TSDS Best Practices for Terminated Employee Records

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This guide outlines best practices for terminating 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 terminating employees.

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

I. Personnel

1. Personnel > Maintenance > Employment Info

Complete the following:

- **Termination Date**
- **Extract for TSDS** - Select if the **Termination Date** is in the past (prior to the current date) and the data should be included in the TSDS extract.
- **Termination Reason**
- ***Auxiliary Role ID End Date**
- ***Paraprofessional Certification End Date**

2. Personnel > Maintenance > Staff Demo > Responsibility

Complete the following:

- **End Date**

3. Personnel > Maintenance > TSDS Days Employed Set

Complete the following:

- **End Date**

II. Payroll

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

Complete the following:

- *__Extra Duty Pay__

Other recommended:

- __Extra Duty/Business Allowance Remain Pymts__

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

> ⛔ __Do not__ change the __Remaining Pymts__ field on this tab. The __Payoff Date__ determines the payoff. Modifying the remaining payments can negatively impact taxes and TRS.

Complete the following:

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

Other recommended:

- __Contract Balance__
- __Payoff Date__

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

Complete the following:

- Adjust __Contract Totals__ (if necessary)

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

Complete the following:

- Adjust __Remain Pymts__ (if necessary)

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