Pop Srvd	Monthly Minutes	Nbr Stu	Begin Date	End Date	Sch Year
043 - 043 School	CN01		008		SS007000	00	01	08000	0	07-28-2026		2027



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* on the Personnel > Maintenance > Employee Info page. This prevents 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



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)**

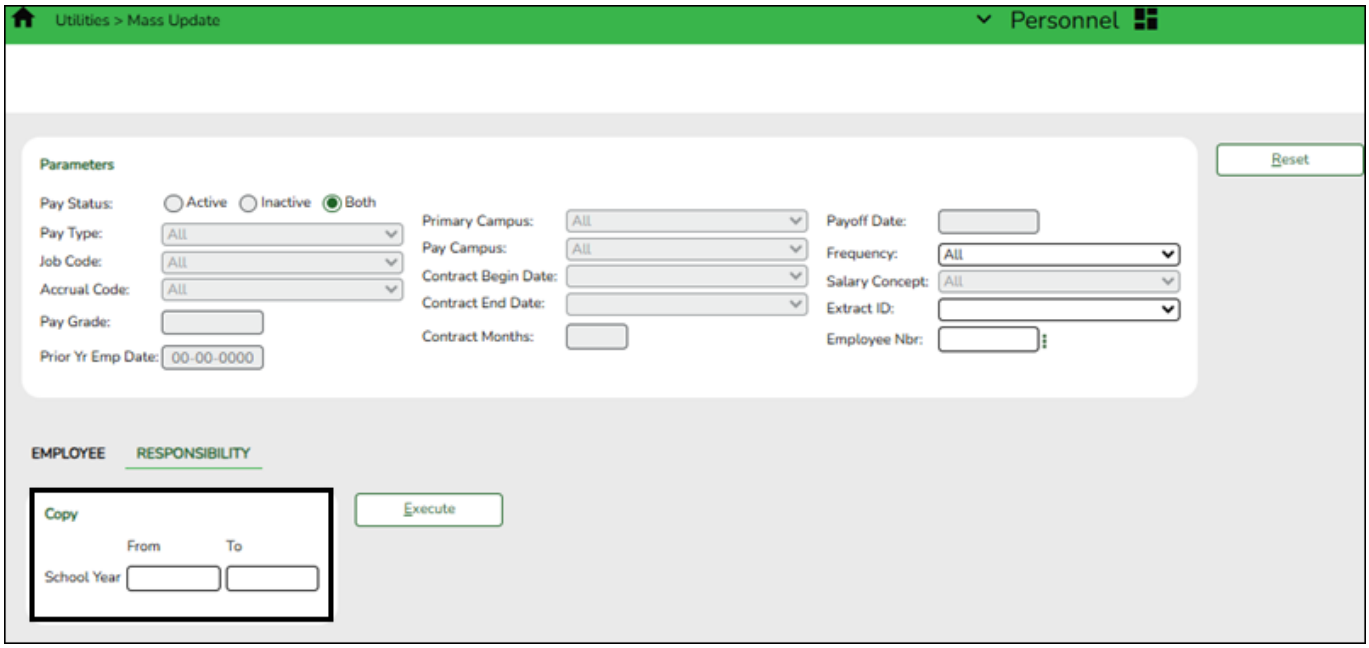
Beyond TSDS Data: **It is highly recommended** that the address is entered correctly to avoid possible errors.

- **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.



❑ 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.

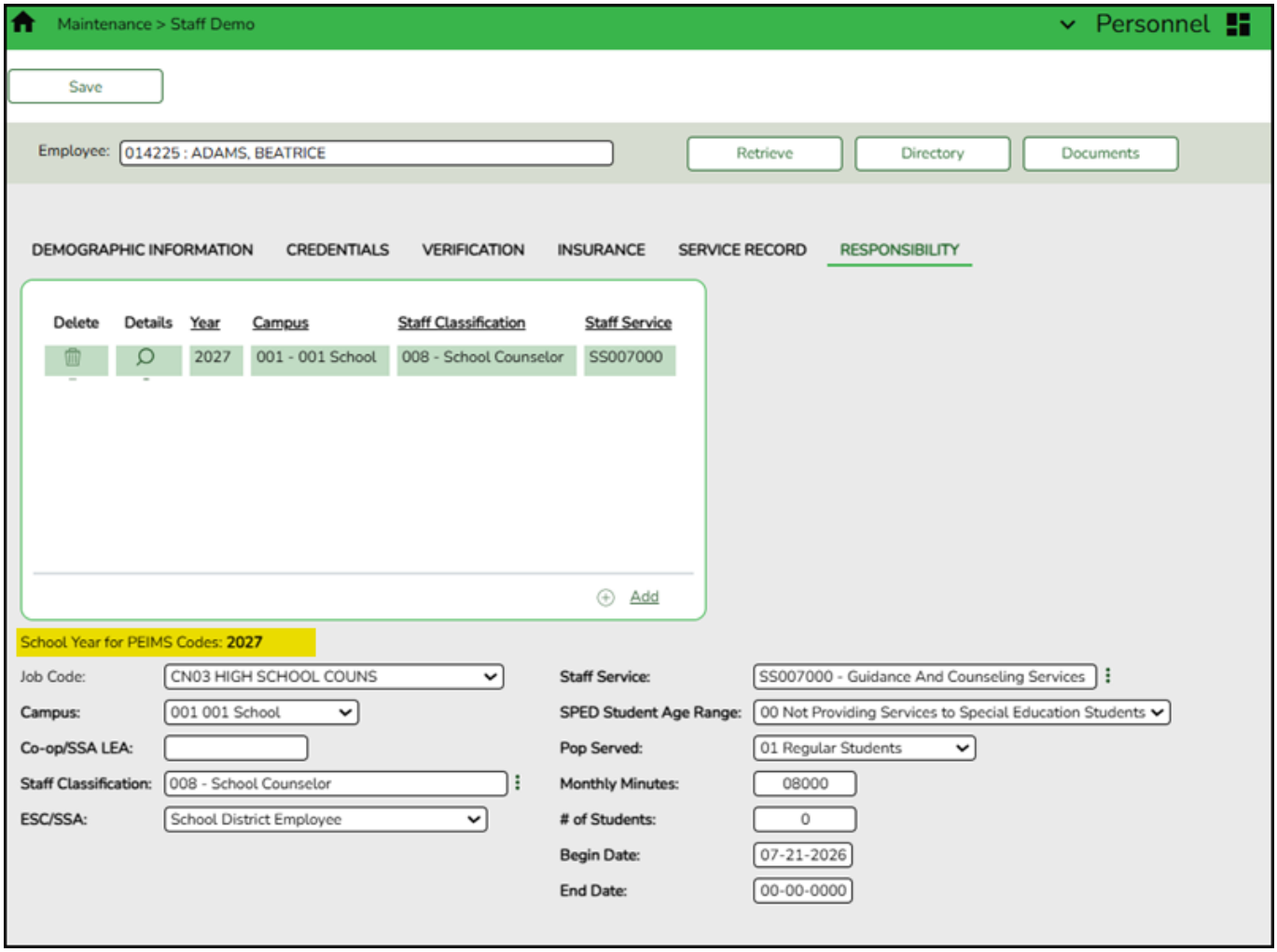
❑ Click **Execute**. A preview report is displayed. The report only lists available responsibilities to be copied based on the set parameters. Duplicates are not allowed.

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



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

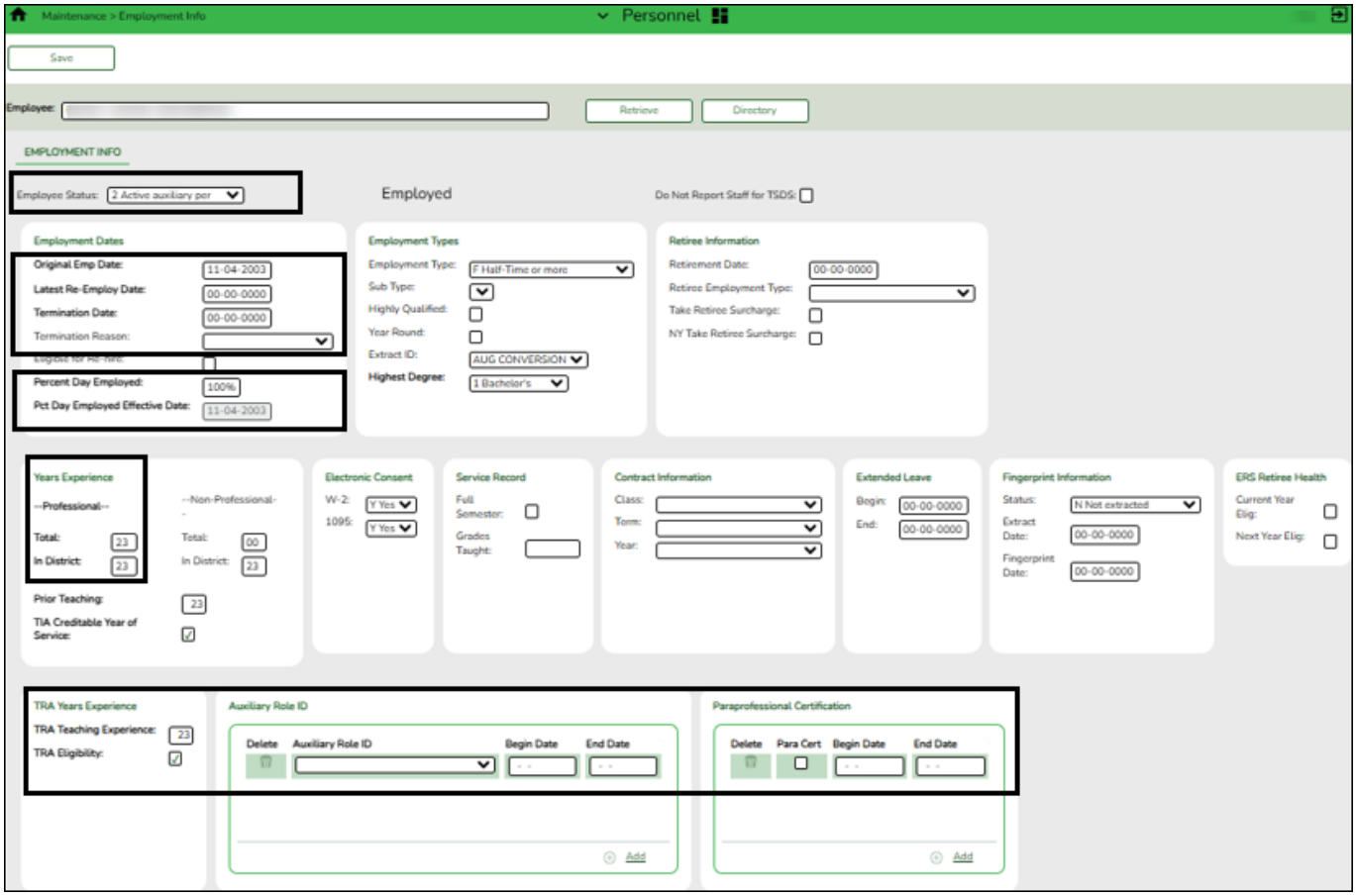
- **Campus**
- **Co-op/SSA LEA** - Co-op staff should be reported by the fiscal agent. Type the nine-digit ID (six-digit district ID + three-digit campus ID) to identify the LEA (district and campus) where the SSA/Co-op employee has work assignment records if other than their home district/campus. If 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** - Codes *01* and *02* should only be selected if the **Pop Served** is *06 Special Ed Students*.
- **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 1-4, 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.
- **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) - 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.

  Note:

Notes:

- 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).
- 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.
- 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 Employd** 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.

