

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**
- **Employment Type**
- **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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