



ASCENDER GUIDES



Update employment info

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Update employment info

Personnel

Add or update employee information.

[Personnel > Maintenance > Employment Info](#) - This tab is shared between the current year and next year records; therefore, changes to the current year records are effective in the next year records and vice versa.

- Select the **NY Take Retiree Surcharge** field to include the retiree surcharge when the Extract Payroll to Budget process is performed.

Note: If service records have not been created, do not update data such as the **Percent Day Employed**, **Years Experience** and **Grade(s) Taught** fields for existing employees.

Terminated Employees

It is best practice to not only update the **Termination Date** and **Reason** but, if applicable, update the **Auxiliary Role ID** and **Paraprofessional Certification End Date**.

[Personnel > Maintenance > Staff Demo > Responsibility](#)

In addition, update the **End Date** on the employee's responsibility record.

Maintenance > Staff Demo

Personnel

Save

Employee: []

Retrieve

Directory

Documents

DEMOGRAPHIC INFORMATION CREDENTIALS VERIFICATION INSURANCE SERVICE RECORD RESPONSIBILITY

Delete Details Year Campus Staff Classification

[Add](#)

School Year for PEIMS Codes: 2025

Job Code:	0300 SECONDARY SCHOOL COUNSELOR	Staff Service:	SS007000 - Guidance And Counseling Services
Campus:	001 001 School	SPED Student Age Range:	
Co-op/SSA LEA:		Pop Served:	01 Regular Students
Staff Classification:	008 - School Counselor	Monthly Minutes:	
ESC/SSA:	School District Employee	# of Students:	000
		Begin Date:	08-13-2007
		End Date:	01-15-2025



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