responsibility

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Responsibility - HRS3000

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This tab is used to maintain job responsibility records for employees, which is used for state reporting purposes. Although responsibility records retrieve the necessary data from the Master Schedule for most classroom teachers, other employees such as administrators and classroom aides must be manually entered on this tab. Employees who have responsibilities at more than one campus, assume more than one role, and/or perform more than one type of service will have multiple records.

Review the Responsibilities - Quick Reference Chart.

Visit the TSDS Web-Enabled Data Standards website, select the appropriate **School Year**, and review the Data Components > Entities > StaffEducationOrganizationAssignmentAssociation Entity page for additional guidance on entering responsibility records.

Notes:

- Employees can have multiple responsibility records for the same year, provided that each record has a different **Staff Service** value.
- If you need to delete a responsibility record for multiple employees, use the Personnel > Utilities > Mass Delete > Responsibility Data page.

Add responsibility data:

Retrieve an existing record.	Search for a record. Begin typing the employee name or number. As you type the data, a drop-down list of corresponding data is displayed. Select an employee and click **Retrieve**. Or, click **Directory** to perform a search in the Employees directory.

Click **+Add** to add a row.

Field	Description
School Year for PEIMS Codes	The school year for the PEIMS edit tables as entered in on the Tables > District HR Options page is displayed.
Campus	Click ⌄ to select the code that identifies the campus to which the employee is assigned. If the duties are not related to a particular campus for the responsibility record, select 700 - Administration.
Role ID	Click ⌄ to select the code that identifies the capacity in which a person performs the duties or service described in the record. For example, 029 indicates the role is classroom teacher.
Service ID	Click ⋮ to select the eight-digit code that identifies the specific service performed by the employee.

Click **Save**.

Other functions and features:

Field	Description
Retrieve	Retrieve data. The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
🔍	View additional information. PEIMS Reporting Element
🗑	Delete a row. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.
Documents	View or attach supporting documentation.

Field	Description
Pop Served	Click ˅ to select the two-digit code that indicates the student population for which the service is designed or intended. Use special student population codes only when the information is...
# of Students	Type the number of students for whom the employee is responsible. The field can be a maximum of three digits.
Class ID	Type the 14-character, alphanumeric, district-defined ID that is unique for a particular school year, campus, and service ID. This unique ID is assigned to the instructor's duties for a particular class. The class ID number can be repeated at a campus if multiple teachers are assigned to the same course section. When extracting from the master schedule, the class ID number is set to the course number (four to eight digits) + two-digit section number + one-digit semester number + padding with zeros. Example: 0901-11-1-0000000 Spaces are not allowed in the **Class ID** field. **Note**: When extracting from the master schedule, the class ID will be set to the four-digit course number + two-digit section number + one-digit semester number + 0000000. The first seven digits of the class ID are required, and the system will automatically fill the remaining with 0000000 when the user clicks **Save**.
Class Type	Click ˅ to select the class type. The class type identifies the type of class providing instruction to students in particular class settings.
Monthly Minutes	Type up to five digits for the maximum number of minutes in a month devoted to a particular class. A month is generally considered to be the four weeks prior to the as-of-date.
ESC/SSA	Click ˅ to select the code that indicates if the staff member works for an educational service center (ESC) only or is also part of an ESC shared service arrangement.
Job Code	Click ˅ to select the four-character district-defined code that identifies the specific job to which this individual is being assigned during the period indicated. This is not a required field and is not required for State Reporting.

The following fields are only displayed if the **Service ID** field contains a valid PE service ID.

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