

TSDS Best Practices for New Employee Records

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This guide outlines best practices for entering new employee records in ASCENDER for TSDS reporting. The steps are listed in sequential order and must be completed in the order shown.

Use this document as a reference in conjunction with the TSDS PEIMS Fall Submission Data for Business document when adding new employees.

* A red asterisk indicates that field should be completed only if it is applicable.

I. Personnel

1. Personnel > Maintenance > Staff Demo > Demographic Information

Create a new employee record and complete the following:

- **Staff ID/SSN**
- ***Texas Unique Staff ID**
- **Name** - The employee's name should match the name printed on their Social Security card.
- **Sex**
- **DOB**
- **Ethnicity**
- **Race**

Other recommended:

- **Address**
- **Marital Status**
- **Driver's License**
- **Phone**
- **Work/Home Email**
- **Restrictions**
- **Emergency Contact Information**

2. Personnel > Maintenance > Staff Demo > Credentials

Complete the following:

- ***Teaching Specialization**
- ***Teacher Incentive Allotment Designation**

Other recommended:

- *__Certification__
- *__Permit__

3. Personnel > Maintenance > Staff Demo > Responsibility

Note: Responsibility data cannot be added until the **School Year for PEIMS Codes** has been updated on the Personnel > Tables > District HR Options page.

Complete the following:

- *__Staff Service__
- *__SPED Student Age Range__
- *__Pop Served__
- *__Monthly Minutes__
- *__# of Students__
- *__Begin Date__

4. Personnel > Maintenance > Employment Info

Complete the following:

- **Employee Status** - Set this field to *0 - Pending* to prevent the record from being included in the overnight extract with incomplete information.



When all data from Sections I and II are complete and accurate, update the **Employee Status** to 1-5 or A.

Note: The **Percent Day Employed** and **# of Days Employd** will populate only when the following conditions are met:

- **Employee Status** is set to 1–5 or A.
- The current date is on or after the employee's **Original Emp Date** or **Latest Re-Employ Date**.
- The overnight extract has run allowing the data to be retrieved once the above conditions are met.

- **Original Emp Date**
- **Latest Re-Employ Date**
- **Percent Day Employed**
- **Pct Day Employed Effective Date**
- **Highest Degree**
- **Years Experience**

- *__Prior Teaching__
- *__Auxiliary Role ID__ and __Begin Date__
- *__Paraprofessional Certification__ and __Begin Date__

Other recommended:

- *__Sub Type__
- *__Extract ID__
- *__Take Retiree Surcharge/NY Take Retiree Surcharge__
- __Fingerprint Information__

II. Payroll

1. Payroll > Maintenance > Staff Job/Pay Data > Pay Info

Complete the following:

- *__Extra Duty Pay__

Other recommended:

- __Pay Status__
- __Pay Campus__
- __Unemployment Elig__
- __W-4 Withholding Certificate__
- __TRS Status__
- __TRS Begin Date__
- __Bank Info__

2. Payroll > Maintenance > Staff Job/Pay Data > Job Info

Complete the following:

- __Contract Total__ (est annual $ for hourly)
- __Contract Begin Date__
- __# of Days Empld__

Other recommended:

- __Job Code__
- __Primary Campus__
- __Pay Type__
- *__Pay Grade__
- __Hrs Per Day__
- __Contract Balance__
- __# of Annual Pymts__
- __# of Months in Contract__
- __Stat Min Days__
- __Payoff Date__
- *__OVTM Elig__

- *OVTM Rate
- *TRS State Info
- WC Code
- *Accrual Info Code

3. Payroll > Maintenance > Staff Job/Pay Data > Distributions

Complete the following:

- **Account Code**
- **Amount** (per account)
- **Activity Codes** (for salary & stipends)

Other recommended:

- **Expense 373**

4. Payroll > Maintenance > Staff Job/Pay Data > Deductions

Complete the following:

- **Deduction Code**
- **Café 125**

III. Personnel



When all data from Sections I and II are complete and accurate, update the **Employee Status** to 1-5 or A.

Note: The **Percent Day Employed** and **TSDS # of Days Employed** will populate only when the following conditions are met:

- **Employee Status** is set to 1–5 or A.
- The current date is on or after the employee's **Original Emp Date** or **Latest Re-Employ Date**.
- The overnight extract has run allowing the data to be retrieved once the above conditions are met.

Verify the following information is populated:

1. Personnel > Maintenance > TSDS Days Employed Set

- **TSDS # of Days Employed**

2. Personnel > Maintenance > Employment Info

- **Percent Day Employed**
- **% Day Effective Date**

3. Personnel > Maintenance > TSDS Days Employed Set

- **TSDS # of Days Employed**


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