



# Years of Service Notes



# Table of Contents



Review the following information:



**WARNING:** The Extract Teacher Service Record page retrieves the employee's contract begin/end dates from the [Payroll > Maintenance > Staff Job/Pay Data > Job Info](#) tab to create the service record, which means that service records must be extracted **before** new contract information is entered for the current year or rolled in from next year, and prior to updating the **Years Experience** fields on the [Personnel > Maintenance > Employment Info](#) tab for the next school year.

#### Notes:

- **It is recommended** that service records are extracted for **ALL** employees after June payrolls have been completed. If all leave for the current year has not been posted for certain employees, you can update those employees by using the **Update Leave Only** option on the [Personnel > Utilities > Extract Teacher Service Record](#) page after leave is posted in July and August.
- The data collection for Class Roster Winter submission will not be impacted since the prior teaching experience is maintained separately on the [Personnel > Maintenance > Employment Info](#) page.



Service records should include the completed number of years of experience at the **beginning** of the current school year and the leave balances at the **end** of the current school year.

## Years of Service Notes

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1. On TEA's website, the [Salary and Service FAQ's](#) page clarifies how data is displayed on the service record.

**Question:** My service record shows '0' for my first year of service even though I have completed that first year. Why isn't it changed to a '1'?

**Answer:** The service record reflects the service that you begin the year with. The next year will reflect that you begin that year with 1 year of completed service.

In ASCENDER, Service Records retrieve Years of Service data from the **Professional/Non-Professional Total Years Experience** section on the [Personnel > Maintenance > Employment Info](#)

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page.

2. On the TSDS Web-Enabled Data Standards (TWEDS) website. In the top-right corner, select the appropriate School Year (20XX), Collection (PEIMS), and Submission (Fall) and click Open. Review the (E1721) CreditableYearOfService data element.

**Definition: CreditableYearOfService** indicates a teacher (StaffClassification 087) who currently qualifies for the TIA 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. (§153.1021)

3. On the TSDS Web-Enabled Data Standards (TWEDS) website. In the top-right corner, select the appropriate School Year (20XX), Collection (PEIMS), and Submission (Fall) and click Open. Review the (E1377) TotalYearsPriorTeachingExperience data element.

**Definition: TotalYearsPriorTeachingExperience** is the total number of years an individual has previously held a teaching position in one or more educational institutions.

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Fall PEIMS and Class Roster both report the same number of years of service that is displayed on the Teacher Service Record when extracted. The Service Records are typically extracted after June Payroll, before 12-month staff are rolled from NY Payroll. This means that the Years of Service do not include the current school year, only the number of years the employee completed as of the beginning of the school year. (see #1 above.)

**Example:**

In the 2022-2023 school year, Mrs. Smith began teaching at ABC School District. At this time, her Service Record has 0 Years Experience for the 2022-2023 school year because she did not complete any years prior. For Fall and Class Roster, the district will report to TEA that she has 0 years of experience and 0 years of prior teaching experience.

In the 2023-2024 school year, Mrs. Smith leaves ABC School District and moves to XYZ School District, her Service Record follows her to XYZ School District.

- XYZ School District will enter 01 Years of Experience in both Total Professional Years and Prior Teaching when they start the year since she has just completed 1 year.
- XYZ School District will report 1 year in both fields (for Fall and Class Roster Winter).
- XYZ School District will extract her Teacher Service Record showing 1 year in June, then roll it up sometime after extracting Service Records at the beginning of the school year in anticipation of the next school year.

In the 2024-2025 school year, XYZ School District will report her in Fall PEIMS with 2 Total Years Professional Experience, in Class Roster with 2 Prior Years Teaching Experience, and on the Service Record with 2 years. This should generally also match the Pay Step.

**Note:** Occasionally, this may fall out of sync if a teacher leaves the classroom to fill a different role such as principal, then decides to go back to the classroom. In that instance, the number of years reported for Prior Year Teaching may be lower than the Total Years of Professional Service.

On the [Personnel > Maintenance > Employment Info](#) page, the **Creditable Year of Service** field is designed to alert TEA that the teacher has worked enough days to earn a year of service credit in the current year. Since the value will not be incremented until next year for Fall PEIMS, this provides data on the current year.

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## Service record fields in ASCENDER

The following is a list of fields from the Service Record tab and the corresponding fields in ASCENDER.

	Service Record Field in Personnel	ASCENDER Field	ASCENDER Page
1	School Year	School Year	<a href="#">Finance &gt; Tables &gt; District Finance Options &gt; Finance Options</a>
2	Position Held Description	Job Code description	<a href="#">Payroll &gt; Maintenance &gt; Staff Job/Pay Data &gt; Job Info</a>
3	School Grades Taught	Grade(s) Taught	<a href="#">Personnel &gt; Maintenance &gt; Employment Info</a>
4	% Day Employed	Percent Day Employed	<a href="#">Personnel &gt; Maintenance &gt; Employment Info</a>

	Service Record Field in Personnel	ASCENDER Field	ASCENDER Page
5	# of Days Employed	Calendar/Local Info section: # of Days Empld minus Svc Rec Days Ded	Payroll > Maintenance > Staff Job/Pay Data > Job Info Payroll > Maintenance > Leave Account Transaction > Leave Adjustment
6	Service Begin and End Dates	Calendar/Local Info section: Begin Date and End Date	Payroll > Maintenance > Staff Job/Pay Data > Job Info
7	Years Experience	<b>Total Professional for TRS Position Codes:</b>  01 (Professional) 02 (Teacher, Librarian) 05 (Nurse, Counselor)  The selected <b>Non-Professional Total</b> or <b>In District</b> for all other position codes.	Personnel > Maintenance > Employment Info
8	District Type	<b>District Type</b>  If <i>P - Private</i> is selected, the <b>District Type</b> field defaults to <i>Private</i> on the Maintenance > Staff Demo > Service Record tab in Personnel.  If <i>I - Independent</i> or <i>C - Charter</i> are selected, the <b>District Type</b> field defaults to <i>Public</i> on the Maintenance > Staff Demo > Service Record tab in Personnel.	District Administration > Tables > District Information
9	Full Semester	<b>Termination</b> section, <b>Full Semester</b> check box	Personnel > Maintenance > Employment Info
10	State Sick/Personal Leave	Begin, Earned, Used, and Balance amounts for the selected leave codes in the <b>Leave Code for State Sick</b> and <b>Leave Code for State Personal</b> fields on the <a href="#">Payroll &gt; Tables &gt; District HR Options</a> page.	Payroll > Maintenance > Staff Job/Pay Data > Leave Balance
11	Notes	<b>Notes</b> section	Personnel > Maintenance > Staff Demo > Service Record or Personnel > Utilities > Extract Teacher Service Record



## Back Cover