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TSDS - DA3100

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District Administration > Maintenance > Non-Employee > TSDS

This tab is used to create and maintain TSDS/Responsibility records for non-employees.

This information on this tab is only extracted if the non-employee has a **TX Unique Staff ID** assigned on the Non-Employee tab.

Note: District employees cannot be accessed on this tab.

Add a record:

Retrieve a non-employee record.	**Employee Nbr or Name**	Begin typing all or part of the desired employee number or name. As you begin typing the data, a drop-down list displays the employee numbers and names that match the data that you typed. Select the desired employee record, and click **Retrieve**.	OR	**Directory**	Click to display the Non-Employee Directory. Type data in the desired search fields, and click **Search**. A list of data that matches the search criteria is displayed. Select an employee number item from the list. Otherwise, click **Cancel**.

Under **TSDS Days Employed Set**:

Field	Description
Percent Day Employed	Displays the **Percent Day Employed** value from the Personnel > Maintenance > Employment Info page. This is the percentage of a standard workday for which the non-employee is hired to work. This value must be greater than zero to avoid TSDS errors.
TSDS # Days Employed	Displays the actual number of at-work days within the school year that the non-employee is scheduled to work. This number excludes non-workdays such as holidays, weekends, or any other days the non-employee is not scheduled to work. This value must be greater than zero to avoid TSDS errors.
Begin Date	Displays the first day the non-employee is assigned the **Percent Day Employed** and **TSDS # Days Employed**. This field can be edited if a correction is necessary.
End Date	Displays the first day after the last day the non-employee was assigned the **Percent Day Employed** and **TSDS # Days Employed**. This field can be edited if a correction is necessary.

Under **Responsibility**, a list of responsibility records for the current **School Year for PEIMS Codes** and the current **School Year for PEIMS Codes** minus one is displayed for the selected non-employee.

Click  to view additional details for the selected row.

School Year for PEIMS Codes	The school year for the PEIMS edit tables as entered on the Payroll/Personnel > Tables > District HR Options page is displayed.
Campus	PEIMS Reporting Element Click ⌄ to select the code that identifies the campus to which the non-employee is assigned. If the duties are not related to a particular campus for the responsibility record, select 700 - Administration.
Co-op/SSA LEA	PEIMS Reporting Element Type the nine-digit ID (six-digit district ID + three-digit campus ID) to identify the district and campus where the non-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**. PEIMS Reporting Element Click ⌄ to select the code that identifies the capacity (role) in which a person serves (e.g., teacher, art therapist, or superintendent). If a person's actual classification is not listed in code table C021, choose the closest approximation. Instructional Educational Aides are reported as code 033.
ESC/SSA	PEIMS Reporting Element Click ⌄ to select the code that indicates if the staff member works for an educational service center (ESC) only or is also part of an ESC shared service arrangement.
Staff Service	PEIMS Reporting Element Click ⋮ to select the eight-digit code that indicates the services supplied by staff.
SPED Student Age Range	PEIMS Reporting Element Click ⌄ to select the code indicating the age range of Special Education students supported by the teacher or paraprofessional staff member.
Pop Served	PEIMS Reporting Element Click ⌄ to select the two-digit code that identifies the student population for which a service was designed or intended. It does not necessarily identify program eligibility. Only one code can be reported per course section. If intent cannot be determined, use code 01 (i.e., Regular Students).

Monthly Minutes	PEIMS Reporting Element Type up to five digits for the maximum number of minutes in a month devoted to a particular class. A month is generally considered to be the four weeks prior to the fall snapshot date. The total MONTHLY-MINUTES are reported for each service. The four weeks preceding the snapshot date must be considered to calculate the monthly minutes. **Examples**: • A class taught for one hour every day would report 1,200 monthly minutes (60 minutes x 5 days x 4 weeks). • A class taught one hour three times each week would report 720 monthly minutes (60 minutes x 3 days x 4 weeks). • A class taught for different amounts of time each week would be reported with a cumulative monthly minute total. **Note**: Monthly Minutes are required for counselors.
# of Students	PEIMS Reporting Element Type the number of students for whom the non-employee is responsible. This is the count of students in membership in the class as of the reporting date. Only the Teacher of Record is reported with this number; all other staff members are reported with NUMBER-STUDENTS-IN-CLASS as 0. The field can be a maximum of three digits.
Begin Date	PEIMS Reporting Element Type the date that the non-employee began in the selected staff classification (role ID) in the MM–DD-YYYY format, or select a date from the calendar.
End Date	PEIMS Reporting Element Type the date that the non-employee ended in the selected staff classification (role ID) in the MM–DD-YYYY format, or select a date from the calendar. The end date cannot be prior to the begin date.

❑ Click **Save**.

Other functions and features:

Retrieve	Click to retrieve information from the last save. If you click **Retrieve**, any unsaved changes will be lost.
Delete	Click to delete the non-employee record. A message is displayed asking if you want to delete the non-employee record. Click **OK** to delete the record. Click **Cancel** to return to the Non-Employee page without deleting the record.

Print	Click to print the Non-Employee Report. The Confirm Print pop-up window is displayed. • **Print Current Non-Employee** - Select to print only current non-employee records based on their begin and end dates. • **Print All Saved Non-Employees** - Select to print all saved non-employee records. Review the report.