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**ASCENDER 9.0200**

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## Personnel > Maintenance > Staff Demo > Responsibility

□ Per TSDS requirements, the following changes were made to the tab:

- Removed the **Grade Level** column and field.
- Added the **SPED Student Age Range** field to select the code indicating the age range of Special Education students supported by the teacher or paraprofessional staff member. This data will also be included in the Personnel > Utilities > Mass Update > Responsibility process.

The screenshot displays the 'Personnel > Maintenance > Staff Demo > Responsibility' screen. At the top, there is a 'Save' button and an 'Employee' search field with 'Retrieve' and 'Directory' buttons. Below this is a navigation bar with tabs for 'DEMOGRAPHIC INFORMATION', 'CREDENTIALS', 'VERIFICATION', 'INSURANCE', 'SERVICE RECORD', and 'RESPONSIBILITY'. The 'RESPONSIBILITY' tab is active, showing a table with columns: 'Delete', 'Details', 'Year', 'Campus', and 'Staff Classification'. The table contains one row with values: '2025', '001 - 001 School', and '000 - Other'. Below the table is an 'Add' button. To the left of the table are fields for 'School Year for PEIMS Codes: 2025', 'Job Code:', 'Campus:', 'Co-op/SSA LEA:', 'Staff Classification:', and 'ESC/SSA:'. To the right of the table is a dropdown menu for 'SPED Student Age Range' with a list of options: '00 Not Providing Services to Special Education Students', '01 Age 3 Through 5 (Not KG)', and '02 Age 5 (KG) Through 21'. Below the dropdown is an 'End Date' field with the value '00-00-0000'.

## Personnel & Payroll > Reports > User Created Reports

□ Per TSDS requirements, the following changes were made to the **Responsibility** section of the report parameters:

- Removed the **Grade Level** checkbox.
- Added the **SPED Age Rng Cd** checkbox.

Reports > User Created Reports Personnel

Save Create Report Delete Reset

Report Title

Employee Nbr:   Employed Only

Certification

Cert Type  Specialty Area  
 Cert Date  Teaching Spec  
 Date Expire

Responsibility

Campus  Pop Served  Class ID  Job Code  Days Wk 3  Min Wk 2  SPED Age Rng Cd  
 Role ID  Nbr Of Students  Class Type  Days Wk 1  Days Wk 4  Min Wk 3  Begin Date  
 Service ID  Monthly Minutes  ESC/SSA  Days Wk 2  Min Wk 1  Min Wk 4  End Date  
 School Year  Co-op/SSA LEA

## TSDS Extracts

The Business Fall extracts (Budget and Payroll) were modified to run in alignment with the TSDS schedule. Extracts will now run from the beginning of the fiscal year until the day after accounting period 10 closes. As a result the following changes were implemented:

- Added the **Extract TSDS** column to the Business Finance Options database table. Values are:
  - 0 - Do not extract when the general ledger file ID = C and the current accounting period is greater than 10 or less than the starting accounting period.
  - 1 - (Default for new year) - Extract when the general ledger file ID = C and the current accounting period is less than 10 and greater than the starting accounting period.
  - 2 - Extract when the general ledger file ID = C and the current accounting period = 11.
  - 3 - Last extract (one day after period 10 is closed)
  - 4 - Last report (two days after period 10 is closed)

The **Extract TSDS** column status is updated when the following processes are run:

- **Finance > Utilities > Move Current to New File ID**
- **Finance > Utilities > End of Month Closing** - A message is displayed indicating that Accounting Period 10 has been closed and the TSDS Budget and Payroll extracts will be paused until the Fiscal Year Close process is done.
- **Finance > Utilities > Fiscal Year Close**



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