employmentinfo

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

The following link provides sample staff job/pay data images for each pay type.

Sample Images by Pay Type

This tab is used to maintain basic employment information for an employee. The data includes employment dates, job assignments, contract information, and job termination dates. Before using this tab, each employee must have a demographic record.

Complete the following required fields:

- **Employee Status**
- **Highest Degree**
- **Percent Dy Employed**
- **Original Employment Date** (or **Latest Re-Employ Date**)
- **Employment Type**

Although all of the fields on this tab are not required, some of the fields are used for reporting to TEA, TRS, IRS, and SSA.

Complete the necessary employee information fields.

As you are making changes to employment dates, review the following examples for additional guidance on terminations, rehires, and change in positions:

Example 1: Termination Date

Employee A works for ABC LEA and leaves employment on 05/30/2025. Therefore, a termination date of 05/30/2025 must be entered. Later, Employee A returns to ABC LEA with a new start date of 08/12/2025. The original **Termination Date** of 05/30/2025 remains in place and the new start date should be entered in the **Rehire Date** field.

Example 2: Change in Position

Employee B is hired by ABC LEA as a paraprofessional with a hire date of 08/30/2025. Later, they obtain a teaching certificate and move into a teaching position starting 01/06/2026. In this case, the paraprofessional position should be ended and paid off on the Job Info record through 01/05/2026. The new teaching position should then be added with a beginning contract date of 01/06/2026. **Note**: The employee should not have a termination date or a rehire date since this is a change in position and not a separation from employment.

Field	Description
Employee Status	Click ⌄ to select one of the following one-character codes indicating the employee's status. This field is required. When extracting for TSDS reporting, staff records with a pay type of 1-3 are extracted if the **Employee Status** is *1 - Active professional*, *2 - Active auxiliary per*, *3 - Retired*, *4 - Resigned*, *5 - On Leave*, or *A - Long Term Substitute*. *0 - Pending* - An employee with a pending status indicates that the employee is new or inactive with a demo record. The employee does not need to be active to have payroll records set up in CYR or NYR. However, for NYR budget purposes, the employee must have payroll records in NYR. And, for CYR payroll purposes, the employee must have payroll records in CYR. • *1 - Active professional* • *2 - Active auxiliary per* • *3 - Retired* • *4 - Resigned* • *5 - On Leave* • *6 - Substitute* • *7 - Substitute retired* • *8 - Temporary* • *9 - Other* • *A - Long Term Substitute*

❑ Under **Employment Dates**:

Original Emp. Date	Type the original date on which the individual was employed by the LEA in the MM-DD-YYYY format. This date does not change if the employee left the LEA and then returned. This field is required to extract the employee for State Reporting. **Note**: Employees are only included in the Instructor directory in Grade Reporting if they have an **Original Emp. Date** or **Latest Re-Employ Date**. If an employee does not have an employment date or if the employee has a termination date that is greater than their latest employment date, then the employee is not included in the Instructor directory.
Latest Re-Employ Date	Type the date the employee began his current period of employment in the MM-DD-YYYY format. The field applies only to employees who worked for the LEA, left the LEA, and then returned. If the employee never left the LEA, the field is left blank.
Termination Date	Type the date that the termination of the employee went into effect in the MM-DD-YYYY format. This field is used only for employees who have been terminated from their positions. When a date is entered in the **Date** field, the system deselects all remaining months for the year in the **Unemployment Eligibility** section, except for the actual termination month. The termination date and reason are used to exclude the employee from TEA reporting.
Extract for TSDS	Select to include the employee in TSDS Staff Domain extracts regardless of their employment status. This allows those individuals with a **Not Employed** status to be included in the TSDS extract process. This option is useful for job abandonment instances where a termination date must be entered.
Termination Reason	Click ⌄ to select the reason the employee was terminated. The termination reasons are maintained on the Personnel > Tables > Job/Contract > Termination Reason tab.

Eligible for Re-hire	Select if the employee is eligible for rehire.
Percent Day Employed	Type the percentage of a standard district (LEA) workday for which the employee is hired to work. This field is required. For an employee on contract, the percentage can be determined directly from the contract: full-time = 100, half-time = 050, and so on. For a non-contract employee, the percentage can be determined as follows. **Example**: The standard workday for the LEA is 7 hours. An employee is hired to work for 4 hours per day. This data element is coded as 057 for the employee because 4/7 = .571 is rounded down. Employees such as cafeteria workers and bus drivers who work only a few hours each day should not be reported as 100 in this field. Consider the number of hours worked in relation to the standard LEA workday, not the job. The field can be a maximum of three digits.
Pct Day Employed Effective Date	Type the employee's start date or the date they were hired. If the **Percent Day Employed** is changed, type the effective date of the change. This field only applies to employees with an **Employee Status** of 1, 2, 3, 4, 5, or A, and is only enabled when the **Percent Day Employed** is changed. If the **Percent Day Employed** is changed, the **Pct Day Employed Effective Date** is required.

❑ Under **Employment Types**:

Employment Type	Required TRS reporting field. Click ⌄ to select the employee's employment type code. • *F - Half-Time or more* • *M - Temporary* • *P - Less than Half-Time* • *S - Substitute*
Sub Type	Click ⌄ to select the type of substitute teacher. This field is only displayed if the **Pay Type** field is set to 4 (Substitute) on the Job Info tab.
Highly Qualified	Select to indicate that the teacher is highly qualified.
Year Round	Select if the employee is employed on the year-round calendar.
Extract ID	Type a three-character, locally assigned code (e.g., 187 - 187-day employees, JUL - employees who start work in July, 12M - 12-month employees, etc.) for grouping employees, or click ⌄ to select an extract ID. These codes are used to group employees for mass updates. The extract ID information is maintained on the Personnel > Tables > Job/Contract > Extract ID tab.
Highest Degree	Click ⌄ to select the highest degree the employee received from a certified learning institution. This field is required.

❑ Under **Retiree Information**:

Retirement Date	Type the employee's retirement date in the MM-DD-YYYY format.

Retiree Employment Type	Required TRS reporting field. (for retirees) Click ⌄ to select the retired employee's retiree employment type code. • *C - Combination of Substitute and Half-Time or less* • *F - Full-Time* • *H - Half-Time or less* • *S - Substitute*
Take Retiree Surcharge	Select if the LEA should pay the TRS surcharges for retirees. When selected, the TRS retiree pension surcharge (based on gross pay) is calculated, and the TRS-Care surcharge (RI deduction code) is assessed during payroll calculations. Therefore, extreme care should be taken to make sure that the check box is set accurately for the process being performed. Retiree surcharges depend on retiree dates and vary based on the retiree; therefore, it is important to reference the TRS Reporting Entity Portal for specific details.
NY Take Retiree Surcharge	Select if the LEA should pay the TRS surcharges for retirees for next year processes. When selected, the TRS retiree pension surcharge (based on gross pay) is calculated, and the TRS-Care surcharge (RI deduction code) is assessed during the Interface NY Payroll to NY Budget extract.

❏ Under **Years Experience**:

Professional column:

Total	Type the total years of professional experience for the employee. The field can be a maximum of two digits. This information is included in the Teacher Service Record.
In District	Type the total years of professional experience for the employee in the LEA. The field can be a maximum of two digits.
Prior Teaching	Type the total number of years that the employee has previously held a teaching position in one or more educational institutions.
Creditable Year of Service	Select to indicate that the employee is a teacher who currently qualifies for the Teacher Incentive Allotment or has been submitted by the LEA for a new or change of designation, and has been employed by the LEA and compensated or will be compensated by the LEA for a creditable year of service. TEA defines a creditable year of service as 90 days at 100% of the day (equivalent to four and one-half months or a full semester) or 180 days required at 50-99% of the day and compensated for that employment.

Non-Professional column:

Total	Type the total years of non-professional experience for the employee. The field can be a maximum of two digits.
In District	Type the total years of non-professional experience for the employee in the LEA. The field can be a maximum of two digits.

Note: When extracting teacher service records, the **Years Experience** fields are populated based on the **TRS Member Pos** field from the Job Info page, and the **Years Experience** fields from the Employment Info page. Refer to the Extract Teacher Service Record Checklist.

❑ Under **Electronic Consent**:

W-2	Click ⌄ to select whether or not the employee provided consent to receive the W-2 form electronically rather than receive a printed, mailed copy. This field is updated to reflect any changes made by the employee in EmployeePortal. If the **W-2 Electronic Consent** field is not selected on Payroll > Tables > District EP Options > EmployeePortal Options tab, then this field is not applicable. • If *Yes* is selected, the employee must log on to EmployeePortal to print the W-2. • If *No* is selected, the employee will receive a printed, mailed copy from the LEA. **Note**: Inactive employees can continue to view and print their W-2 information in EmployeePortal depending on the LEA. If the LEA opts to restrict inactive employee access (changes the EmployeePortal password or deletes the user's access), the employee will receive a printed, mailed copy of their W-2.
1095	Click ⌄ to select whether or not the employee provided consent to receive the 1095 form electronically rather than receive a printed, mailed copy. This field is updated to reflect any changes made by the employee in EmployeePortal. If the **1095 Electronic Consent** field is not selected on Payroll > Tables > District EP Options > EmployeePortal Options tab, then this field is not applicable. If *Yes* is selected, the employee must log on to EmployeePortal to print the 1095. If *No* is selected, the employee will receive a printed, mailed copy from the LEA. **Note**: Inactive employees can continue to view and print their 1095 information in EmployeePortal depending on the LEA. If the LEA opts to restrict inactive employee access (changes the EmployeePortal password or deletes the user's access), the employee will receive a printed, mailed copy of their 1095.

❑ Under **Service Record**:

Full Semester	Select if the employee worked a full semester that was less than 90 days.
Grade Taught	Type the grades the employee has taught (e.g., K-5). This information is included in the Teacher Service Record.

❑ Under **Contract Information**:

The contract information is created and maintained on the **Personnel > Tables > Job/Contract** tabs.

Class	Click ⌄ to select the code that identifies any contract type or class identified by the LEA.
Term	Click ⌄ to select the code that identifies the terms of the contract held by the employee. Examples would be continuing, probationary, 1 year, and no contract.
Year	Click ⌄ to select the two-digit code that identifies in which year of the contract period the employee is currently working. For example, 02 would indicate the second year of the contract period.

❑ Under **Extended Leave**:

Begin	Type the date on which the employee begins an extended leave of absence in the MM-DD-YYYY format.
End	Type the date on which the employee ends the extended leave of absence in the MM-DD-YYYY format. The end date cannot be prior to the begin date.

❏ Under **Fingerprint Information**:

The **Fingerprint** fields are used only for tracking purposes.

Status	Click ⌄ to select the code to indicate the status of an employee's data.
Extract Date	(This field is obsolete as the Extract Fingerprint utility is not available in ASCENDER.) The extract date is populated when the employee's data is extracted using the Extract Fingerprint utility. You can change the extract date, if necessary.
Fingerprint Date	Type the date on which the employee's fingerprint data was entered in the MM-DD-YYYY format.

❏ Under **ERS Retiree Health**:

Current Year Elig	Select if the employee is an Employment Retirement System of Texas (ERS) retiree and is eligible to receive health coverage for the current year through ERS. If selected, the employee does not pay the Member Insurance Contribution (IN), and the employer does not pay the Reporting Entity TRS-Care payment (RI).
Next Year Elig	Select if the employee is an Employment Retirement System of Texas (ERS) retiree, and is eligible to receive health coverage for the next year through ERS.

❏ Under **TRA Years Experience**:

TRA Teaching Experience	Type the two-digit number of verifiable years of teaching experience as a classroom teacher as described in TEC §48.158. This field is required for teachers (Staff Classification 087), even if they only have 0–2 years and will not generate funding. The field default is zero.

TRA Eligibility	Select to indicate that the teacher works in an academic instructional setting for an average of at least four hours per day. **Note**: Staff are not required to hold a certificate but must meet the following criteria: • Teach in an academic instructional setting for at least an average of four hours per day (including planning periods). • Serve in a role that would typically require State Board for Educator Certification (SBEC) teaching credentials. Responsibilities should be reported in either the Teaching and Learning Entity or the Staff Education Assignment Association Entity with a Staff Classification of 087, supporting the reported eligibility. For additional guidance, review the following: • TWEDS > Staff Domain • TEC Sec. 48.158 • TEA website on House Bill 2

❏ Under **Auxiliary Role ID**:

Auxiliary Role ID	Click ⌄ to select the employee's auxiliary role ID, which indicates the capacity in which a non-exempt auxiliary employee serves. This must be reported for all employees who serve in a non-professional or non-paraprofessional role. Employees reported with an Auxiliary Role ID are reported with the base pay associated with object code 6129. For TSDS reporting purposes, multiple auxiliary roles can be entered without an end date.
Begin Date	Type the effective date of the employee's selected auxiliary role ID in the MM-DD-YYYY format, or select a date from the calendar. This date is required if the **Auxiliary Role ID** field is added or changed.
End Date	Type the end date of the employee's selected auxiliary role ID in the MM-DD-YYYY format, or select a date from the calendar. An end date should only be entered when the position has ended.

Notes:

The drop-down options are populated based on the year in the **School Year for PEIMS Codes** field on the Tables > District HR Options page.

This data is part of the StaffEducationOrgEmploymentAssociationExtension complex type collected in PEIMS Submission 1.

Professional and paraprofessional staff may also be reported with an Auxiliary Role ID if they serve the LEA in a non-professional or non-paraprofessional role. A classroom teacher (Role ID 087) who also drives a bus route for the school would require an Auxiliary Role ID to be reported. In this case, the employee would have at least two payroll accounting entries: one with object code 6119, and one with object code 6129. Because there may be duplication between Role ID and Auxiliary Role ID, the LEA must use its discretion in determining if the employee is serving in a professional or non-professional capacity.

❑ Under **Paraprofessional Certification**:

Para Cert	Select to indicate that the paraprofessional employee is certified. This field must be selected if the responsibility is 033 - Educational Aide and the population served is 06 - Special Education students.
Begin Date	Type the effective date of the employee's paraprofessional certification in the MM-DD-YYYY format, or select a date from the calendar. This date is required if the **Para Cert** checkbox is selected or changed.
End Date	Type the end date of the employee's paraprofessional certification in the MM-DD-YYYY format, or select a date from the calendar.

❑ Click **Save**.

Notes:

- The **Estimated Annual Salary (Hourly Employees Only)** (pay type 3) section was removed from this page. For hourly employees, use the Payroll > Maintenance > Staff Job/Pay Data > Job Info tab to update contract totals with a zero balance for reporting purposes.
- The **Unemployment Eligibility** section was removed from this page. Use the Payroll > Maintenance > Staff Job/Pay Data > Pay Info tab to update unemployment eligibility.


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