



Release Date: TxEIS/ASCENDER Update: 3.5.

Human Resources

Human Resources > Maintenance > Staff Demo > Responsibility

(Mandated Change) Added the **Grade Level** field. This field must be populated if the **Pop Served** field is set to 06 and the **Role ID** field is set to either 033, 047, or 087. Otherwise, the field should be left blank.

The screenshot shows a form with the following fields and values:

- Campus: 001 001 School
- Role ID: 033 - Educational Aide
- Service ID: 01020000 - KINDER ELEM
- Pop Served: 06 Special Ed Students
- Grade Level: KG Kindergarten** (highlighted in red)
- # of Students: 015
- Class ID: 001a-ut-0-0000000
- Class Type: 01 Regular
- Monthly Minutes: 09000
- ESC/SSA: School District Employee
- Job Code: (empty)
- PE Info:

Days Wk 1:	0	Min Wk 1:	0
Days Wk 2:	0	Min Wk 2:	0
Days Wk 3:	0	Min Wk 3:	0
Days Wk 4:	0	Min Wk 4:	0

Human Resources > Maintenance > Staff Job/Pay Data > Employment Info

(Mandated Change) Added the **Paraprofessional Certification** check box allowing you to indicate whether a paraprofessional employee is certified.

The screenshot shows the Employment Info section of the Staff Job/Pay Data form for Employee 000113: BROWN, BILLY E. The Paraprofessional Certification checkbox is highlighted in red.

Employee: 000113 : BROWN, BILLY E

Buttons: Save, Retrieve, Directory, Documents

Navigation: Employment Info, Pay Info, Job Info, Distributions, Deductions, Leave Balance

Employee Status: 1 Active professional

Highest Degree: 2 Master's

Percent Day Employed: 100%

Eligible for Re-hire:

Extract ID: SEP 10 MONTH EMPLOYEES

W-2 Elec Consent: N No

1095 Elec Consent: (empty)

Original Emp. Date: 08-20-1990

Latest Re-Employ Date: 08-20-1990

Retirement Date: 00-00-0000

Take Retiree Surcharge:

NY Take Retiree Surcharge:

Year Round:

ERS Retiree Health Elig:

NY ERS Retiree Health Elig:

Primary Job Code: 0145 - SPP TEACHER

Primary EEOC: (empty)

Percent Assigned: 100%

Employment Type: F Half-Time or more

Retiree Employment Type: (empty)

PEIMS Auxiliary Role ID: (empty)

Highly Qualified:

Paraprofessional Certification: (highlighted in red)

Human Resources > Reports > HR Reports > Personnel Reports > HRS1250 - Employee Data Listing

(Mandated Change) Added the **Paraprofessional Certification** check box to the **Personnel**

Information section.

Date Run: 09-29-2020 11:12 AM		Employee Data Listing		Program: HRS1250																																																	
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				Frequency: 6																																																	
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(Mandated Change) Added the Grd Lvl column to the Staff Responsibilities section.

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